



REPUBLIC OF LIBERIA  
**ENVIRONMENTAL PROTECTION AGENCY**  
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 P.O. Box 4024

**CALL FOR EXPRESSION OF INTEREST  
 TO PROVIDE CONSULTANCY SERVICES  
REFERENCE NO: EOI/CCCD/EPA-2021-001**

**Consultancy Service to Review and Provide Harmonization Proposals for  
 Amendment of the EPA Act by the Legislature**

**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>	Strengthened policy and regulatory framework through improved operational interpretation, enforcement tools, and by-laws		
<b>Assignment</b>	Undertake a review of the SWOT and Gap Analysis Institutions and recommend appropriate amendments in the overlaps and gaps in the environmental governance and legal instruments for presentation to the National Legislature for action (Amendment).		
<b>Location</b>	Monrovia, Liberia		
<b>Reports to</b>	<b>Energy &amp; Environment Coordinator/EPA-UNDP</b>	<b>Consultancy Duration:</b>	2 Months (April 15-June 15, 2021)

**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 is supporting the Government of Liberia to Strengthening National Capacities to Meet Global Environmental Obligations within the Framework of Sustainable Development Priorities. The project intends to support the Government of Liberia through the Environmental Protection Agency to harmonize the overlaps and gaps and strengthen the EPA Act for amendment

by the Legislature.

The current EPA Act was created and approved on November 26, 2002 and published by the Authority of the Ministry of Foreign Affairs in Monrovia, Liberia April 30, 2003. The Act has Seven (VII) Parts and fifty eight (58) sections. Section 4 of the EPA Act states: there is hereby established under the Executive Branch of Government, an autonomous body to be known as the Environment Protection Agency of Liberia in this Act to be referred to as "the Agency"; that the Agency shall be a body corporate with perpetual succession and a common seal, and that the Agency shall, in its own name be capable of suing and being sued and doing, suffering all acts, things as bodies corporate may lawfully do or suffer. Section 5: provides that the EPA shall be the principal authority in Liberia for the management of the environment and shall co-ordinate, monitor, supervise and consult with relevant stakeholders on all activities in the protection of the environment and sustainable use of natural resources.

The Cross-Cutting Capacity Development Project implemented by the EPA in collaboration with the UNDP with funding from the Global Environment Facility conducted an In-depth SWOT and gap analysis of existing environmental policies and legislation and regulatory framework of Natural Resource Management Institutions: EPA, FDA, MME, MOT, MOA, NAFAA, LLA, MPW, LMA and the effectiveness of their enforcement. That in-depth analysis identified gaps, overlaps, conflicting mandates and weaknesses in Liberia's policy, legislative and regulatory framework on environmental governance with particular reference to the EPA, which supposed to be the main regulatory body to manage, monitor and supervise Liberia's environment and the sustainable use of its natural resources.

Considering all the changing global trends in dealing with the environment and climate developments and after 17 years since the current EPA Act was created, it has become imperative for review and amendment. The review follows a SWOT and Gap Analysis undertaken by the Cross-cutting Capacity Development (CCCD) Project that identified the gaps, overlaps, conflicting mandates and the omnibus duties of the EPA under the Act. The SWOT and Gap Analysis Report recommended the review and harmonization of sector laws in order to reconcile weaknesses and gaps in key environmental policies and legal instruments.

Pursuant to this, the EPA through the CCCD Project in collaboration with the United National Development Program (UNDP) intends to hire a National Consultant to harmonize and strengthen the EPA Act for amendment by the Legislature. Considering the above, the EPA through the Cross-Cutting Capacity Project requests the services of a National Consultant to work with the CCCD Project in collaboration with the EPA in achieving this objective.

The CCCD 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 establishment of an integrated environmental management system, enhancement of institutional and technical capacities for mainstreaming the Rio Conventions, and improving awareness of global environmental values.

### **Contract and Reporting Requirements**

The Consultant will be hired against a performance-based contract for Two (2) Months. He/she will report to National Project Director through the Project Manager of the CCCD Project. The Consultant shall submit the reports summarized below, for the respective period(s). All documents/reports should be issued in English, submitted in both hard and electronic copies.

- **Monthly Progress Reports:** The Consultant shall prepare weekly concise reports with the relevant information on progress, highlighting achievements, emerging issues that need to be clarified with the client and recommendations.
- **Final Report:** Before the end of the assignment: The Consultant shall submit a final report detailing all the activities undertaken. The report should outline achievements and issues and lessons learnt.

## **Scope of Work and Tasks**

The Consultant will have the following responsibilities:

- Review the current EPA Act and its complementary documents, and proffer necessary recommendations, amendments and edits.
- Conduct stakeholders' inception and validation meetings on the revised draft Act
- Develop final draft Act for legislative action

## **Job Responsibilities:**

- 1) Review EPA current Act
- 2) Review other sectoral Acts/Laws and policies
- 3) Advance new draft EPA Act addresses sectoral over links functions
- 4) Develop final draft revised EPA inclusive best practices and harmonized with sector Agencies national policies.
- 5) Arrange stakeholders' meeting to validate the final/revised
- 6) Present final copies

## **Functional Competencies:**

- Excellent and effective 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.
- Have a considerable knowledge of proposal development

## **Key Expected Results**

Draft amendment EPA Act developed for legislative action

## **Output**

The Consultancy will achieve the following deliverables:

- 1) Develop final draft revised EPA inclusive best practices and harmonized with sector Agencies national policies.

## **QUALIFICATION**

### **Education:**

- Master's Degree in Environmental Management, Urban Planning, Regional Development, Public Policy, Development Studies, Economics, Business Administration, related Social Science disciplines or Bachelor's degree in Law

### **Experience**

- More than two (5) years of documented experience of working in related field of study;
- Knowledge and experience in various jurisdiction of Policy especially in Environmental Management,

Regional Planning and Public Policy;

- Experience performing similar services requested;
- Knowledge of capacity development, and Policy Analysis
- Documented social skills and networking capabilities is an advantage;
- Experience in management and organizational development;

## **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
- Experience in working with the EPA or UNDP funded activities/projects

### **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 revised EPA Act Report	40%
Final draft revised EPA Act	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

**ATTENTION:**

**Rebecca E. Doo**  
**Assistant Manager, Procurement**  
**Environment Protection Agency (EPA)**  
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or through email ([rdoo@epa.gov.lr](mailto:rdoo@epa.gov.lr)), indicating in subject area “**Consultancy service to Harmonize and strengthen the EPA Act for amendment by the Legislature**” Closing date for submission of TORs 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 the Request for Expression of Interest will be considered for evaluation. The application package must include CV, credentials and Technical and Financial Proposal. **Submission must be made in both soft and hard copies.**

NOTE: This information is also posted on these 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), [www.unpd](http://www.unpd.org).and local dailies.