



**REPUBLIC OF LIBERIA
ENVIRONMENT PROTECTION AGENCY**

P.O. Box 4024
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1000 Monrovia, 10 Liberia



CROSS-CUTTING CAPACITY DEVELOPMENT PROJECT (CCCD)

Terms of Reference

REFERENCE NO: TOR/CCCD/EPA-2020-007

Project Title: Strengthening National Capacities to Meet Global Environmental Obligations
with the Framework of Sustainable Development Priorities

Job Title		National Consultant	
Division/Department		Environmental Protection Agency/EPA	
Programme/Project Number		GEF ID number: 9390 (Cross-Cutting Capacity Development Project/CCCD)	
Activity Result		Improved environmental educational curricula and youth civic engagement	
Assignment		Develop an awareness module for institutions on Rio Conventions mainstreaming, monitoring and evaluation	
Location		Monrovia, Liberia	
Reports to	National Project Director Executive Director, EPA	Consultancy Duration:	(SEVEN WEEKS)
1.0 BACKGROUND			
<p>The Environmental Protection Agency (EPA) through the United Nations Development Program (UNDP) obtained funding from the Global Environmental Facility (GEF) to support the Cross-Cutting Capacity Development (CCCD) Project for Liberia. The project will support the Government of Liberia to Strengthening National Capacities to Meet Global Environmental Obligations within the Framework of Sustainable Development Priorities. The project has four components:</p> <ol style="list-style-type: none"> 1. Integrated Environmental Knowledge Management System (EKMS) 2. Enhanced institutional and technical capacities for mainstreaming 			

3. Improving awareness of global environmental values
4. **Updating the National Capacity Self-Assessment (NCSA)**

The UNDP through the EPA as Implementing Entity (IE) intends to recruit the service of a **National Consultant**, to Develop an applicable awareness module for institutions on Rio Conventions mainstreaming, monitoring and evaluation. This project is in line with the GEF-6 CCCD Strategy objective 1, 3, and 5 which call for countries to: a) integrate global environmental needs into management information systems and monitoring, b) integrate MEA provisions into national policy, legislative, and regulatory frameworks, and c) update NCSAs, respectively. The goal of this project is for Liberia to make better decisions to meet and sustain global environmental obligations. This requires the country to have the capacity to coordinate efforts, as well as best practices for integrating global environmental priorities into planning, decision-making, and reporting processes. To this end, the objective of this project is to strengthen a targeted set of national capacities to deliver and sustain global environmental outcomes within the framework of sustainable development priorities. The project will be carried out via four linked components. **Component 1:** calls for the establishment of an integrated Environmental Knowledge Management System to meet global environment and sustainable development priorities, **Component 2: focuses on enhanced institutional and technical capacities to mainstream, develop, and utilize policies for implementation of the three Rio Conventions,** **Component 3:** works to improved environmental attitudes and values for the global environment, and **Component 4: is the updating of the National Capacity Self-Assessment (NCSA).** The project will take an adaptive collaborative management (ACM) approach to implementation, which calls for stakeholders to take an early and proactive role in the mainstreaming exercises, as well as to help identify and solve unexpected implementation barriers and challenges. By taking an ACM approach, project activities and outputs can be more legitimately modified and adapted to maintain timely and cost-effective project performance and delivery. As a National Implementation Modality (NIM) project, its management team will be seated at the EPA.

Activity Summary

The activities under this output will strengthen a set of key systemic capacities that will ensure the resilience of institutions mandated to meet environmental objectives by increasing a large number of environmentally-friendly adherents through the mainstreaming of Rio Conventions.

2.0 Assignment

The national consultant's duties and responsibilities shall be to:

- Develop an awareness module for institutions on Rio Conventions mainstreaming, monitoring and evaluation.
- Develop an accompanying.

Deliverables:

The key deliverables are described below.

1. Inception Report
2. Draft Awareness Module

3. Final Approve copy of the awareness module

The module will focus on raising awareness and the knowledge and skills that institutions require to mainstream, monitor and evaluate. It will include content on the following five areas:

Participant handbook for training. This handbook will act as a resource for the institutions throughout their participation in the mainstreaming of the Rio Conventions and beyond. It will enable them to continue to develop their skills and to train others

The curriculum must be highly interactive and participatory, using real life situations relevant to the Liberian context. Information provided will be age appropriate.

Functional Competencies:

- Excellent and effective research skills, communication (verbal and written) skills, including ability to prepare reports and conduct presentations by clearly formulating positions on issues, articulating options concisely conveying maximum necessary information, making and defending recommendations; ability to convey difficult issues and positions to the public.
- Good understanding and knowledge of environmental impact and strategic environmental assessments
- Have a considerable knowledge of the value of Rio Conventions to sustainable development and considerable knowledge of Liberia's environmental governance infrastructure.
- Good computer skills.

QUALIFICATION

Candidate must have at least (five) years of progressive work experience in awareness raising and awareness module development. Must have understanding and knowledge of environmental impact, mitigation and adaptation. History of performing similar task. The candidate must have a minimum MSc Degree in education, Environmental studies or related field. Must be a Liberian.

Other Requirements

Candidates is to submit his/her application or letter of intent with a detailed CV, supporting educational credentials, technical and financial proposal.

OTHER SKILLS

- Excellent team player with good interpersonal skills
- Ability to manage workload with minimum supervision
- Ability to work under pressure and tight deadlines
- Ability to accommodate additional demands at short notice
- Ability to work in a multi-cultural environment
- Oral communication/presentation skills
- Proactive mindset

All applications package must be attention to the below address in both soft and hard copy:

Rebecca E. Doo
Assistant Manager, Procurement
Environment Protection Agency (EPA)
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Or through email (**rdoo@epa.gov.lr**),” Closing date for submission of application is 4PM, October 15, 2020. Any submission coming/received after this deadline will not be given consideration. Only submissions that meet the requirement/criteria as contained in TOR will be considered for evaluation.

NOTE: This information is also posted on the below websites: www.emansion.gov.lr, www.ekmsliberia.info., www.epa.gov.lr, and local dailies.