



REPUBLIC OF LIBERIA
ENVIRONMENTAL PROTECTION AGENCY
4th Street Sinkor, Tubman Boulevard
1000 Monrovia, 10 Liberia
P.O. Box 4024



Job title		Procurement Assistant	
Procuring Entity		Environmental Protection Agency (EPA)	
Programme/Project		Monrovia Metropolitan Climate Resilience Project (MMCRP)	
Activity result			
Assignment			
Location	Monrovia, Liberia	Duration	6 years (1 January 2022 – 31 May 2027)

BACKGROUND

The Liberian capital Monrovia is particularly vulnerable to climate effects, namely sea level rise and the increased frequency of high-intensity storms. This has resulted in coastal erosion and shoreline retreat, which threatens the sustainability of ecosystem services and directly impacts Monrovia's fishery-based livelihoods.

The Environmental Protection Agency of Liberia (EPA) is the Executing Entity for the Monrovia Metropolitan Climate Resilience Project (MMCRP or Project), financed by the Green Climate Fund (GCF), the United Nations Development Program (UNDP) and the Government of Liberia (GoL). The core aim of the Project is to build the long-term climate resilience of coastal communities in Liberia by both addressing immediate adaptation priorities and creating an enabling environment for up scaling coastal adaptation initiatives to other parts of Monrovia and Liberia. This will be done through interventions in three interrelated focus areas: i) coastal protection; ii) coastal management; and iii) diversified climate-resilient livelihoods. The Project includes an infrastructure component for the construction of a rock revetment to protect West Point against coastal erosion and storms. The Project will run from 26 June 2021 to 25 June 2026.

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.



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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. 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) will implement the MMCRP through a Project Management Unit, based at the EPA. The UNDP, as an Accredited Entity to the GCF will provide oversight and quality assurance services to the MMCRP.

The Project Management Unit (PMU) shall be responsible for the implementation of the Project with support from the EPA and UNDP. The PMU shall be administratively based at the EPA. PMU staff shall be seated at the EPA Building and shall report to the Executive Director of the EPA. The Project Manager shall run the project on a day-to-day basis on behalf of the EPA subject to the strategic guidance and direction of the Project Board and the PSC and the National Climate Change Secretariat.

OBJECTIVE

The Procurement Assistant shall assist the Procurement Expert in coordinating all procurement under the MMCRP. They will work with the Procurement Expert on all matters relating to procurement and in connection with the smooth and quality implementation of the MMCRP.

The Procurement Assistant will form part of the PMU staff and will work closely with the Chief Technical Advisor, Coastal Engineer, Administrative and Financial Officer, the Procurement Expert, the Gender Officer, Safeguards Officer, Monitoring and Evaluation Officer and Driver under the direct supervision of the Project Coordinator.

DUTIES AND RESPONSIBILITIES

The Procurement Assistant will perform the following duties in accordance with EPA policy and procedures, including the Public Procurement and Concession Act (PPC Act) of Liberia and the regulations thereunder, but not limited to:

- Ensuring that he/she assists the Procurement Expert in carrying out procurement in accordance to Government of Liberia policies and procedures.
- Support the Procurement Expert in attending all procurement committee meetings when the Procurement Expert is unavailable or as mandated by the management
- Support in coordination with Finance, Administration and program departments to ensure integrated internal controls, timely payment of vendors and full, auditable support documentation
- Ensuring that a transparent and responsive procurement process is implemented and maintained
- Routine communication, coordination and planning with the relevant requesting staff/programs regarding the order and delivery of supplies
- He/She will assist in ensuring that all supplies, services and equipment required are delivered in time
- Support in Establishment and maintenance of ethical, professional working relationships with suppliers
- Maintain supplier information for regularly purchased items, and be informed of current local market conditions
- In close cooperation with the Procurement Expert, assist in organizing and coordinating the



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- procurement activities of the Project to ensure timely action in all phases of implementation.
- Assist in preparation of bidding and other contract documents
 - Participate in the process of evaluation of bid proposals, including the drafting of recommendations for award of contracts
 - Assist in monitoring the performance of contractors, suppliers, consultants in cooperation and the validity/performance of bid bonds, performance bonds, warranties and other relevant sureties covering works, goods and services contracted under the project
 - Organize and keep procurement files, documents, contract information, and related procurement correspondence for the entire project, in accordance with the Procurement Manual Monitor the delivery of equipment, goods, works and services procured/contracted under the project
 - Participate in preparing progress reports, a project completion report, and any other reports required by the Procurement Officer
 - Undertake other procurement related activities of the project required by the Project

EXPECTED OUTPUTS AND DELIVERABLES

- Timely coordination, facilitation and implementation of procurement activities based on procurement plans and available budget
- Proper and accurate maintenance of files and databases, documents are easily retrievable
- Timely organization of logistics activities

INSTITUTIONAL ARRANGEMENTS

The Procurement Assistant will work under the direct supervision of the Procurement Expert. In the absence of the Procurement Expert, he/she will be under the supervision of the Project Coordinator.

The Procurement Assistant shall be recruited for a period of 1 year (12 months) under a Service Contract appointment renewable for a period of 6 years (duration of the Project) subject to satisfactory performance. The EPA reserves the right to rescind the contract during that period should the performance of the Procurement Assistant not meet its requirements.

QUALIFICATIONS

Education

- A bachelor's degree in Business Administration, Management, Finance, Procurement, Logistics Management or a relevant fields

Experience

- Good working knowledge of Microsoft Office (Word, Excel), email and able to easily navigate the internet
- Five (5) years of relevant administrative experience at the national or international level, with at least one (1) year experience handling procurement at the national or international level.

Competencies and skills

- Able to uphold and respect procurement ethics and to conduct activities with integrity
- Team player who demonstrates patience, flexibility and honesty



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- Be willing and able to meet tight deadlines and work long hours when required
- Self-starter, who is able to plan and manage his/her own work, takes initiative and strives to meet deadlines

SUBMISSION OF APPLICATIONS

Interested candidates should send a CV and one-page cover letter indicating their suitability for the post to the Environmental Protection Agency. All interested candidates are to address their applications and to the following address:

ATTENTION:

Pescee T. Doe
Officer in Charge, Procurement
Environment Protection Agency (EPA)
4th Street Sinkor
1000 Monrovia, 10 Liberia
P.O. Box 4024

Application can also be received through email: ptdoe@epa.gov.lr). Please indicate 'MMCRP Procurement Assistant' in the subject line.

The closing date for submission of applications is **16:00 GMT on 15 December 2021**. Any submission received after this deadline will not be considered. Only applicants that meet the requirements as outlined in the terms of reference will be considered for evaluation.

NOTE: This information is also posted on <https://www.emansion.gov.lr/>, <https://ekmsliberia.info/>, <https://www.epa.gov.lr/>, <https://www.undp.org/> and can be found in local dailies.

SELECTION CRITERIA

The EPA shall recruit the Procurement Assistant through an open, transparent and competitive process and shall be guided by *inter alia* the Procurement and Public Concessions Act of Liberia. All PMU staff shall conform to the Government of Liberia's laws on anti-bribery and anti-corruption. Notice is hereby issued to all interested candidates that failure to adhere to conflict-of-interest restrictions and anti-fraud and corruption rules constitutes grounds for potential debarment from future participation in the procurement of goods, services or works that may result from the Project.