



REPUBLIC OF LIBERIA
ENVIRONMENTAL PROTECTION AGENCY

4th Street Sinkor, Tubman Boulevard
1000 Monrovia, 10 Liberia
P.O. Box 4024

Job title		Energy and Environment Program Coordinator	
Procuring Entity		Environmental Protection Agency (EPA)	
Programme/Project		Mainstreaming Energy and Environment into Development Processes in Liberia (Program)	
Activity result		Effective coordination and management of the Project	
Assignment		To provide project management and coordination support to the Project	
Location	EPA Head Office in Monrovia, Liberia, with periodic engagement with other government counterparts and the UNDP country Office, as well as travels outside Monrovia	Duration	1 year initially and renewable based on performance
Background <p>The Environmental Protection Agency (EPA) serves as the Implementing Partner for the United Nations Development Programme's (UNDP) five-year <i>Energy and Environment Programme</i>, which falls under the <i>Inclusive Green Growth and Sustainable Development Pillar</i>. This initiative is designed to integrate environmental and climate change considerations into national development priorities and strategies. It also seeks to strengthen national capacities in environmental governance, enhance public awareness and utilization of Early Warning Systems, promote the use of alternative energy sources, and contribute to the achievement of Sustainable Development Goals (SDGs) 7, 11, 13, 14, 15, and 17 — with a focus on fostering environmental sustainability.</p>			
Purpose of the Terms of Reference <p>These Terms of Reference outline the responsibilities and expectations for the role of <i>Energy and Environment Programme Coordinator</i>. The Coordinator will be responsible for structuring,</p>			



REPUBLIC OF LIBERIA
ENVIRONMENTAL PROTECTION AGENCY

4th Street Sinkor, Tubman Boulevard
1000 Monrovia, 10 Liberia
P.O. Box 4024

coordinating, and supporting the implementation of environmental projects across Liberia in alignment with the overarching objectives of the Programme.

The Coordinator will play a pivotal role in managing project activities implemented under UNDP's *National Implementation Modality (NIM)* framework. In addition to overseeing coordination and execution, the incumbent will provide technical guidance and support to the EPA's management team, particularly in project planning, implementation, monitoring and evaluation, knowledge management, and inter-departmental collaboration.

As a sector expert, the Programme Coordinator will also offer technical assistance on issues related to environmental degradation, pollution control, and regulatory compliance. This includes contributing to the development of the National Environment Report, supporting environmental and social impact assessments (ESIAs), and overseeing environmental monitoring and audits.

Reporting and Location

The Programme Coordinator will be based at the EPA Head Office in Liberia. The role reports directly to the Executive Director/Chief Executive Officer of the EPA, liaising with the UNDP Liberia Country Office through the *Inclusive Green Growth and Sustainable Development Pillar*. Strategic oversight and guidance will be provided by the Project Board, co-chaired by the Ministry of Finance and Development Planning.

DUTIES AND RESPONSIBILITIES

Under the guidance and direction of the supervision of the Executive Director/Chief Executive Officer of the EPA and the UNDP Liberia Country Office, the Program Coordinator shall perform the following duties and responsibilities:

- Coordinate the day-to-day activities of the Mainstreaming Energy and Environment into Development Processes in Liberia Programme between the EPA and UNDP;
- Coordinate between Responsible Parties (RPs), line ministries and/or government agencies involved in the implementation of projects for program implementation and ensure that clear working arrangements are established for coordination between the EPA, the Responsible Parties and the UNDP;
- Plan the activities of the Program and monitor progress against the approved work-plans and budget as well as ensure that all management, financial, accounting and procurement functions and duties are orderly conducted;
- Overall supervision of project activities and undertake project monitoring throughout the project cycle i.e. (i) project identification, (ii) preparation, (iii) development, (iv)



REPUBLIC OF LIBERIA
ENVIRONMENTAL PROTECTION AGENCY

4th Street Sinkor, Tubman Boulevard
1000 Monrovia, 10 Liberia
P.O. Box 4024

implementation, (v) completion/evaluation, and, depending on the type of project (vi) post-completion follow-up;

- To gather and analyze data gained from project teams, experts, other relevant sources of information and use it to support the development of project progress reports on quarterly basis, provide inputs to donor reports, and come up with presentations about the projects, including for the board meetings
- Work closely with the Project Finance teams at the EPA and UNDP to monitor project funds and compliance with budget, cash disbursement, direct payments requirements as set out in the specific project document and annual/multi-year work plans (AWP);
- Participate as non-decision-making member in the Project Board chaired by the Ministry of Finance Development and Planning and serve as secretary of the Board;
- Provide advisory to the EPA and the RPs for compliance with applicable GOL/UNDP laws, guidelines, rules and procedures as well as donor requirements during the execution of project activities;
- Provide legal assistance to the Legal Unit of the EPA
- Provide regular briefings on actions required to address cases of environment emergency;
- Advise on capacity development initiatives;
- Participate in the conduct of environmental analyses and reporting;
- Assist EPA technicians to develop programs and plans for global and national conservation and climate change objectives;
- Coordinate project development in collaboration with the EPA's development partners, RPs and ensure compliance with sustainable development, infrastructure development and positive environmental impact standards and best practices;
- Promote green initiatives and facilitate smart growth alternatives in EPA planning in compliance with environmental laws and regulations.
- Prepare any required updates / summaries on the projects and participate in project-related meetings with the EPA, UNDP, RPs, development partners etc.
- Draft Terms of References and management of local and foreign consultants, monitoring progress on deliverables under those contracts and providing feedback as necessary, and coordination of the work of the consultants consistent with the overall project implementation plan.
- Manage requests for the provision of financial resources by UNDP, through advance of funds, direct payments, or reimbursement using the FACE (Fund Authorization and Certificate of Expenditures);
- Manage and monitor the project risks initially identified and progressively provide management updates and submit new risks if any to the Executive Director/Chief Executive Officer of the EPA and the UNDP for consideration and decision on possible actions if required; and
- Provide quarterly and annual update reports to the Executive Director/Chief Executive Officer of the EPA on the activities of the Program.



REPUBLIC OF LIBERIA
ENVIRONMENTAL PROTECTION AGENCY

4th Street Sinkor, Tubman Boulevard
1000 Monrovia, 10 Liberia
P.O. Box 4024

QUALIFICATIONS

Education

- At least a master's degree in environmental science, Environmental Management Environmental Engineering, Environmental Economics, Law (with emphasis in Environmental or Energy Law) or Project Management (with emphasis in Environmental Risk Assessment) or related fields.

Experience

- At least 5 years working experience with at least 2 years in the environment and climate change; natural resources management sector in a development context.
 - Experience in working with various partners, working with international and national experts to implement project activities
 - Good management and coordination skills, with experience 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.
 - Very good working knowledge in computer (especially Microsoft Office Suite).
 - Very good research ability including internet skills.
 - Good experience in writing project success stories, lessons learned and implementation of best practices.
 - Good experience in working with NGOs and CSOs.
 - 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.
- Ability to follow deadlines, accuracy and attention to detail and to work under tight timelines.
- Excellent skills in negotiating, diplomacy and lobbying.
- Ability to work under minimum supervision.
- Commitment and drive to achieve challenging goals, and problem-solving attitude.
- A team player with strong interpersonal skills and the ability to deal with teams located in multiple institutions with demonstrated ability in team management and collaboration.

***Female candidates are encouraged to apply!**

SELECTION CRITERIA



REPUBLIC OF LIBERIA
ENVIRONMENTAL PROTECTION AGENCY

4th Street Sinkor, Tubman Boulevard
1000 Monrovia, 10 Liberia
P.O. Box 4024

The EPA/UNDP shall recruit the Program Coordinator through an open, transparent and competitive process and shall be guided by *inter alia* the Procurement and Public Concessions Act of Liberia and the UNDP POPP. The Program Coordinator 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 Program.

The Program Coordinator shall be recruited for a period of 1 year (12 months) under a Service Contract renewable yearly based on satisfactory performance and funding availability for a period of 5 years. The EPA reserves the right to rescind the contract during that period should performance of the Program Coordinator not meet its requirements.

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)
Bright Building 302 A, Sekou Toure Avenue
Mamba Point
1000 Monrovia, 10 Liberia
P.O. Box 4024

or through email (ptdoe@epa.gov.lr), indicating in subject area **“Energy and Environment Program Coordinator under the Mainstreaming Energy and Environment into Development Processes in Liberia (E&E Program)”**. Closing date for submission of Expression of Interests (EOIs) is **4PM, June 10, 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.

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.