



REPUBLIC OF LIBERIA
ENVIRONMENT PROTECTION AGENCY

P.O. Box 4024
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CROSS-CUTTING CAPACITY DEVELOPMENT (CCCD) PROJECT

Terms of Reference

REFERENCE NO: TOR/CCCD/EPA-2021-001

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		Updated assessments of capacity challenges to meet and sustain Rio Convention obligations, building upon GEF focal area enabling activities	
Assignment		Prepare and validate the methodology to update the NCSA and integrate the post-2015 SDGs.	
Location		Monrovia, Liberia	
Report to	National Director Executive EPA	Project Director,	Consultancy Duration: 30 Working-Days

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 is supporting 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 as Implementing Entity (IE) in collaboration with the UNDP intends to recruit the service of a **National Consultant, to Prepare and validate the methodology to update the 2006 NCSA and integrate the post-2015 SDGs.** 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.

Liberia has undertaken numerous initiatives to address environmental issues. Despite the achievements Liberia made, Liberia continues to face important challenges to meeting environmental goals. As a Rio Convention mainstreaming project, the proposed strategy sets out to meet barriers identified in Liberia's 2006 National Capacity Self-Assessment (NCSA), which was undertaken through a consultative process and participatory approach that involved numerous stakeholders from various sectors. Through the inclusive and consultative process of the NCSA, stakeholders identified a number of areas that explain the difficulty in fulfilling the obligations of the Rio Conventions. The NCSA identified the following barriers that cut across the three Rio Conventions.

Component four of the project is to update the National Capacity Self-Assessment (NCSA) of 2006. The result of the 2006 NCSA led to the development of the four year CCCD Project with the objective to strengthen a targeted set of national capacities to deliver and sustain global environmental outcomes within the framework of sustainable development priorities.

However, in the decade since the NCSA was undertaken, there have been a number of important policy and institutional changes that have emerged as a basis of the change in political leadership. The updating of the NCSA will serve as an opportunity to reconcile and update the current capacity challenges necessary to support the government's pursuit of sustainable development in tandem with the fulfillment of Rio Convention obligations.

2. Scope of Work for this Consultancy Services

During stocktaking phase, the consultant will be responsible for:

Definition of information needed in support of:

- Biodiversity conservation through;
- Land Degradation conservation through sustainable use;
- Climate Change;
 - A concise analysis on the quality of information and on the existing data and metadata base (where they are, who holds these data, how are the data structured, how much time it takes to be accessed, how many are of public interest and how many not);
 - Identify and describe the present programs operating in the area of biodiversity conservation, Climate Change and Land Degradation,
 1. The consultant shall describe the context
 - Context
 - General Overview – The National Framework
 - Sustainable Development – Agenda 21
 - the political landscape
 - the Liberian economy

- cross-cutting/general
 - biodiversity - institutional framework
 - climate change - institutional framework
 - Land Degradation – Institutional Framework
2. The consultant shall describe the institutional framework covering the roles of the following institutions in the implementation of the Rio Conventions
 - Liberia Land Authority (LLA)
 - Ministry of Mines and Energy
 - Forestry Development Authority (FDA)
 - National Fisheries and Aquaculture Authority (NaFAA)
 - Ministry of Agriculture
 - Ministry of Internal Affairs
 - The Liberia Agency For Community Empowerment (LACE)
 - Environmental Protection Agency:
 3. The consultant will describe the following Rio Conventions as Global Environmental Agreements in the context of Liberia
 - Biodiversity – UNCBD
 - Climate Change -UNFCC
 - Degradation & Desertification – UNCCD
 - Government Proposals to mainstream the Rio Conventions into national development
 - Integrating the Conventions into Mainstream Planning Processes
 4. Describe Liberia’s aspirations as contained in adaptation and mitigation policies for:
 - Climate Change namely
 - The National Adaptation Programme of Action
 - National Action Plan (NAP)
 - The National Climate Change and Response Strategy
 - Liberia Initial Communication to the UNFCCC
 - Liberia on-going Second National Communication
 - Liberia NDC and other policies
 - Biodiversity
 - Land Degradation - Sustainable Land Management
 - Justification for Revision of the NCSA
 - The Need for a Second Liberian National Capacity Self-Assessment
 - Objectives and Linkages to Ongoing Activities
 - Expected end of NCSA Revision Situation
 - NCSA revision Activities
 - Inception
 5. The consultant will prepare Terms of References for Local experts to undertake the following Assignments
 - 1) Public awareness survey
 - 2) Individual interviews for additional information
 - 3) Capacity self-assessment within thematic areas
 - 4) identification of cross cutting capacity issues
 - 5) Thematic assessment of the UNFCCC implementation in Liberia
 - 6) Thematic assessment of the UNCBD implementation in Liberia

- 7) Thematic assessment of the UNCCD implementation in Liberia
- 8) Facilitate validation workshop for the methodology to update the NCSA and integrate the post-2015 SDGs the NCSA with stakeholders.
- 9) During the methodology development, the consultant will be responsible for:
 - The Definition of all tasks during the NCSA working in close coordination with project team and under the overall supervision and guidance of the CCCD Project. The manager will have a coordination role.
6. Key Expert. Tasks will be:
 - Working as part of the team, to identify the key priority actions and respective activities to be undertaken by the consultants during the following:
 - Inception Activities and Reports
 - Stocktaking Exercises
 - Thematic assessments
 - Preparation of reports
 - Preparation of national action plans for each thematic area
 - Preparation of the M&E for the NCSA implementation
7. In consultation with key stakeholders, provide detailed activity descriptions of specific Short-Term. These activity descriptions will include:
 - Title
 - Timeframe
 - Justification within the context of the National Capacity Self-Assessment
 - Activity or NCSA objectives and outcomes
 - Detailed Budget
 - In consultation with relevant stakeholders, prepare the draft plan of activities to be undertaken during NCSA exercises
8. Capacity Assessment should include:
 - Based on the stock-taking phase data, and along with the in-puts to the National Strategy parts of the thematic areas' elaboration and the proposals for the Action Plan designing, the consultant should also provide recommendations in terms of training needed for the improved implementation of the alignments to Rio Conventions requirements, and the key issues identified in the NCSA final report.
 - Reporting on the Institutional and Human Resources capacity needs should be taken into consideration.

9. **General Obligations and Deliverables:**

The following reports and deliverables are required from the national consultant:

- Inception report
- Draft methodology Report
- Facilitate a validation workshop with key stakeholders, (partners and beneficiaries)
- Final NCSA Updating Methodology report

One week after contract signing, the national consultant will produce an **inception report** clarifying the objectives, methodology and timing of the preparation of the methodology. 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 NCSA methodology report** will be shared by the national consultant to the EPA through the CCCD Project Office, who will circulate the draft to stakeholders. The national consultant will present the draft report in a validation workshop that the EPA will organize through the CCCD Project. Feedback received from these sessions should be considered when preparing the final report

Qualifications and requirements:

- Minimum Master's degree in natural resource management/ environmental management/ business/ public administration other related disciplines.
- Minimum 7-10 years of relevant professional experience.
- proven familiarity with the UNFCCC, CBD &UNCCD requirements, with respect to the specific expertise and aimed deliverables under these TORs
- Knowledge of UNDP and GEF/GCF monitoring and evaluation policies and guidelines
- Strong working knowledge of the UN, GEF, GCF and more specifically the work of UNDP in support of government.
- Sound knowledge of results-based management systems, and monitoring and evaluation methodologies; including experience in applying SMART (S=Specific; M=Measurable; A=Achievable; R=Relevant; T=Time-bound) indicators.
- Demonstrated understanding of issues related to gender and climate change adaptation
- Excellent reporting and communication skills

10. 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.

11. Environment Protection Agency.

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

12. 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%

13. 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

14. 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 and institutional levels; 10%
- Extensive conceptual and practical knowledge of NCSA 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 complete submission 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.