



Republic of Liberia
ENVIRONMENTAL PROTECTION AGENCY (EPA)
4th Street, Sinkor
1000 Monrovia, 10 Liberia



Consultancy notice for a National Civil or Construction Engineering Firm to Extend the Existing Nathaniel Varney Massaquoi Kindergarten, Elementary & Junior High School Building in West Point Township for the Establishment of an Education & Innovation Center

Project title: Monrovia Metropolitan Climate Resilience Project (MMCRP)

Job title:	National Civil or Construction Engineering Firm to Extend the Existing Nathaniel Varney Massaquoi Kindergarten, Elementary & Junior High School building in West Point Township for the Establishment of an Education & Innovation Center
Project ID:	00127200
Project activity:	Activity 3.1 – Sub activity 3.1.1
Procuring Entity:	Environmental Protection Agency of Liberia (EPA)
Project Location:	West Point Township, Monrovia, Liberia
Deadline of Application:	June 5, 2025 @ 23:59 hours (GMT)

1. Background:

The Liberian capital Monrovia is particularly vulnerable to climate effects, namely sea level rise and the increased frequency of high-intensity storms. This has resulted in coastal erosion and shoreline retreat, which threatens the sustainability of ecosystem services and directly impacts Monrovia's fishery-based livelihoods of approximately 55,000 Monrovia's, 46% of whom are women.

Therefore, in an effort to reduce the vulnerability of coastal environments/ecosystems to climate risks; the Government of Liberia (GoL), the Green Climate Fund (GCF), and the United Nations Development Programme (UNDP) developed the Monrovia Metropolitan Climate Resilience Project (MMCRP). The Environmental Protection Agency of Liberia (EPA) is the Executing Entity for the project, and the United Nations Development Programme (UNDP) is the Accredited Entity. The MMCRP is financed through a grant from GCF and co-finance from UNDP and GoL.

The core aim of the Project is to build the long-term climate resilience of coastal communities in Liberia by both addressing immediate adaptation priorities and creating an enabling environment



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for up-scaling coastal adaptation initiatives to other parts of Monrovia and Liberia. This will be achieved through three outputs, namely:

- **Output 1:** Protection of coastal communities and infrastructure at West Point against erosion caused by sea-level rise and increasingly frequent high-intensity storms;
- **Output 2:** Institutional capacity building and policy support for the implementation of Integrated Coastal Zone Management (ICZM) across Liberia; and
- **Output 3:** Protection of mangroves and strengthening of gender- and climate-sensitive livelihoods to build local climate resilience in Monrovia (Output 3).

The project is expected to enhance coastal protection, foster improved coastal management and present local communities with diversified climate-resilient livelihoods. The project interventions of coastal protection, comprehensive, long-term planning for coastal zone management and the strengthening of local livelihoods — in conjunction with strong awareness-raising and knowledge management considerations — will address both the immediate and long-term impacts of climate change on the coast of Monrovia and facilitate the potential for up-scaling these initiatives across Liberia. The Project will also catalyze a paradigm shift in the management of Monrovia's coastal zone towards an integrated, transformative and proactive approach that addresses current and anticipated climate change risks and which mixes both infrastructure (where necessary) and coastal ecosystems in adaptation efforts.

The Environmental Protection Agency (EPA) is the principal authority in Liberia responsible for the management of the environment and natural resources and 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 EPA, in close collaboration with the Ministry of Mines and Energy (MME), Ministry of Finance and Development Planning (MFDP), the Ministry of Public Works (MPW) are implementing the MMCRP through a Project Management Unit, based at the EPA. The UNDP, as an Accredited Entity to the GCF are providing oversight and quality assurance services to the MMCRP. The project Management Unit (PMU) is responsible for the implementation of the Project with support from the EPA and UNDP.

To achieve Output 3, the project will put measures in place to reduce the anthropogenic pressure on mangrove ecosystems in the Mesurado Wetland. Activities under this output will target four communities adjacent to degraded areas of the Mesurado Wetland. West Point, Jacobtown, Fiamah & Plunkor, and Topoe Village are particularly vulnerable to the impacts of climate change as a



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result of their proximity to and reliance on the coast and mangroves for their livelihoods. The aforementioned activities will focus on four (4) integrated thematic areas for building climate resilience, namely:

- a. Safeguarding ecosystem services provided by mangroves;
- b. Improving community knowledge on climate change impacts and adaptation practices;
- c. Reducing pressure on mangrove forests from fuelwood harvesting by reducing demand for fuelwood; and
- d. Strengthening climate-sensitive livelihoods and supporting the uptake of climate-resilient livelihoods.

As a means of focusing on the integrated thematic areas, an **Education and Innovation Center** will be established in West Point, through co-financing from the **Government of Liberia (GoL)**, to host and coordinate activities under Output 3. Because of its central location, the center will be accessible to communities across Monrovia and will act as a repository for material on awareness-raising, knowledge-sharing, livelihood development and innovation related to climate change. The **Nathaniel Varney Massaquoi Kindergarten, Elementary & Junior High School** – located in the township of West Point, Montserrado County, Liberia – was identified in consultation with community and government stakeholders, to serve as the education and innovation center. The site was selected based on the following:

- i. availability and willingness of owners for it to be used by the community;
- ii. size and suitability for use as an education and innovation center; and
- iii. location and accessibility to the community.

The center will be renovated and the works will be supervised by the **Ministry of Public Works (MPW)** and overseen by the **Environmental Protection Agency of Liberia (EPA)** through the **Project Management Unit (PMU)**.

The EIC is envisaged to be a safe environment to host community engagements and must be accessible to people with disabilities. Multi-purpose facilities, including cooking areas, open training areas and appropriate sanitation facilities will be installed as part of the renovations, thereby ensuring that the centre serves as a multi-purpose space and receives buy-in from the actively engaged local communities. The newly renovated center will also be equipped with basic furniture or with other equipment — for example, tables and seating — to facilitate the hosting of workshops and other training activities. Additionally, the center will host training on the community-level maintenance of the coastal protection structures built under Output 1. All activities and initiatives implemented through the center will incorporate gender-responsiveness as a primary consideration.



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The geotechnical investigation report and conceptual design, including the drawings and renderings, have been produced and are annexed to this TOR. The structural analysis of the design has also been completed and approved by the MPW, and is also attached as an annex. Upon this backdrop, the EPA/UNDP is seeking the services of a national civil or construction engineering firm to conduct renovation and upgrading works for the Nathaniel Varney Massaquoi Kindergarten, Elementary & Junior High School for the establishment of the Education & Innovation Center.

2. Objectives of the Works

The objective of the consultancy is for a national civil/construction engineering firm/company to renovate the Nathaniel Varney Massaquoi Kindergarten, Elementary & Junior High School in West Point Township for the Establishment of an Education & Innovation Center.

3. The Scope of the Services to be performed

The scope of works for this consultancy is to extend the existing Nathaniel Varney Massaquoi Kindergarten, Elementary & Junior High School building from one level to three levels. This includes the execution of civil works to completion as inscribed in the architecture drawings, technical specifications documents (geotechnical investigation report and structural analysis report). The contractual firm is also expected to review and potentially modify design drawings based on prevailing circumstances – with approval from the MPW and EPA, acquire all necessary permits required for the renovation works, and assess and potentially upgrade access and egress routes to and from the site.

4. Reporting/ deliverables and payments

The following reports must be submitted by the contractual party and approved / accepted in accordance with the above deliverables / tasks by the EPA, UNDP and other implementing partners.

No.	Deliverables	Timeline	Payments
1	Submission of a detailed inception report incorporating the reviews and inputs of EPA, MPW, and UNDP	5 working days after the signing of contract	20%
2	Full completion* and approval of foundation works (including casting of ground floor)	30 working days from the signing of contract	40%



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3	Full completion and approval of Ground Floor works (including casting of First Floor Slab)		
4	Full completion and approval of First Floor works (including casting of Second Floor Slab)	60 working days from the signing of contract	30%
5	Completion and approval of Second Floor and Roofing works		
7	Completion of maintenance works within the approved defect liability & retention period	180 working days after signing of contract	10%
Total			100%

* Full completion includes doors and windows installation (complete sets), plastering works, plumbing works, electrical works, floor finishing and tiling works, painting works etc.

Payments will be made based on the specific and measurable deliverables; and the agreed financial proposal, and will be released upon submission of a certificate of payment request, indicating that the deliverables are achieved as per the TOR – which will be verified and cleared for payment by the MPW and EPA.

5. Institutional arrangement / reporting relationships

The contractual party will work under the direct supervision of MPW, with oversight provided by the EPA through the Project Management Unit (PMU) – in collaboration with UNDP.

6. Duration of the consultancy

The duration of the consultancy service will last for three (3) months, beginning from 2 June 2025 and ending on 29 August 2025, with a defect liability period of six (6) months (1 September 2025 to 2 March 2026).

7. Qualifications

The firm must provide valid business registration, tax clearance documents, and a Contractors Classification and Certification System (CCCS) certificate.

Experience

The firm must at least have the following experiences:



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- A minimum of 5 to 7 years of progressive professional experience in providing similar or related services in Liberia;
- Proven record of at least three (3) civil works construction and/or renovation at a similar or larger scale that were completed within the agreed budget and schedule;
- Demonstrated experience in successfully building storeyed reinforced concrete structures in both rainy and dry seasons;
- Proven experience in preparing detailed shop drawings within short timeframes is an asset;
- Demonstrated experience in engaging and working with governmental agencies, development partners and with local communities;
- Experience in constructing learning centers is an asset;
- Willingness to give preference to or consider recruiting skilled and unskilled laborers from the community is an asset;
- Willingness to have a reasonable gender-balanced workforce is desirable;
- Previous experience with similar projects involving GCF, UNDP, EPA is desirable; and
- Excellent working knowledge of English and written communication skills.

Competencies and skills

- Ability to follow deadlines, accuracy and attention to detail;
- Ability to work under minimum supervision to meet deadlines;
- Commitment and drive to achieve challenging goals, and problem-solving attitude;
- Ability to identify client needs and deliver them promptly and accurately
- Ability to work under tight timelines;
- Demonstrated ability in team management and collaboration;
- Proven ability in implementing effective quality assurance and quality control (QAQC) mechanisms; and
- Ability to successfully establish and implement change management protocols.

Key Personnel

The firm should also have the required key technical staffs to execute the project, and these include:

1. **Project Manager/Supervisor/Coordinator** – Master of Science (MSc) Degree in Architecture, Civil Engineering or related engineering studies plus 2yrs experience, or BSc Degree Architecture or Civil Engineering 5 years of experience;
2. **Project Engineer/Architect** – Bachelor of Science (BSc) Degree Architecture or Civil Engineering with 3 years of experience in related works;



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3. **Structural Engineer** – BSc Degree in Civil/Structure Engineering with 3 years' experience and related works;
4. **Electrical Technician** – Associate of Arts (AA) Degree or 2 years Diploma from a recognized and accredited learning institution with at least 2 years of experience in building electrification; and
5. **Plumber** – AA Degree or 2 years Diploma from a recognized and accredited learning institution with at least 2 years of experience building plumbing works.

8. Evaluation Criteria

The table below will be used to evaluate the proposals of eligible bidders.

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of firm / qualification, capacity, and experience/	30%	300
2	Proposed Methodology, Approach, and Implementation Plan	40%	400
3	Management Structure and Key Personnel	30%	300
TOTAL		100%	1000

Technical Proposal Evaluation (FORM I)		
Expertise of the Firm / Organization		Points Obtainable
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, Age/size of the firm, Strength of the Project Management Support	90
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.)	15
1.4	Quality assurance procedure, warranty	25
1.5	Relevance of: - Specialized Knowledge - Experience on Similar Programme / Projects - Experience on Projects in Liberia - Work for EPA/ UNDP/ major multilateral/ or bilateral programmes	120
SUB TOTAL		300
Technical Proposal Evaluation (FORM II)		
Proposed Methodology, Approach, and Implementation Plan		Points Obtainable



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2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	50
2.2	Have the important aspects of the task been addressed in sufficient detail?	35
2.3	Are the different components of the project adequately weighted relative to one another?	30
2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	55
2.5	Is the conceptual framework adopted appropriate for the task?	65
2.6	Is the scope of task well defined and does it correspond to the TOR?	90
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	75
SUB TOTAL		400
Technical Proposal Evaluation (FORM III)		
Management Structure and Key Personnel		Points Obtainable
3.1	Task Manager/ Team Lead	
	- Specific Experience relevant to the assignment	45
	- National/Local experience	20
	- Training experience	20
	- Knowledge of the project location (including the local regulations and/or ordinances)	30
	- Educational Qualifications	15
	- Language qualification	15
SUB TOTAL		145
3.2	Senior Expert/s	
	- Specific Experience relevant to the assignment	45
	- National/Local experience	15
	- Training experience	15
	- Knowledge of the project location	15
	- Educational Qualifications	20
	- Language qualification	15
SUB TOTAL		125
3.3	Junior Expert/s	
	- Specific Experience relevant to the assignment	10
	- Regional/International experience	5
	- Educational Qualifications	10
	- Language qualification	5
SUB TOTAL		30
SUB TOTAL		300
Aggregate		1000

9. Submission of Application

The Environmental Protection Agency invites interested and eligible national civil/construction engineering firms to indicate their interest in providing the above services by conducted a physical assessment of the project area including but not limited to the building, yard, access and egress



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routes, utility lines for water, sewage, electricity etc. **Prior to submitting their bids, eligible bidders are expected to pay a visit to the site – accompanied by the EPA and MPW – and conduct an assessment of the building, yard, and access routes. This assessment is meant to inform their proposals and must be planned in collaboration with the PMU.** Eligible bidders are also required to submit the following documents/ information to demonstrate their qualifications and eligibility.

a. Technical Proposal: the technical proposal shall contain the following:

- The company's profile and records (narratives and images) of previous works;
- a clear and detailed methodology;
- a work breakdown schedule (Gantt Chart format) showing the timeline and sequencing of activities, and highlighting activities on the critical path;
- the Quality Assurance and Quality Control (QAQC) mechanism to be implemented, including inspection & test plans and procedures for change/modification order;
- a traffic management plan covering movement of vehicles and equipment to and from the site;
- a waste management plan;
- a procurement and logistics management plan showing the process and timeline for the acquisition of construction materials;
- a safety management plan detailing standard operating procedures (SOPs) for traffic safety, working at heights (including scaffolding), working in confined areas, housekeeping, emergency situations, fire safety, safety toolbox talks, heavy lifting, air pollution, noise, personnel protective equipment etc.; and
- an organigram of the firm's management team for the work, including their roles and responsibilities during the works.

b. Financial proposal: the financial proposal shall contain a detailed Bill of Quantities (based on the scope of works and the physical assessment conducted) and Cost Estimate informed by local market prices.

c. A one-page cover letter to the Environmental Protection Agency indicating your suitability to provide the services;

d. Curriculum Vitae (CV) and supporting documents of the firm's management team demonstrating experience in performing similar assignments with references and showing responsiveness to the qualification's requirements outlined.

e. Valid Business Registration and Tax Clearance documents demonstrating compliance with the regulatory authorities of Liberia.



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- f. Valid Contractors Classification and Certification System (CCCS) certificate** verifying the companies' abilities to carry out works that they are certified by the Ministry of Public Works to implement to ensure quality and durability of infrastructure works in Liberia.
- g. A Bank Guarantee** highlighting the company's ability to pre-finance the works up to the completion of at least two (2) consecutive deliverables prior to the time of any scheduled payment.
- h. An audited financial statement for the last two (2) years (2022 and 2023)** indicating the company's financial standing and financial management practices.

All expressions of interest must be delivered by email to the address below, **before or on 5 June 2025 @ 23:59 hours** (GMT). Please indicate in the subject line “National Civil or Construction Engineering Firm to Extend the Existing Nathaniel Varney Massaquoi Kindergarten, Elementary & Junior High School Building in West Point Township for the Establishment of an Education & Innovation Center – MMCRP”. Any submission received after the above deadline will not be considered. Only bidders that meet the requirements as outlined will be considered for evaluation. Eligibility criteria and the selection procedure shall be in accordance with the Public Procurement and Concessions Commission (PPCC) law and amended regulations.

Attention: ptdoe@epa.gov.lr copying zkanneh@gmail.com