REPUBLIC OF LIBERIA

**ENVIRONMENTAL PROTECTION AGENCY**

Bright Building 302-A, Sekou Toure Avenue, Manba Point

1000 Monrovia, 10 Liberia

**CALL FOR EXPRESSION OF INTEREST**

**TO PROVIDE CONSULTANCY SERVICE**

**REFERENCE NO: EOI NO. EPA/E&E/CON/ICS/003/2025**

**Feasibility study to establish a Botanical Garden at the University of Liberia, Fendell Campus**

**TERMS OF REFERENCE FOR A NATIONAL CONSULTANCY FIRM/ CSO**

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| **Job Title** | | National Firm/ CSO | |
| **Division/Department** | | Energy & Environment/ Environmental Protection Agency/EPA | |
| **Program/Project Number** | | UNDP Energy & Environment Program/Country Program Support | |
| **Activity (2.3) Result** | | Feasibility study and detailed costed design of the Botanical Garden in Fendell, University (UL) of Liberia Campus | |
| **Assignment** | | To conduct a feasibility study and detailed design to establish a Botanical Garden in Fendell, UL Campus | |
| **Location** | | Rural Montserrado County, Liberia | |
| **Reports to** | **Energy & Environment Coordinator/EPA-UNDP** | **Duration:** | 2 months (August 1 – October 1, 2025) |
| **BACKGROUND** | | | |
| Liberia has diverse wildlife, but it is facing a critical threat- the loss of biodiversity. Although for the most part it is due to the economic situation/poverty and cultural habits, but lack of fundamental awareness and education on the importance of biodiversity is responsible. This is lowering ecosystem services and endangering species.  It is important to promote public awareness and take positive actions to save some of the important representative plant and animal species. As reported by Aid-Equip USA in April 2023, “Preserving Liberia’s biodiversity is not just an act of conservation; it’s a battle for maintaining the balance of our planet”. This project/program intends to establish a botanical garden and begin a vigorous biodiversity awareness and education starting with secondary schools and the University of Liberia. The botanical garden will be established in Montserrado County at the UL campus in Fendell.  The University of Liberia Fendell Campus proposes the establishment of a botanical garden to enhance educational, environmental, and cultural experiences for students, faculty, and the community. This ambitious project aims to create a multifaceted resource that supports academic research, conservation efforts, and community engagement. The botanical garden will serve as a living laboratory, offering hands-on learning opportunities for students and researchers in diverse fields such as climate change, plant science, and sustainable agriculture. By providing a dynamic environment for the study of these critical areas, the garden will foster a deeper understanding of the complex interactions within ecosystems and the importance of biodiversity in sustaining life on Earth.  In addition to its educational and research functions, the botanical garden will celebrate the rich historical significance of the University of Liberia. Since its establishment, the university has played a pivotal role in promoting agricultural and cultural activities in the region. The garden will highlight this legacy, showcasing the university's contributions to the study and preservation of Liberia’s natural heritage.  The University Fendell Campus's hold an extensive and diverse land area offering a unique opportunity to create a comprehensive botanical garden that can accommodate a wide range of plant species and habitats. This project aims to collaborate with the University of Liberia, especially the Department of General Forestry and other departments to establish a pilot botanical garden that will serve as a center for conservation, education, research, and ecotourism while promoting the sustainable use of Liberia’s flora.  With the plethora of challenges, the UNDP through the Energy and Environment (E&E) program seeks to support the Government’s efforts in achieving diversified and inclusive economic growth through investments in sustainable and environmentally friendly agriculture, food security, job creation, and improved resilience to climate change, biodiversity conservation and natural disasters. The establishment of a botanical garden represents a crucial step towards biodiversity conservation, education, and sustainable tourism development in Liberia. This initiative will provide long-term environmental, social, and economic benefits to local communities and the nation.  **Contract and Reporting Requirements**  The national consultancy firm/ CSO will be hired against a performance-based contract for Two (2) Months, (August 1 to October 1, 2025). The Firm will report to the Coordinator of the EPA-UNDP Energy & Environment Unit. The Firm/ CSO shall submit the reports summarized below, for the respective period(s). All documents/reports should be issued in English, submitted in both hard and electronic copies.   * **Progress Reports:** The Consultancy Firm/ CSO shall prepare concise reports (Inception & draft) on the below indicated scope of work with the relevant information on progress, highlighting achievements, emerging issues that need to be clarified with the client and recommendations. * **Final Report:** Before the end of the assignment, The Consultancy Firm/ CSO shall submit a final report covering the full scope of work for this assignment and detailing all the activities undertaken. The report should outline achievements, issues and lessons learned and recommendations aligning with the below scope of work.   **Scope of Work and Tasks**  The consultancy firm/ CSO will have the following responsibilities:   * Conduct an in-depth feasibility study to determine the viability of establishing a botanical garden at the UL Fendell campus, taking into consideration the environmental conditions, institutional capacity, visitors, and financial viability assessment. * Review successful botanical gardens in similar contexts (e.g., university-affiliated, tropical regions) to draw lessons learned and best practices. * Based on the feasibility study, in collaboration with UL Forestry Department and other stakeholders, identify and evaluate specific sites at the UL Fendell campus that are most suitable for the botanical garden. * Define site selection criteria (e.g., size, topography, existing vegetation, accessibility, water availability, future expansion potential). * Conducting preliminary site visits and assessments of identified sites. * Select the most suitable site. * Undertake a detailed survey of the selected site to capture its precise topographical features, hydrological patterns, existing flora and fauna, and significant natural elements. * Establish survey benchmarks and a clear demarcation of the selected site boundaries. * Identify and map existing natural features, significant trees, ecotourism attractions, forest patches, wetlands, water bodies, and any existing infrastructure. * Utilizing survey data, develop accurate digital base maps of the selected site. These maps will serve as the foundation for all subsequent design work. * Based on the feasibility study findings, site analysis, and UL's vision, develop a comprehensive conceptual master plan. This plan will articulate the overall layout, themed garden areas (e.g., medicinal plants, native flora, flower garden, research forests), major visitor amenities, research and educational facilities, service areas, and circulation paths and trails, etc. * Translate the conceptual master plan into a 3D conceptual model. This model will provide a visual representation of the proposed garden design, including key architectural elements (e.g., visitor center, greenhouses, research facilities) and landscape features. * Based on the conceptual master plan, provide a preliminary, high-level cost estimate for the entire botanical garden project. * Outline a preliminary operational model for the botanical garden, including initial staffing considerations, core programming, and potential revenue streams. Provide recommendations for integrating long-term sustainability (financial, environmental, social) into the garden's development and operation. * Document lessons learned and challenges   **Key Expected Deliverables/Results**   1. Comprehensive feasibility study report 2. Conceptual master plan 3. Digital 3D conceptual model 4. Cost detailed design 5. Lessons learned and challenges | | | |
| **QUALIFICATIONS**   * A registered and tax compliant Liberian Firm/ CSO. * The Firm/ CSO must have more than five to seven (5-7) years of demonstrated experience in performing similar services requested. * The Team-lead and members must have expertise or experience in Environmental Science, architecture engineering, forestry, botany, natural resources management, conservation or relevant disciplines.   **Education**  - The Team-lead must have a minimum of Master’s degree in Environmental Science, and Management; Natural Resources Management; Regional Planning, land use Policy/Planning, Agriculture, Botany, Forestry, Architectural Engineering, Conservation, and Public Policy or related discipline.  **Experience**   * The Firm/ CSO team must consist of professionals with the required skills set needed to carry out this assignment. * The Firm/ CSO must have a considerable experience in performing similar tasks. | | | |
| **ALL APPLICATION SHOUL BE ADDRESS TO:**  **ATTENTION:** Mr. Pescee T. Doe  **Assistant Director/Procurement**  Environment Protection Agency (EPA)  Bright Building 302-A, Sekou Toure Avenue  Manba Point, 1000 Monrovia, 10 Liberia  or through email (https://mail.google.com/mail/u/0/images/cleardot.gifptdoe@epa.gov.lr), indicating in the subject area **“To conduct a feasibility study to establish a Botanical Garden at the University of Liberia, Fendell Campus”.** Closing date for submission of Expression of Interests (EOIs) is **4PM, July 21, 2025**. Any submission coming/received after this deadline will not be given consideration. Only submissions that meet the requirement/criteria as contained in the Request for Expression of Interest will be considered for evaluation. **The application package must include CVs of the team members, Technical and Financial Proposal, Current Tax Clarence and Business Registration documents.**  **NOTE**: This information is also posted on these websites: [www.emansion.gov.lr](http://www.emansion.gov.lr), [www.ekmsliberia.info](http://www.ekmsliberia.info)., [www.epa.gov.lr](http://www.epa.gov.lr) and local dailies. | | | |