



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



Job title		Safeguard Officer	
Procuring Entity		Environmental Protection Agency (EPA)	
Programme/Project		Monrovia Metropolitan Climate Resilience Project (MMCRP)	
Activity result		Strategic technical support is given to the project team both on and off-site to ensure that the MMCRP is in compliance with applicable procedures in relation to health and safety; and to reduce or prevent hazards and dangerous accidents, thus ensuring the safety of workers, visitors, assets and facility.	
Assignment		To provide technical support to the MMCRP in regards to formulating, implementing and monitoring safeguard policies; develop, monitor and implement the project's safety standard operating procedures to ensure that the MMCRP is compliant with applicable laws in relation to safety; and to reduce or prevent hazards and dangers accidents.	
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 inter-related focus areas: i) coastal protection; ii) coastal management; and iii) diversified climate-resilient livelihoods. The Project includes an infrastructure component for the construction 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



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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.

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

To provide strategic technical support to the project team both on and off-site in compliance workplace safety procedures and requirements.

The Safeguard Officer 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 Procurement Assistant, the Gender Officer, Monitoring and Evaluation Officer and Driver under the direct supervision of the Project Coordinator.

DUTIES AND RESPONSIBILITIES

The Safeguards Officer will have the following responsibilities:

- Review workflow and activities to ensure compliance with workplace safety procedures and requirements
- Develop and implement safety Standard Operating Procedures- ensure SOPs are in place and enforced
- Inspections- inspect the workplace for potential hazards, identify potential hazards, assess the risks and recommend remedial measures
- Conduct drills such as fire drills, to ensure equipment is properly functioning and staff are aware of what to do in an emergency
- Ensure project implantation is in compliance with applicable environmental safety laws- conduct training with staff to make sure they are aware of regulations and procedures and provide guidance



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- Ensure that workplace is in good sanitary condition and workers wear their Personal Protective Equipment (PPE)
- Being current in implementing workplace safety applicable regulations, practices and procedures
- Ensure the workplace, including equipment are safe and well maintained
- Ensure workplace is in compliance with environmental and safety regulations, practices and procedures
- Ensure that employees, communities' dwellers and visitors within work areas have been provided with appropriate safety training and information, and adhere to established safety practices and requirements

EXPECTED OUTPUTS AND DELIVERABLES

Strategic technical support is given to the project team both on and off-site to ensure that the MMCRP is in compliant with applicable procedures in relation to safety; and to reduce or prevent hazards and dangerous accidents, thus ensuring the safety of workers, community dwellers, visitors, assets and facility

INSTITUTIONAL ARRANGEMENTS

The Safeguard Officer will be under the direct supervision and guidance of the Project Coordinator.

The Safeguard Officer 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 Safeguard Officer not meet its requirements.

QUALIFICATIONS

Education

- The Safeguard Officer should have a Master's degree in Public Health, Social or Natural Sciences or other relevant disciplines, preferably in areas such as environmental health and safety, industrial hygiene or personnel safety

Experience

- A minimum of 3 years practical experience in the field of environmental health and safety, industrial hygiene or personnel safety
- Demonstrated knowledge of personnel health and safety
- Very good experience with project development, implementation or management
- Experience in policy development process associated with adaption and mitigation issues in relation to environmental health and safety, climate change, sustainable development
- Experience in working and collaborating with government institutions, UNDP and private sector
- Extensive working experience in Liberia
- Excellent knowledge of English including writing and communication skills
- Possess excellent technical skills in socio-economic and project performance assessment



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- Demonstrated experience in monitoring and evaluation of development project activities
- Ability to write clearly and concisely, and have sound quantitative skills (managing, analyzing and interpreting data)
- Experience in planning, monitoring and evaluation and having good computer knowledge of database software like MS, PowerPoint & Excel
- Detailed knowledge familiarity in the five major areas of stakeholder engagement, information and knowledge, policy and legislation development, management and implementation, and monitoring and evaluation
- Experience working with best practices for integrating global environmental priorities into planning, decision-making, and reporting processes
- Experience in development work, partnerships building and resource mobilization

Competencies and 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

SUBMISSION OF APPLICATION

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

Applications can also be received through email (ptdoe@epa.gov.lr). Please indicate ‘**MMCRP Safeguard Officer 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.



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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 Safeguards Officer 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.