



**TERMS OF REFERENCE
CROSS-CUTTING CAPACITY DEVELOPMENT (CCCD) PROJECT**

Request for Expression of Interest

REFERENCE NO: EOI/CCCD/EPA-2022-01

START DATE: Submission of EOI February 10, 2022
END DATE: Submission of EOI February 28, 2022

Duration of Consultancy: 8 Weeks
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 draft updated National Capacity Self-Assessment Final Report for Cross-Cutting Capacity Development Project.

I. OBJECTIVES OF THE CONSULTANCY:

The objective of the consultancy is to draft an updated National Capacity Self-Assessment reflecting post 2015- Sustainable Development Goals and the latest opportunities to strengthen priority foundational capacities for the global environment. The previous assessment was undertaken in 2006, and serves as a basis for the present project to strengthen targeted capacities. However, in the decade since the NCSA was undertaken, there have been a number of important policy and institutional changes that have emerged as a basis of the change in political leadership. The updating of the NCSA will serve as an opportunity to reconcile and update the current capacity challenges necessary to support the government's pursuit of sustainable development in tandem with the fulfillment of Rio Convention obligations. This process is the finalization phase of the project.

2. Scope of Assignment

The scope of the assignment is to draft the NCSA final report, and validate it at a large stakeholder workshop organized by the CCCD Project. The overall task of the National consultant will be to ensure that essential steps in the process of developing and finalizing the above mentioned document is undertaken in a technically sound, timely and transparent fashion. The consultant will work under overall supervision of CCCD Project in close collaboration with the EPA to ensure that the final NCSA Document meets EPA and UNDP/GEF requirements.

3. More specifically tasks will include:

A. Review and draft the NCSA final report, develop the missing sections as per the GEF guidelines, and update the remaining sections, this includes:

- Review and Collect the needed information and documents and make the preliminary review of the NCSA Documents, the existing strategy, thematic reports and action plan and identify gaps and needs to be addressed in future project.
- Review the underlying capacity development needs (systemic, institutional, and individual) that cut across the three Rio Conventions,
- Review the scientific and technical information in the thematic assessments ensuring its scientific validity and introduce updated information where necessary, based on consultations with the Environmental Protection Agency and other stakeholders.
- Develop the missing sections of the NCSA against the UNDP/GEF NCSA tool kit;
- Review the outline, structure and language of the report and introduce any modification required in terms of language, editing and overall structure.
- Review, update and edit notes and illustrations directly in the electronic copy of the draft NCSA.
- Provide the EPA and UNDP Liberia with a technically-reviewed and edited final electronic and printed copies of the NCSA (English).

- National Consultant recruited for the drafting of the national capacity self-assessment report will also facilitate at the validation report workshop.

4. Outputs

The key deliverables of this work will be:

1. Inception Report
2. Drafted updated NCSA Final Report
3. Validated final NCSA report
4. Validated Final NCSA Report (soft and 5 hard copies submitted to EPA)

5. Skills and Qualifications

The national consultant should have:

- Must have a minimum of MSc in Environmental Studies, Development Studies, Regional Planning and or related fields
- 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.

5. 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 2months.**

6. PAYMENT MODALITIES

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

- 60% Submission and acceptance of inception report and draft report;

- 40% upon the submission of a validated and final report.

7. 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%

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

Or through email (ptdoe@epa.gov.lr), indicating in subject area "EOI to draft and validate updated 2005 National Capacity Self-Assessment Report. Closing date for applications is 4 PM, February 28, 2022. Any application coming/received after this deadline will not be given consideration. Only candidates whose applications correspond to the above criteria will be shortlisted for evaluation.

NOTE: This information is posted on the following websites: www.ekmsliberia.info, www.epa.gov.lr, and EPA's bulletin board on 4th Street, Tubman Blvd, Monrovia.