



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



Consultancy notice for a National Service Provider to Conduct community-level assessments in project communities to develop indicators that determine baseline community perceptions and awareness on climate change, adaptation strategies, as well as the role and importance of mangrove ecosystems.

Project title: Monrovia Metropolitan Climate Resilience Project (MMCRP)

Post title	National firm to conduct community-level assessments and develop indicators that determine baseline community perceptions and awareness on climate change, adaptation strategies, as well as the role and importance of mangrove ecosystems.
Project ID:	00127200
Project activity	Activity 3.3 – Sub-Activity 3.3.2
Procuring Entity	Environmental Protection Agency of Liberia (EPA)
Project Location:	Monrovia
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.



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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 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.

Under Output 3, the proposed project will put measures in place to reduce the anthropogenic pressure on mangrove ecosystems in the Mesurado Wetland. By reducing this pressure, the health of the ecosystems will be improved and their resilience to sea-level rise (SLR) and the impacts of climate change will increase, thereby increasing the resilience of the communities in Monrovia that rely on these ecosystems for their livelihoods. In addition, reducing the degradation of



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mangroves will increase the likelihood of their long-term survival and adaptation to climate change through migration. These mangroves are likely to be negatively impacted by climate change-induced SLR which will decrease the area of the Mesurado Wetland in which they can grow.

In addition, urban encroachment into the mangrove forests and the harvesting of mangroves for fuelwood, charcoal production, and fish smoking have resulted in degradation of the mangrove ecosystems in Monrovia. To develop long-term climate resilience within vulnerable, mangrove-dependent communities there is a need to: i) support community conservation of mangroves in the MMA to secure the provision of critical ecosystem services in the face of observed and expected climate change impacts; and ii) develop local climate-resilient livelihood activities and strengthen market access for small and informal enterprises engaged in these activities. These community-level approaches to adaptation will benefit from improved coastal protection measures being implemented under Output 1 and will integrate with the long-term adaptation planning being developed under Output 2 to support transformative change at both institutional and community levels.

Activities under this output will target four communities adjacent to degraded areas of the Mesurado Wetland. As mentioned under Activity 2.5, West Point, Jacob's Town, Fiamah, and Topoe Village are particularly vulnerable to the impacts of climate change as a result of their proximity to and reliance on the coast and mangroves for their livelihoods. These communities will also play an important role in ensuring the long-term protection of these mangrove ecosystems as they surround degradation hotspots in the Mesurado Wetlands. Activities will focus on four integrated thematic areas for building climate resilience, namely: i) safeguarding ecosystem services provided by mangroves; ii) improving community knowledge on climate change impacts and adaptation practices; iii) reducing pressure on mangrove forests from fuelwood harvesting by reducing demand for fuelwood; and iv) strengthening climate-sensitive livelihoods and supporting the uptake of climate-resilient livelihoods. To capitalise on the experience of NGOs based in Monrovia, the project will seek to engage NGOs with experience in the four aforementioned thematic areas as service providers for relevant activities under this output.

To assess the adaptive capacity of the four communities prioritized for awareness-raising and livelihood development, state-of-knowledge assessments will be undertaken periodically under this activity. These assessments — building on preliminary work undertaken during the Project Preparation Facility (PPF) phase of the project — **will consider community awareness on climate change impacts and adaptation options, Community-based Natural Resource Management (CBNRM) and the role of mangrove ecosystems in the MMA** as well as the different types of climate-resilient livelihoods currently being practiced within the MMA. These



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surveys will be conducted periodically to determine the annual change in state, which will help to refine the awareness-raising campaigns and support the uptake of additional climate-resilient livelihoods. The state-of-knowledge assessments will be complemented by periodic assessments of mangrove health and degradation in the Mesurado Wetland, conducted using the high-resolution spatial data procured under Sub-Activity 2.3.1. The reports produced from this analysis will assess the impact of the project on mangrove protection in Monrovia. The primary purpose of this activity is not to inform the development of any interventions, but to act as a method to collect data on what interventions are effective as well as how successful community awareness raising, the co-management agreement and livelihood development activities are on an annual basis. Furthermore, the collection of data will enable research institutions, including, for example, the University of Liberia, to strengthen their knowledge and understanding of coastal livelihoods in Liberia.

Considering that assessing community perceptions and awareness of climate change, adaptive strategies as well as the role and importance of mangrove ecosystems is integral to refining general implementation approaches and designing new options for the project, **the EPA is seeking the services of a National Firm to conduct community-level assessments and develop indicators that determine baseline community perceptions and awareness on climate change, adaptation strategies, as well as the role and importance of mangrove ecosystems.**

2. Objectives of the Consultancy:

The objective of the consultancy is to develop indicators that determine baseline community perceptions and awareness on climate change, adaptation strategies, as well as the role and importance of mangrove ecosystems.

3. Methodology

The assessment method shall consist of both quantitative and qualitative tools and approaches. However, the consulting firm can suggest study methods considering the objectives and deliverables of the assignment. The consultant should ensure the following two methods and steps while executing the study:

Desk review of the relevant documents: This will include existing project-relevant documents, study reports prepared through the project on Impacts of Climate Change and other relevant documents.



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Development of data collection tools: The firm should ensure the participation of PMU staff in developing qualitative and quantitative data collection tools and potential respondents. The consultant must be skilled in data analysis (e.g., using SPSS, R, NVivo, etc.) and synthesis of complex field data into actionable insights.

4. The Scope of the Services to be performed

The specific tasks to be performed by the contractual firm shall be, but not limited to, the following:

- Develop a reporting template;
- Conduct community-level assessments in project communities to develop indicators that determine baseline community perceptions and awareness on climate change, adaptation strategies, as well as the role and importance of mangrove ecosystems; and
- Produce a report detailing indicators that determine baseline community perceptions and awareness on climate change, adaptation strategies, as well as the role and importance of mangrove ecosystems.

5. Reporting/deliverables

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. This section is divided into two (2) main categories: Year 1 (2025) and Years 2 & 3 (2026 & 2027).

Year 1 (up to the end of 2025):

Deliverables	Timeline	Payments
Inception Report (including the development of a reporting template)	1 week after the signing of contract	20%
Submission of an implementation plan, including assessment criteria, measurement parameters, and annual monitoring plan	2 weeks after the signing of contract	50%
Development and assessment of the statuses of indicators that determine baseline community perceptions and awareness on climate change, adaptation strategies, as well as the role and importance of mangrove ecosystems.	3 weeks after signing of contract	
Submission of Baseline Assessment Report on community perceptions and awareness on climate	1 month after signing of contract	30%



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change, adaptation strategies, as well as the role and importance of mangrove ecosystems.		
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Years 2 – 3

Deliverables	Timeline	Payments
Revision and potential updating of implementation plan and methodology, including assessment criteria, measurement parameters, and indicators.	End of January (each year)	20%
Annual community-level assessments and evaluation and/or updating of indicators that determine baseline community perceptions and awareness on climate change, adaptation strategies, as well as the role and importance of mangrove ecosystems.	October (each year)	50%
Annual assessment report	End of December (each year)	30%

6. Institutional arrangement/reporting relationships

The consultant will work under the overall guidance of the Environmental Protection Agency of Liberia (EPA) in collaboration with the UNDP Liberia, with technical supervision from the Project Management Unit (PMU) of the Monrovia Metropolitan Climate Resilience Project (MMCRP).

7. Duration of the consultancy

The duration of the consultancy service will last for one (1) month in year 1, beginning from 16 June 2025 and ending 17 July 2025, and will be renewed on an annual basis based on the performance of the firm in meeting the targets of the assignment throughout the project duration.

8. Qualifications

The firm must provide business registration and tax clearance documents valid in the country(ies) where they operate.

Experience

The firm must at least have the following experiences:

- A minimum of 7 years of progressive professional experience in conducting community-level assessments on climate change, adaptation strategies, mangrove



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ecosystems, and other environmental issues;

- Experience in developing indicators that determine baseline community perceptions and awareness on climate change, adaptation strategies, and the role and importance of mangrove ecosystems in Liberia, another least developed country, or in the West African region;
- Previous experience in conducting community-level assessment of climate change, adaptive strategies, and mangrove ecosystems in climate resilience and/or adaptation projects is an advantage;
- Demonstrated ability to engage and work with governmental agencies, development partners, and local communities;
- Strong background in **climate change adaptation, ecosystem services, and/or coastal ecosystem management**—particularly with **mangrove ecosystems**.
- Familiarity with **participatory and culturally sensitive approaches** to community engagement, particularly in coastal or climate-vulnerable areas.
- Previous experience in working with vulnerable informal coastal communities and inhabitants is desirable.
- Very good experience on a Green Climate Fund (GCF), Global Environment Facility (GEF), African Development Bank (AfDB), or World Bank (WB) project implementation or management; and
- Excellent working knowledge of English and written communication skills.

Competencies and skills

- Excellent communication and facilitation skills;
- Ability to follow deadlines, accuracy, and attention to detail;
- Knowledge and experience in Project Monitoring & Evaluation is desirable.
- Ability to work under minimal supervision to meet short deadlines;
- Knowledge of gender-responsive approach to climate change and conservation;
- Commitment and drive to achieve challenging goals, and a problem-solving attitude;
- A team player with strong interpersonal skills and the ability to deal with multiple teams located in multiple institutions;
- Ability to identify client needs and deliver them promptly and accurately - Ability to work under tight timelines;



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- Familiarity with the GCF and UNDP assessment criteria, policies and processes.
- Demonstrated ability in team management and collaboration;

Key Experts

The agency/firm is expected to provide a team of at least three (3) professionals to be involved in all activities and stages of the contract. They are as follows: Monitoring & Evaluation Personnel (Team Lead), Climate Change & Environmental Personnel, and a Social Expert.

Essential Team Required and qualifications:

Position	Responsibility	Qualification and Skills
Monitoring & Evaluation Personnel (Team Lead – Senior Expert)	<ul style="list-style-type: none"> • Coordinate and monitor the activities of the team, including serving as the focal point for communications with the PMU and implementing partners • Design the assessment's strategy and/or plans • Oversee and guide the design of surveys/assessments commissioned for the assignment • Lead the development of indicators and a matrix to assess the statuses of indicators • Monitor and report on the assignment's progress – ensuring that it meets contractual requirements 	<ul style="list-style-type: none"> • Master's degree, preferably in the field of environmental or natural resources management • A certificate or diploma in Monitoring & Evaluation is a must • Experience in team/project management • At least five years of relevant work experience preferably in a project management setting involving multi-lateral/ international funding agency • Previous experience(s) with a UNDP/EPA project is an asset; • Knowledge and working experience of the application of gender mainstreaming in international projects; • Understanding of biodiversity conservation, law enforcement, sustainable livelihoods and associated issues; • Extensive working experience in Liberia • 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)



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		<ul style="list-style-type: none"> • Experience working with best practices for integrating global environmental priorities into planning, decision-making, and reporting processes • Very good knowledge of results-based management (RBM) and project cycle management (PCM), particularly with regards to M&E approach and methods. Formal training in RBM / PCM will be an asset;
Climate Change and Environmental Personnel (Senior Expert)	<p>Develop and administer gender-sensitive and age-disaggregated questionnaires to assess awareness on climate change & adaptation, and the role and importance of mangroves. The questionnaires will cover but not be limited to the following:</p> <ul style="list-style-type: none"> • differentiated impacts of climate change on social groups practicing a variety of livelihoods; • mangrove ecosystem benefits and conservation; • a range of existing and potential adaptation practices; and • actions that have been and can be taken by communities to help reduce the pressures placed on mangroves 	<ul style="list-style-type: none"> • Master's degree or its equivalent in Environmental Science, Climate Change, Climate Adaptation, Sustainable Development, Disaster Risk Management, Biodiversity, Ecological and Ecosystem Services; • Experience in helping to tackle environmental issues, and facilitating awareness-raising campaigns; • Good knowledge of climate change impacts and adaptation practices (existing and potential ones) • Experience in mangrove conservation techniques and climate-resilient livelihoods • Demonstrated knowledge of climate change adaptation in Liberia is an asset • Proven experience in assessing knowledge-base and determining baseline conditions • Experience in conveying complicated messages to stakeholders at different levels • Proven track-record of leading capacity-building and knowledge-transfer initiatives at the community level and beyond
Social Expert (Junior Expert)	<ul style="list-style-type: none"> • Coordinate surveys, and stakeholder engagement and community consultations • Establish and manage local community communication strategies during the 	<ul style="list-style-type: none"> • The candidate must hold bachelor's degree in social science (namely sociology; social anthropology; development studies and any other subject field) • Should have at least 5 years of experience of working independently as social



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	<p>assessment</p> <ul style="list-style-type: none"> Advocate for and ensure the participation of vulnerable groups, including women, in the assessment Ensure that agreed upon assessment strategies/measures between the targeted communities and the firm are properly implemented 	<p>development expert in large infrastructure projects in Liberia</p> <ul style="list-style-type: none"> Possesses deep knowledge of social issues in development and thoroughly understands the Liberian context. Must have experience of both national regulations as well as multi-lateral agency's policies Must have knowledge of gender and its integration in environmental and social impact assessments Experience in conveying complicated messages to stakeholders at different levels
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9. Evaluation Criteria

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: <ul style="list-style-type: none"> - Specialized Knowledge - Experience on Similar Programme / Projects - Experience on Projects in Liberia 	120



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	- Work for EPA/ UNDP/ major multilateral/ or bilateral programmes	
S U B T O T A L (FORM I)		300
Technical Proposal Evaluation (FORM II)		
Proposed Methodology, Approach, and Implementation Plan		
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
S U B T O T A L (FORM II)		400
Technical Proposal Evaluation (FORM III)		
Management Structure and Key Personnel		
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
S U B T O T A L (Task Manager/ Team Lead)		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
S U B T O T A L (Senior Expert/s)		125
3.3	Junior Expert/s	
	- Specific Experience relevant to the assignment	10
	- National/Local experience	5



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- Educational Qualifications	10
- Language qualification	5
S U B T O T A L (Junior Expert/s)	30
S U B T O T A L (FORM III)	300
GRAND TOTAL (Aggregate _ FORM I + FORM II + FORM III)	1000

10. Submission of Application

The EPA invites interested and eligible firms or companies to indicate their interest in providing the above services by submitting the following documents/ information to demonstrate their qualifications and eligibility.

- a. Technical Proposal:** the technical proposal shall contain the firm's profile, the contact details of at least 3 clients for whom the firm has conducted a similar assignment, a demonstration of the firm's understanding of the assignment, the approach/methodology to be used, a tentative work schedule for the assignment, the firm's management structure and its quality management & monitoring system.
- b. Financial proposal:** The financial proposal shall specify an all-inclusive daily fee. Payments will be made based on the specific and measurable deliverables, and the agreed financial proposal to be released upon submission of a certificate of payment request, indicating that the deliverables are achieved as per the TOR and will be verified and cleared for payment by the UNDP and EPA.
- c. A one-page cover letter** indicating your suitability to provide the services;
- d. Curriculum Vitae (CV) and supporting documents of key staff (senior & junior experts)** demonstrating their experience(s) in performing similar assignments with references and showing responsiveness to the qualification requirements outlined.
- e. Certificate/certified document of accreditation** from the Liberian government or any other recognized international accreditation institution allowing your firm to perform monitoring implementation of the environmental and social safeguards and other environmental-related assessments and investigations in Liberia;
- f. Audited financial statement covering the last 2 years**, indicating the firm's financial standing and capacity; and



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g. Business registry and Tax clearance from the mandated regulatory authorities.

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 Service Provider to conduct assessments, determine baseline community perceptions and awareness on climate-resilient and environmentally-friendly livelihood practices - MMCRP”. Any submission received after the above deadline will not be considered. Only applicants who 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

Signed: _____

Pescee T. Doe
Assistant Manager/Procurement Unit
Environmental Protection Agency (EPA) of Liberia
Bright Building 302-A,
Sekou Toure Avenue, Mamba Point
1000 Monrovia, 10 Liberia

Approved: _____

Dr. Emmanuel K. Urey Yarkpawolo
Head of Procurement Committee
Executive Director/Chief Executive Officer
Environmental Protection Agency (EPA) of Liberia
Bright Building 302-A,
Sekou Toure Avenue, Mamba Point
1000 Monrovia, 10 Liberia