



Environmental Protection Agency

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



Job Title:	Monitoring and Evaluation Specialist
Division/Department	Executive
Location	Monrovia
Expected Start Date:	March 1, 2022
Duration:	Three (3) years (renewable based on performance)
Report to:	Project Coordinator

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 MH-IBF-EWS means having in place trained and equipped Liberia Meteorological Service (LMS), Liberia Hydrological Service (LHS), Environment Protection Agency (EPA), 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 and will head a Project Implementing Unit (PIU). The PIU will coordinate 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 including project Coordinator, meteorology, hydrology, aviation and Monitoring and Evaluation specialists, and finance officer will be hosted at the EPA and will report to the Executive Director/CEO of the EPA and the AfDB Country Office. The Monitoring and Evaluation specialist will provide technical support to the project on a daily basis.

Objective

The M&E Specialist shall be the project Monitoring and Evaluation (M&E) and Knowledge Management technical expert at the PIU responsible for issues pertaining to monitoring and evaluation programs on the project. He/she will be working closely with the Executive Director, the National Coordinator of the National Climate Change Secretariat, the project Coordinator, and project staff. The M&E Specialist will also follow up on all activities of the Vulnerability and Adaptation Working Group - an inter-sectoral working group consisting of personnel from LHS, LMS, MoT, NDMA, LCAA, MOA, Ministry of Gender, Children and Social Protection (MGCSP), MoH, and WMO that will convene monthly to discuss progress and implementation-related issues.

Duties and Responsibilities

Under the supervision of the Project Coordinator, the M&E Specialist will undertake the following tasks:

- Produce, organize and disseminate the information needed for the strategic management of the Project,
- Document the results and lessons learned for internal use and for public dissemination on the achievements and
- Respond to the information needs of the Green Climate Fund, African Development Bank and the Government on the activities, immediate outcomes and impact of the Project.
- A monitoring and evaluation manual that will describe a simple and effective system for collecting, processing, analyzing and disseminating data will be prepared in the first year of the Project
- Disaggregate data according to poverty, livelihood group and gender in terms of reporting;
- Each implementing or partner agency will have clear M&E responsibilities with specific reporting deadlines and a forum for presenting and discussing the findings of the monitoring exercise;
- M&E will be linked to the project rationale, log frame, and annual work plans and budgets.
- Incorporate M&E findings to take corrective or enhancing measures at the level of project management and implementation.

Deliverables

The M&E Specialist will be expected to deliver:

1. Initial implementation documentations such as the M&E log frame, mid-and final terminal annual reports for onward submission to the GCF;

2. Develop M&E tools for climate risk screening and assessment for hydro-met infrastructure and identify necessary adaptation measures.
3. Conduct in-depth M&E on climate information services in with the project's outcomes (e.g., preparing concepts notes, developing terms of reference, results review).
4. Facilitate the development of the baseline questionnaire, inception reports, mission review reports and the survey report
5. Prepare report on identifying, maximizing and tracking climate information services outputs, outcome and indicators of the project in line with the project deliverables
6. Produce the project dashboard as a means monitoring project progress overtime with real time data
7. Assist in the planning of field visits and other activities
8. Implementation of project-related lessons, best practices and evaluation on the course of the Project

Required Competences

Education

A minimum of a Master's degree in social and natural sciences; regional planning, project management; environmental management; natural resources management; business administration; or related disciplines.

Experience

- Minimum 5 years of experience in relevant climate topics including: mobilizing climate adaptation finance, climate-related physical and transition risk assessment, climate adaptation projects and/or climate resilient development for developing countries, economics of climate adaptation/value-at-risk and climate change models, tools and/or datasets.
- In-depth understanding of M&E systems and their development.
- Demonstrated technical skills in climate risk and adaptation assessment across industries.
- Detailed knowledge of the UNFCCC process, Paris Agreement, climate finance instruments and mechanisms, and climate resilient development plans and commitments is desirable.
- Strong practical experience in applying tools and instruments for mainstreaming climate adaptation and resilience, green growth and climate finance into development concerns in investment operations.
- Familiarity with operations, policies and procedures of international financial institutions, and experience in processing and implementation of projects, is preferable
- Results-oriented and proactive; good attention to detail and ability to communicate verbally and in writing in English.
- Demonstrated ability to work effectively in a multicultural environment and build effective working relations with clients and colleagues.
- Experience in working on GCF and AfDB projects is an advantage

OTHER SKILLS

- 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 problem-solving attitude.
- A team player with strong interpersonal skills and the ability to deal with multiple teams located in multiple institutions.
- Ability to identify client needs and deliver them promptly and accurately.
- Ability to work under tight timelines.
- Demonstrated ability in team management and collaboration.

IMPLEMENTATION ARRANGEMENTS

The M&E Specialist will be under the supervision of the Project Coordinator of the PIU.

SUBMISSION OF APPLICATIONS

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or through email (ptdoe@epa.gov.lr), indicating Monitoring and Evaluation Specialist - CIS
Closing date for applications is **4pm, February 21, 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**