# **BASIC CONTRACT INFORMATION**

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| **Job Title** | National Project Evaluation Expert |
| **Project** | Enhancing the Resilience of Vulnerable Coastal Communities in Sinoe County (ERVCCS) |
| **Project Number/GEF Project ID** | 10376 |
| **Activity Result** | 1. Report on Mid-Term Evaluation of the Project
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| **Assignment** | Assist in the conduct of the project midterm evaluation |
| **Location** | Sinoe, Maryland, Grand Kru, Rivercess, Grand Bassa, Grand Cape Mount, Margibi, Montserrado, and Bomi Counties | Duration | 20 days over the period of three months |
| **PROJECT BACKGROUND**1. **Project Title**

Enhancing the Resilience of Vulnerable Coastal Communities in Sinoe County Project1. **Project Description**

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 project “Enhancing Resilience of Vulnerable Coastal Communities in Sinoe County of Liberia (ERVCCS).” EPA is the project's Executing Entity. 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 the following components, outcomes, and outputs: **Component 1**: **Institutional capacity strengthening for climate change adaptation planning in Liberia’s coastal counties.***Outcome 1: Strengthened capacity of all Liberian coastal counties' planning institutions to assess climate change risks and integrate into county development frameworks.** Output 1.1. County-level ICZM plans prepared for all coastal counties to address climate hazard risks on infrastructure, livelihoods, and health, as well as to enable adaptation planning, monitoring, protection, and the maintenance of sea and river defence.
* Output 1.2. Identified climate change risks and adaptation priorities incorporated into coastal County Resilience Plans as well as county and national planning and budgeting processes.
* Output 1.3. Institutional development planning capacity supported through the establishment and training of cross-sectoral climate change information and risk management focal points and working groups in all coastal counties.

**Component 2**: **Innovation, technologies, and climate information introduced for coastal adaptation planning.** *Outcome 2. Innovative technologies — including response planning and communication mechanisms — were introduced to support coastal adaptation.** Output 2.1. Coastal flood and erosion early warning and risk management systems are supported to provide climate information, products, and services that meet the needs of end users.

 * Output 2.2. The existing EPA Environmental Knowledge Management System has been enhanced to support the collection and dissemination of lessons learned on sea and river defence based on Sinoe County adaptation solutions.
* Output 2.3. Community Action Plans have been developed for all coastal districts of Sinoe County.

Output 2.4. Guidance Manuals for integrated coastal adaptation practices have been developed and disseminated to all coastal counties.**Component 3**: **Solutions for reducing vulnerability to climate change-induced sea level rise and coastal erosion.** *Outcome 3. Reduced vulnerability of Sinoe County coastal communities to climate-induced sea level rise impacts through hybrid solutions (nature-based and engineering).** Output 3.1. Viable solutions to address climate vulnerabilities in Sinoe County developed and designed using multi-criteria and participatory processes for identifying, prioritising and planning adaptation and resilience solutions.
* Output 3.2. Coastal- and catchment-level adaptation solutions implemented to improve the resilience of communities to the impacts of climate change in Sinoe County.
* Output 3.3. Best practices on adaptation solutions are documented and disseminated to other coastal counties for adoption and upscaling, including engagement with the private sector.

**Component 4: Livelihood diversification for climate resilience.***Outcome 4. Gender-responsive options for climate-resilient income and livelihood diversification were introduced to climate-vulnerable communities in coastal counties.* * Output 4.1. Business identification, development, and management training programmes are designed and delivered to communities and Micro, Small, and Medium Enterprises in coastal counties, targeting women and the youth.
* Output 4.2. Opportunities for integrated farming systems, fisheries, compressed stabilised earth blocks, and their value chains created for coastal communities.
* Output 4.3. Access to finance and technologies to develop livelihood and income diversification enterprises of coastal livelihoods and resources is facilitated in collaboration with national and county financial institutions.

The majority of the above interventions will target all coastal counties in Liberia. In contrast, hybrid adaptation interventions (**Component 3**) will be explicitly implemented in Sinoe County, one of the country’s most vulnerable coastal counties. |
| **OBJECTIVE OF THE MTR** The general objective of this Term of Reference (ToR) is for the conduct of Midterm Review (MTR) of the ERVCCS Project in the third year of the project. The project is a National Implementation Modality (NIM) which commenced in November of 2022 and is in its third year. This document presents the expected outcomes of the MTR. The consultant must adopt the process of conducting the review from the *Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects (* [*Guidance For Conducting Midterm Reviews of UNDP-Supported GEF-Financed Projects - Final - June 2014 | PDF | Evaluation | United Nations Development Programme*](https://www.scribd.com/document/601158717/Guidance-for-Conducting-Midterm-Reviews-of-UNDP-Supported-GEF-Financed-Projects-Final-June-2014)*)* [1]The overall objective of the MTE is to assess the progress made toward the achievement of project outcomes and outputs as outlined in the approved project document. The evaluation will identify strengths, weaknesses, opportunities, and threats to enhance the project's effectiveness and sustainability. It is also intended to track warning signs of the successes or failures associated with the project’s goal, while recommending amendments geared toward strengthening the project in the second half. If the project is far from achieving its goal based on the evaluation, the consultant will provide solutions that will keep the project on track towards achieving its intended results.Sustainability is key to this project; therefore, the consultant will be responsible for reviewing all strategies and risks associated with strategies to ensure the project’s sustainability. Whilst the above outputs are key to achieving the MTR's objective, its most significant output will focus on recommendations to improve the project’s delivery for adaptive management in the second half of its implementation.The Specific objectives of the MTR include:* To assist the international consultant in assessing the relevance of the project design and interventions in addressing identified climate risks.
* To assist the international consultant in evaluating progress toward outcomes and the likelihood of achieving the intended results.
* To assist the international consultant in examining the efficiency of project implementation, including financial management and coordination mechanisms.
* To assist the international consultant in assessing the adequacy of the project's gender-responsive and inclusive approaches.
* To assist the international consultant in identifying lessons learned and providing actionable recommendations for improving project delivery.

**SCOPE & METHODOLOGY**The Consultant will assess and perform this task based on the following categories: Please see the *Guidance for Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects* for further information.1. **Geographic Scope**

The evaluation will cover implementation activities at the national and local levels. It will cover all project-affected counties but with a key focus on Rivercess, Maryland, Grand Bassa, Grand Kru, and Sinoe County. In Sinoe County, particularly, the evaluation will cover the six project-affected communities, including Downtown-Mississippi, Sebeh, Pungbor, Tournata, Nanakru, and Bafu Bay.1. **Timeframe**

While the project implementation runs from November 2022 to November 2028, the timeframe for MTR is 20 days over the period of two months.1. **Project Strategy**
	1. **Project Design**
* Ensure that all problems addressed are thoroughly reviewed and on track for achievement as indicated in the project document (ProDoC)
* Ensure that all assumptions are reviewed and are parallel to the project’s goal; otherwise, make changes to incorrect assumptions to align them with the project’s goal.
* Review the relevance of the project strategy and assess its effectiveness.
* Review the role of the implementing partners and responsible parties, and assess their effectiveness in their roles.
* Assess the roles of responsible parties in the implementation of the assigned strategies
* Review project decision-making processes: were the would-be project affected person considered during the project development stages? Were people who could affect the outcomes of the project taken into account during the project development stages?
* Review the alignment of the project to the country's priorities. Is the country taking ownership?
* Review relevant gender issues that were flagged during the project design. See [1].
	1. **Logframe**
* Review the project’s logframe: targets and indicators against progress made towards the end-of-project target
* Critically assess the relevance of the midterm and end-of-project targets. Ensure that these targets are specific per outcome, measurable, achievable, and time-bound. Provide target-specific and indicator-driven recommendations and/or amendments.
* Review the practicality, clarity, and feasibility of the project objectives and outcomes, as well as its components
* Assess the progress of the project, and examine whether the progress made has led to, or could speed up, the development effects, such as enhanced capacity of institutions at the national and local level, protected communities and their assets against erosion, restored mangroves and forest, introduced innovative technologies, promote gender equality, women’s empowerment, and income generation, etc.
* Review the gender-mainstreaming strategies and assess their effectiveness, while recommending solutions for gaps in the approach.
* Develop gender-smart development indicators, where necessary, including sex-disaggregation indicators.
* Populate the “Progress towards Results Matrix” as indicated in the *Guidance Manual [1].*
* Compare, contrast, and analyses the GEF Core Indicators that were set as the baseline with the progress made before the start of the MTR.
* Ensure that all challenges that could stall the end-of-project results are identified and propose mitigation strategies.
	1. **Project Implementation**

* Holistically review the effectiveness of the project management unit as outlined in the Project Document while answering the following questions:
* Have changes been made to the project since its inception, and if there are changes, are they effective?
* Are the responsibilities of project staff and reporting lines clear?
* Is decision-making transparent and undertaken in a timely manner? Recommend areas for improvement, where applicable.
* Review the quality of execution of the Executing Agency/Implementing Partner(s) and recommend areas for improvement.
* Review the quality of support provided by the GEF Partner Agency (UNDP) and recommend

areas for improvement.* Does the Executing Agency/Implementing Partner (IP) and/or UNDP and other partners have the capacity to deliver benefits to or involve women? If yes, how?
* What is the gender balance of project staff? What steps have been taken to ensure gender balance in project staff?
* Has the IP built the capacity of the PMU Staff as required by the ProDoc?
	1. **Work Planning, Finance, and Co-Finance**
* Review the project’s financial management, especially in terms of the barriers associated with costing, cost-effectiveness, etc.
* Review fund allocation, the need for budget revision, reallocation, etc.
* Review project staff salaries and align them with their duties and responsibilities
* Evaluate the project’s financial control, including reporting, timely flow of funds, and planning
* How strategically is co-financing being used to achieve the project’s objectives? Is the project team meeting with partners who signed up for co-financing? Use the table below to inform the co-financing review and evaluation.

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| **Sources of Co-financing** | **Name of Co-financer** | **Type of Co-financing** | **Co-financing amount confirmed at CEO Endorsement**  | **Actual Amount Contributed at stage MTR** | **Actual % of Expected Amount** |
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|  |  | **TOTAL** |  |  |  |

* 1. **Stakeholders’ Engagement**
* How effective are coordination mechanisms among implementing and executing partners?
* Are local governments and communities adequately engaged?
* How inclusive are the participatory processes (gender, youth, and marginalized groups)?
	1. **Safeguards**
* Using the Social and Environmental Safeguard Procedures (SESP), review and validate the risks associated with the project.
* Assess the project against the UNDP safeguard policy
* Summarize and assess the risks identified during the project approval stage
	1. **Reporting**
* Assess how well and effectively the project team met the reporting requirements [Annual Project Report(APR) and Project Implementation Report (PIR)]
* Are the APR and PIR meeting the GEF standard, and are they of quality? If not, recommend a strategy that the team can adapt to enhance the quality of its reports.
* Assess how effective the project governance and adaptive management structure. Are lessons learnt being shared with partners?
	1. **Communication and Knowledge Management**
* Assess the project's internal communication strategy with stakeholders
* How effective is communication with stakeholders? Is it regular? Are there key stakeholders left out of communication? Are there feedback mechanisms when communication is received?
* Assess external project communication: Is the public aware of the project’s impact? Does the project have a website or a social media page for online awareness? Or did the project implement appropriate outreach and public awareness campaigns?

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| **EXPECTED OUTPUTS AND DELIVERABLES**The Consultant shall prepare and submit:* MTR Inception Report: MTR team clarifies objectives and methods of the Midterm Review no later than two weeks before the MTR mission.
* Initial findings of the MTR to PMU
* Draft MTR Report containing annexes of the MTR mission
* Final Report containing annexes and completed Audit Trail
* **Final Activity Report printed on glossy paper with soft back binding**

detailing how all received comments have (and have not) been addressed in the final MT report.  |

**QUALIFICATIONS** ***i. Education*** PhD or its equivalent or Master’s in environmental science, economics, Public Policy or Regional Planning, sustainable development, environmental management, monitoring and evaluation, or other closely related fields ***ii. Experience**** At least 5 years of work experience and proven experience with project development/implementation in climate change and coastal adaptation, business development, and livelihood diversification.
* Practical experience (within the last five years) in mid-term or final performance evaluation of at

least one international and/or regional project funded by multilateral agencies * Experience in the performance evaluation of projects within the United Nations system will be considered as an asset
* Competence in working with projects that have financial mechanisms;
* Demonstrated understanding of issues related to gender; experience in gender sensitive evaluation
* and analysis;
* Familiarity with relevant Liberian policy and regulations, and standards is an asset but not required.
* Demonstrable analytical skills.
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| **PAYMENTS MILESTONE**

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| 1. | Submission of the Final Inception Report to the PMU and following the approval of the report by the PMU and the Regional Technical Advisor (RTA) | 20% |
| 2. | Submission of the Draft MTR report to the PMU and following the approval of the report by the PMU and the RTA | 50% |
| 3. | Submission of the final MTR report to the PMU and following the approval of the report by the PMU and the RTA upon signing  | 30% |

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| **CONTRACT AND REPORTING REQUIREMENTS**The Consultant shall report directly to the PMU through the Project Manager under the supervision of the Energy and Environment Coordinator of the Environmental Protection Agency. Regular updates and meetings shall be held for effective collaboration and supervision. The consultant shall be recruited for 20 days over the period of two months under a Service contract agreement. The EPA reserves the right to rescind the contract during that period should the performance of the Gender expert not meet its requirements.

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| **SUBMISSION OF APPLICATION**Interested candidates should submit a CV, Technical & Financial Proposal, and a one-page cover letter to the below address or by email at maldonakarway1@gmail.com, and cc: princessblango@gmail.com indicating their suitability for the post. **Please indicate “National Project Evaluation Expert” in the subject line.****ATTENTION:****Maldona K. Karway****Procurement Officer****Enhancing the Resilience of Vulnerable Coastal Communities in Sinoe (ERVCCS)****Environmental Protection Agency (EPA)****302-A Bright Building****Old CID Road, Mamba Point****1000 Monrovia, 10 Liberia** |

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| **\*FEMALE CANDIDATES ARE HIGHLY ENCOURAGED TO APPLY!**The closing date for submission of applications is 4:00 PM, July 16, 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](http://www.mme.gov.lr), and can be found in local dailies. |