



REPUBLIC OF LIBERIA
ENVIRONMENT PROTECTION AGENCY
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CROSS-CUTTING CAPACITY DEVELOPMENT (CCCD) PROJECT
Terms of Reference
REFERENCE NO: TOR/CCCD/EPA-2021-002

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

Job Title	National Consultant		
Division/Department	Environmental Protection Agency/EPA		
Programme/Project Number	GEF ID number: 9390 (Cross-Cutting Capacity Development Project/CCCD)		
Activity Result	Early implementation and piloting of the integrated environmental knowledge management system through a select sectoral plan		
Assignment	Prepare lessons learned study on the use of the EKMS to mainstream Rio Convention obligations into sectoral plans and policies		
Location	Monrovia, Liberia		
Report to	National Director Executive EPA	Project Director,	Consultancy Duration: (Seven Weeks)

BACKGROUND

Liberia has undertaken numerous initiatives to address environmental issues. Despite those initiatives, Liberia continues to face important challenges to meeting environmental goals. Liberia is struggling to fulfill many of the objectives set forth in the Rio Conventions. Many of the developed frameworks and plans for action face limited implementation due to limited government resources, limited human capacity, and a lack of appropriate technologies. Liberia struggles with an inadequate system for information and knowledge management and the poor information sharing between or within sectors. Additionally, the country's degraded and limited infrastructure combined with a low technical and institutional capacity severely limit Liberia's environmental governance framework and thus its potential to conserve the natural environment, let alone secure long-term benefits from it.

Leading to the formulation of the Rio Convention mainstreaming project, a National Capacity Self-Assessment (NCSA) was undertaken through a consultative process and participatory approach that involved numerous stakeholders from various sectors in 2006 to establish empirical cause(s) leading to Liberia struggle to fulfill many of the objectives set forth in the Rio

Conventions especially information sharing and coordination. The NCSA identified the following barriers that cut across the three Rio Conventions as reasons for the struggle: Inadequate public awareness and education/training, inadequate access to information, Lack of institutional capacities, and Lack of effective mechanism for information processing and sharing.

Between 2010 and 2012, UNEP implemented a global project, entitled **Piloting Integrated Processes and Approaches to Facilitate National Reporting to Rio Conventions** that included Liberia as a beneficiary country. This project focused on helping Liberia (among other countries) to better organize modalities for accessing and preparing their national reports. Notwithstanding the capacities developed, a number of important capacities remained to be developed, such as the standardization of data collection and information analysis, improved coordination and collaboration to facilitate streamlined national reporting, and increased awareness and stakeholder engagement in the national reporting process.

In 2019, the CCCD project established an integrated knowledge management system that focuses on collecting, storing and sharing information and data between the institutions for better environmental management and the fulfillment of the obligations of the Rio Conventions. To use the new technological innovation for environmental data collection, storing and sharing, the CCCD Project has conducted two learning-by-doing trainings in 2019 and 2020 respectively of fifteen (15) line ministries and agencies' information technologists. Additional software (plug ins) is being procured to be installed for the enhancement of the functionality of the EKMS. To further strengthen the capacities of the Environmental Knowledge Management Officers and Knowledge Brokers at the line ministries and agencies and NGOs on the use of the EKMS a rehearsal learning -by-doing training is imperative.

The Environment Knowledge Management System platforms is a multi-year cross sectoral engagements that supports coordination and collaboration among Government staff, research centers, think tanks, practitioners, and private firms in tackling global environmental challenges.

The implementation of the CCCD Project takes a strategic approach to meeting Rio Conventions obligations through the implementation of the Environmental Knowledge Management System (EKMS).

The EKMS is part of a portfolio of capacity building interventions in Liberia that encourages regional cooperation and knowledge and information exchanges. Partnerships and collaboration have also been catalyzed by the transfer of knowledge and competencies among actors and stakeholders. The knowledge management component also contains specific activities to increase the use and sharing of knowledge, and to strengthen critical thinking in understanding the implications of the global environment towards the pursuit of sustainable development. These include a series of learning-by-doing workshops and public dialogues among a diverse set of stakeholders.

The EKMS is established as a system for collecting and sharing information and data between the institutions for better environmental management and the fulfilment of the obligations of the Rio Conventions (an EKMS). As with other interventions in the project several lessons were learnt during the planning, designing, construction, implementation and training of stakeholder in the use of the system.

OBJECTIVE CONSULTANCY

The objective of the consultancy is to identify and summarize lessons learned/study from the use of the EKMS to mainstream Rio Convention obligations into sectorial plans and policies since it was designed and piloted from December 2019.

JOP RESPONSIBILITIES

Following the desk review, the national consultant will build on the documented evidence through an agreed set of field and interview methodologies, including:

- The consultant task shall be to carry out a lesson learn study of the use of the EKMS
- Investigate and report on successes and challenges of the technological intervention, and debate the political, individual and institutional responses.
- The consultant to describe these challenges and how they have largely served to frame and rationalize capacity building activities targeted to enhance participation, knowledge management and sustainability of the system; for example,
- Assessments conducted under the SWOT analysis initiative indicate that, though not complete, abundant environmental information exists. However, the capacities to access and manage this information are generally weak, as is the coordination of organisations involved in its management.
- With the support of EPA/CCCD/UNDP and their implementing partners (among others), the consultant shall develop strategies and action plans, and followed-up with priority implementation of the recommended actions.
- Notwithstanding the positive outcomes of EKMS hardware and software enhancement, many cannot be described as sustainable, warranting a new strategy to assess and build institutional sustainability
- Thus, this assignment shall be systematic approach legitimized as an endeavour undertaken by national stakeholders, to the current status of the EKMS;
- The preparation of national EKMS strategies and action plans is an on-going process of stakeholder consultations, expert analyses and reporting that benefits from regularly updated and enhanced guidance from the Knowledge Officer and Project Team
- As a process, the enabling activities therefore help strengthen the legitimacy and sustainability of the technological interventions thus represent an important process of capacity development in knowledge management.
- Given its focus on cross-cutting capacities, the EKMS Action Plan targets an assessment of the underlying capacities needed to achieve and sustain knowledge. The EKMS Report and Action Plan should therefore be seen as an update of the current system challenges that are country-specific, as well as an important baseline to assess future achievements towards knowledge management.
- Stakeholder Engagement - As mentioned earlier, stakeholder engagement is the capacity of individuals with particular roles and responsibilities that represent divergent set of attitudes affecting or affected by the issue technological resources, including those that can mobilize some form of resource to redress some portion of capacity deficiencies
- The consultant shall analyse stakeholder's engagement. Stakeholders may have been engaged, but if there is inadequate political will to participate, knowledge management will not be achieved. This is particularly true in in Liberia with high political diversity.

The same logic would apply if government institutions were engaged toward knowledge management but stakeholders from other sectors such as civil society or the private sector were not engaged. Environmental Knowledge Management requires a state of readiness by all parties in society, and any capacity development programme should be flexible enough to adapt its activities toward the bottlenecks hampering this state of readiness.

- Engage knowledge management officers and knowledge broker at line ministries and agencies of the use of the EKMS
- Assess and identify valuable knowledge asset for future project
- Review CCCD EKMS learning by doing training reports
- Analyze and Document challenges, opportunities and needs for the operation and sustainability of the EKMS

DELIVERABLES

- Inception report detailing methodology, time table
- Draft lesson learn study report
- Final lesson learn study report submitted in hardcopy and soft copy

One week after contract signing, the national consultant will produce an **inception report** clarifying the objectives, methodology and timing of the preparation of the lesson learn study 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 research, stakeholders' engagement and report writing. Must have understanding of UNDP, GEF and GCF working. History of performing similar task. The candidate must have a minimum BSc's Degree in Demography, Economics, or related study. Must be a Liberian.

Other Requirements

Candidates are to submit application or letter of intent with CV, supporting educational credentials, technical and financial proposal.

Consultancy implementation arrangements:

- The principal responsibility for managing this consultancy lies with the Project Management team. The consultant shall report to the National Project Director and CEO of the EPA.

Environment Protection Agency:

- EPA will ensure timely provision of the necessary feedback on deliverables.
- The Project Management Team within the EPA, will contract the consultants and have the responsibility of liaising with the team of staff

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 EKMS use Lessons Learned study Report	40%
Final EKMS use Lessons Learned study Report	40%

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

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 stakeholder engagement, research and report writing; 10%
- Extensive conceptual and practical knowledge of EKMS and strategic principles: 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)
4th Street, Sinkor
1000 Monrovia, 10 Liberia
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Or through email (**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, www.ekmsliberia.info, www.epa.gov.lr, and local dailies.