



ENVIRONMENTAL PROTECTION AGENCY OF LIBERIA (EPA)

P.O. BOX 4024

SEKOU TOURE AVENUE, MAMBA POINT

1000 MONROVIA 10, LIBERIA

Job title		Project Manager	
Procuring Entity		Environmental Protection Agency	
Programme/Project		Strengthening Agricultural Resilience through Transformational Livelihood Adaptation in Liberia (SARTLA)	
Activity result		Effective Coordination and Management of the Project	
Assignment		To provide project management support to project activities and the PMU	
Location	Monrovia with travel to other project counties in Liberia	Duration	The initial contract duration is one year, with the possibility of annual renewal for up to five years, subject to satisfactory 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.

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



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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 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



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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 Protection Agency (EPA), in close collaboration with the Ministry of Agriculture (MOA), Ministry of Commerce and Industry (MoCI) and the Ministry of Information, Culture and Tourism (MICAT) will implement the project through a Project Management Unit, based at the MOA. 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 the MOA and ED-EPA through the Project Manager. The Project Manager is the senior representative of the PMU and is responsible for the overall day-to-day management of the project on behalf of the Implementing Partner, 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.

OBJECTIVE

The Project Manager's primary responsibility is to ensure that the Project delivers the results specified in the Project Document, to the required standard of quality and within the specified constraints of time and cost.

The Project Manager will manage the day-to-day activities of the PMU and other stakeholders involved in the implementation of the Project by providing technical, management and coordination support. He/she will be working closely with a project team composed of the Administrative and Financial Assistant, Procurement Officer, Monitoring & Evaluation Officer, Gender, Safeguard & Stakeholder Engagement Expert, Knowledge Management & Communication Officer, Innovative Finance Expert, and Driver. The Project Manager typically presents key deliverables and documents to the board for their review and approval, including progress reports, annual work plans, adjustments to tolerance levels and risk registers; and engage with relevant stakeholders, including the private sector, NGOs, technical focal points from relevant government agencies etc. He/she will also follow up on all activities of and supervise all Consultants hired on the Project.



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DUTIES AND RESPONSIBILITIES

Under the guidance and direction of the Project Board and the supervision of the Ministry of Agriculture and Executive Director/Chief Executive Officer of the EPA, the Project Manager (PM) is the senior most representative of the Project Management Unit (PMU) and is responsible for the overall day-to-day management of the project on behalf of the Implementing Partner, including the mobilization of all project inputs, supervision over project staff, responsible parties, consultants and sub-contractors., and shall perform the following duties and responsibilities:

- Manage the overall conduct of the project.
- Plan the activities of the project and monitor progress against the approved workplan.
- Execute activities by managing personnel, goods and services, training and low-value grants, including drafting the terms of reference and work specifications, and overseeing all contractors' work.
- Monitor events as determined in the project monitoring plan, and update the plan as required.
- Provide support for completion of assessments required by UNDP, spot checks and audits.
- Manage requests for the provision of UNDP financial resources through funding advances, direct payments or reimbursement using the FACE form.
- Monitor financial resources and accounting to ensure the accuracy and reliability of financial reports.
- Present key deliverables and documents to the board for their review and approval, including progress reports, annual work plans, adjustments to tolerance levels and risk registers.
- Attend all board meetings and support board processes as a non-voting representative.
- Participate in regular project coordination meetings, particularly with the focal points designated by project responsible parties .
- Monitor progress, watch for plan deviations and make course corrections when needed within Project Board-agreed tolerances to achieve results.
- Ensure that changes are controlled and problems addressed.
- Perform regular progress reporting to the Project Board as agreed with the board, including measures to address challenges and opportunities.
- Prepare and submit financial reports to UNDP on a quarterly basis.
- Manage and monitor the project risks – including social and environmental risks – initially identified and submit new risks to the Project Board for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log.
- Capture lessons learned during project implementation.
- Prepare revisions to the multi-year workplan, as needed, as well as annual and quarterly plans if required.
- Prepare the Inception Report no later than one month after the Inception Workshop.
- Ensure that the indicators included in the project results framework are monitored annually in advance of the GEF PIR submission deadline so that progress can be reported in the GEF PIR;



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- Prepare the GEF PIR;
- Assess major and minor amendments to the project within the parameters set by UNDP-GEF;
- Monitor implementation plans including the Gender Action Plan, Stakeholder Engagement Plan, and any environmental and social management plans;
- Monitor and track progress against the GEF Core Indicators;
- Support the Mid-term review and Terminal Evaluation process; and
- other technical tasks as necessary

EXPECTED OUTPUTS AND DELIVERABLES

The Project Manager will be expected to deliver:

- Initial implementation documentation such as the Project Document, Revised Implementation Timetable, Technical reports, Pre-PAC and PAC reports for onward submission to the GEF;
- Ensure effective project management and reporting on results and finances on a quarterly and annual basis to the EPA, MOA and the Project Board as required;
- Timely facilitation of decision-making processes for the Project; and
- Implementation of project-related lessons, best practices and evaluation on the course of the Project.

INSTITUTIONAL ARRANGEMENTS

The Project Manager shall report to the Minister of Agriculture and the Executive Director/Chief Executive of the EPA.

Project reporting shall be undertaken at four levels:

1. **MOA:** The Project Manager shall be responsible for drafting reports on PMU activities and the respective activities of the Responsible Parties to the **Executive Director/CEO of the EPA** and **Minister of MOA** as required for review by the Project Board before being issued; The project Manager Contract will be issued by the MOA.
2. **EPA:** The EPA is responsible for overseeing project planning, coordination, management, monitoring, evaluation, and reporting. This includes providing all required information and data necessary for timely, comprehensive, and evidence-based project reporting, including results and financial data, as necessary. Reporting shall be monthly and escalated to the UNDP and Project Board, including progress planned for the next period and/or aligned with the frequency of the Project Board/Steering Committee meetings.
3. **Project Board:** Minutes and actions will be recorded for each Project Board meeting. Any additional reporting requirement shall be at the discretion of the Project Board.
4. **UNDP:** as the Accredited Entity, the UNDP shall receive quarter, annual and final project terminal evaluation reports and other documentation related to project closure activities from the Executive Director/CEO of the EPA or as required by the GEF.



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

QUALIFICATIONS

Education

- A minimum of a master's degree in sustainable agriculture development, general agriculture, agronomy, agriculture economics; natural resources management; Arts or related discipline.
- Certificate in Project management, Rice Processing and Handling, Agribusiness, or Sustainable Livelihood Practices is an added advantage.

Experience

- At least 7 years' working experience in environment and climate change; natural resources management; project management in a development context.
- Good management and coordination skills, with experience of at least 5 years in project implementation and management and strategic management.
- Demonstrated experience in project workplan development, monitoring and evaluation plan development, report writing, budget and project expenditure management.
- Very good working knowledge of computers (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 leading a largescale project with multiple partners, including international organizations and government counterparts
- 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.
- Excellent leadership skills, including ability to provide strategic and technical guidance, build strong teams and mentor staff in a professional setting.
- Ability to follow deadlines, accuracy and attention to detail.
- Ability in negotiating, diplomacy and lobbying skills.
- Ability to work under minimum supervision to meet short deadlines.
- Commitment and drive to achieve challenging goals, and a problem-solving attitude.
- A team player with ability to deal with multiple teams located in multiple institutions.
- Ability to identify stakeholder needs and deliver them promptly and accurately.
- Ability to work under tight timelines.



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- Demonstrated ability in project team management and collaboration.

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). Please indicate ‘**Project Manager–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 Project Manager through an open, transparent and competitive process and shall be guided by *inter alia* the Procurement and Public Concessions Act of Liberia, but Contract will 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 constitute grounds for potential debarment from future participation in procurement of goods, services or works that may result from the Project.



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