



Environmental Protection Agency



Call for Expression of Interest To Provide Project Management Support to the Enhancing Climate Information System for Resilient Development in Liberia (CIS) Project

Job Title:	Project Coordinator
Division/Department	Executive
Location	Monrovia
Expected Start Date:	March 1, 2022
Duration:	Annual (renewable based-on performance)
Report to:	Executive Director/CEO

Background

The Government of Liberia through the Environmental Protection Agency in collaboration with the African Development Bank (AfDB) received funding from the Green Climate Fund (GCF) to implement the project: (Enhancing Climate Information Systems for Resilient Development in Liberia) otherwise referred to as CIS Project. The objective of the project is to further strengthen Liberia's climate-related observing and monitoring capabilities, early warning and early action systems, and other environmental-related information systems. It seeks to drive a paradigm shift towards evidence-based climate-informed decision-making, planning, and response. The overarching goal of the project is to integrate green growth, environmental resilience, and adaptation into national development planning through effective climate information systems.

The project will reduce exposure of Liberia's communities, livelihoods, and infrastructure to climate-induced natural hazards through a well-functioning national Multi-Hazard Impact-Based Forecasting and Early Warning System (MHIBF-EWS). A well-functioning MHIBF-EWS means having in place trained and equipped Liberia Meteorological Service (LMS), Liberia Hydrological Service (LHS), Environment Protection Agency (EPA), and the National Disaster Management Agency (NDMA) to collect weather and climate data; introduce and maintain modelling, forecast weather events and provide early warnings; scale-up evidence-based climate-informed decision-making, planning, and response actions countrywide. Having these in place will lead to transformative change in climate risk reduction and management in Liberia. This new paradigm will focus on translating meteorological and hydrological hazards into the sector- and location-specific potential impacts for the development of sectoral responses to mitigate those impacts.

The project's activities will further support the design, development and implementation of strategies and actions in the country that effectively address climate change adaptation and sustainable development needs.

The Environmental Protection Agency as the National Designated Authority (NDA) and focal entity for the management of the environment and natural resources in Liberia 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. EPA is the Executing Entity of the CIS and will host the Project Implementing Unit (PIU). The PIU will be fully responsible for the implementation of the project and will consist of three technical departments (Liberia Meteorological Service, Liberia Hydrological Service and National Disaster Management Agency), Project Coordinator and Project Staff. The role of the three technical department is to provide technical support to the PIU. The AfDB, as an Accredited Entity to the GCF will provide oversight and quality assurance support services to the CIS. The Project Implementation Unit (PIU) will assist the implementation of the Project with support from the EPA and AfDB. The PIU staff will be hosted at the EPA and will report to the Executive Director/CEO of the EPA and the AfDB Country Office. The Project Manager will run the project on a daily basis and provide strategic guidance and direction to the Project Board¹ and the Executive Director/CEO of the EPA, the AfDB Country Manager and the National Project Director. Other institutions/agencies in the project which will support EPA to implement the project i.e., IFRC (including LNRCS and the Climate Centre).

Objective

The Project Coordinator's primary responsibility is to ensure that the Project delivers the results specified in the Project Document, to the required standard of quality and within the specified constraints of time and cost. The Project Coordinator will manage the day-to-day activities of the PIU and other stakeholders involved in the implementation of the Project by providing technical, management and coordination support. He/she will be working closely with a project team composed of technical staff (4 sector specialists, M&E Specialist, Finance Officer and Support Staff). The Project Coordinator will also coordinate all the activities of the Vulnerability and Adaptation Expert Working Group – an inter-sectoral working group consisting of personnel from LHS, LMS, MoT, NDMA, LCAA, MOA, MGCSP, MoH, and WMO that will convene every-two months to discuss progress and implementation-related issues.

Duties and Responsibilities

Under the general guidance of the Project Board and technical supervision of the Executive Director of the EPA, the Project Coordinator shall manage and supervise the Project as described in the below responsibilities.

Support the project start-up process, including the hiring of key staff, the establishment of governance structure of the Project, planning of kick-off meetings, and guidance on GCF policies and monitoring requirements;

¹ National Climate Change Steering Committee serves as the Project Board

- Tracking compliance of project implementation with GCF policies, AfDB policies and safeguards, project performance, targets and indicators, logical framework, work plans and budget through regular reporting and on-site supervision missions;
- Overall supervision of project activities and arrange for public consultations as required, with the approval of the NCCSC.
- Ensure timely compliance with internal and GCF monitoring and reporting requirements, especially to produce the GCF annual performance reports (APRs);
- Build solid relationships throughout the organization to support a successful implementation of the Project;
- When required, based on the Project calendar, lead the project evaluation process from the drafting of the terms of reference to the acceptance of the Final Report by the GCF;
- Participate and represent the PIU as non-decision-making member on the Project Board (National Climate Change Steering Committee and serve as secretary of the committee.
- Draft Terms of References and management of local and foreign consultants, monitoring progress on deliverables under those contracts and providing feedback as necessary, and coordination of the work of the consultants consistent with the overall project implementation plan.
- Undertake external high-level communication, including the day-to-day communication with co-implementing and co-executing partners to ensure a high level of coordination;
- Prepare, or as appropriate supervise the preparation of, progress reports, annual reports, project completion report and other reports that may be required by the stakeholders, in accordance with GCF and AfDB requirements.
- Prepare, or as appropriate supervise the preparation of, multi-year, annual work plans and budgets and present to the NCCSC for approval.
- Prepare any required updates/summaries on the Project and participate in project-related meetings with the GCF, GoL, Responsible Parties etc.;
- Managing staff and overseeing the day-to-day activities of the PIU related to the management and implementation of the Project, including procurement, project monitoring and evaluation, financial management, progress and financial reporting and related project activities;
- Supervise PIU staff, local & International Consultants in the performance of their respective duties and responsibilities and ensure the efficient functioning of the PIU;
- Ensure that clear working arrangements are established for coordination between the EPA, the Responsible Parties and the AfDB;
- Ensure that all management, financial, accounting and procurement functions and duties are orderly conducted;
- Supervise, report and recommend on the technical partners (ICTP, IFRC, LNRCS) activities, and ensure total compliance with Terms of Reference of the MOU
- Plan the activities of the Project and monitor progress against the approved work-plans
- Monitor events as determined in the project monitoring schedule plan, and update the plan as required;
- Ensure that the inputs are relevant to the activities, and the activities are relevant to the results and ensure that value for money is observed throughout the project

implementation, including compliance to guidelines for allowable expenses at established rates;

- Participate and represent the PIU as non-decision-making member in the Expert Working Group and serve as secretary of the Working Group;
- Prepare and submit requests for the timely replenishment of financial resources of AMA & FAA and financial flow arrangements vis-à-vis GoL and AfDB institutional arrangements
- Monitor financial resources and accounting to ensure accuracy and reliability of financial reports including disbursement and payment of vendors services, goods and works providers;
- Supervise & ensure the establishment of new national institution and sustainability plan, according to the project document
- Manage and monitor the project risks initially identified and progressively provide management updates and submit new risks if any to the Executive Director of the EPA and the NCCSC for consideration and decision on possible actions if required; and

Expected Outputs and Deliverables

The Project Coordinator will be expected to deliver:

- Clearance of all GCF prerequisite conditions for disbursements and for smooth start of project implementation, particularly; documentation such as the Project Document, Technical reports, PAR, Financing Agreements, LCCTF operating Manual, reports for onward submission to the GCF;
- Establishment/strengthened national institution with full mandate to effectively manage the Hydro-met sector in Liberia, per project document
- Ensure effective project management and reporting on results and finances on a quarterly and annual basis to the EPA, the Project Board, AfDB and GCF as required;
- Timely facilitation of decision-making processes for the Project; and
- Implementation of project-related lessons, best practices and evaluation on the course of the Project
- Mobilize additional financial, technical and other resources from both national & international for sustainability of the Hydro-Metrological service delivery
- Ensure timely availability of all co-financing commitments from all donors to the project
- Establish, capitalize and operationalize the Liberian Climate Change Trust Fund as part of the sustainability measures for the CIS.

Required Competences

Education

A minimum of a Master's degree in project management; Accounting, Management, environmental management, law, public administration; or related -relevant discipline.

Experience

- At least 10 years of cumulative working experience in public & private sectors in key senior managerial roles
- Good management and coordination skills, with experience of at least 7 years in project implementation and management and strategic management, Knowledge on GCF process is added advantage
- Demonstrated experience in project work plan development, monitoring and evaluation plan development, report writing, budget and project expenditure management, good understanding of GCF & AfDB process are added advantage
- Very good working knowledge in computer (especially Microsoft Office Suite).
- Very good research ability including internet skills. - Good experience in writing project success stories, lessons learned and implementation of best practices.
- Demonstrated experience in working with NGOs, CSOs and partners.
- Experience in managing GCF and GEF projects is an advantage.
- Excellent language skills (reading, writing, comprehension) in English, French is added advantage
- Demonstrated experience and capability of coordinating the Executive, Legislative and other entities of Government to enact, pass or establish a new/amend an existing Act of Government institution

OTHER SKILLS

- Excellent interpersonal communication and facilitation skills.
- Excellent leadership skills, including ability to provide strategic and technical guidance, build strong teams and mentor staff in a professional setting.
- Ability to follow deadlines, accuracy and attention to detail.
- Ability in negotiating, diplomacy and lobbying skills.
- Ability to work under minimum supervision to meet short deadlines.
- Commitment and drive to achieve challenging goals, and a problem-solving attitude.
- A team player with ability to deal with multiple teams located in multiple institutions.
- Ability to identify stakeholder needs and deliver them promptly and accurately.
- Ability to work under tight timelines.
- Demonstrated ability in project team management and collaboration.

IMPLEMENTATION ARRANGEMENTS

The Project Coordinator shall report to the Executive Director/CEO of the EPA, and with the consent of the Executive Director, shall be responsible to submit reports on behalf of the PIU to the Project Board. Project reporting shall be undertaken at levels:

1. Inter-sectoral Expert Working Group: Reporting shall be monthly, based on the minutes from the Expert Working Group highlighting: progress for the period; issues being managed; escalations to the Project Board and progress planned next period and/or aligned with the frequency of the Working Group meetings.
2. Project Board: Minutes and actions will be recorded for each Project Board meeting. Any additional reporting requirement shall be at the discretion of the Project Board.
3. AFDB: as the Accredited Entity, the AFDB shall receive for its review and subsequent submission to the GCF (i) Inception Report and Baseline Assessments, (ii) Interim Independent Evaluation Report (iii) quarterly and annual project implementation report (iv) End of Project implementation Report, (v) Project Completion Report (last APR), and Final Independent Evaluation Report according to the agreed delivery dates in the Funded Activity Agreement. The Project Coordinator shall be recruited for a period of 1 year (12 months) under a Service Contract renewable yearly based on satisfactory performance for a period of 6 years.

SUBMISSION OF APPLICATIONS

Interested candidates should send a one-page cover letter explaining their interest and suitability for this position, as well as an updated CV/resume to the Environmental Protection Agency. All interested candidates are to address their letter of applications and curriculum vitae/Resume to or to the below address on or before 4pm, February 11, 2022:

ATTENTION:

Mr. Pescee T. Doe
Assistant Manager
Procurement Department
Environment Protection Agency (EPA)
4th Street, Sinkor
1000 Monrovia, 10 Liberia
P.O. Box 4024

or through email (ptdoe@epa.gov.lr), indicating Project Coordinator - CIS

Closing date for applications is **4pm, February 11, 2022**. Any application received after this date will not be given consideration. **Only short-listed candidates whose applications correspond to the above criteria will be contacted for an interview**