



TERMS OF REFERENCE

CROSS-CUTTING CAPACITY DEVELOPMENT (CCCD) PROJECT

Request for Expression of Interest

REFERENCE NO: EOI/CCCD/EPA-2022-03

START DATE: Submission of EOI February 10, 2022

Duration of Consultancy: 6 Weeks

END DATE: Submission of EOI February 28, 2022

Duty Station: Monrovia

The Environmental Protection Agency in collaboration with the United Nations Development Programme (UNDP) in Liberia, seeks short-term individual National Consultant to prepare technical guidance material for planners and other users of indicators relevant to the monitoring of the global environment.

OBJECTIVES OF THE CONSULTANCY:

The objective of the consultancy is to prepare technical guidance material for planners and other users of indicators relevant to the monitoring of the global environment. This will include methodologies to facilitate integrated ecosystem and landscape planning and management that reflect adherence to Rio Convention obligations.

2. Scope of Assignment

The scope of the assignment is to prepare technical guidance material for planners and other users of indicators relevant to the monitoring of the global environment. The overall task of the National consultant will be to ensure that essential steps in the process of preparing a technical guidance material for planners and other users of indicators relevant to the monitoring of the global environment. The consultant will work under the overall supervision of CCCD Project in close collaboration with the EPA to ensure quality output.

3. More specifically tasks will include:

- Assess and identify a set of best applicable indicators for measuring global environmental trends within the context of planning and policy-making.
- Identify best applicable and cost-effective methodologies for indicators collection and inclusion in the EKMS,
- Identify methodologies to facilitate integrated ecosystem and landscape planning and management that reflect adherence to Rio Convention obligations.
- Prepare technical guidance material for planners and other users of indicators relevant to the monitoring of the global environment.

4. Outputs

The key deliverables of this work will be:

- Inception Report
- Assessment findings of Draft guidelines for monitoring and compliance and quality control and validation procedures
- Validated and final copy
- Validated Final Report (soft and 5 hard copies)

5. Skills and Qualifications

Must have a minimum of BSC in Environmental Studies, Regional Planning and related field

The national consultant should have:

- A solid background in the three Rio Conventions (UNCBD, UNFCCC, and UNCDD);
- Wide background knowledge on sustainable development principles;
- A minimum of 5 years proven experience in preparing environmental strategies and action plans;
- Demonstrated ability in editing and writing skills in English is a must;
- An extensive relevant practical experience in the planning, development and implementation of mainstreaming and development projects and programs.
- Adequate administrative and organizational experience and knowledge to function and operate effectively within the political, economic and legal realities of Liberia;
- Prior experience in developing/managing projects for GEF financing in the fields relevant to these Terms of Reference;
- Good interpersonal, writing and communication skills.

CONSULTANCY MANAGEMENT:

1. Supervision and Reporting Arrangements

The national consultant will have overall reasonability and accountability for the quality of the outputs. He/she will report technically and administratively to the EPA.

2. Submission of Proposal, CVs, brief Letter, Timelines and Budget Indication. The national consultant must provide:

- clear, specific evidence of their background, qualifications and experience which are exclusively relevant to UNDP/GEF proposal and project document writing
- a brief proposal outlining how he/she propose to undertake the work, the process and timeframes to complete the work
- a price offer for conducting this work,

3. Supervision and Reporting Arrangements

The consultant will report technically and administratively to the EPA, who will agree with him/her on the timetable and outputs.

The national consultant will work directly with the CCCD Project Team at the EPA in providing advice and comments.

The Environment General Authority and UNDP Country Office will provide the consultancy firm with an electronic copy, and a hard copy of the draft NCSA.

4. Consultancy implementation arrangements and duration

The project will be responsible to provide to the consultant the three assessment reports, the synthesized report and the capacity development strategy and Action Plan.

The principal responsibility for managing this consultancy lies with the Project Team and Environment Protection Agency.

EPA will ensure timely provision of the necessary feedback on deliverables.

The EPA will contract the consultant and have the responsibility of liaising with the team. **The consultancy shall be for six weeks.**

7. PAYMENT MODALITIES

The consultants shall be paid the consultancy fee upon completion of the following milestones. -

50% Submission and acceptance of inception report and draft report;

50% upon the submission of the validated and final report.

8. EVALUATION CRITERIA

The expert will be evaluated against a combination of technical and financial criteria (combined scoring method). Maximum score is 100% out of which technical criteria equals 70% and financial criteria equals 30%. 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; 15% - Overall Methodology:

Financial-10%;

Technical-20%

Extensive conceptual and practical knowledge of GEF focal areas: 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%. - Financial Proposal: 15%

9. SUBMISSION OF APPLICATIONS

Interested candidates should send a one-page cover letter-expression of interest (EOI), indicating suitability for the post, as well as CV to the Environmental Protection Agency. All interested candidates are to address their letters of applications and curriculum vitae, technical and financial proposals to the below address:

Pescee Doe

OFFICER-IN-CHARGE

Procurement

Environment Protection Agency (EPA)

4th Street, Sinkor

1000 Monrovia, 10 Liberia
P.O. Box 4024