



REPUBLIC OF LIBERIA
ENVIRONMENTAL PROTECTION AGENCY (EPA)
Bright Building 302-A Old CID Road, Mamba Point
1000 Monrovia, 10 Liberia
P.O. Box 4024



Consultancy Services
Request for Expression of Interest

Job title		Business Identification, Development, and Management Specialist (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		<ul style="list-style-type: none"> i. Assist in copies of business training manuals or handouts. ii. Assist in training programmes on business identification, development, and management; and iii. Assist in comprehensive report on training conducted 	
Assignment		<ul style="list-style-type: none"> • Assist in designing training programmes on business identification, development, and management • Assist in conducting training on business identification, development, and management • Assist in developing training curricula for business representatives on MSMEs 	
Location	Grand Bassa, Sinoe, Maryland, Grand Kru, Bomi, Margibi, Montserrado, Rivercess, and Grand Cape Mount Counties.	Duration	90 days

1.0 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



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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.



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This access to limited financial resources dwindles their potential for economic development, compounding their numerous challenges. To promote sustainable economic growth and empower local entrepreneurs, the project, in its fourth component, seeks to tailor business training programs that address the specific needs of these communities. Accordingly, this ToR outlines the role of the international business identification, development, and management consultant tasked with conducting a needs assessment to validate priorities for business training programs, designing business development training workshops for business collective representatives, and delivering the designed training to participants from the nine coastal counties. These ToT workshops will shed light on the development of MSMEs for business representatives.

On this note, the EPA, through the ERVCCS Project Management Unit (PMU), requests expressions of interest from applicants interested in serving as International Consultants to identify, develop, and deliver Business Training during ToT.

2.0 OBJECTIVE

The primary objective of this engagement is to identify, design, develop, and present a comprehensive business training program to coastal communities and Micro, Small, and Medium Enterprises (MSMEs) and collective entrepreneurs within the nine coastal counties of Liberia, targeting women and the youth.

Specific objectives include:

- Enhance the ability of individuals to identify, initiate, and sustain climate-resilient and sustainable enterprises, allowing them to better access livelihood and value-chain opportunities.
- Provide practical tools and resources for sustainable business practices.
- Foster local economic development by empowering the business community.

3.0 DUTIES AND RESPONSIBILITIES

The consultant will undertake the following tasks:

- 1. Arrange and Lead Meetings between the International Expert and the Project Management Unit**
 - i. Record minutes of meetings, stakeholders' discussions, etc.
- 2. Assist in Literature Review**
 - i. Review existing literature on business identified during the project development stage and validate priorities per county
 - ii. Conduct a preliminary needs assessment to identify or validate existing or new priorities for the specific business training needs of entrepreneurs and MSME owners in the nine coastal



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counties. This will involve surveys, interviews, and focus group discussions with targeted participants.

3. Assist in Curriculum Development

- i. Develop a tailored training curriculum that covers relevant topics such as business planning, financial management, marketing, operation management, and access to finance. The curriculum should affect the local context of Liberia and challenges faced by businesses in the coastal areas.
- ii. Include practical tools, case studies, and real-life examples relevant to the local business environment.

4. Assist in Training Materials

- i. Prepare training materials such as manuals, presentations, and handouts that facilitate learning and can be used for future training sessions.
- ii. Ensure that training materials are culturally appropriate and available in necessary languages if required.

5. Assist in Training Delivery:

- i. Facilitate and present the training program across the nine coastal counties, using interactive methods to engage participants.
- ii. Adapt the delivery style to accommodate different learning needs and preferences, ensuring active participation from all attendees.

6. Assist in Evaluation and Feedback:

- i. Develop a framework for evaluating the training program's effectiveness, including participants' feedback and assessments to measure knowledge gained.
- ii. Prepare a final report summarizing training outcomes, key findings, and recommendations for future training initiatives.

4.0 EXPECTED OUTPUTS AND DELIVERABLES

The national consultant is to assist in developing and delivering business training and is expected to deliver the following:

- i) Comprehensive training curriculum addressing identified needs and challenges
- ii) Training materials, including facilitator guides, participant manuals, and supplementary resources.
- iii) Delivery of business training program across the nine (9) coastal counties
- iv) Evaluation report summarizing participant feedback, recommendations for future training, and potential follow-up actions.

NOTE: HARD COPIES OF THESE REPORTS SHOULD BE GLUE-BINDED USING GLOSSY SHEET

CONTRACT AND REPORTING REQUIREMENTS:

The National Consultant shall report directly to the PMU through the Project Manager under the supervision of the Energy and Environment Program Coordinator of the Environmental Protection



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Agency. Regular updates and meetings shall be held for effective collaboration and supervision.

The National Consultant to design and conduct Business Training shall be recruited for 90 days under a Service Contractual Agreement. The EPA reserves the right to rescind the contract during that period should the performance of the National Consultant to assist the International Business Identification, Development, and Management Specialist not meet its requirements.

QUALIFICATIONS

➤ **Education**

The National consultant should have at least a Master's degree in Business Administration, Development Studies, Economics, or a related field.

➤ **Experience**

- Extensive experience in developing and delivering business training programs, particularly in developing or coastal countries.
- Strong understanding of the economic context of Liberia or similar regions of the world, particularly in coastal regions.
- Excellent facilitation, communication, and interpersonal skills, with a demonstrated ability to engage diverse audiences.
- Experience working with local communities and understanding cultural sensitivities.

➤ **Competencies and skills**

- Must have at least 5–7 years of proven experience as a Business Development Specialist;
- Must have worked on a UNDP, GEF, World Bank, or any mega-project sponsored by an international donor;
- Knowledge of sustainable farming practices, fish preservation techniques, and MSMEs development;
- Proven ability to develop and implement training programs for diverse audiences effectively.
- Experience working in West Africa or similar coastal environments is preferred

➤ **Competencies and Skills**

- Strong analytical and communication skills, with a demonstrated ability to engage stakeholders;
- Ability to identify stakeholders' needs and deliver them promptly and accurately;
- Tolerant, culturally sensitive, and knowledgeable in dealing with the local environment;
- Ability to work under tight timelines and minimum supervision but maximum productivity.



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SUBMISSION OF APPLICATION

Interested candidates should submit a **Cover letter, financial and technical proposal both soft & hard copy** to the below address or by email at maldonakarway1@gmail.com indicating their suitability for the post. **Please indicate “National Business Identification, Development, and Management Expert” in the subject line.**

ATTENTION:

Maldona K. Karway
Procurement Officer
Enhancing the Resilience of Vulnerable Coastal Communities in Sinoe (ERVCCS)
Environment Protection Agency (EPA)
302-A Bright Building
Old CID-Road, Mamba Point
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***Female candidates are highly encouraged to apply!**

The closing date for submission of applications is 4:00 PM on April 7, 2025. Any submission received after this deadline will not be considered. Only applicants who meet the requirements as outlined in the terms of reference will be considered for evaluation.

NOTE: This information is also posted on <https://www.emansion.gov.lr/>, <https://www.epa.gov.lr/>, <https://www.undp.org/>, www.mme.gov.lr and can be found in local dailies.