# **1.0 Project Details**

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| **Job Title** | | Human Resource Firm **(National)** | |
| **Division/Department** | | Project: Enhancing the Resilience of Vulnerable Coastal Communities in Sinoe County, Liberia (ERVCCS) | |
| **Program/Project Number/ GEF Project ID number** | | 10376 | |
| **Activity Result** | | Recruitment and management of 44 daily hires (technical and non-technical staff) for the consultancy period | |
| **Assignment** | | * Source, recruit, and manage daily hires for various roles required in the revetment construction * Train daily hires to implement the project's Environmental Social Management Plan * Ensure compliance with the labor laws of Liberia in the hiring process * Facilitate training and capacity-building initiatives for workers to ensure safety and efficiency on-site. | |
| **Location:**  Greenville, Sinoe County | **Reports to:**  ERVCCS Project Manager under the supervision of the Energy & Environment (E&E) Coordinator | **Consultancy Duration:** | Fifteen (15) months over the period of two years |

# **2.0 Project Background**

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| The EPA is Liberia's principal authority for environmental management. It coordinates, monitors, supervises, and consults with relevant stakeholders and sector Ministries, Agencies, and Commissions (MACs) on all activities related to protecting the environment and sustainable use of its natural resources.  The Government of Liberia (GoL), through the EPA and the United Nations Development Program (UNDP), and with funding from the Global Environmental Facility (GEF), received funding for the project “Enhancing Resilience of Vulnerable Coastal Communities in Sinoe County of Liberia (ERVCCS).” EPA is the project's Executing Entity. It is financed by a GEF Trust Fund grant and co-financed by UNDP and the GoL.  The project aims to build on existing projects to strengthen the resilience of vulnerable coastal communities and their livelihoods to the impacts of climate change, focusing on women and youth. Specifically, project interventions include 1) Strengthening Institutional Capacity for Climate Change Adaptation Planning, 2) Supporting Innovative Technologies for Climate Information and Communication Management, 3) Introducing Hybrid Adaptation Solutions, and 4) Supporting Resilient Livelihood Diversification through Training and Improved Access to Finance. The majority of the above interventions will target all coastal counties in Liberia. In contrast, hybrid adaptation interventions will be explicitly implemented in Sinoe County, one of the country’s most vulnerable coastal counties.  The impacts of climate change, combined with non-climatic drivers, such as sand mining, the expansion of agricultural areas, unsustainable fishing, pollution, and inadequate drainage systems, compromise the resilience of Liberian communities' ecosystems along the coastline. Consequently, local communities and ecosystems are experiencing increased coastal flooding and erosion, saltwater intrusion into groundwater supplies, waterlogging of inland areas, and sedimentation of rivers and freshwater resources due to Sea Level Rise (SLR) and higher-intensity rainfall events. The vulnerability of communities and ecosystems occurs through I) inundation and consequent damage of coastal infrastructure, II) loss of fishery and agriculture-dependent livelihoods, III) decrease in stable income generation for coastal communities, IV) increase in conflict and competition over resources within communities, V) decrease in food and nutrition security, VI) increased risk of vector- and waterborne diseases through waterlogging, and VII) increased pressure on surrounding ecosystems to compensate for the reduced provision of services from coastal, wetland and mangrove ecosystems. In addition, the vulnerability of Liberia’s coastal communities and their resilience to climate change, particularly in Sinoe County, is exacerbated by the limited capacity of the Government of Liberia (GoL) to provide essential services and adequate support for, among other things, water and sanitation, healthcare, utility-scale energy, and road infrastructure.  As a result, coastal communities in Liberia are threatened by damaging floods and erosion, both of which are increasing due to sea level rise and other impacts of climate change, such as increasingly intense rainfall events, as well as the current limited financial and technical capacity at the national and county levels to address these threats.  To curb the threat of erosion, the ERVCCS Project will construct a 1.5 km long revetment and five 20-m long groynes in Greenville. These interventions, under component three of the project, cannot be implemented without unskilled laborers, as they are significant to the implementation of the Environmental and Social Management Plan (ESMP) which highlights the presence of flagbearer, traffic managers, and health and safety representative, etc. and the project document that emphasizes the needs for capacity building. These cannot be achieved in isolation from the affected communities. Therefore, unskilled laborers must be hired from the affected communities–Downtown, Seebeh, and Bannah –to implement the ESMP and provide other non-technical assistance to the engineers and project staff. |

# **3.0 Scope of Work**

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| As per component three of the project, 800 m of revetment and five 20-m groynes must be constructed Downtown, while 700 m of revetment must be installed in Seebeh, the two communities mostly threatened by erosion in Greenville. Implementing this component of the project cannot be done without skilled workers (engineers, equipment operators, etc.) and unskilled laborers (flaggers, safety representatives, geotextile installers, traffic directors, etc.). Considering that the engineers will be seconded by implementing partners, including the Ministry of Public Works and the Ministry of Mines and Energy, the project must contract a Human Resource Management Firm (HRMF) that will shoulder the responsibility of hiring forty-four (44) unskilled laborers who shall be recommended by their respective communities.  The task of the HRMF not only includes the hiring process, but it also covers time management, contract administration, safety management, and attendance management of the workers throughout the construction. The responsibilities for the laborers shall be defined by the firm in full consultation with the project. For example, there shall be four groups of ten workers, with each group headed by a supervisor. The group shall include the technical team, the traffic management team, the occupational health and safety (OHS) team, and the waste management team.  Below is a brief function of the teams.   1. **Technical Team**   The technical team shall be hired with a view to recording and storing information for use by the project engineers and the chief technical advisor. The team’s responsibilities shall encompass geotextile installation to directing front-end loader, excavator, and truck operators regarding the placement of rocks in stockpile locations, on access road, on revetment, etc. Some specific functions of the team are as follows:   1. The team shall be able to read numbers on a measuring tape (decameter) 2. The team shall be able to correctly measure and extract the exact length from a roll of geotextile 3. The team shall possess strong flexibility in taking instructions from the bosses 4. **Traffic Management**   Under the supervision of the project Safeguard Officer, the traffic management team shall be hired and assigned the following functions, amongst others:   1. Implement the traffic management plans as required 2. Operate, manage, and install signage, barricades, safety tapes, and flagging systems 3. Direct and coordinate the traffic of vehicles and pedestrians, including workers 4. Ensure traffic compliance by project drivers, operators, and workers 5. Liaise with local authorities, workers, and emergency services   Vi Recall incidents and accidents and report to the OHS team who shall report to the Project Safeguard Officer  Communicate with drivers and construction workers   1. **Waste Management Team**   With oversight from the safeguard officer, the teams shall perform the following functions:   1. Implement the waste management plan under the ESMP 2. Identify, with the consent of the City Mayor and the Project Team, a location on the outskirts of the city as a dumping site 3. Ensure that the sites are always kept clean while guaranteeing the collection and disposal of solid waste 4. Perform other functions as assigned 5. **Provision of local office space in Sinoe (Greenville)**   Under the supervision of the project Administration/Finance Officer, the firm is to ensure the following:   1. Rental and Renovation of a local office space (preferably a four-bedroom space) to be used by the Project. 2. Provide furniture and fixtures   **Specific role and responsibilities of the Firm are as follows:**   1. Hire forty-four (44) daily hires who are residing in Bannah community, other project-affected communities in Sinoe County, and the other eight (8) Coastal Counties 2. Ensure a diverse and gender-inclusive hiring process that represents the communities of Bannah, Seebeh, and Downtown Mississippi (50% of the daily hires should be sourced from Bannah, 25% from Seebeh and Downtown Mississippi where the nature-based and engineering adaptation interventions will be implemented, and 25% can be sourced from the coastal counties of the country). 3. Ensure the ability to understand and implement traffic management plans and take responsibility in managing traffic flow and safety. 4. Ensure the willingness to learn how to operate signage, barricades, and flagging systems. 5. Ensure good communication skills for coordinating with drivers, pedestrians, and emergency services. 6. Ensure basic understanding of safety protocols and PPE usage. 7. Ensure the ability to conduct daily toolbox talks and record incidents and commitment with the Project Safeguard Officer to enforcing safety compliance on-site. 8. Ensure the responsible of detail-oriented in reporting and documentation and willingness to handle and manage construction waste responsibly. 9. Ensure the understanding of environmental hygiene and sanitation practices. 10. Ensure consistently reporting to work on time, ability to work collaboratively in assigned teams, and must be receptive to supervision and feedback. 11. Ensure that the daily hires must sign a contract administered by the HRMF. 12. Ensure a must participation in safety briefings and training sessions as required. 13. Basic understanding of construction site operations (preferred but not mandatory). 14. Must be of legal working age as per Liberian labor laws (18 and above) 15. Identify training needs and facilitate relevant training programs, including safety training, skill development, and other necessary workshops, with support from the PMU. 16. Manage the safety of all daily hires throughout the contract period with supervision from the Project Manager through the Safeguard Officer |

# **4.0 Expected Output**

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| The below are the expected outputs of the task:   1. Monthly Progress Report 2. A comprehensive recruitment strategy and plan, 3. Traffic Management Plan 4. Waste Management Plan 5. Report on wage Payment, including a spread annexed |

# **5.0 Deliverables**

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| Submission of and approval of the inception report, which shall include a Monitoring and Reporting Plan detailing how the firm will track attendance and task completion |
| After submission and approval of Recruitment Strategy and Plan, Traffic Management Plan and Waste Management Plan |
| Submission of a monthly report along with a monthly timesheet (Daily Hires), (monthly overhead cost) |

# **6.0 Qualification**

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| The ideal Human Resource firm should have:   1. Proven experience in recruitment and human resource management, preferably in construction or infrastructure projects 2. Familiarity with the Liberian labor laws, regulations, and best practices 3. Strong organizational, communication, and interpersonal skills 4. Ability to work collaboratively with the PMU, other companies subcontracted by the project, and local stakeholders. 5. Strong ability to work with communities and diverse stakeholders |

# **7.0 Contract & Reporting**

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| The consultant shall report directly to the Project Manager under the supervision of the Energy and Environment Program Coordinator of the Environmental Protection Agency. Regular updates and meetings shall be held for effective collaboration and supervision.  The consultant shall be recruited for a two (2) years period under a Service Contractual Agreement. The EPA reserves the right to rescind the contract during that period should the performance of the firm not meet its requirements. |

# **7.0 Submission of Application**

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| Interested Engineering firm should submit both hard and soft copies of their Proposal including, a one-page cover letter, Technical & Financial Proposal, Business Registration & Tax Clearance, Past Performance record in hiring of staff for construction project, PPCC Vendor Certificate, Article of Incorporation, CVs of all personnel, to the below address, and by email at [maldonakarway1@gmail.com](mailto:maldonakarway1@gmail.com), and cc: [princessblango@gmail.com,](mailto:princessblango@gmail.com) indicating in the subject area **“National Human Resource Firm to Recruit and Manage Daily Hires”**  All interested firms are to address their applications to the following address:  **Maldona K. Karway**  **Procurement Officer**  **Project Management Unit**  **Enhancing the Resilience of Vulnerable Coastal Communities in the Sinoe County Project**  **Environmental Protection Agency**  **302-A Bright Building,**  **Old CID-Road, Mamba Point**  **1000 Monrovia, 10 Liberia**  A hard copy of your Proposal should be delivered to the Procurement Officer of the Sinoe Coastal Project at the EPA head office in Mamba Point.The closing date for submitting proposals is 4:00 PM on **August 14, 2025.** Any submission received after this deadline will not be considered. Only submissions that meet the requirements/criteria outlined in the RFP will be considered for evaluation.  **NOTE:** This information is posted on <https://www.emansion.gov.lr>, <https://www.epa.gov.lr>, <https://www.undp.org>, and can be found in the News Newspaper. |