



TERMS OF REFERENCE

CROSS-CUTTING CAPACITY DEVELOPMENT (CCCD) PROJECT

Request for Expression of Interest

REFERENCE NO: EOI/CCCD/EPA-2022-04

The Environmental Protection Agency in collaboration with the United Nations Development Programme (UNDP) in Liberia, seeks short-term individual National Consultant to Prepare a Lessons learned study on the piloting of an environmental awareness module into school curricula

Starting Date submission of EOI: February 10, 2022

Assignment Duration: Six Weeks

End Date submission of EOI: March 2, 2022

Duty Station: Monrovia

1. OBJECTIVES OF THE CONSULTANCY:

The objective of the consultancy is to carry out lessons learned study of the selected secondary schools in Montserrado County that are piloting the Environmental Awareness curriculum for one semester (September 2021 to April 2022). This lessons learned study will result to a report that will highlight the challenges and opportunities to integrating the awareness curriculum into secondary school in Liberia. . The overall task of the National consultant will be to ensure that essential steps in the process of drafting and validating the above mentioned document are undertaken in a technically sound, timely and transparent fashion. The consultant will work under the overall supervision of CCCD Project in close collaboration with the EPA to ensure quality output.

2. JOP RESPONSIBILITIES

The national consultant will build on the documented evidence through an agreed set of field and interview methodologies, including:

- The consultant task shall be to carry out a lessons learned study on the piloting of the secondary school Awareness curriculum in seven secondary schools (Tubman High School, Lutheran High school, William Booth High School, T. Tweh High School, Korto J.P. Vogar High School and Muslim Congress High School) in Montserrado County.
- Investigate and report on successes and challenges of the piloting and how it can be replicated nation wide
- The consultant to describe these challenges and how they have largely served to frame and rationalize capacity building activities targeted to enhance participation and integration of the curriculum in the future.
- Based on the findings, the consultant shall recommend strategies and action plan, and followed-up with priority implementation of the recommended actions.
- Analyze and Document challenges, opportunities and needs for the full integration into secondary school curricula.

3. DELIVERABLES

- Inception report detailing implementation methodology
- Draft lessons learned study report
- Final lessons learned study report submitted in soft copy and hardcopy

One week after the signing of contract, the national consultant will produce an inception report clarifying the objectives, methodology and timing of the preparation of the lessons learned study report on the piloting of the curriculum. The inception report will be discussed and agreed with the implementing agency before the national consultant proceed with the preparation of the task as in the TOR.

The draft study report will be shared by the national consultant to the EPA through the CCCD Project Office, who will circulate the draft to stakeholders. The EPA will share the report with stakeholders for their comments and inputs. Feedback received from these stakeholders should be considered when preparing the final report. The duration of the consultancy shall be six weeks.

Qualification/Requirement

The national consultant should have:

- Must have a minimum of BSC in Demography, Statistics, Education, Regional Planning and related field
- A solid background in research and reporting writing
- Wide background knowledge on sustainable development principles;
- A minimum of 3 years of working experience in research and report writing
- 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;
- Good interpersonal, writing and communication skills.
- **Must have carried out related task with UNDP in the last 24 months**

FUNCTIONAL COMPETENCIES:

- Excellent and effective research skills, communication (verbal and written) skills, including ability to prepare reports and conduct presentations by clearly formulating positions on issues, articulating options concisely conveying maximum necessary information, making and defending recommendations; ability to convey difficult issues and positions to the public.
- Good understanding and knowledge of curriculum implementation
- Have a considerable knowledge of the value of Rio Conventions to sustainable development and considerable knowledge of Liberia's environmental governance infrastructure.
- Good computer skills.

IV. 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.

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**

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 lessons learned study report.

4) 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:
 - i) Financial-10%;
 - ii) 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 **Prepare a Lessons learned study on the piloting of an environmental awareness module into school**". 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.