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| **Job title**  | Project Monitoring & Evaluation (M&E) Officer |
| **Procuring Entity**  | Environmental Protection Agency |
| **Programme/Project**  | Enhancing the Resilience of Vulnerable Coastal Communities in Sinoe County of Liberia |
| **Activity result**  | Effective and efficient project monitoring and evaluation |
| **Assignment**  | To ensure full compliance with GEF guidelines, standards, and requirements; |
| **Location**  | Monrovia plus an agreed number of days in Sinoe County each month, Liberia | **Duration**  | One year initially with a possibility of renewal every year for six years (project duration) depending on performance and availability of funds.  |
| **BACKGROUND** Liberia’s coastal zone is adversely affected by several climate change impacts, including increases in: i) sea level rise (SLR) of 20–30 cm by 2040–2059 resulting from rising temperatures; ii) the frequency of high-intensity coastal storms caused by strong winds blowing over the surface of the ocean; iii) the intensity of rainfall events, demonstrated by an increase in precipitation on the maximum rainfall day of 9–18% by 2041–2060; and iv) rainfall variability, with wet season rainfall increasing by 1–2% and dry season rainfall decreasing by 4–13% by 2040–2059. These climatic changes, which are projected to continue to intensify in the future under a range of SSP scenarios, exacerbate the impacts of heavy rainfall, storm surges, and wave action on the country’s coastal areas. 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 ecosystems and Liberian communities situated 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 as a result of SLR and higher-intensity rainfall events. The vulnerability of communities and ecosystems occurs through the: 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 the Liberian government to provide basic services and adequate support for, inter alia: i) water and sanitation; ii) healthcare; iii) utility-scale energy; and iv) road infrastructure.As a result of coastal communities in Liberia being threatened by damaging floods and erosion – both of which are increasing as a result of sea level rise as well as 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, the Government of Liberia through the EPA in partnership with the United Nations Development Program (UNDP) Liberia Country Office submitted a joint proposal to the Global Environment Facility (GEF) in 2021 for the “Enhancing the resilience of vulnerable coastal communities in Sinoe County of Liberia”. The project has now been approved for implementation. The Environmental Protection Agency of Liberia (EPA) is the Executing Entity for the Project which is financed by a GEF Trust Fund grant of USD$8.9 million and co-financed by UNDP and the Government of Liberia (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 youth. Specifically, project interventions include: i) strengthening institutional capacity for climate change adaptation planning; ii) supporting innovative technologies for climate information and communication management; iii) introducing hybrid adaptation solutions, and iv) supporting resilient livelihood diversification through training and improved access to finance. The majority of the above interventions will target all coastal counties in Liberia, while hybrid adaptation interventions will be implemented specifically in Sinoe County, one of the country’s most vulnerable counties. The Project is expected to run from 27 June 2022 to 26 June 2028.  The project plans to implement a suite of adaptation interventions that will positively impact local communities by reducing their vulnerability and increasing their resilience to the impacts of sea level rise, intense coastal storms, as well as increasing rainfall variability. These interventions include, first, creating an enabling environment for local-level coastal adaptation planning and management in all coastal counties in Liberia, particularly by strengthening the capacity of county- and district-level planners to implement measures that prevent and/or reduce the impact of frequent and intense climate change-induced flooding and erosion. The increased capacity of coastal county planning institutions will enable the improved management of coastal ecosystems that assist in reducing the impacts of increasingly intense flooding events and the implementation of adaptive infrastructure across Liberia’s coastal counties. Secondly, the solution includes adopting an innovative sea and river defence and risk management (SRDRM) approach to support the adoption of integrated coastal zone management (ICZM) principles by setting a framework for infrastructure management along Liberia’s coastal zone that demonstrates river and wetland management. This approach also involves improving response planning and communication mechanisms between the numerous institutions involved in coastal zone management. Thirdly, the project will design and implement climate-resilient sea and river hybrid defence solutions in Sinoe County which will reduce the impact of flooding and erosion from increasingly frequent and intense storms. By using engineered and nature-based solutions, coastal areas will be protected from SLR and extreme rainfall event-induced flooding and storm surges, as well as slow down the speed of flooding waters. Lastly, in an effort to reduce the vulnerability of coastal zones and communities, introducing sustainable, climate-resilient livelihood opportunities — that increase the adaptive capacity of coastal communities and reduce pressure on and degradation of surrounding ecosystems — will ensure the sustainability and effectiveness of the other adaptation interventions.The Environmental Protection Agency as the National Designated Authority (NDA) and focal entity for the management of the environment and natural resources in Liberia is empowered to coordinate monitor, supervise, and consult with relevant stakeholders on all activities in the protection of the environment and sustainable use of natural resources. The Environmental Protection Agency (EPA), in close collaboration with the Ministry of Mines and Energy (MME), the Ministry of Commerce and Industry (MoCI), and the Ministry of Agriculture (MoA) will implement the project through a Project Management Unit, based at the EPA. The UNDP – as an Accredited Entity to the GEF – will oversee the project execution undertaken to ensure that the project is being carried out in accordance with UNDP and GEF policies and procedures and will provide quality assurance support services to the Sinoe project. The Project Management Unit (PMU) will assist in the implementation of the Project with support from the EPA and MME. The PMU staff will be hosted at the EPA and will report to the Executive Director/CEO of the EPA and Minister of the MME. The Project Manager is responsible for the overall day-to-day management of the project including the mobilization of all project inputs, supervision over project staff, responsible parties, consultants, and sub-contractors. The PMU – through the project manager – provides strategic guidance and direction to the Project Board, the Executive Director/CEO of the EPA, the Minister of MME, and the UNDP Liberia Resident Representative. |
| **OBJECTIVE** The M&E Officer will be responsible to provide strategic technical support to the project team both on and off-site to ensure that specific GEF monitoring requirements are met and drive the knowledge management aspects of the project.The project Monitoring and Evaluation (M&E) Officer will be responsible to ensure full compliance of monitoring and evaluation to the key listed components below: 1. Ensure full compliance of monitoring and evaluation into the strengthening of institutional capacity for climate change adaptation planning;
2. Supervise and Ensure full compliance of monitoring and evaluation into the enhancement of innovative technologies for climate information and communication management;
3. Ensure full compliance with monitoring and evaluation into the introduction of hybrid adaptation solutions; and
4. Ensure full compliance with monitoring and evaluation into the diversified resilient livelihoods through the provision of M&E standards.

The M&E Officer will form part of the PMU staff and will work closely with the Project Manager, Chief Technical Advisor, and the Project Assistant under the direct supervision of the Project Manager. |
| **DUTIES AND RESPONSIBILITIES** Under the guidance and direction of the Executive Director/Chief Executive Officer of the EPA the Minister of the MME, and the supervision of the Project Manager, the M&E officer will be responsible for the following but not limited to: * Monitor project progress and participate in the production of progress reports ensuring that they meet the necessary reporting requirements and standards;
* Ensure the project’s M&E meets the requirements of the Government, the UNDP Country Office, and UNDP-GEF; develop project-specific M&E tools as necessary;
* Oversee and ensure the implementation of the project’s M&E plan, including periodic appraisal of the Project’s Theory of Change and Results Framework with reference to actual and potential project progress and results;
* Oversee/develop/coordinate the implementation of the stakeholder engagement plan;
* Oversee and guide the design of surveys/ assessments commissioned for monitoring and evaluating project results;
* Facilitate mid-term and terminal evaluations of the project; including management responses;
* Facilitate annual reviews of the project and produce analytical reports from these annual reviews, including learning and other knowledge management products;
* Support project site M&E and learning missions; and
* Visit project sites as and when required to appraise project progress on the ground and validate written progress reports.
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| **EXPECTED OUTPUTS AND DELIVERABLES** * Full compliance of the project with GEF guidelines and monitoring requirements;
* Monthly reports to be produced and validated by the Executive Director/Chief Executive Officer of the EPA and the Minister of the MME with respect to the tasks performed for the reporting period in accordance with activities from the Annual Work Plan (AWP) regarding which M&E compliance were met/ mainstreamed
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| **INSTITUTIONAL ARRANGEMENTS** The M&E Officer will be under the direct supervision and guidance of the Project Manager and will work closely with the PMU team. The M&E Officer will report directly to the Executive Director/Chief Executive Officer of the EPA and the Minister of MME. The M&E Officer shall be recruited for a period of 1 year (12 months) under a Service Contract appointment renewable for a period of 6 years (duration of the Project) subject to satisfactory performance and availability of funds. The EPA reserves the right to rescind the contract during that period should the performance of the M&E Officer not meet its requirements. |
| **QUALIFICATIONS** **Education** * The M&E Officer should have a Master’s degree, or preferably a certificate in M&E, Project Management, Data Analytics, environmental sciences, natural resources management, or related fields

**Experience** * At least 3-5 years of progressive relevant work experience preferably in environmental monitoring, project monitoring and evaluation, and spatial analysis
* Experience and strong engagements with government agencies, UNDP, GCF, or GEF-funded projects;
* Demonstrated experience in monitoring and evaluation of development project activities, and experience in collating, analyzing, and writing up results for reporting purposes.
* Ability to work with M&E frameworks, including log frame and results-based management (RBM)
* Ability to write clearly and concisely, and have sound quantitative skills (managing, analyzing, and interpreting data);
* Proficiency and experience in monitoring and evaluation and having good computer knowledge of database software like MS, PowerPoint & Excel;
* Strong knowledge of data collection process and experience in land use planning or monitoring
* Experience working with best practices for integrating global environmental priorities into planning, decision-making, and reporting processes;
* Experience in GIS, spatial analysis, and remote sensing and monitoring systems for conservation or development projects
* Experience leading multi-dimensional teams and complex work programs;
* Ability to lead, conduct, facilitate, and document discussions with stakeholders.

 **Competencies and skills** * Excellent interpersonal communication and facilitation skills;
* Ability to follow deadlines, accuracy, and attention to detail;
* Ability to work under minimum supervision to meet short deadlines;
* Commitment and drive to achieve challenging goals, and problem-solving attitude;
* A team player with strong interpersonal skills and the ability to deal with multiple teams located in multiple institutions;
* Ability to identify client needs and deliver them promptly and accurately;
* Ability to work under tight timelines;
* Demonstrated ability in team management and collaboration/ team player;
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| **SUBMISSION OF APPLICATION** Interested candidates should send a CV, cover letter indicating their suitability for the post, and copies of credentials to the Environmental Protection Agency. All interested candidates are to address their applications to the following address: **PLEASE ADDRESS ALL APPLICATION TO:** Mr. Pescee T. Doe **Assistant Director/Procurement** Environment Protection Agency (EPA) 4th Street, Sinkor 1000 Monrovia, 10 Liberia P.O. Box 4024or through email (https://mail.google.com/mail/u/0/images/cleardot.gifptdoe@epa.gov.lr), indicating in the subject area **“Monitoring & Evaluation (M&E) Officer under the Enhancing the Resilience of Vulnerable Coastal Communities in Sinoe County of Liberia”.** The closing date for submission of Expression of Interests (EOIs) is **4 PM, March 14, 2025**. Any submission coming/received after this deadline will not be given consideration. Only applicants who meet the requirements outlined in the terms of reference will be evaluated. **\*Female candidates are encouraged to apply!****NOTE:** This information is also posted on https://www.emansion.gov.lr/, https://www.epa.gov.lr/, https://www.undp.org/ and can be found in local dailies.  |
| **SELECTION CRITERIA**The EPA shall recruit the M&E Officer through an open, transparent and competitive process and shall be guided by *inter alia* the Procurement and Public Concessions Act of Liberia. All PMU staff shall conform to the Government of Liberia’s laws on anti-bribery and anti-corruption. Notice is hereby issued to all interested candidates that failure to adhere to conflict-of-interest restrictions and anti-fraud and corruption rules constitutes grounds for potential debarment from future participation in procurement of goods, services or works that may result from the Project. |