**Hire a National Coastal Adaptation Specialist to Design and Deliver Training Workshops on Community Action Plan (CAP) Implementation**

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| Job Title | | National Consultant | |
| Division/Department | | Project: Enhancing the Resilience of Vulnerable Coastal Communities in Sinoe County, Liberia (ERVCCS) | |
| Program/Project Number/ **GEF Project ID number** | | 10376 | |
| Activity Result | | Training workshop program on the implementation of the CAPs designed, developed, and rolled out. | |
| Assignment | | To design and deliver training workshops on Community Action Plan (CAP) implementation. | |
| Location | | Greenville, Sinoe County | |
| Reports to | ERVCCS Project Manager under the supervision of the Energy & Environment (E&E) Coordinator | Consultancy Duration: | 40 days |
| **PROJECT BACKGROUND:** | | | |
| The EPA is Liberia's principal authority for environmental management. It coordinates, monitors, supervises, and consults with relevant stakeholders and sector Ministries, Agencies, and Commissions (MACs) on all activities related to protecting the environment and sustainable use of its natural resources.  The Government of Liberia (GoL), through the EPA and the United Nations Development Program (UNDP), and with funding from the Global Environmental Facility (GEF), received funding for the project “Enhancing Resilience of Vulnerable Coastal Communities in Sinoe County of Liberia (ERVCCS).” EPA is the project's Executing Entity. It is financed by a GEF Trust Fund grant and co-financed by UNDP and the GoL.  The project aims to build on existing projects to strengthen the resilience of vulnerable coastal communities and their livelihoods to the impacts of climate change, focusing on women and youths. Specifically, project interventions include 1) Strengthening Institutional Capacity for Climate Change Adaptation Planning, 2) Supporting Innovative Technologies for Climate Information and Communication Management, 3) Introducing Hybrid Adaptation Solutions, and 4) Supporting Resilient Livelihood Diversification through Training and Improved Access to Finance. The majority of the above interventions will target all coastal counties in Liberia. In contrast, hybrid adaptation interventions will be explicitly implemented in Sinoe County, one of the country’s most vulnerable coastal counties.  The impacts of climate change, combined with non-climatic drivers, such as sand mining, the expansion of agricultural areas, unsustainable fishing, pollution, and inadequate drainage systems, compromise the resilience of Liberian communities' ecosystems along the coastline. Consequently, local communities and ecosystems are experiencing increased coastal flooding and erosion, saltwater intrusion into groundwater supplies, waterlogging of inland areas, and sedimentation of rivers and freshwater resources due to Sea Level Rise (SLR) and higher-intensity rainfall events. The vulnerability of communities and ecosystems occurs through I) inundation and consequent damage of coastal infrastructure, II) loss of fishery and agriculture-dependent livelihoods, III) decrease in stable income generation for coastal communities, IV) increase in conflict and competition over resources within communities, V) decrease in food and nutrition security, VI) increased risk of vector- and waterborne diseases through waterlogging, and VII) increased pressure on surrounding ecosystems to compensate for the reduced provision of services from coastal, wetland and mangrove ecosystems. In addition, the vulnerability of Liberia’s coastal communities and their resilience to climate change, particularly in Sinoe County, is exacerbated by the limited capacity of GoL to provide essential services and adequate support for, among other things, water and sanitation, healthcare, utility-scale energy, and road infrastructure.      As a result, coastal communities in Liberia are threatened by damaging floods and erosion, both of which are increasing due to sea level rise and other impacts of climate change, such as increasingly intense rainfall events and the current limited financial and technical capacity at the national and county levels to address these threats.  In this regard, the EPA, through the ERVCCS Project Management Unit (PMU), is requesting expressions of interest from Liberian nationals for the National Coastal Adaptation Specialist position. This individual will design and deliver training workshops on the implementation of the Community Action Plans (CAPs). The capacity-building, which will guide affected communities on current and new adaptation practices and enhance their coastal resilience, will be implemented under Output 2.3 of the project.  Additionally, community beneficiaries will be further engaged by the development of Community Action Plans (CAPs, Output 2.3), which will include a participatory resource mapping exercise and a framework for the monitoring of coastal and river ecosystems. At least 50% of the participants in the resource-mapping exercise will be women as highlighted by the CAPs which adequately reflect gender-responsive adaptation strategies for all beneficiaries in each district. Gender mainstreaming will additionally be promoted by convening working sessions to ensure gender is fully emphasized during the sessions.  Accordingly, a consultant will be hired to design and deliver training modules on the findings of the CAPs and their strategies for implementation.  **OBJECTIVE OF THE ASSIGNMENT:**  This consultant will design and deliver training workshops on Community Action Plans (CAPs) implementation. A Community Action Plan is a structured strategy designed to address the specific needs and priorities of a community. It serves as a blueprint for collective efforts, fostering collaboration among stakeholders to create positive, sustainable changes. The CAP implementation training is meant to strengthen the capacity of community dwellers and promote local understanding and buy-in across all coastal communities for hybrid adaptation measures and alternative livelihood option interventions implemented.  **KEY TASKS AND RESPONSIBILITIES**  Among other functions, the consultant shall conduct an assessment of climate change priorities and challenges for the coastal communities to ensure the climate resilience of these selected communities; and design and deliver training tailored to suit the adaptation options identified in the CAPs.   * Conduct desk studies on the Community Action Plans (CAPs), and the GCF-Funded National Adaptation Plan (NAP) for the six coastal districts within Sinoe; * Conduct needs assessment to understand specific knowledge gaps and training requirements * Design training manuals for the six coastal districts, Nanakru, Bafu Bay, Seebeh, Downtown Mississippi, Pungbor, and Tournata, within Sinoe; * Developing linkages between NGOs and other community groups while highlighting the roles in climate change adaptation. * Develop training of the trainer’s program based on information from the Community Action Plans (CAPs) and the GCF-Funded NAP. * Conduct a 5-day interactive training for community dwellers from the six affected communities for CAP implementation to enhance community knowledge on varying adaptation options (new and old) and the approach used in identifying and practicalizing them. * Prepare and conduct a 3-day participatory training workshop for community representatives and local authorities on CAP implementation. This shall encompass group discussions and hands-on exercises that allow participants to practicalize the implementation strategies. * Ensure the involvement of community leaders, representatives of associated ministries, and agencies in the training program * Evaluate the participants to ascertain to what extent they have understood the content, and how they would go about implementing the CAPs from district-specific perspectives. * Develop a comprehensive training report covering the design, desk studies, and training methodology that was used to roll out the concept. Slides and manuals from the workshop shall accompany the report as appendices. * Develop a timeline that will impact the training of the Six affected communities   **KEY EXPECTED RESULTS**   1. Training workshop presentations/slides on the implementation of CAPs. 2. A comprehensive report on the training workshop delivered to achieve this activity's objectives and the project's overall goal 3. Participants' evaluation report   **CONTRACT AND REPORTING REQUIREMENTS:**  The consultant will be hired against a performance-based contract and shall be responsible for reporting to the PMU through the Project Manager under the supervision of the Energy and Environment Coordinator. All documents/reports shall be issued in English and submitted in hard and electronic copies. The final report shall be hardcover bounded which shall reflect the quality of the report.  **QUALIFICATIONS**   1. ***EDUCATION***   The National Coastal Adaptation Specialist must have a Masters in Climate Change, Coastal Engineering, Coastal and Marine Management, Sustainable Development, Environmental Management, Environmental Engineering, Environmental Science, and other related fields.   1. ***EXPERIENCE***  * **Experience with Community Development**: A deep understanding of community development practices, including the creation, implementation, and evaluation of community action plans. Experience in designing and facilitating CAPs in various communities would be ideal. * **Understanding of Local Governance and Stakeholders**: Knowledge of the roles of local governments, non-governmental organizations (NGOs), and community-based organizations in community development. * **Familiarity with Participatory Approaches**: Knowledge of participatory planning methods (e.g., participatory rural appraisal, community-led development) and how to involve community members in the process. * **Proven experience in Adult Learning**: Understanding how adults learn and the ability to create interactive, learner-centered training sessions. Familiarity with adult learning theories (e.g., Andragogy) would be beneficial. * **At least 3 years of Experience in Training Delivery Skills**: Experience in conducting workshops and training programs. This includes presenting content, facilitating discussions, and engaging participants. * **At least 3 years of Experience in Curriculum Design and Development**: Ability to develop training materials that align with the needs of the community and the objectives of the CAP. This includes creating manuals, slides, workbooks, and exercises. * **Facilitation of Group Activities**: Strong experience in leading group discussions, activities, and exercises that promote collaboration and active participation, ensuring that the workshop is engaging. * **Building Trust with Diverse Communities**: Understanding how to engage with diverse communities, respecting cultural differences, and building trust. This is crucial for effective collaboration and for ensuring the community feels ownership over the CAP process. * **Facilitation of Stakeholder Engagement**: Knowledge of how to involve various stakeholders (community leaders, local organizations, government representatives) and balance their interests within the CAP design. * **Conflict Resolution Skills**: Understanding of how to manage conflicts that might arise between stakeholders during the planning process and how to mediate discussions to reach a consensus. * **Experience with Planning and Implementing Projects**: Practical experience in project management, including setting goals, timelines, budgets, and monitoring the progress of CAPs. * **M&E (Monitoring & Evaluation) Experience**: Understanding how to measure the success and impact of community action plans through monitoring and evaluation methods. * **Sustainability and Capacity Building**: Experience in designing CAPs that are sustainable and build community capacity to manage and implement the plans on their own. * **Clear Communication**: Ability to communicate complex ideas in an easy-to-understand manner, both in written and verbal forms. * **Active Listening**: Ability to listen actively and understand the needs, concerns, and aspirations of the community members and stakeholders. * **Language Skills**: Proficiency in the local language(s) spoken in the community, or the ability to work with interpreters if needed. * **Sensitivity to Local Context**: Understanding the social, economic, and political context of the community to design relevant and culturally appropriate CAPs. * **Inclusive Practices**: Ensuring that marginalized groups (e.g., women, youth, minorities) are included in the planning and implementation process. * **Needs Assessment**: Experience conducting needs assessments or baseline studies to gather relevant data for designing CAPs. * **Use of Tools**: Familiarity with tools for data collection (surveys, focus groups, participatory mapping) and the ability to analyze data to inform the action plan. * **Ability to Adapt Training Content**: Ability to adjust training sessions based on the needs, level of understanding, and feedback from participants. * **Crisis Management**: Ability to adapt and respond to unexpected challenges or issues that may arise during the planning or training process.   **SUBMISSION OF APPLICATION:**  Interested candidates should submit a **Hard & Soft copy** of their CV, a one-page cover letter, and a Technical & Financial Proposal to the address below and by email at maldonakarway1@gmail.com indicating their suitability for the post. All interested candidates are to address their applications to the following address:  **ATTENTION:**  **Mr. Maldona K. Karway**  **Procurement Officer**  **Enhancing the Resilience of Vulnerable Coastal Communities in Sinoe (ERVCCS)**  **Environment Protection Agency (EPA)**  **4th Street Sinkor**  **1000 Monrovia, 10 Liberia**  **P.O. Box 4024**  The application can also be received through email at [maldonakarway1@gmail.com](mailto:maldonakarway1@gmail.com), indicating in the subject area **NATIONAL CONSULTANT TO DESIGN AND DELIVER TRAINING WORKSHOPS ON COMMUNITY ACTION PLAN (CAP) IMPLEMENTATION**.The closing date for submission of proposals is **4 PM, March 14, 2025.** Any submission coming/received after this deadline will not be given consideration. Only submissions meeting the requirements/criteria in the RFP will be considered for evaluation. **The application package should contain a full technical and financial proposal.** The proposal package must include the CVs of all personnel.  **NOTE:** This information is posted on <https://www.emansion.gov.lr>, <https://www.epa.gov.lr>, <https://www.undp.org>, and can be found in The News Newspaper. **FEMALE ARE HIGHLY ENCOURAGE TO APPLY!!!** | | | |

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