



**Republic of Liberia**  
**ENVIRONMENTAL PROTECTION AGENCY**  
**4<sup>th</sup> Street, Sinkor**  
**Monrovia, Liberia**



**(REQUEST FOR EXPRESSION OF INTEREST – INDIVIDUAL CONSULTING SERVICES)**

**NAME OF PROJECT: Strengthening NDA Capacity to Develop Programmes & Projects of Scale in Liberia, Project ID: LBR-RS-003**

**Assignment Title: Local Consultant(s) – Development of Knowledge Retention Materials**

**1. Background**

The Government of Liberia through the Environmental Protection Agency received funding from the Green Climate Fund (GCF) under a project entitled “Strengthening NDA Capacity to develop programs and Projects of scale in Liberia”. The project will be used to:

- a) Strengthen Coordination mechanisms of the NDA, existing Sectoral and Expert working Groups;
- b) Build national human capacity to originate bankable concept notes and funding proposals;
- c) To support enabling activities leading to successful development of three funding proposals, particularly the development of Climate Information System (CIS) SAP proposal;
- d) Ensure institutional strengthening through efficient knowledge management and retention.

As the project draws to its closure, it is important to document key results of the project, including feedbacks from some of the key stakeholders and partners. The project wants to document lessons learnt, challenges, success stories, showcase meaningful impact the project has made to support capacity strengthening of the NDA in terms of programs and project development. The knowledge management materials including brochures, jingles, audio and video documentaries will be the reflections of key actors including the NDA Team and stakeholders who are beneficiaries of the project.

The Environmental Protection Agency is therefore seeking the services of a competent **Local audio and Videographer** who will develop audio and video documentary (maximum 20 minutes) broadcast cut, a social media cut (under 1 minute), and a final cut, consistent with the EPA and GCF requirements.

The Consultant will work under the guidance of the National Climate Change Secretariat Coordinator, GCF Readiness Project Manager

## **2. Objective of the Consultancy**

The main objective of the task is to capture in audio and video “GCF Readiness impact and success stories.

## **3. The Scope of the Services to be performed**

Under the technical supervision of the National Climate Change Secretariat, close collaboration with the EPA Media Team, the consultant will work with all stakeholders to carry out the following:

- Flesh out key project achievements to focus documentary
- Interview selected interviewees and assigned respective roles.
- Develop the documentaries (audio, video, brochure) overall concept and scenario.
- Filming and editing documentaries
- Produce a FINAL documentary including audio, video, brochures and a promotional trailer

## **4. Deliverables**

The consultant is expected to provide the following deliverables summarized below:

- An Inception Report that includes documentary film’s overall concept and scenario, plans for interviews/scripts etc;
- Submission of draft documentary i.e. brochure, jingles, audio/video on GCF activities in Liberia
- FINAL documentary film (broadcast cut, a social media cut)

## **5. Minimum Qualifications, Skills and Experience**

- 2-3 years of working experience in video production and FCP editing,
- 2-3 years ‘experience filming professionally,
- Interest in the GCF and Climate Change and general knowledge of development issues,
- Ability to work in a multicultural environment,
- Fluency in English; knowledge of other local languages is an asset,
- Candidates must provide links to video samples of their work,
- This is a local consultancy

### **Candidate must have competences in the following:**

- Filming broadcast quality video and audio: HD 1920x1080 or better,
- Final Cut Pro editing skills (or other professional editing software),
- Knowledge of different video formats and video file conversions,
- Knowledge of converting of video files from multiple formats,
- Online video publishing and file transfer skills,
- Working knowledge of production for Facebook, YouTube and other social media sites,
- Knowledge of lighting for video.
- Extensive experience in producing development work related documentaries for international organizations with the aim of reaching both local and international audiences.
- Experience in working with local and international organizations.

- Excellent technical capacities (state of art filming equipment preferably High Definition) to ensure smooth and high-quality production.
- Experience in development communication or documentary relating to environment and climate change work will be an added advantage

**Duty Station: Monrovia**

**Service contract duration: 20 days**

The Environmental Protection Agency now invites eligible individual consultants to indicate interest in providing these services by submitting their Curriculum Vitae (CV) and copy of academic credentials, demonstrating experience in performing similar assignments with references and showing responsiveness to the qualification's requirements outlined in this REOI. Eligibility criteria and the selection procedure shall be in accordance with the Government of Liberia procurement policy.

Further information can be obtained at the address below during office hours, i.e. from 0900 to 1700 hours (GMT) on working days.

Expressions of interest must be delivered in a written form or by email to the address below by August 26, 2022 @ 1700 hours (GMT) and mention "**Local Consultant – Development of Knowledge Retention Materials**". Only short-listed candidates whose applications correspond to the above criteria will be contacted for an interview.

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