



ENVIRONMENTAL PROTECTION AGENCY OF LIBERIA (EPA)  
P.O. BOX 4024  
SEKOU TOURE AVENUE, MAMBA POINT  
1000 MONROVIA 10, LIBERIA

|                          |                                                           |                                                                                                                                                                                                                                                                                                                                            |                                                                |
|--------------------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| <b>Job title</b>         |                                                           | Knowledge Management & Communication Expert                                                                                                                                                                                                                                                                                                |                                                                |
| <b>Procuring Entity</b>  |                                                           | Environment Protection Agency                                                                                                                                                                                                                                                                                                              |                                                                |
| <b>Programme/Project</b> |                                                           | Strengthening Agricultural Resilience through Transformational Livelihood Adaptation in Liberia (SARTLA)                                                                                                                                                                                                                                   |                                                                |
| <b>Activity result</b>   |                                                           | Provide strategic technical support to the project through the creation and execution of a plan for collecting and organizing project generated knowledge and information effectively while improving visibility and engaging stakeholders through tailored communication efforts that adhere to UNDP-GEFs guidelines and standards.       |                                                                |
| <b>Assignment</b>        |                                                           | To develop a knowledge management framework tailored to the project's needs by overseeing databases and repositories along with document control systems. Also, gather information and record insights from projects including lessons learned, success stories, factsheets, newsletters as well as innovative practices and case studies. |                                                                |
| <b>Location</b>          | Monrovia with travel to other project counties in Liberia | <b>Duration</b>                                                                                                                                                                                                                                                                                                                            | 1 year; renewable each year up to 5 years based on performance |

## BACKGROUND

Liberia possesses natural resources and fertile land along with valuable fishing areas; however, it grapples with development hurdles linked to environmental damage and inadequate infrastructure and institutions despite its abundance of resources. The nation encounters difficulties in enhancing smallholder agriculture and fisheries performance that impact people's livelihood opportunities well as food security and hinder overall economic progress.

The Country also faces challenges due to the extensive damage to its land and coastal regions caused mainly by unchecked human actions like building construction and roads as well as mining activities and urban growth that led to pollution issues. These harmful activities have greatly harmed the ecosystems for supporting agriculture and fishing industries. The impacts of climate change exacerbate these dangers by hastening land and coastal deterioration while diminishing the resources essential for the local communities' sustenance.



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The ecosystems in the country are facing challenges with a focus specifically being placed upon wetlands and coastal areas such as mangroves which play a key role as protective barriers during storms and habitats for marine life growth; these areas are at high risk due to rising sea levels and temperatures along with more powerful storm surges present in the oceans today causing concerns for both biodiversity loss and increased threats of flooding and erosion to nearby coastal communities.

Liberia's economy and communities are greatly affected by the effects of climate change with a focus particularly toward increased flooding and coastal erosion caused by rising sea levels and severe weather conditions like storm surges in regions such as Monrovia and other cities in Liberia including Robertsport and Harper where informal settlements face significant risks due to lack of proper infrastructure leading to regular flooding incidents causing damage to buildings and infrastructure as well as health issues due to sanitation problems.

Rising ocean temperatures pose a threat to marine environments beyond physical dangers by putting fish stocks at risk. Crucial for the nation's fisheries and food security backbone. The issue of overfishing worsens with the deterioration of mangroves and coastal habitats leading to a decline in fish populations. As per the IPCCs Assessment Report, findings suggest that West Africa is anticipated to be heavily impacted by climate change with projections pointing towards elevated temperatures and more frequent occurrences of heatwaves and extreme precipitation events which could result in increased flooding, especially, in Liberia and neighboring regions.

Liberia's economy depends significantly on resources and is at high risk of being impacted by climate related events due to its low ability to adapt to such changes as indicated by its position as the 177th out of 185 countries as per the ND-GAIN index ranking. The vulnerability is exacerbated by poverty levels and inadequate infrastructure and education which impede communities from preparing for climate related risks.

Small scale farmers and fishers play a role in rural communities and are particularly at risk due to various challenges they face such as limited access to essential resources like fertilizers or quality livestock as well as issues with irrigation systems and lack of financial support for their operations. Adverse weather conditions like rainfall or drought coupled with extreme temperatures can negatively impact crop production leading to lower yields and a rise in pest related issues affecting the agricultural sector. For those involved in fishing activities, marine heatwaves and coastal floods can harm fish populations and damage infrastructure crucial for their livelihoods, putting food security and income sources at risk.

Around 80% of the agricultural labor force is led by women and they play a role in producing about 93 percent of the food supply; however, they are especially impacted by climate change compared to men and other factors like higher illiteracy rates and restricted access to land and resources as well as cultural norms that limit their decision-making authority in farming matters.

In the face of these obstacles and difficulties, lies the chance to enhance resilience by adopting innovative methods rooted in system based transformational strategies. One potential the project



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seeks is to enhance climate resilience within societies reliant on natural assets through ecosystem restoration efforts and enhancements through extension services while also enabling financial access and fostering sustainable value chains.

The project will employ a combination of interventions that focus on i) the adoption of resilient and regenerative practices among farmers and fisherfolks to improve productivity while at the same time reducing environmental impacts, ii) linking local livelihoods to sustainable value chains, developing alternative livelihood strategies such as those linked to eco-tourism, and fostering market access through business skills training, and iii) providing an enabling innovative finance environment that fosters private sector engagement, links actors along the value chain and scales the development of sustainable enterprises based along the value chain.

The project is expected to enhance the management of 3,640 hectares of land and coastal regions in efforts to promote climate resilient practices; target an overall 81,800 individuals spread across seven project counties. These efforts aim to empower them to recognize climate related challenges and implement appropriate adaptive strategies. Additionally, the initiative strives to attract 500,000 (US\$) investments from private sector entities and support the growth of 30 micro-small and medium enterprises (MSMEs) involved in climate resilience initiatives through a combination of technical guidance, financial partnerships, or direct funding.

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 Agency (EPA), in close collaboration with the Ministry of Agriculture (MOA), Ministry of Commerce and Industry (MoCI) and the Ministry of Information, Culture & Tourism (MICAT) will implement the project through a Project Management Unit, based at the EPA. 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 SARTLA project.

The Project Management Unit (PMU) will assist the implementation of the Project with support from the EPA and MOA. The PMU staff will be hosted at the MoA and will report to the Minister of MOA and the EPA-ED through the Project Manager. 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 MOA, and the UNDP Liberia Resident Representative.



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## OBJECTIVE

To provide strategic technical support to the project through the creation and execution of a plan for collecting and organizing project generated knowledge and information effectively while improving visibility and engaging stakeholders through tailored communication efforts that adhere to UNDP-GEFs guidelines and standards.

## DUTIES AND RESPONSIBILITIES

Under the guidance, direction and the supervision of the Project Manager, the Knowledge Management & Communication Expert shall perform the following duties and responsibilities:

- Ensure that project teams and stakeholders effectively share knowledge with the community in a way that makes information easy to access and use by everyone involved.
- Assist in preparing project progress reports and other materials such as project briefs/summaries and various multimedia elements.
- Support the implementation of a thorough communication and visibility strategy that aligns with the branding and communication guidelines of UNDP/GEF and the specific project requirements.
- Creating and sharing top notch communication materials such as newsletters, press releases, inspiring success stories, engaging infographics, videos and social media content.
- Ensure the project social media profiles are regularly maintained and refreshed to uphold a seamless message.
- Arrange community, stakeholders and media engagement event to showcase project successes and key takeaways.
- Build connections with press agencies, environmental groups and related associations to boost the visibility of the project.
- Ensure that stakeholders are actively involved in project tasks and communication efforts to enhance engagement and collaboration.
- Ensure that projects results and successes are shared with specific groups such as local communities or policymakers and with the general public if necessary.
- Create measures and instruments to track how well knowledge sharing and communication efforts are performing.
- Prepare updates on accomplishments and noteworthy instances for purposes and compliance with GEF reporting guidelines.
- Support the preparation of the Project Implementation Report (PIR), especially providing substantial input to the knowledge management section of the PIR
- Continuously enhance communication strategies and knowledge products through the utilization of feedback and analytics.



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### EXPECTED OUTPUTS AND DELIVERABLES

Strategic technical support is given to the project team both on and off-site to ensure that the SARTLA Project is in compliance with applicable procedures in relation to GEF communication and visibility guidelines.

- Platform for managing project specific knowledge.
- Regular information materials such as success stories, factsheets/newsletters, and briefs are part of the knowledge offerings.
- A thorough plan for communication ensuring that information is easily accessible to all stakeholders.
- Monthly or quarterly updates regarding knowledge management and communication initiatives.
- Organize events and media outreach.
- Annual report on knowledge management and communication for the project.

### INSTITUTIONAL ARRANGEMENTS

The Knowledge Management & Communication Expert will be under the direct supervision and guidance of the Project Manager and will work closely with the PMU team.

The Knowledge Management & Communication Expert shall report to the Executive Director of the EPA and the Minister of Agriculture through the Project Manager.

The Knowledge Management & Communication Expert shall be recruited for a period of 1 year (12 months) under a Service Contract appointment renewable for a period of 5 years (during the Project) subject to satisfactory performance. The EPA and MoA reserve the right to rescind the contract during that period should the performance of the Knowledge Management & Communication Expert do not meet its requirements.

### QUALIFICATIONS

#### Education

- The Knowledge Management & Communication Expert should have a master's degree in environmental and social Safeguard/Policy studies, Mass Communication, Media Studies, Sustainable Development, Development studies or other related field.

#### Experience

- A minimum of 3 years in the field of communications, Journalism, Marketing, Public Relations, Information Technology, Knowledge Management, or a related fieldservices,



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- Experience in knowledge management and/or strategic communications, with experience in designing and executing knowledge sharing events and producing communication materials,
- Proficiency in knowledge management principles, including knowledge capture, storage, retrieval, and dissemination, is essential.
- Familiar with donors' including GEF communication policies, branding guidelines, and reporting requirements is an added advantage.
- Excellent verbal and written communication skills, including the ability to write clearly and concisely for different formats and audiences, are critical. Extensive working experience in Liberia
- Familiarity with online communication tools, content management systems, and social media platforms is often needed.
- Strong analytical and problem-solving skills are needed to analyze data, identify trends, and make informed decisions Experience in planning and coordinating events, workshops, or webinars
- Ability to engage and collaborate with diverse stakeholders.
- Ability to develop and implement knowledge management strategies
- Experience working in an international environment, particularly in the sustainable development sector, may be beneficial.
- Ability to adapt to changing priorities and work independently or as part of a team.
- Knowledge of specific tools like content management systems, collaboration platforms, and data analytics tools
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### Competencies and skills

- Excellent team player, communication, interpersonal, and stakeholder engagement skills
- Ability to synthesize complex technical information into accessible messages
- Ability to manage workload with minimum supervision
- Ability to work under pressure and tight deadlines
- Ability to accommodate additional demands at short notice
- Ability to work in a multi-cultural environment
- Oral communication/presentation skills
- Proactive mindset
- Experience in working with the EPA or UNDP funded activities/projects is an added advantage



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## 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:

### ATTENTION:

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

Application can also be received through email: ([ptdoe@epa.gov.lr](mailto:ptdoe@epa.gov.lr)). Please indicate **‘Knowledge Management & Communication Expert– Strengthening agricultural resilience through transformational livelihood adaptation in Liberia (SARTLA)’** in the subject line.

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

The closing date for submission of applications is **4pm, October 23, 2025**. Any submission received after this deadline will not be considered. 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.

## SELECTION CRITERIA

The EPA shall recruit the Knowledge Management & Communication Expert through an open, transparent and competitive process and shall be guided by *inter alia* the Procurement and Public Concessions Act of Liberia but contract to be issued by the MOA. All PMU 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 the procurement of goods, services or works that may result from the Project.