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| **Job title**  | Safeguard Officer  |
| **Procuring Entity**  | Environment Protection Agency  |
| **Programme/Project**  | Enhancing the Resilience of Vulnerable Coastal Communities in Sinoe County of Liberia |
| **Activity result**  | Strategic technical support is given to the project team both on and off-site to ensure that the project is in compliance with applicable GEF, UNDP, and global social and environmental standards, including the implementation of a grievance redress mechanism and adherence to health and safety standards and protocols in order to reduce or prevent hazards and dangerous accidents, thus ensuring the safety of workers, visitors, assets and facility.  |
| **Assignment**  | To provide technical support to the project in regard to formulating, implementing, and monitoring safeguard policies; develop, monitor, and implement the project’s standard operating procedures to ensure that the project is compliant with applicable laws in relation to social and environmental standards including safety; and to reduce or prevent hazards and accidents.  |
| **Location**  | Monrovia plus an agreed number of days in Sinoe County each month, Liberia | **Duration**  | 1 year; renewable each year for up to 6 years based on performance  |
| **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 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 the Minister of 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** To provide strategic technical support to the project team both on and off-site in compliance with social and environmental standards, including health & safety procedures and requirements.  |
| **DUTIES AND RESPONSIBILITIES** Under the guidance and direction of the Executive Director of the EPA and Minister of MME and the supervision of the Project Manager, the Safeguard Officer shall perform the following duties and responsibilities: * Monitor progress in the development/implementation of the project Environmental and Social Management Plan/Framework ESMP/ESMF ensuring that UNDP’s Social and Environmental Safeguards (SES) policy is fully met and the reporting requirements are fulfilled;
* Oversee/develop/coordinate the implementation of all safeguard-related work;
* Ensure social and environmental grievances are managed effectively and transparently;
* Review the project’s Social and Environmental Safeguard Procedures (SESP) annually, and update and revise the corresponding risk log; mitigation/management plans as necessary;
* Ensure full disclosure with concerned stakeholders;
* Ensure environmental and social risks are identified, avoided, mitigated, and managed throughout project implementation; and
* Work with the Monitoring & Evaluation (M&E) officer to ensure reporting, monitoring, and evaluation fully address the safeguard issues of the project.
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| **EXPECTED OUTPUTS AND DELIVERABLES** Strategic technical support is given to the project team both on and off-site to ensure that the Sinoe Project is in compliance with applicable procedures in relation to safety; and to reduce or prevent hazards and dangerous accidents, thus ensuring the safety of workers, community dwellers, visitors, assets and facility. |
| **INSTITUTIONAL ARRANGEMENTS** The Safeguard Officer will be under the direct supervision and guidance of the Project Manager and will work closely with the PMU team under the direct supervision of the Project Manager. The Safeguard Officer shall report directly to the Executive Director of the EPA who shall then submit the report to the Minister of Mines and Energy. The Safeguard 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. The EPA reserves the right to rescind the contract during that period should the performance of the Safeguard Officer not meet its requirements. |
| **QUALIFICATIONS** **Education** * The Safeguard Officer should have a Master’s degree or its equivalent in Occupational Health & Safety, Public Health, Environmental and Social Safeguard/Policy Studies, Strategic Project Management, Social or Natural Sciences, or other relevant disciplines, preferably in areas such as environmental health and safety, industrial hygiene or personnel safety.

 **Experience**  * A minimum of 3 years practical experience in the field of environmental health and safety, industrial hygiene or personnel safety or strategic project management, monitoring and compliance
* Demonstrated knowledge of personnel health and safety
* Very good experience with project development, implementation, or management
* Experience in policy development process associated with adaption and mitigation issues in relation to environmental health and safety, climate change, sustainable development
* Experience in working and collaborating with government institutions, UNDP, and private sector
* Extensive working experience in Liberia
* Excellent knowledge of English including writing and communication skills
* Possess excellent technical skills in socio-economic and project performance assessment
* Demonstrated experience in monitoring and evaluation of development project activities
* Ability to write clearly and concisely, and have sound quantitative skills (managing, analyzing, and interpreting data)
* Experience in planning, monitoring, and evaluation and having good computer knowledge of database software like MS, PowerPoint & Excel
* Detailed knowledge familiarity in the five major areas of stakeholder engagement, information and knowledge, policy and legislation development, management and implementation, and monitoring and evaluation
* Experience working with best practices for integrating global environmental priorities into planning, decision-making, and reporting processes
* Experience in development work, partnership building, and resource mobilization
* Knowledge of UNDP’s SES is an asset

**Competencies and skills**  * Excellent team player with good interpersonal skills
* Ability to manage workload with minimum supervision
* Ability to work under pressure and tight deadlines
* Ability to accommodate additional demands at short notice
* Ability to work in a multi-cultural environment
* Oral communication/presentation skills
* Proactive mindset
* Experience in working with the EPA or UNDP-funded activities/projects
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| **SUBMISSION OF APPLICATION** Interested candidates should send a CV, a 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 **“Safeguard Officer under the Enhancing the Resilience of Vulnerable Coastal Communities in Sinoe County of Liberia”.** The closing date for submission of Expression of Interest (EOIs) is **4 PM, March 14, 2025**. Any submission coming/received after this deadline will not be given consideration. Only applicants that meet the requirements as outlined in the terms of reference will be considered for evaluation. **\*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 Safeguard 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 constitute grounds for potential debarment from future participation in the procurement of goods, services, or works that may result from the Project.  |