



**REPUBLIC OF LIBERIA**  
**ENVIRONMENT PROTECTION AGENCY**  
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**CROSS-CUTTING CAPACITY DEVELOPMENT (CCCD)**  
**PROJECT**  
**Terms of Reference**  
**REFERENCE NO: TOR/CCCD/EPA-2020-006**

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

<b>Job Title</b>		National Consultant	
<b>Division/Department</b>		Environmental Protection Agency/EPA	
<b>Programme/Project Number</b>		GEF ID number: 9390 (Cross-Cutting Capacity Development Project/CCCD)	
<b>Activity Result</b>		Update assessments of capacity challenges to meet and sustain Rio Convention obligations, building upon GEF focal area enabling activities	
<b>Assignment</b>		Prepare and validate the methodology to update the NCSA and integrate the post-2015 SDGs.	
<b>Location</b>		Monrovia, Liberia	
<b>Report to</b>	<b>National Project Director Executive Director, EPA</b>	<b>Consultancy Duration:</b>	(SEVEN WEEKS)

## 1.0 BACKGROUND

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:

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 Prepare and validate the methodology to update the NCSA and integrate the post-2015 SDGs**. 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

This fourth component will update Liberia's NCSA that was prepared in 2005. This will serve to reinvigorate the consultative and collaborative approach developed under the NCSA to reconcile and integrate the capacities necessary to strengthen global environmental outcomes. This new NCSA will emphasize the underlying capacity development needs (systemic, institutional, and individual) that cut across the three Rio Conventions. The Capacity Development Action Plan will be formulated in a way that serves to reinforce parallel capacity building strategies and action plans. These activities were carried out in the last two years of the project, building on the assessments and work carried out in the first two years of the project, including the resource mobilization strategy and the lessons

learned study.

In particular, the updated NCSA will reflect post 2015- Sustainable Development Goals and the latest opportunities to strengthen priority foundational capacities for the global environment. The previous assessment was undertaken in 2006, and serves as a basis for the present project to strengthen targeted capacities. However, in the decade since the NCSA was undertaken, there have been a number of important policy and institutional changes that have emerged as a basis of the change in political leadership. The updating of the NCSA will serve as an opportunity to reconcile and update the current capacity challenges necessary to support the government's pursuit of sustainable development in tandem with the fulfillment of Rio Convention obligations.

A very important requirement in the execution of this component, as with the other activities of the other components, is to ensure that stakeholder engagement is broad-based among various agencies and ministries, academic and research institutions, private sector, non-governmental organizations, and civil society representatives.

## **2.0 JOB RESPONSIBILITIES:**

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

Prepare a methodology to update the 2005 NCSA and integrate the post 2015-SDGs.

The methodology must include the determination of the following indicators:

- Public awareness and education/training
- Institutions and institutional frameworks
- Political commitment
- Planning skills and resources, as well as structures at all levels of policy implementation
- Financial resources and economic framework
- Strategic plans and implementation
- Access to information
- Policies and legal frameworks
- Level of involvement of civil society
- Natural resources management systems
- Institutional capacities
- Mechanism for information processing and sharing
- Administrative and managerial capacities
- Institutional coordination;
- Policies and mechanisms to enable effective participation by especially non-state actors; at the national and local levels;
- Stakeholder participation in planning and decision-making processes

## **SCOPE OF ASSIGNMENT**

In the preparation of the methodology, the following line ministries and agencies must be considered:

1. Environmental Protection Agency
2. Forestry Development Agency
3. National fisheries Aquaculture Authority

4. Liberia Land Authority
5. Academia Institutions
6. Private sector
7. Environmental local and International NGOs
8. Central Agriculture Research Institute
9. Ministries of Agriculture, Mines and Energy, Transport, Internal Affairs, Education, Public Works, Commerce and Industry, Finance Development Planning, and Gender Children and Social Protection

**KEY DELIVERABLES:**

- Inception Report
- Draft copy of methodology to update 2005 NCSA that integrates post 2015 SDGs
- Final and approved methodology to update 2005 NCSA that integrates post 2015 SDGs

**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 ten (10) years of progressive work experience and good understanding and knowledge of environmental impact and strategic environmental assessments. History of performing similar task. The candidate must have a minimum MSc's Degree in Environmental studies or related field. Must be a Liberian.

**Other Requirements**

Candidates are to submit their application or letter of intent with 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)**  
**4<sup>th</sup> Street, Sinkor**  
**1000 Monrovia, 10 Liberia**  
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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](http://www.emansion.gov.lr), [www.ekmsliberia.info](http://www.ekmsliberia.info), [www.epa.gov.lr](http://www.epa.gov.lr), and local dailies.