



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

<b>Job title</b>		Project Assistant	
<b>Procuring Entity</b>		Environmental Protection Agency	
<b>Programme/Project</b>		Enhancing the Resilience of Vulnerable Coastal communities in Sinoe County/ERVCCS	
<b>Activity result</b>		Assist the effective coordination and management of the Project	
<b>Assignment</b>		To support the project manager in providing management support to project activities and the PMU	
<b>Location</b>	Monrovia plus an agreed number of days in Sinoe County each month, Liberia	<b>Duration</b>	1 year; renewable each year up to 4 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



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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 implementing a suite of adaptation interventions which 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



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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), Ministry of Commerce and Industry (MoCI) and the Ministry of Agriculture (MoA) will implement the project through a Project Management Unit, based at the MME. 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 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**



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The Project Assistant's primary responsibility is to support the Project Manager in ensuring that the Project delivers the results specified in the Project Document, to the required standard of quality and within the specified constraints of time and cost. He/she is expected to assist the Project Manager with the day-to-day management and oversight of project activities.

#### **DUTIES AND RESPONSIBILITIES**

Under the guidance and supervision of the Project Manager, the Project Assistant will carry out the following tasks:

- Assist the Project Manager in day-to-day management and oversight of project activities;
- Assist the M&E officer in matters related to M&E and knowledge resources management;
- Assist in the preparation of progress reports;
- Ensure all project documentation (progress reports, consulting and other technical reports, minutes of meetings, etc.) are properly maintained in hard and electronic copies in an efficient and readily accessible filing system, for when required by Project Board/Steering Committee, Technical Advisory Committee (TAC), UNDP, project consultants and other PMU staff; and
- Provide PMU-related administrative and logistical assistance.

#### **EXPECTED OUTPUTS AND DELIVERABLES**

The Project Assistant will be expected to deliver:

- Regular progress reports on project activities and administrative and technical issues;
- Along with the project manager – effective project management and reporting on results and finances on a quarterly and annual basis to the EPA, MME, and the Project Board as required;
- Minutes of minutes and reports covering workshops/trainings; and
- Report on project-related lessons, best practices and evaluation on the course of the Project.

#### **INSTITUTIONAL ARRANGEMENTS**

The Project Assistant will be under direct supervision and guidance of the Project Manager, and will work closely with the Chief Technical Advisor and the Monitoring & Evaluation Officer.

The Project Assistant shall report directly to the Project Manager who will report to the Executive Director of the EPA who shall then submit the report to the Minister of MME.



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The Project Assistant shall be recruited for a period of 1 year (12 months) under a Service Contract renewable yearly based on satisfactory performance for a period of 4 years. The EPA reserves the right to rescind the contract during that period should performance of the Project Assistant not meet its requirements.

## **QUALIFICATIONS**

### **Education**

- A minimum of a Bachelor's degree in project management; environmental management; natural resources management; accounting, economics, law, public administration; or related discipline.

### **Experience**

- At least 5 years working experience in the environment and climate change; natural resources management; project management sector in a development context.
- Good management and coordination skills, with experience of at least 3 years in project implementation and management and strategic management.
- Good experience in project workplan development, monitoring and evaluation plan development, report writing, budget and project expenditure management.
- Good working knowledge in computer (especially Microsoft Office Suite).
- Good research ability including internet skills.
- Good experience in writing project success stories, lessons learned and implementation of best practices.
- Experience in working with NGOs and CSOs is desirable.
- Experience in managing GCF and GEF projects is an advantage.
- Excellent language skills (reading, writing, comprehension) in English.

### **Competencies and skills**

- Excellent interpersonal communication and facilitation skills.
- Excellent leadership skills, including ability to provide strategic and technical guidance, build strong teams and mentor staff in a professional setting.
- Ability to follow deadlines, accuracy and attention to detail.
- Ability in negotiating, diplomacy and lobbying skills.
- Ability to work under minimum supervision to meet short deadlines.
- Commitment and drive to achieve challenging goals, and a problem-solving attitude.



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- A team player with ability to deal with multiple teams located in multiple institutions. - Ability to identify stakeholder needs and deliver them promptly and accurately.
- Ability to work under tight timelines.
- Demonstrated ability in project team management and collaboration.

### **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 and to the following address:

#### **PLEASE ADDRESS ALL APPLICATION TO:**

Mr. Pescee T. Doe  
**Assistant Director/Procurement**  
Environment Protection Agency (EPA)  
4<sup>th</sup> Street, Sinkor  
1000 Monrovia, 10 Liberia  
P.O. Box 4024

or through email ([ptdoe@epa.gov.lr](mailto:ptdoe@epa.gov.lr)), indicating in subject area “**Project Assistant under the Enhancing the Resilience of Vulnerable Coastal communities in Sinoe County of Liberia**”. Closing date for submission of Expression of Interests (EOIs) is **4PM, April 7, 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 Project Assistant through an open, transparent and competitive process and shall be guided by *inter alia* the Procurement and Public Concessions Act of Liberia. All PMU



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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.