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REPUBLIC OF LIBERIA

**ENVIRONMENTAL PROTECTION AGENCY**

302-A Bright Building, Sekou Toure Avenue,

Mamba Point,

1000 Monrovia 10, Liberia.

P.O. Box 4024

**CALL FOR EXPRESSION OF INTEREST**

**TO PROVIDE CONSULTANCY SERVICE**

**CONSULTANCY SERVICE to develop an Environmental Dispute Resolution (ADR) Mechanism for the Liberia EPA**

**TERMS OF REFERENCE FOR NATIONAL CONSULTANT/FIRM**

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| **Job Title**  | National Consultant/Firm |
| **Division/Department** | Planning, Environmental Protection Agency/EPA |
| **Activity Result** | Develop an alternative dispute resolution (ADR) system to address environmental conflicts |
| **Assignment** | To develop an alternative dispute resolution (ADR) system to address environmental conflicts |
| **Location** |   Monrovia, Liberia |
| **Reports to** | **Director of Planning and Policy** | **Consultancy Duration:** | 4 months  |
| 1. **BACKGROUND**
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| The Environmental Protection Agency (EPA) seeks to establish an effective, accessible, and sustainable alternative dispute resolution (ADR) system to address environmental conflicts. Environmental disputes in Liberia are increasingly common, arising from issues such as land use conflicts, resource management, pollution, community rights, and adherence to environmental regulations. Many of these conflicts are deeply rooted in longstanding socio-economic injustices, unclear or overlapping land and resource rights, and limited access to formal judicial processes, especially for marginalized communities.Traditionally, such disputes have been addressed through litigation or administrative complaints, which are often time-consuming, costly, and inaccessible for many stakeholders. The judicial system in Liberia, like in many other developing countries, faces significant backlog and resource constraints, making it difficult to deliver timely justice. Moreover, formal court proceedings may lack the technical expertise necessary to effectively adjudicate complex environmental issues, potentially leading to decisions that do not adequately reflect environmental realities or stakeholder interests.Recognizing these challenges, the Liberian government and the EPA have increasingly emphasized the need for alternative conflict resolution mechanisms. These approaches aim to provide accessible, culturally appropriate, and efficient avenues for resolving disputes before they escalate into conflicts or litigation.While Liberia has some experience with ADR in sectors like land governance and community rights, there remains a significant gap in applying such mechanisms specifically to environmental conflicts. The development of an environmental ADR system is a strategic step towards integrating conflict management and environmental governance, fostering dialogue among stakeholders, and strengthening environmental justice.Establishing a sector-specific ADR mechanism will serve multiple objectives:* Enhance access to justice for communities and stakeholders involved in environmental disputes.
* Reduce pressures on the formal judicial system, freeing resources for more complex cases.
* Promote faster, collaborative, and less adversarial conflict resolution, fostering cooperation and trust.
* Address conflicts early, preventing escalation into violence, community unrest, or environmental degradation.
* Align with Liberia’s broader development goals of inclusive governance and sustainable resource management.

Given Liberia's unique legal, social, and environmental contexts, designing and institutionalizing an effective ADR system tailored to environmental disputes will require a careful, participatory process grounded in best practices, legislative awareness, and stakeholder buy-in. This consultancy aims to bridge these gaps by providing a comprehensive framework that guides the EPA in effectively managing and resolving environmental conflicts.**Contract and Reporting Requirements**The selected consultant will be engaged on a performance-based contract for **four (4) months**, reporting directly to the Director of Planning and Policy at the EPA of Liberia. Throughout the engagement, the consultant will submit key reports and documents aligned with project milestones. All reports must be in English and submitted in both hard copies and PDF format.**Key Deliverables and Timeline:*** **Inception Report (Within two weeks):** Detailing the work plan, methodology, stakeholder engagement strategy, and initial findings.
* **Analysis and Benchmarking Report (End of Month 1):** Summarizing national and international ADR practices relevant to Liberia.
* **Stakeholder Engagement Report (End of Month 2):** Documenting stakeholder inputs, issues, and feedback.
* **Draft ADR Framework and Implementation Plan (End of Month 3):** Providing a draft mechanism, procedures, and phased implementation roadmap.
* **Validation Workshop Report (Within two weeks after validation):** Summarizing stakeholder feedback and proposed revisions.
* **Final ADR Framework and Manual (End of Month 4):** Incorporating stakeholder input, finalized and endorsed, along with operational guidelines and rollout plan.
* **Capacity Building and Outreach Materials (End of Month 4):** Prepared training modules, SOPs, and stakeholder communication tools.

**Payment Schedule:*** 20% upon approval of the Inception Report.
* 40% after submission and approval of the Draft ADR Framework and relevant reports.
* 40% upon submission and approval of the Final Framework, manual, and implementation plan, after addressing all feedback.

**Additional Conditions:*** The consultant shall submit regular progress reports (bi-weekly or monthly).
* Timely delivery, review, and approval of all reports are required before milestone payments.
* All deliverables will be subject to review and approval by the EPA before final payment.

**Objective of the Assignment**To design a comprehensive, sector-specific ADR framework tailored to Liberia’s environmental disputes, ensuring fairness, efficiency, transparency, and stakeholder inclusiveness, with validated operational procedures and institutional arrangements.**3. Scope of Work and Detailed Activities****a. Desk Study and Analysis of Existing Models****Objective:** To understand and learn from existing dispute resolution mechanisms within Liberia and internationally, to inform the design of a suitable ADR framework.**Activities:*** Conduct a comprehensive review of Liberia’s existing ADR mechanisms, particularly ones related to land disputes, natural resource conflicts, and community grievances. This will include analyzing operational structures, success factors, challenges faced, and lessons learned.
* Review legal and policy frameworks relevant to ADR, environmental management, and dispute resolution in Liberia.
* Benchmark international environmental ADR practices by examining models from other countries, preferably in Africa and comparable legal contexts. Focus will be on how these models address environmental disputes, stakeholder participation, institutional arrangements, and dispute resolution procedures.
* Summarize key findings, their applicability to Liberia, and areas requiring adaptation.

**DELIVERABLE 1:** A comprehensive analysis report integrating national and international models, highlighting best practices, challenges, and lessons.**b. Stakeholder Identification and Engagement****Objective:** To ensure that the ADR mechanism is effective, inclusive, and widely accepted by engaging relevant stakeholders early and continuously.**Activities:*** Map key stakeholders, including government agencies, community groups, civil society organizations, private sector entities, legal experts, and international partners involved or affected by environmental disputes.
* Develop a stakeholder engagement plan outlining consultation methods, timelines, and objectives.
* Organize a series of consultative workshops and interviews to gather feedback on existing dispute experience, perceptions of ADR, expectations, and concerns.
* Document stakeholder inputs, noting consensus points, divergent views, and specific needs.
* Maintain ongoing communication to foster buy-in and trust.

**DELIVERABLE 2:** Stakeholder consultation report with summarized inputs, their implications for the ADR design, and recommendations for stakeholder engagement during implementation.**c. Development of a Sector-Specific ADR Mechanism****Objective:** To create a tailored, practical, and legally sound ADR framework for environmental disputes in Liberia.**Activities:*** Based on insights from the desk study and stakeholder consultations, conceptualize the ADR process flow—from dispute filing to resolution.
* Define the types of disputes suitable for ADR, including thresholds and criteria.
* Design dispute resolution pathways such as mediation, arbitration, and facilitation with clear procedural steps.
* Develop operational guidelines detailing how disputes are initiated, managed, and concluded; the roles of decision-makers; confidentiality provisions; and enforceability of outcomes.
* Establish criteria for appointing mediators/arbitrators, qualification requirements, and capacity-building needs.
* Incorporate special considerations for vulnerable groups and marginalized communities to ensure accessibility and fairness.
* Draft policies on confidentiality, neutrality, and ethics involved in ADR proceedings.

**DELIVERABLE 3:** A comprehensive Sector-specific ADR Framework document, including procedures, guidelines, and operational manuals.**d. Strengthening the Grievance Desk****Objective:** To enhance the existing Grievance Desk's capacity and role in facilitating dispute resolutions in line with the new ADR mechanism.**Activities:*** Conduct a review of the current Grievance Desk’s structure, functions, staff capacity, and operational procedures.
* Develop recommendations for integrating the Grievance Desk into the overall ADR system, ensuring it acts as the entry point for environmental disputes.
* Design training modules for Grievance Desk staff on dispute assessment, handling, and guiding complainants through ADR options.
* Develop standard operating procedures (SOPs) and flowcharts for dispute intake, triage, and referral processes.
* Recommend tools for documentation, monitoring, and reporting of grievances and disputes

**e. Validation Workshop and Finalization of the ADR Framework****Objective:** To ensure the developed ADR mechanism is practical, contextually appropriate, and broadly accepted by key stakeholders.**Activities:*** Organize a validation workshop bringing together stakeholders identified earlier, including government officials, community representatives, legal experts, and relevant NGOs.
* Present the draft ADR framework, procedures, and guidelines for feedback.
* Facilitate discussions to gather insights, address concerns, and incorporate suggestions.
* Document feedback and recommendations from stakeholders.
* Revise and finalize the ADR framework, ensuring it aligns with national legal standards, institutional capacities, and stakeholder expectations.
* Develop a detailed implementation plan, including timelines, responsibilities, resource requirements, and monitoring mechanisms.

**DELIVERABLE 4:** A validated, comprehensive ADR policy and operational manual, endorsed by key stakeholders, with an action plan for implementation.**f. Capacity Building and Knowledge Transfer****Although not explicitly stated earlier, a critical activity involves ensuring sustainability and effective operationalization.****Activities:*** Develop training modules and conduct sessions for EPA staff, mediators, and relevant government officials on the new ADR procedures.
* Provide capacity-building workshops on dispute management, negotiation, and stakeholder engagement.
* Prepare informational materials and tools for community outreach and stakeholder awareness.

**DELIVERABLE 5:** Training reports, materials, and a handover document to ensure EPA can sustain and operate the ADR mechanism independently.**4. Expected Outcomes*** A comprehensive, legally sound, and contextually appropriate ADR framework tailored to Liberia's environmental disputes.
* Enhanced capacity of the EPA’s Grievance Desk to serve as an effective entry point for dispute management.
* Increased stakeholder trust and acceptance of the ADR process.
* Reduced reliance on formal courts for environmental disputes, leading to faster, less costly resolutions.
* A practical implementation roadmap to operationalize the ADR mechanism

**5. Institutional Arrangements**The Consultant will report to the **Department of Planning and Policy** and will regularly update the SMT on progress. Major deliverables and the final framework will be presented to the **EPA’s Executive Director** for approval. |

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| **Qualification*** Educational background: Master’s degree or higher in Law, Environmental Management, Dispute Resolution, or related fields.
* Proven experience (minimum 5 years) designing and implementing dispute resolution mechanisms, particularly in Liberia or similar contexts.
* Demonstrable knowledge of environmental laws, policies, and community engagement processes.
* Experience working with governmental agencies, NGOs, or international organizations.
* Strong facilitation, analytical, and report-writing skills.
* Proven ability to manage stakeholder consultations and navigate complex socio-legal environments.
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| **7. Eligibility and Nationality**The consultancy is open exclusively to Liberian nationals, aligning with national capacity-building objectives.**8. Submission Requirements**Interested candidates or consulting teams should submit:* A detailed technical proposal outlining approach, methodology, and work plan.
* A financial proposal with a detailed budget.
* Curricula vitae of key team members.
* Relevant work samples, especially on similar projects.
* Contact information of references.
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| **EVALUATION CRITERIA**

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| Candidates will be evaluated based on:* **Technical expertise and experience (40%)**
* **Quality and feasibility of methodology/work plan (30%)**
* **Cost-effectiveness (20%)**
* **Past performance and references (10%)**

**ATTENTION:****Pescee T. Doe****Assistant Director, Procurement** **Environment Protection Agency (EPA)****4th Street, Sinkor****1000 Monrovia, 10 Liberia****P.O. Box 4024**or through email (**ptdoe@epa.gov.lr**), indicating in the subject area “**CONSULTANCY SERVICE to develop an Environmental Dispute Resolution (ADR) Mechanism for the Liberia EPA”.** Closing date for submission of EOIs is **4PM, August 28, 2025**. Any submission coming/received after this deadline will not be given consideration. Only submissions that meet the requirements/criteria as contained in the Request for Expression of Interest will be considered for evaluation.  |

**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. |
| **SELECTION CRITERIA**The EPA shall recruit the Consultant through an open, transparent, and competitive process and shall be guided by *inter alia* the Procurement and Public Concessions Act of Liberia. All contractors shall conform to the Government of Liberia’s laws on anti-bribery and anti-corruption. Notice is hereby issued to all interested candidates that failure to adhere to conflict-of-interest restrictions and anti-fraud and corruption rules constitutes grounds for potential debarment from future participation in procurement of goods, services, or works that may result from the Program. |