Republic of Liberia

Environmental Protection Agency of Liberia (EPA)
Bright Building 302-A,
Sekou Toure Avenue, Mamba Point
1000 Monrovia, 10 Liberia

Consultancy notice for two national facilitators to facilitate four five-day workshops under MMCRP Activity 2.5.3

Project title: Monrovia Metropolitan Climate Resilience Project (MMCRP)

Post Title	Two National Facilitators
Type of Contract/Service	Facilitation of four five-day training workshops on knowledge-product dissemination and community awareness-raising
Expected Duration of the Assignment	Up to thirty (30) working days per facilitator within approximately ten (10) weeks
Project ID	00127200
Project Activity	Activity 2.5; Sub-activity 2.5.3
Project Locations	West Point, Jacob's Town, Fiamah and Topoe Village, Monrovia
Procuring Entity	Environmental Protection Agency of Liberia (EPA)
Deadline of Application	October 16, 2026

1. Background

The Liberian capital Monrovia is particularly vulnerable to climate change impacts, including sea-level rise, high-intensity storms, coastal erosion and shoreline retreat. These impacts threaten homes, public infrastructure, fishery-based livelihoods and the ecosystem services provided by mangroves in the Mesurado Wetland. Women, youth and other vulnerable groups experience differentiated risks because of their livelihood roles, access to resources and participation in community decision-making. Therefore, to reduce the vulnerability of coastal environments/ecosystems to climate risks, the Monrovia Metropolitan Climate Resilience Project

(MMCRP) was developed. The project commenced in July 2021 and is currently being implemented.

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. As such, the EPA is the Executing Entity for the project. The MMCRP is financed by the Green Climate Fund (GCF), the United Nations Development Programme (UNDP), and the Government of Liberia.

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) is implementing the MMCRP through a Project Management Unit, based at the EPA. The UNDP, as an Accredited Entity to the GCF provides 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.

The project seeks to build the long-term climate resilience of coastal communities by addressing immediate adaptation priorities and strengthening the enabling environment for climate-responsive coastal management, community awareness, mangrove protection and climate-resilient livelihoods. To do this, the MMCRP intends to ***build a coastal revetment on 1050m of coastline at West Point-ensuring landings for fishing boats (Output 1); improve the management of Liberia's coastal zone by developing capacity for ICZM (Output 2); and support the development of gender- and climate-sensitive livelihoods and improving the resilience of climate-sensitive livelihoods in Monrovia (Output 3)***. The project will 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.

Activity 2.5 ***(Conduct an awareness-raising campaign for communities in focus areas on climate change impacts and adaptation practices)*** of the project supports a gender-sensitive awareness-raising campaign on climate change impacts and adaptation practices in four priority communities: West Point, Jacob's Town, Fiamah & Plunkor, and Topoe Village. The campaign combines local radio programmes, community meetings and visual communication materials. Approved knowledge products may include billboards, posters, brochures, stickers, caps and T-shirts and will carry messages on climate change, coastal and wetland risks, mangroves, gender-differentiated vulnerabilities, adaptation practices and actions that reduce pressure on local ecosystems.

In addition, one of the activities under Activity 2.5, Sub-activity 2.5.3 ***(Establish, train and engage community-based knowledge-sharing groups to support on-the-ground awareness-raising and knowledge-sharing)***, the community-based knowledge-sharing groups (KSGs) have been

established in all project-targeted communities. Each community has four KSG members, half of whom are women. The groups were selected through a community-driven process managed and overseen by PMU through the leadership of each community. The KSGs, including waitlist members where applicable, will participate in and support the conduct of four five-day capacity-building workshops per year—one in each target community—to strengthen their capacity to disseminate project knowledge products. In carrying out their functions under Activity 2.5, the KSGs will facilitate on-the-ground awareness-raising workshops and gender- and socially sensitive community meetings; undertake monthly outreach visits to schools and other community gatherings; disseminate information on climate change, gender-differentiated impacts, adaptation practices and the co-management of natural resources; distribute approved knowledge products; collect lessons learned on the awareness-raising campaign and the effectiveness of the knowledge products to inform their annual refinement; and support last-mile coverage of climate information and early warning systems in collaboration with relevant project partners. The project provides for twenty, five-day workshops over five years, comprising one workshop annually in each of the four target communities, summing up to four per year. This Terms of Reference covers one annual cycle of four five-day workshops, equivalent to twenty delivery days.

Against this backdrop, the project seeks to engage two national facilitators with complementary expertise to prepare and jointly facilitate the workshops, strengthening the capacity of established KSG members, including waitlist members where applicable, to understand, use and disseminate approved knowledge products and effectively perform their mandated awareness-raising, community outreach, lessons-capture and last-mile communication functions. These capacity-building workshops are distinct from the broader community meetings conducted under Sub-activity 2.5.5.

2. Objective of the Consultancy

The objective of the consultancy is to engage two national facilitators with complementary expertise to prepare and jointly facilitate four participatory five-day workshops, one in each target community, and to equip the community-based knowledge-sharing groups with the technical knowledge, facilitation skills, inclusive communication methods and practical tools needed to undertake accurate, locally relevant and accountable awareness-raising and knowledge-sharing.

Specifically, the assignment will:

- Strengthen participants' understanding of climate change impacts on Monrovia's coastline, communities and the Mesurado Wetland, including gender-differentiated impacts on women, men, youth, persons with disabilities and other vulnerable groups, and implications for livelihoods and mangrove ecosystems;

- Build practical knowledge of locally relevant adaptation practices, community-based natural resource management and actions that reduce pressure on mangroves and other local ecosystems;

- Enable participants to interpret and accurately explain approved project knowledge products to women, men, youth, schools, livelihood groups, persons with disabilities and other community audiences;
- Develop participants' skills in adult learning, public speaking, community dialogue, handling questions, countering misinformation and collecting community feedback;

- Embed gender-responsive, socially inclusive, conflict-sensitive and safeguarding-conscious approaches in community outreach; and

- Prepare each group to plan monthly outreach, account for knowledge-product distribution, document participation and lessons, and report results to the CSC and PMU.

3. The Scope of the Services to be performed

The two facilitators will work as one team and will be jointly responsible for the quality and consistency of the assignment. The specific tasks shall include, but not be limited to, the following:

3.1. Inception and technical preparation

- Hold an inception meeting with the PMU to confirm the scope, schedule, participant profiles, available knowledge products, technical resource persons, reporting requirements and logistical arrangements;

- Review the project-relevant documents; the project's current awareness-raising strategy and approved knowledge products under Activity 2.5; relevant technical, gender, stakeholder engagement and safeguard documents; CSC governance provisions; and available early warning system materials;

- Consult the PMU, CSC, KSG and community focal persons to confirm language, literacy, gender and participation considerations, disability access, safeguarding and local-context considerations; and

- Submit an inception note containing the work plan, facilitation methodology, workshop sequence, division of responsibilities and risk-mitigation measures for approval by the PMU and UNDP.

3.2. Training design and materials

- Develop a common five-day curriculum that can be adapted to each community without changing approved technical messages;

- Prepare a facilitator guide, detailed session plans, presentations or visual aids, practical exercises, role plays, local case examples, participant handouts and a plain-language glossary;

- Prepare pre- and post-training assessments, daily reflection tools, attendance registers, participant evaluation forms, outreach action-plan templates and workshop-report templates. Results shall be disaggregated by sex and, where safe and permitted, by age and disability status and the workshop reports should also briefly note any significant differences in participation or engagement between women and men;

- Map each knowledge product to its intended audience, core message, dissemination channel, explanation points, distribution/accountability procedure and feedback questions. The facilitators shall not alter approved campaign messages without written authorization; and

- Submit the complete training package in the form of a Concept Note[1] for technical validation at least seven calendar days before the first workshop and incorporate consolidated comments from the PMU and UNDP.

3.3. Workshop delivery

- Jointly facilitate one five-day workshop in West Point, one in Jacob's Town, one in Fiamah & Plunkor, and one in Topoe Village. Both facilitators shall attend all twenty delivery days unless the PMU approves another arrangement in writing;

- Use participatory adult-learning methods, demonstrations, teach-back sessions, role plays and community scenarios to test participants' ability to communicate approved messages and respond appropriately to common questions;

- Ensure equitable opportunities for women and less-heard participants to speak, lead exercises and influence group decisions, and use accessible methods appropriate to varied literacy and ability levels;

- Train participants on climate change basics; coastal and wetland risks; locally relevant adaptation; mangrove ecosystem services and threats; natural resource co-management; use and dissemination of knowledge products; adult learning and public speaking; gender and social inclusion, including gender-differentiated climate impacts and the roles of women and men in adaptation and natural-resource management; safeguarding and referrals; early warning messages; outreach planning; feedback collection and reporting;

- Support each group to prepare a practical monthly outreach and knowledge-product dissemination plan, specifying target audiences, locations, methods, responsibilities, timing, stock/accountability arrangements and feedback channels;

- Administer learning assessments and daily evaluations, hold daily debriefs with the designated PMU community focal point and adjust subsequent sessions where necessary; and

[1] A zero-draft Concept Note has already been developed by the PMU.

- Document attendance, activities, learning results, participant questions, agreed actions, challenges and lessons. Informed consent shall be obtained before collecting photographs, quotations or personal information.

3.4. Post-workshop reporting and handover

- Prepare one concise report for each community workshop, including the participant profile, assessment results, participant feedback, issues raised, action plan, lessons and consent-cleared photographs where available;

- Prepare a consolidated final report comparing results across the four communities and identifying common knowledge gaps, inclusion findings, operational risks and recommendations for the next annual cycle and for refinement of knowledge products;

- Hand over all final editable training materials, PDF copies, anonymized assessment data, attendance records, outreach plans and supporting documentation to the PMU; and

- Participate in one close-out meeting to present findings and address final comments.

3.5. Indicative five-day workshop content

Day	Focus	Minimum content and practical outputs
Day 1	Project and climate-risk foundations	MMCRP and Activity 2.5; roles of EPA, PMU, CSC and knowledge-sharing groups; climate change basics; coastal erosion, sea-level rise and extreme events; community vulnerability mapping; pre-assessment.
Day 2	Adaptation, mangroves and natural resources	Locally relevant adaptation practices; mangrove ecosystem services and threats; community-based natural resource management and co-management; livelihood linkages; actions that reduce pressure on local ecosystems.
Day 3	Using and disseminating knowledge products	Teach-back of approved billboards, posters, brochures, stickers, caps and T-shirts; matching messages to audiences; product distribution and stock accountability; school and community outreach; questions and misinformation.
Day 4	Inclusive facilitation and last-mile communication	Adult-learning methods; public speaking; participatory meetings; gender-differentiated climate risks and practical examples related to livelihoods, fisheries, mangrove resources, household responsibilities and community decision-making.; disability inclusion; safeguarding and referrals; approved early warning messages and last-mile communication.

Day	Focus	Minimum content and practical outputs
Day 5	Practice, planning and reporting	Simulated outreach sessions; peer feedback; monthly outreach and dissemination plans identifying appropriate approaches for reaching women and other groups that may have limited participation in general community meetings.; feedback and lessons-learned tools; results documentation; post-assessment; commitments and next steps.

4. Deliverables/ reports

The following reports and outputs shall be submitted by each contractual party and approved or accepted by EPA/MMCRP in accordance with the tasks above. The payment proportions are indicative and shall be confirmed in the final solicitation and contract.

Reports/outputs	Timeline	Payments
Approved inception note and validated five-day training package, including work plan, methodology, facilitator guide, participant materials, assessments, registers and reporting tools	Inception note within 5 working days of contract signature; complete package at least 7 calendar days before Workshop 1	20%
Workshops 1 and 2 completed, with attendance and assessment records, daily debrief notes, outreach plans and two community workshop reports	Workshop reports within 3 working days after each workshop	30%
Workshops 3 and 4 completed, with attendance and assessment records, daily debrief notes, outreach plans and two community workshop reports	Workshop reports within 3 working days after each workshop	30%
Approved consolidated final report, final editable/PDF materials, anonymized data, supporting records and close-out presentation	Within 7 working days after Workshop 4	20%

5. Institutional arrangement / reporting relationships

The facilitators will work under the overall guidance of the Environmental Protection Agency of Liberia (EPA), in collaboration with UNDP Liberia, and in close coordination with the Project Management Unit (PMU) of the Monrovia Metropolitan Climate Resilience Project. They will be directly supervised by the MMCRP Project Manager/Coordinator or an officer designated for Activity 2.5.

The facilitators will coordinate with relevant EPA technical staff, the Community Stewardship Committee, community focal persons, the provider responsible for the awareness-raising campaign

and knowledge products, and designated gender, safeguards, monitoring and early warning system resource persons. UNDP may provide quality assurance in accordance with its role as Accredited Entity.

All deliverables shall be submitted to the designated PMU focal point. Acceptance will be based on technical accuracy, completeness, timeliness, consistency with the approved scope and materials, evidence of inclusive participation, usable community outreach plans and incorporation of consolidated comments.

6. Duty Station

The assignment will be based in Monrovia, with preparation and reporting undertaken at the consultants' normal work location and in-person workshop delivery in West Point, Jacob's Town, Fiamah and Topoe Village. The facilitators shall make themselves available for meetings with EPA/MMCRP and relevant stakeholders as required by the approved work plan.

7. Duration of the consultancy

The assignment will require up to thirty (30) working days per facilitator within an estimated ten-week period. The indicative input comprises three days for inception and technical preparation, five days for curriculum and materials, twenty workshop-delivery days and two days for consolidation, reporting and close-out. Workshop dates and any compensable travel time shall be confirmed in the final contract and approved schedule.

8. Qualifications, Skills and Experience

8.1. Common requirements for both facilitators

- A minimum of a bachelor’s degree in environmental science, Natural Resource Management, Environmental Engineering, Climate Change or a closely related course; an MSc in the above listed fields is an added advantage. An MSc in the above listed fields is an advantage;

- At least five years of relevant professional experience, including substantial experience designing and facilitating participatory training for community-based groups or adult learners;

- Evidence of having successfully facilitated at least three multi-day workshops or comparable community training assignments. Samples or references may be requested;

- Demonstrated ability to translate technical or policy content into clear, practical and culturally appropriate messages for audiences with varied literacy levels;

- Strong report-writing, teamwork, time-management and stakeholder-engagement skills;

- Fluency in written and spoken English and the ability to communicate effectively in Liberian English. Relevant local-language capability is a strong advantage; and

- Availability to participate in all preparation activities and all twenty workshop days.

8.1.1. Facilitator 1: Climate Change Adaptation and Natural Resource Management

- A degree or specialized training in environmental science, climate change, coastal zone management, disaster risk reduction, natural resource management, forestry or a related field;

- Demonstrated knowledge of climate adaptation, coastal or wetland risks, mangroves, community-based natural resource management or early warning systems; and

- Experience in Liberia or West Africa and experience communicating technical environmental content to community audiences are highly desirable.

8.1.2. Facilitator 2 - Community Engagement, Gender and Adult Learning

- A degree or specialized training in adult education, development communication, sociology, social work, gender and development, community development or a related field;

- Demonstrated experience in participatory adult-learning methods, gender-responsive community engagement, social inclusion and monitoring of training results; and

- Experience facilitating sensitive discussions and applying safeguarding, informed-consent and referral principles in community settings is highly desirable.

8.2. Competencies and skills

- Excellent communication, facilitation and presentation skills;

- Ability to work respectfully with women, men, youth, persons with disabilities, community leaders, government officials and technical partners;

- Ability to meet deadlines with accuracy and attention to detail and to adjust methods using participant feedback;

- Strong interpersonal, teamwork, problem-solving and conflict-sensitive communication skills;

- Ability to handle confidential and sensitive information responsibly;

- Commitment to gender equality, non-discrimination, do-no-harm and professional conduct; and

- Ability to prepare clear, concise and evidence-based workshop reports and practical community action plans.

Qualified women are strongly encouraged to apply. Selection will be based on demonstrated competence and the complementarity of the two proposed facilitators, in accordance with applicable procurement procedures.

9. Safeguarding, ethics and confidentiality

- Comply with applicable EPA, Government of Liberia, GCF and UNDP requirements on environmental and social safeguards, prevention of sexual exploitation and abuse, sexual harassment, child protection, non-discrimination and professional conduct;

- Apply a do-no-harm, conflict-sensitive and politically neutral approach and report safeguarding concerns through the designated project mechanism. The facilitators shall not investigate cases or promise services outside their mandate;

- Facilitators should be familiar with the project's approved safeguarding and referral mechanism and know how to respond appropriately if a safeguarding concern is raised during the workshops;

- Obtain informed consent for photographs, quotations and personal information; collect only data necessary for the assignment; protect it from unauthorized access; and transfer or dispose of it as instructed by the PMU; and

- Treat non-public project information and participant data as confidential. Materials developed under the assignment shall be the property of the PMU, subject to the final contract and applicable rules.

10. Submission of Application/expression of interest

The Environmental Protection Agency invites interested and eligible national consultants to indicate their interest in providing the above services by submitting the following documents and information to demonstrate their qualifications and suitability:

- **Technical proposal:** a brief description of the proposed methodology, team organization, division of responsibilities and work plan;

- **Financial proposal:** an all-inclusive professional fee, with any separately priced contractually required costs clearly identified. Payments will be based on approved measurable deliverables;

- A one-page cover letter indicating suitability for the assignment;

- Curriculum Vitae for each proposed facilitator, including at least two relevant professional references;

- Evidence of comparable assignments, such as completion certificates, references, agendas, reports or non-confidential sample training materials; and

- For team applications, clear designation of Facilitator 1 and Facilitator 2 and an explanation of how their expertise is complementary.

All expressions of interest must be delivered by email to ptdoe@epa.gov.lr copying zienuk93@gmail.com before or on October 16, 2026 @ 23:59 hours (GMT). Please indicate in the subject line "National facilitator to facilitate four five-day workshops – MMCRP". Any submission received after the above deadline will not be considered. Only applicants that meet the requirements as outlined will be considered for evaluation. Eligibility criteria and the selection procedure shall be in accordance with the Government of Liberia's procurement policy.