# **BASIC CONTRACT INFORMATION**

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| **Job Title** | International Climate Change and Coastal Adaptation Specialist |
| **Project** | Enhancing the Resilience of Vulnerable Coastal Communities in Sinoe County (ERVCCS) |
| **Project Number/GEF Project ID** | 10376 |
| **Activity Result** | 1. Report on Recommendations Delivered During Validation Workshop, Multi-criteria Analysis, Site-specific Selection, Nature-based and hybrid Engineer Adaptation Solutions, and the Vulnerability Mapping of Assets, Livelihood, and Ecosystems Reports, respectively
2. Report on Validation Workshop for Multi-criteria Analysis Site-specific Selection, Nature-based and hybrid Engineer Adaptation Solutions, and the Vulnerability Mapping of Assets, Livelihood, and Ecosystems Reports, respectively
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| **Assignment** | Delivering recommendations for adaptation solutions during the validation workshop |
| **Location** | Greenville, Sinoe County | Duration | 1. days over the period of two months
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| **1.0 PROJECT BACKGROUND**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 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 and the current limited financial and technical capacity at the national and county levels to address these threats. The project, in September of 2024, concluded two studies–Mapping of Vulnerable Assets, Livelihood, and Ecosystems (VAM), and the Multicriteria Analysis, Site-Specific Selection, Viable Nature-Based and Coastal Adaptation Solutions (MCA). These studies were conducted not only to select the site for the construction of the hybrid engineering structures–1.5 km revetment and five 20-m groynes, but also to map utilities, mangroves, forest cover, and livelihoods across the six project communities.Following the completion and approval of these studies, the ERVCCS Project must ensure that project stakeholders, including beneficiaries, are briefed on the findings of the reports and can confirm that these studies were done with their involvement, in addition to meeting their needs.To this effect, the EPA, through the ERVCCS Project, requests applications from International Applicants to deliver recommendations during the validation of the VAM and the MCA reports.**2.0 OBJECTIVE OF THE ASSIGNMENT**The objective of this consultancy is to document the validation process and deliver recommendations during the workshop. This entails a critical assessment of the accuracy and completeness of the reports under review. The validation process aims to identify inconsistencies, errors, and gaps in the methodological approaches used during both the data collection and analysis processes.**3.0 SCOPE OF WORK**The scope of this task includes facilitating the workshop, drafting changes to the reports, as well as delivering and documenting recommendations. It covers residents from the affected communities, statutory and commonwealth district superintendents and commissioners, county officials, the city government, research institutions, and local and international organizations. **3.1 ROLE & RESPONSIBILITIES*** Critically and technically review the final Multi-criteria Analysis and Vulnerability Mapping reports developed by the International Climate Change and Coastal Adaptation Specialists.
* Attend an acquaintance meeting with the PMU staff
* Draft guidelines for the development of validation techniques during the presentation of the inception report.
* Facilitate the validation workshop and lead the presentation during the validation
* Record validation minutes and draft changes to the report, where necessary.
* Deliver recommendations for rectification of would-be inconsistencies, errors, or gaps during the data collection process, methodology selection, data processing, and data analysis for the drafting of the VAM and the MCA.
* Quality control/validation procedures will be developed to ensure accuracy and validity, and responsible scientific and institutional correspondents will be identified to strengthen the objectivity and independence of control and validation procedures.
* Produce a follow-up workshop report summarizing the discussion, key outcomes, and stakeholders’ decisions regarding the reports.
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| **4.0 EXPECTED OUTPUT*** Inception Report
* Report on the recommendation delivered during validation
* Report on validation workshop (***A soft copy in MS Word and two hard copies printed on glossary paper***)
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| **5.0 DELIVERABLES AGAINST MILESTONE PAYMENT**

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| 1. | Submission and approval of Inception Report | **20%** |
| 2. | Submission of the draft report on recommendations delivered during the validation workshop, and the draft report on the validation workshop | **40%** |
| 3 | Submission of the final report on recommendations delivered during the validation workshop, and the final report on the validation workshop | **40%** |

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| **6.0 QUALIFICATIONS** **6.1 Education** Master's in Environmental Science, Economics, Coastal and Marine Engineering, Sustainable Development, Environmental Management, Climate Change, or other closely related fields **6.2 Experience*** At least 10 years of professional experience in organizational learning, strategic planning, and/or workshop design and facilitation
* Previous experience working in Sub-Saharan Africa in a cross-cultural context or a similar region of the world
* Demonstrated ability to design, facilitate, and lead workshops
* Demonstrated ability in strategic thinking and planning exercises
* Demonstrable analytical skills
* Demonstrated skills in online facilitation using a web-based platform
* Excellent English and French oral and writing skills
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| **7.0 CONTRACT AND REPORTING REQUIREMENTS**The Consultant shall report directly to the PMU through the Project Manager under the supervision of the Energy and Environment Coordinator of the Environmental Protection Agency. Regular updates and meetings shall be held for effective collaboration and supervision. The consultant shall be recruited for 20 days over the period of two months, under a Service contract agreement. The EPA reserves the right to rescind the contract during that period should the performance of the Gender expert not meet its requirements. |
| **8.0 SUBMISSION OF APPLICATION**Interested candidates should submit a CV, Technical & Financial Proposal, and a one-page cover letter to the below address and by email at maldonakarway1@gmail.com, and cc: princessblango@gmail.com, indicating their suitability for the post. **Please indicate “International Climate Change and Coastal Adaptation Expert for Report Validation” in the subject line.****ATTENTION:****Maldona K. Karway****Procurement Officer****Enhancing the Resilience of Vulnerable Coastal Communities in Sinoe (ERVCCS)****Environmental Protection Agency (EPA)****302-A Bright Building****Old CID-Road, Mamba Point****1000 Monrovia, 10 Liberia****\*Female candidates are highly encouraged to apply!**The deadline for submitting applications is 4:00 PM on August 14, 2025. Any submissions received after this time will not be considered. Only applicants who satisfy the requirements outlined in the terms of reference will be evaluated. NOTE: This information is also posted on <https://www.emansion.gov.lr/>, <https://www.epa.gov.lr/>, <https://www.undp.org/>, [www.mme.gov.lr,](http://www.mme.gov.lr) and can be found in local dailies. |