



REPUBLIC OF LIBERIA  
**ENVIRONMENT PROTECTION AGENCY**  
 P.O. Box 4024  
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 1000 Monrovia, 10 Liberia



**CROSS-CUTTING CAPACITY DEVELOPMENT (CCCD) PROJECT**  
**Terms of Reference**  
**REFERENCE NO: TOR/CCCD/EPA-2021-003**

**Project Title:** Strengthening National Capacities to Meet Global Environmental Obligations with the Framework of Sustainable Development Priorities

<b>Job Title</b>		National Consultant	
<b>Division/Department</b>		Environmental Protection Agency/EPA	
<b>Programme/Project Number</b>		GEF ID number: 9390 (Cross-Cutting Capacity Development Project/CCCD)	
<b>Activity Result</b>		<b>Learning-by-doing training on improved methodologies and analytical skills for interpreting global environmental trends and understanding their relevance to sectoral development</b>	
<b>Assignment</b>		Prepare a training Programme and curriculum for the use of the EKMS post project trainings	
<b>Location</b>		Monrovia, Liberia	
<b>Report to</b>	<b>National Project Director Executive Director, EPA</b>	<b>Consultancy Duration:</b>	(Seven Weeks)

## 1.0 BACKGROUND

The Environmental Protection Agency (EPA) through the United Nations Development Program (UNDP) obtained funding from the Global Environmental Facility (GEF) to support the Cross-Cutting Capacity Development (CCCD) Project for Liberia. The project will support the Government of Liberia to Strengthening National Capacities to Meet Global Environmental Obligations within the Framework of Sustainable Development Priorities. The project has four components:

1. Integrated Environmental Knowledge Management System (EKMS)
2. Enhanced institutional and technical capacities for mainstreaming
3. Improving awareness of global environmental values
4. **Updating the National Capacity Self-Assessment (NCSA)**

The EPA and the UNDP through the Cross-Cutting Capacity Development Project intends to recruit the service of a **National Consultant, to: Prepare a training Programme and curriculum for the use of the EKMS**. This project is in line with the GEF-6 CCCD Strategy objective 1, 3, and 5 which call for countries to: a) integrate global environmental needs into management information systems and monitoring, b) integrate MEA provisions into national policy, legislative, and regulatory frameworks, and c) update NCSAs, respectively. The goal of this project is for Liberia to make better decisions to meet and sustain global environmental obligations. This requires the country to have the capacity to coordinate efforts, as well as best practices for integrating global environmental priorities into planning, decision-making, and reporting processes. To this end, the objective of this project is to strengthen a targeted set of national capacities to deliver and sustain global environmental outcomes within the framework of sustainable development priorities. The project will be carried out via four linked components. **Component 1:** calls for the establishment of an integrated Environmental Knowledge Management System to meet global environment and sustainable development priorities, **Component 2:** focuses on enhanced institutional and technical capacities to mainstream, develop, and utilize policies for implementation of the three Rio Conventions, **Component 3:** works to improved environmental attitudes and values for the global environment, and **Component 4: is the updating of the National Capacity Self-Assessment (NCSA)**. The project will take an adaptive collaborative management (ACM) approach to implementation, which calls for stakeholders to take an early and proactive role in the mainstreaming exercises, as well as to help identify and solve unexpected implementation barriers and challenges. By taking an ACM approach, project activities and outputs can be more legitimately modified and adapted to maintain timely and cost-effective project performance and delivery. As a National Implementation Modality (NIM) project, its management team will be seated at the EPA.

### Activity Summary

This first component of the project focuses on the establishment of an environmental knowledge management system by integrating and reconciling relevant existing systems. A key feature of this system is that it seeks to use the latest tools and innovations, including technological, to access and create new knowledge that would allow for better decisions to be made to protect the global environment. Not only will this component seek to develop this institutional mechanism, its objective will also provide for a comprehensive assessment of training needs to manage data and information is undertaken to ensure a good design of a long-term training programme and curriculum. Particular attention will be given to training on the use of the EKMS and environmental data, information, and knowledge for integrating as a result of lessons learned through its early implementation (i.e., trainings) and is intended to be applied for post-project trainings.

## 2.0 Job Responsibilities:

The national consultant's duties and responsibilities shall be to:

- Assess the training needs of natural resource management institutions;
  - a. Liberia Land Authority
  - b. National Fisheries Aquaculture Authority
  - c. Forestry Development Authority

- d. Ministry of Agriculture
- e. Ministry of Transport
- f. Mines and Energy
- g. Ministry of Finance Development Planning
- h. Ministry of Internal Affairs
- i. Environmental Protection Agency
- j. Ministry of Public Works

- Prepare a training Programme and curriculum for the use of the Environmental Knowledge Management System (EKMS)

## SCOPE OF ASSIGNMENT

The Environmental Knowledge Management System Training programs for environmental data, information and knowledge collection, storing and sharing programs must consists of:

- Six key training [modules centered around the Knowledge Management Road Map](#)— a five-step systematic process for generating, collecting, analyzing, synthesizing, and sharing knowledge generated by the natural resource management institutions. The first module provides an introduction to knowledge management (KM) and the others correspond to each of the five steps in the KM Road Map
- Training [modules for specific types of KM approaches](#)—that is, for KM tools and techniques that can be used to collect, synthesize, and share knowledge, such as communities of practice, share fairs, eLearning courses, and information architecture principles and processes to organize content

Three types of **core materials** are included in each training module:

- **Trainer’s Guide:** Each guide includes the module’s purpose, objectives, instructions for the Trainer, sample agenda for that module, and expected time needed to deliver the training module in a workshop.
- **Presentations:** Each module contains one to three PowerPoint slide decks—with detailed presenter notes in the notes section of the slides—that the trainer can use or adapt to explain the content of the training module to workshop participants.
- **Exercises:** Exercises are included throughout the training modules (at least one in each module) to promote interactivity during the workshop, allow participants to practice putting the theory from the didactic presentations into action, and demonstrate selected KM tools and techniques in the process

Each training module also includes **supplementary materials** to provide additional insight or extra options for the trainer to include in the workshop or in the work setting. These supplements include tools, templates, sample outputs, guidebooks, and additional readings.

## KEY DELIVERABLES:

- Inception Report
- Draft copy of EKMS training program
- Final copy of the training programme for the use of the EKMS

One week after contract signing, the national consultant will produce an **inception report** clarifying the objectives,

methodology and timing of the preparation of the EKMS Training Programme report on the use of the EKMS. The inception report will be discussed and agreed with the implementing agency before the national consultant proceed with the preparation of the task as in the TOR.

The **draft study report** will be shared by the national consultant to the EPA through the CCCD Project Office, who will circulate the draft to stakeholders. The EPA will share the report with stakeholders for their comments and inputs. Feedback received from these stakeholders should be considered when preparing the final report

**FUNCTIONAL COMPETENCIES:**

- Excellent and effective research skills, communication (verbal and written) skills, including ability to prepare reports and conduct presentations by clearly formulating positions on issues, articulating options concisely conveying maximum necessary information, making and defending recommendations; ability to convey difficult issues and positions to the public.
- Good understanding and knowledge of environmental impact and strategic environmental assessments
- Have a considerable knowledge of the value of Rio Conventions to sustainable development and considerable knowledge of Liberia's environmental governance infrastructure.
- Good computer skills.

**QUALIFICATION**

Candidate must have at least five (5) years of progressive work experience and good understanding and knowledge of training programmes and content development. Must have information technology knowledge, system development. History of performing similar task. The candidate must have a minimum BSc's Degree in information technology, education with experience in curriculum development. Must be a Liberian.

**1. PAYMENT MODALITIES Fees and payments**

Interested consultants should provide their requested fee rates when they submit their expressions of interest, in USD. The EPA will then negotiate and finalize contracts. Fee payments will be made upon acceptance and approval by the EPA of planned deliverables, based on the following payment schedule:

Inception report	20%
Draft Methodology Report	40%
Final Methodology Report	40%

**2. APPLICATION PROCEDURE**

Qualified and interested candidates are hereby requested to apply. The application should contain the following:

- A technical and financial proposals with brief description of why the individual considers him/herself as the most suitable for the assignment, with a detailed clear methodology on how they will approach and complete the assignment; a duly accomplished Letter of Confirmation of Interest
- The technical proposal should also contain personal CV, indicating education background/professional qualifications, all past experience, as well as the contact details (email and telephone number) of the candidate;
- Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs

## **OTHER SKILLS**

- Excellent team player with good interpersonal skills
- 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

### **3. Evaluation Criteria**

The applicants will be evaluated against a combination of technical and financial criteria (combined scoring method). Maximum score is 100% out of which technical criteria equals 75% and financial criteria equals 25%. The technical evaluation will include the following:

- Educational Background as requested: 15%;
- Extensive expertise, knowledge, and experience in the field of institutional review, capacity development initiatives, notably at the systemic, institutional and individual levels; 10%
- Extensive conceptual and practical knowledge of training programme development: 10%
- Demonstrated experience and practical knowledge in working and collaborating with stakeholders including governments; civil society and communities in Liberia: 10%;
- Fluency in English and a working knowledge of English: 5%. EPA/UNDP is committed to achieving workforce diversity in terms of gender, and culture.
- Methodology: 25%
- Financial Proposal: 25

All applications package must be attention to the below address in both soft and hard copy:

**Rebecca E. Doo**  
**Assistant Manager, Procurement**  
**Environment Protection Agency (EPA)**  
**4<sup>th</sup> Street, Sinkor**  
**1000 Monrovia, 10 Liberia**  
**P.O. Box 4024**

Or through email ([rdoo@epa.gov.lr](mailto:rdoo@epa.gov.lr)),” Closing date for submission of application is 4PM, April 6, 2021. Any submission coming/received after this deadline will not be given consideration. Only submissions that meet the requirement/criteria as contained in TOR will be considered for evaluation.

NOTE: This information is also posted on the below websites: [www.emansion.gov.lr](http://www.emansion.gov.lr), [www.ekmsliberia.info](http://www.ekmsliberia.info)., [www.epa.gov.lr](http://www.epa.gov.lr), and local dailies.

