



Republic of Liberia
ENVIRONMENTAL PROTECTION AGENCY (EPA)
4th Street, Sinkor
1000 Monrovia, 10 Liberia



Consultancy notice for international firm/ company to develop Terms of Reference (ToRs) for coastal services under the MMCRP

Project title: Monrovia Metropolitan Climate Resilience Project (MMCRP)

Post Title	Consulting Firm
Type of Contract/Service	Develop Terms of Reference (ToRs) for high-resolution multi-criteria vulnerability assessment of the Liberian coastline to inform development of the ICZMP
Expected Duration of the Assignment	Twelve (12) days within 1 month
Project ID:	00127200
Project activity	Activity 2.1.1.1
Project Location	Monrovia
Procuring Entity	Environmental Protection Agency of Liberia (EPA)
Deadline of Application	July 28, 2022 @ 11:59 p.m. (Liberian Time).

1. Background:

The Liberian capital Monrovia is particularly vulnerable to climate effects, namely sea level rise and the increased frequency of high-intensity storms. This has resulted in coastal erosion and shoreline retreat, which threatens the sustainability of ecosystem services and directly impacts Monrovia's fishery-based livelihoods of approximately 55,000 Monrovia residents, 46% of whom are women.

The Environmental Protection Agency of Liberia (EPA) is the Executing Entity for the Monrovia Metropolitan Climate Resilience Project (MMCRP), financed by the Green Climate Fund (GCF), through the United Nations Development Program (UNDP) and the Government of Liberia (GoL). The core aim of the Project is to build the long-term climate resilience of coastal communities in Liberia by both addressing immediate adaptation priorities and creating an enabling environment for up-scaling coastal adaptation initiatives to other parts of Monrovia and Liberia.



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As such, the MMCRP will address these vulnerabilities by: i) building a coastal revetment on 1050m of coastline at West Point-ensuring landings for fishing boats (Output 1); ii) improving the management of Liberia's coastal zone by developing capacity for ICZM (Output 2); and iii) supporting the development of gender- and climate-sensitive livelihoods and improving the resilience of climate-sensitive livelihoods in Monrovia (Output 3). The project is expected to enhance coastal protection, foster improved coastal management and present local communities with diversified climate-resilient livelihoods.

The Project interventions of coastal protection, comprehensive, long-term planning for coastal zone management and the strengthening of local livelihoods — in conjunction with strong awareness-raising and knowledge management considerations — will address both the immediate and long-term impacts of climate change on the coast of Monrovia and facilitate the potential for up-scaling these initiatives across Liberia. The Project will also catalyze a paradigm shift in the management of Monrovia's coastal zone towards an integrated, transformative and proactive approach that addresses current and anticipated climate change risks and which mixes both infrastructure (where necessary) and coastal ecosystems in adaptation efforts.

The Environmental Protection Agency (EPA) is the principal authority in Liberia responsible for the management of the environment and natural resources and 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. The EPA, in close collaboration with the Ministry of Mines and Energy (MME), Ministry of Finance and Development Planning (MFDP), the Ministry of Public Works (MPW) will implement the MMCRP through a Project Management Unit, based at the EPA. The UNDP, as an Accredited Entity to the GCF will provide oversight and quality assurance services to the MMCRP. The Project Management Unit (PMU) shall be responsible for the implementation of the Project with support from the EPA and UNDP.

Under Output 2 of the project, the capacity of the national government in Liberia to implement climate risk-informed Integrated Coastal Zone Management (ICZM) and to support cross-sectoral coordination among 10 government institutions responsible for climate-resilient coastal management will be strengthened. The project will work with relevant government institutions to develop a national Integrated Coastal Zone Management Plan (ICZMP) that addresses climate change risks, through a participatory and consultative process. This ICZMP will use an integrated approach to infrastructure-, community- and ecosystem-based adaptation in the coastal zone of Liberia. This approach will inform and be informed by lessons learned from collaboration between communities, government, private sector and NGOs for: i) strengthening



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climate-resilient livelihoods and ecosystem-based adaptation under Output 3; and ii) implementing protective coastal infrastructure under Output 1. Development of the plan will be led by a service provider with experience in developing and implementing climate risk-informed ICZM. To ensure the plan is effective and implementable it will be developed through a phased approach, whereby the first phase will entail producing a high-resolution, multi-criteria vulnerability map of the entire Liberian coastline. Henceforth, the EPA is seeking the services of a consulting firm to develop ToRs that will be used for developing a high-resolution multi-criteria vulnerability assessment of the Liberian coastline to inform development of the ICZMP.

2. Objective of the Consultancy:

The objective of the consultancy is to develop Terms of Reference (ToRs) for the development of a high-resolution multi-criteria vulnerability assessment of the Liberian coastline to inform development of the Integrated Coastal Zone Management Plan (ICZMP).

3. The Scope of the Services to be performed:

The specific tasks to be performed by the firm shall be but not limited to the following:

- Desk review/analysis of the previous/existing projects related to Integrated Coastal Zone Management (ICZM) to inform and facilitate the ToRs development; and
- Develop detailed standardized terms of reference (ToRs) for one international service provider and one national service provider to:
 - undertake an assessment of the current institutional structures and policy environment of coastal management in Liberia; and
 - develop a high-resolution multi-criteria vulnerability assessment of the Liberian coastline to inform the development of the Integrated Coastal Zone Management Plan (ICZMP). The vulnerability map will consider biophysical vulnerabilities and climate change impacts, as well as map social and gender-specific vulnerabilities to inform the development of the ICZMP.
- Guide UNDP Liberia, EPA and MME in reviewing the applications from international firms for the assessment of the current institutional structures and policy environment of coastal management in Liberia and development of a high-resolution multi-criteria vulnerability map of the Liberian coastline.



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4. Deliverables/ reports

The following reports must be submitted by the contractual party and approved/accepted in accordance with the above tasks by the EPA, UNDP MME, and other implementing partners:

Reports	Timeline	Payments
Inception Report	Within 5 days of signing contract	20%
Submission of draft and final TORs following comments and selection guidance from the EPA, UNDP, Ministry of Mines and Energy (MME), Ministry of Public Works (MPW) and the project's Technical Sub-committee	Within 10 days	40%
Brief report documenting the technical guidance provided in recruiting service provider with experience in developing and implementing climate risk-informed ICZM to undertake an assessment of the current institutional structures and policy environment of coastal management in Liberia and develop a high-resolution multi-criteria vulnerability map of the Liberian coastline.	Within 2 days of finalizing selection process	40%

5. Institutional arrangement / reporting relationships

The consultant will work under the overall guidance of the Environmental Protection Agency of Liberia (EPA) in collaboration with the UNDP Liberia, with technical supervision from the Ministry of Mines and Energy, and in close coordination with the Project Management Unit (PMU) of the Monrovia Metropolitan Climate Resilience Project (MMCRP). They will also consult with the UNDP Regional Technical Specialist (RTA) who provides technical oversight.

6. Duty Station

The Consultant is expected to work remotely considering the nature and duration of the work, preferably in his/her existing location, thereby eliminating the need to travel to Liberia unless called upon in an extreme case. The contractual party will work under the overall guidance of the EPA in collaboration with the UNDP, Ministry of Mines and Energy, Ministry of Public Works (MPW) and in close coordination with the Project Management Unit (PMU) of the



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Monrovia Metropolitan Climate Resilience Project (MMCRP)

7. Duration of the consultancy

The duration of the consultancy service will last for 10 days within two months between August and September 2022.

8. Qualifications, Skills and Experience

The firm must be satisfied/licensed or accredited by the relevant authority and be in compliance with the relevant tax authority in the country or countries where they operate.

Experience

The firm must at least have the following experiences:

- A minimum of 5 years of progressive professional experience in the area of Integrated Coastal Zone Management (ICZM), coastal engineering and coastal protection structures;
- Preference given to specific experience in developing ICZM plan or coastal engineering in West Africa;
- Expert level of experience in coastal adaptation and disaster risk reduction is an asset;
- Substantial, relevant and practical experience with coastal management, planning, dredging operations, reclamation and coastal structures;
- Demonstrated ability to engage and work with governmental agencies, development partners and with local communities;
- Very good experience with GCF project implementation or management; and

Competencies and skills

- Excellent communication and facilitation skills;
- Ability to follow deadlines, accuracy and attention to detail;
- Capable of working in a high- pressure environment with sharp and frequent deadlines, managing many tasks simultaneously;
- Exercises the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner;
- 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;



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- Demonstrated ability in team management and collaboration;
- Projects a positive image and is ready to take on a wide range of tasks;
- Welcomes constructive feedback; and
- Fluent English language (both oral and written) and excellent communication and presentation skills, particularly in the preparation of written documents.

9. Submission of Application/expression of interest

The Environmental Protection Agency invites interested and eligible international consultants, firms or companies to indicate their interest in providing the above services by submitting the following documents/ information to demonstrate their qualifications and eligibility.

- a. Financial proposal:* the financial proposal shall specify an all-inclusive daily fee. Payments will be made based on the specific and measurable deliverables; and the agreed financial proposal to be released upon submission of a certificate of payment request, indicating that the deliverables are achieved as per the TOR and will be verified and cleared for payment by the EPA, MME and UNDP.
- b. A one-page cover letter* to the Environmental Protection Agency indicating your suitability to provide the services;
- c. Curriculum Vitae (CV)* demonstrating experience in performing similar assignments with references and showing responsiveness to the qualification's requirements outlined.

All expressions of interest must be delivered by email to ptdoe@epa.gov.lr and by carbon copying (cc) jantoinedayrell@gmail.com before or on July 28, 2022 @ 23:59 hours (GMT). Please indicate in the subject line "International Service Provider- ToRs – High resolution multi criteria vulnerability assessment – MMCRP". Any submission received after the above deadline will not be considered. Only applicants that meet the requirements as outlined will be considered for evaluation. Eligibility criteria and the selection procedure shall be in accordance with the Government of Liberia procurement policy.

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