1. **COMPANY TO DESIGN AWARENESS-RAISING KNOWLEDGE PRODUCTS FOR FOCAL POINTS AND WORKING GROUPS TO INCREASE THE UNDERSTANDING OF CLIMATE RISKS AS WELL AS SEA AND RIVER DEFENSE RISKS MANAGEMENT.**

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| Job Title | | Contractual Service–Company | |
| 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 | | Knowledge products, radio programs, and printed material developed for use by focal points and working groups | |
| Assignment | | To Design Awareness-Raising Knowledge Products | |
| Location | | Monrovia | |
| Reports to | ERVCCS Project Manager under the supervision of the Energy & Environment (E&E) Coordinator | Consultancy Duration: | 40 days (30 days in the first year and 10 days in the remaining three years) |
| **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 proposals from national climate change and or environmental management firms to design Campaign, Awareness-Raising and Knowledge Sharing Products (CARKSP) for use by county-level working groups and focal points in Liberia’s nine coastal counties. The CARKSPs will inform the training modules developed for working groups and focal points based on findings from the Integrated Coastal Zone Management Plans (ICZMPs), Sea and River Defense Investment Management Plans, National Adaptation Plans, and the Community Actions Plans (CAPs). The CARKSP will promote local understanding of private sector stakeholders and selected focal points orientated with climate change knowledge. The products will highlight adaptation options while emphasizing gender-inclusivity.  **OBJECTIVE OF THE ASSIGNMENT:**  Currently, accessible information and awareness of Liberia’s climate change risks, as well as SRDRM at local levels, is limited. Consequently, the already high climate vulnerability of Liberia’s population — particularly communities living in coastal counties — is exacerbated by limited knowledge of how to appropriately reduce their vulnerability. Predicated upon this, the project seeks to build the capacity of stakeholders in county-development systems through its climate change and coastal adaption focal persons and working groups in the nine coastal counties. Given this, the specific objectives of this RFP are as follows:   * Develop knowledge products to be used by focal points and working groups to disseminate information on climate change risks, coastal vulnerabilities, climate adaptation, sea and river defense management, and community actions * Design and develop radio programs to be aired on community radios in all coastal counties * Design, develop, and produce audio-visual tools and materials to promote climate change adaptation in business opportunities and investment planning, particularly in the agriculture, fisheries, forestry, and hospitality sectors. * Produce printed materials, such as flyers, billboards, poster cards, etc. for use by focal points and working groups to disseminate information during training of trainers’ workshops, awareness raising, etc.     **SCOPE OF WORK:**  The CARKSP will be developed from a county-specific perspective. Awareness-raising will take place in Liberia’s nine coastal counties–Bomi, Grand Cape Mount, Grand Bassa, Margibi, Rivercess, Sinoe, Grand Kru, and Maryland.   * Co-managing the project’s social media platform, particularly Facebook, for the project that will be used for climate change adaptation information dissemination * Design and produce radio jingles to be aired in traditional media and social media as agreed, and turn the platform over to the project. The radio programs and jingles must suit the context of each county, while printed messages will communicate the need to take climate actions parallel to the ICZM principles and climate adaptation approaches as well as actions that protect coastal areas that are locally managed. * Design cross-sectorial awareness materials and programs must be cross-sectorial, incorporating local stakeholders including youth, women, and people living with disabilities.   **KEY EXPECTED RESULTS**  As a means of achieving the objective of this activity and the overall goal of the project, the firm shall work closely with the project team in conducting the below listed:  Comprehensive and coherent radio programs, printed materials, and other knowledge products that are county-specific and present climate change risks and mitigation measures, climate adaptation information, coastal zone management principles, etc.  **CONTRACT AND REPORTING REQUIREMENTS:**  The firm will be hired against a performance-based contract and shall be responsible for reporting to 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.   * **Weekly Progress Reports:** The firm shall prepare weekly concise reports, through the Chief Technical Advisor, with relevant information on progress, highlighting achievements, emerging issues that need clarification, and recommendations. * **Final Report:** Before the end of the assignment, the firm shall submit a final report detailing all the activities undertaken. The report shall outline achievements, challenges, lessons learned, and recommendations.   **PERFORMANCE MONITORING INDICATORS**  **OUTPUT**  The Consultancy will achieve the following deliverables:   * Ensuring that printed materials convey climate change risk identification and mitigation, climate adaptation approaches, ICZM principles, etc. as indicated in the ToR. * Ensuring that end users of the printed materials and presenters of the radio programs can communicate the information carried by the knowledge products effectively. * Informing and involving affected and interested individuals and organizational stakeholders in developing the CAPs and incorporating their concerns, where applicable, in preparing the document. * Ensuring that stakeholders have access to information about the document development process.   **TECHNICAL FINANCIAL PROPOSAL EVALUATION**  All technical proposals will be evaluated in compliance with the requirements in Annex 1, and the weight for technical aspects is 70% as the remaining 30% will be allocated for financial aspects.  **QUALIFICATION - EDUCATION:**  This consultancy is open to registered Civil Society Organizations, NGOs, Environmental Management Firms, etc. The essential requirements are found in subsection 3.0 of Annex 1.  **ALL PROPOSALS SHOULD BE ADDRESSED TO:**  **Mr. Maldona K. Karway**  **Procurement Officer**  **Project Management Unit**  **ERVCCS Project**  **4th Street, Sinkor 1000 Monrovia, 10 Liberia**  **P.O. Box 4024**  Or through email to maldonakarway1@gmail.com, indicating in the subject area **COMPANY TO DESIGN KNOWLEDGE AND AWARENESS RAISING PRODUCTS TO BE USED BY FOCAL PERSONS WORKING GROUPS IN LIBERIA’S COASTAL COUNTIES**.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 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. **ALL PROPOSALS MUST HIGHLIGHT A STRONG SENSE OF FEMALE PARTICIPATION!** | | | |

**ANNEX 1**

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| ***EXPERTISE OF THE ORGANIZATION*** | | | |
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| ***1.1*** | **The reputation of Organization and Staff/credibility/Reliability/ Industry Standing**  • Is the organization legally registered, and is its mandate in line with the required service?  • At least 3 years’ experience in similar nature projects handled in the past, especially on research and awareness around Climate Change Adaptation and National Planning  • Competence and reliability in the provision of similar services evidenced by at least two positive Letters of Satisfactory Performance from different clients in the past 3 years? |  | |
| ***1.2*** | Relevance of specialized knowledge and experience on similar engagements: Does the organization have a successful track record of implementing similar projects, especially those focusing on climate change adaptation-related activities in the private and public sectors, particularly in fisheries, agriculture, hospitality, and forestry? |  | |
| ***1.3*** | **Quality assurance procedures and risk mitigation measures.**  How detailed are the Proposer’s internal quality assurance and reporting mechanisms? Are they technically sound and justifiably expected to ensure the desired result? |  | |
| ***2.0*** | **Methodology, its Appropriateness to the Condition & Timeliness of the Implementation Plan** | | |
| ***2.1*** | •How well does the Proposer demonstrate a thorough understanding of the purpose/scope of the RFP as outlined in the TOR?  • Does the proposal focus on raising awareness and conducting outreach materials on climate change adaptation among key stakeholders in the county development system and business and investment, particularly in the agriculture, fisheries, forestry, and hospitality sectors?  •**How detailed is the approach and methodology?**  Does it consider the local project environment and, is it appropriate, realistic, feasible with potential to achieve the desired outcome or the TORs? | |  |
| ***2.2*** | Is the work plan well-detailed? Is the sequence of activities and planning logical, and realistic and does it explain how work will be undertaken for each deliverable to ensure completion within the prescribed timeline? Does it promise efficient implementation of the project? | |  |
| ***3.0*** | **Management Structure and Qualification of Key Personnel** | | |
| ***3.1*** | **Team Leader** | |  |
|  | Master’s degree in Environmental Management, Climate change, natural studies, Economics, Public Administration, International development, or other related fields.   * Minimum 7 years of relevant practical professional work experience in implementing development projects in the environment and/or projects in the field of Sustainable Development and/ or Climate Change, Natural Resources Management, and/ or working in a relevant position to this post. * A broad understanding of the various aspects of climate change adaptation, particularly vulnerability assessments, Climate change awareness, and strategies and tools for implementation. * Fluent in spoken and written English * Ability to lead and manage activities in all phases of project management involving multiple partners and in conflict settings. * Proven knowledge of reviewing and/or developing climate change and environmental policies, reports, development plans, etc. * Strong knowledge about the political and socio-economic context related to the climate change development context, including legal and policy enforcement at national and subnational levels; * Excellent skills in problem-solving, conflict resolution, advocacy, and stakeholder coordination; * Demonstrated ability in writing good quality project reports and policy briefs; * Proven field experience in climate adaptation activities in diversified communities | |  |
| ***3.2*** | Team Members | |  |
|  | Financial Officer | |  |
|  | * Bachelor’s degree in Business Administration/ accounting and any other related qualifications * Minimum of 3 years of relevant experience in finance, administration, and program support service * Experience in the usage of computers and office software packages (MS Word, Excel, etc.) * Excellent communication, and relationship skills and a strong team player. * Fluent in spoken and written English | |  |
|  | Dialect Jingles Producers | |  |
|  | * Proven record of effectively communicating in local languages in the nine coastal counties | |  |
|  | Gender Officer | |  |
|  | * Bachelor’s degree in Social Work, Sociology, Economics, Development Studies, or a related field. * Minimum of 3 years of relevant experience in Gender-Related issues, especially in developing gender-sensitive message | |  |