



Task: Formulate appropriate by-laws and operational guidance to mainstream Rio Conventions and prepare Memoranda of Agreement on consultative and decision-making processes by relevant institutions on collecting, storing and sharing of environmental data, information and knowledge.

Application submission date:

Start Date: *Sept 26, 2019*
End Date: *Oct 4, 2019*

Assignment Duration:
October 16- November 1, 2019 (Two Weeks)

Assignment Location:
Monrovia

INTRODUCTION

The Natural Resources Management Institutions in Liberia have laws and policies that govern their operations. By-and-large they are all implementing activities that are related to the environment. It has been argued that Climate Change + Biodiversity Conservation + Sustainable Land Management = the Environment. However, the implementation process has not been coordinated and there has been weak collaboration. Meanwhile the CCCD project has increased the capacities of the different institutions to understand the three conventions through workshops, meetings, documents review and dialogues.

It was agreed by the technical representatives of the different institutions listed below that something must happen for larger commitment to be made in working together and sharing knowledge, raising awareness and implementing relevant interventions to promote implementation of the three Rio Conventions and achieve sustainable development. The implementation of the Rio Conventions requires a collaborative strategy and the scope of Rio cannot be determined with the results of this collaboration.

Stakeholders and their national mandates in the CCCD Project

| Stakeholder | National Mandate | Possible roles in project execution |
|-------------|--|---|
| EPA | The EPA protects the environment by implementing policy that ensures the long-term economic prosperity of Liberia through sustainable, social and economic development. The aim is to meet the needs of the present generation without undermining the potential of future generations. As its | As the executing government agency, the Ministry will be responsible for overall implementation of the project. |

| Stakeholder | National Mandate | Possible roles in project execution |
|--|--|---|
| | <p>key function, the EPA (Section 5 of the Environmental Protection Agency Act), is mandated to collaborate with line ministries and agencies to (i) coordinate, integrate, harmonize and monitor the implementation of environmental policy and integrate environmental concerns in overall national planning; (ii) collect, collate, and analyze basic scientific data and other information pertaining to pollution, degradation of ecosystems and on environmental quality and resource use, (iii) train and build the capacity of line ministries and agencies; and (iv) ensure the preservation and promotion of important historic, cultural and spiritual values of natural resource heritage and, in consultation with local authorities, enhance effective natural resource management plans and activities.</p> | |
| <p>Ministry of Internal Affairs</p> | <p>The Ministry of Internal Affairs is responsible for decentralization, progress, and development in Liberia. It also promotes and encourages communal farming, particularly seed production, as a means of ensuring food security.</p> | <ul style="list-style-type: none"> • Participation in capacity building working group meetings • Contribute to cross-sectoral integration • Contribution to national and regional level Rio Convention mainstreaming • Beneficiaries of mainstreaming activities • Beneficiaries of awareness raising and skill development activities |
| <p>Ministry of Lands, Mines and Energy</p> | <p>This ministry administers activities relative to land, mineral, water and energy. The Ministry formulates and implements policies and provides industry with information about Liberia's geology. It also works along with the Ministry of Agriculture and the</p> | <ul style="list-style-type: none"> • Participation in capacity building working group meetings • Contributions to capacity needs assessment • Participation in national stakeholders' fora |

| Stakeholder | National Mandate | Possible roles in project execution |
|-------------------------|--|---|
| | University of Liberia to conduct training and research on land rehabilitation. | <ul style="list-style-type: none"> • Contribution to the determination of appropriate environmental information channels and flow • Contribution to national level Rio Convention mainstreaming • Contribution to national level long-term mainstreaming strategy • Beneficiaries of mainstreaming activities • Beneficiaries of awareness raising and skill development activities |
| Ministry of Agriculture | The Ministry of Agriculture works to develop the agriculture sector through effective organizational structures and agricultural development programs. | <ul style="list-style-type: none"> • Participation in capacity building working group meetings • Contributions to capacity needs assessment • Participation in policy and finance core team • Participation in high-level policy dialogue events • Participation in national stakeholders' fora • Contribution to identify type and format of environmental information • Contribution to the determination of appropriate environmental information channels and flow • Contribution to national level Rio Convention mainstreaming • Contribution to national level long-term mainstreaming strategy • Beneficiaries of mainstreaming activities • Beneficiaries of awareness raising and skill development activities |
| Ministry of Transport | The Ministry of Transport establishes policy frameworks to ensure an effective and efficient service delivery, and infrastructure development. | <ul style="list-style-type: none"> • Participation in capacity building working group meetings • Contributions to capacity needs assessment • Participation in policy and finance core team • Participation in high-level policy dialogue events |

| Stakeholder | National Mandate | Possible roles in project execution |
|--|--|--|
| | | <ul style="list-style-type: none"> • Participation in national stakeholders' fora • Contribution to identify type and format of environmental information • Contribution to the determination of appropriate environmental information channels and flow • Contribution to national level Rio Convention mainstreaming • Contribution to national level long-term mainstreaming strategy • Beneficiaries of mainstreaming activities • Beneficiaries of awareness raising and skill development activities |
| Ministry of Finance and Development Planning | The Ministry of Finance and Development Planning formulates, institutionalizes and administers fiscal, economic development, and tax policies. | <ul style="list-style-type: none"> • Participation in capacity building working group meetings • Contributions to capacity needs assessment • Participation in policy and finance core team • Participation in high-level policy dialogue events • Participation in national stakeholders fora • Contribution to identify type and format of environmental information • Contribution to the determination of appropriate environmental information channels and flow • Contribution to national level Rio Convention mainstreaming • Contribution to national level long-term mainstreaming strategy • Beneficiaries of mainstreaming activities • Beneficiaries of awareness raising and skill development activities |
| Department of Rural Development | This department develops and implements strategies and programmes to improve the living conditions of the rural population. | <ul style="list-style-type: none"> • Participation in capacity building working group meetings |

Commented [CG1]: From which ministry? MIA?

| Stakeholder | National Mandate | Possible roles in project execution |
|-----------------------------------|---|--|
| Ministry of Commerce and Industry | The Ministry of Commerce and Industry develops policies for commerce and trade to facilitate private sector growth and innovations. | <ul style="list-style-type: none"> • Participation in capacity building working group meetings • Contributions to capacity needs assessment • Participation in policy and finance core team • Participation in high-level policy dialogue events • Participation in national stakeholders fora • Contribution to identify type and format of environmental information • Contribution to the determination of appropriate environmental information channels and flow • Contribution to national level Rio Convention mainstreaming • Contribution to national level long-term mainstreaming strategy • Beneficiaries of mainstreaming activities • Beneficiaries of awareness raising and skill development activities |
| Forestry Development Authority | The Forestry Development Authority is responsible for the sustainable management of forest and forest resources, and is charged with ensuring the effective governance and management of the country's protected areas system. | <p>They can support the project activities and also benefit from the project capacity building activities.</p> <ul style="list-style-type: none"> • Participation in national stakeholders fora • Participation in learning networks • Participation in learning activities |
| Land Authority | The Land Authority proposes, advocates and coordinates reforms of land policy, laws, and programs with the ultimate aim of ensuring equitable and productive access to the nation's land, both public and private, security of tenure in land and the rule of law with respect to landholding and dealings in land, and effective land administration and management. | <p>They can support the project activities and also benefit from the project capacity building activities.</p> <ul style="list-style-type: none"> • Participation in national stakeholders fora • Participation in learning networks • Participation in learning activities |

| Stakeholder | National Mandate | Possible roles in project execution |
|--|---|---|
| Liberia Reconstruction and Development-Committee | The Liberia Reconstruction and Development-Committee provides the Presidency with a means of enhancing partner coordination and internal government management. | They can support the project activities and also benefit from the project capacity building activities. <ul style="list-style-type: none"> • Participation in national stakeholders fora • Participation in learning networks • Participation in learning activities |
| Ministry of Public Work | The Ministry of Public Works provides basic social and physical services such as feeder roads, improved sanitation and piped water as a means to improve the livelihood of rural peoples. | They can support the project activities and also benefit from the project capacity building activities. <ul style="list-style-type: none"> • Participation in national stakeholders fora • Participation in learning networks • Participation in learning activities |
| National Bureau of Concession | Has the mandate to monitor concessions and report to the relevant ministries and National Legislature to inform decision-making. | <ul style="list-style-type: none"> • Participation in capacity building working group meetings |
| Ministry of Education | The Ministry of Education Liberia works to build a better future for the country's children by delivering quality and affordable education. | They can support the project activities and also benefit from the project capacity building activities. <ul style="list-style-type: none"> • Participation in national stakeholders fora • Participation in learning networks and activities • Will work with the EPA to formulate and integrate an environmental module into a subset to educational curricula (see output 3.4) |
| Local Government | These stakeholders are responsible for planning, development, and implementation at the community | Their roles would be to support the implementation of the project at the local levels. They can support the project |

Commented [CG2]: Can they also coordinate with EPA to ensure that when new concessions are put to tender they aren't environmentally damaging? i.e. go through this process before an investor is found.

Commented [CG3]: Is this MIA? Or community level?

| Stakeholder | National Mandate | Possible roles in project execution |
|---|--|--|
| | levels. They work closely with the NGOs and CBOs. | <p>activities and also benefit from the project capacity building activities.</p> <ul style="list-style-type: none"> • Participation in national stakeholders fora • Participation in learning networks • Participation in learning activities • Participation in improved data and information availability activities |
| NGOs | These non-state stakeholders are important partners for development. They provide financial and technical support. | <p>Their roles would be to work in collaboration with the EPA to implement activities of the project. Additionally, they can be potential financial or technical partners.</p> <ul style="list-style-type: none"> • Participation in learning events • Participate in developing strategy for replication and up-scaling of • Act as a vehicle for the introduction of new ideas • Represent the interests of the most vulnerable people in society • During project implementation, NGOs will participate in stakeholders' consultations; potentially provide financial or technical advice; and provide data and information. |
| Private Sector | This includes development project proponents and investors whose operations are regulated by the government law/policy in terms of environmental management. | <p>They can be potential financial and technical partners, and sources of data and information.</p> <ul style="list-style-type: none"> • Participation in national stakeholders fora • Participation in learning events |
| Central Agricultural Research Institute | The Central Agricultural Research Institute is the only research organization in the country that has been carrying out applied and adaptive research covering food and tree crops, livestock, aquaculture, and related areas. | <p>They can be potential financial and technical partners, and sources of data and information.</p> <ul style="list-style-type: none"> • Participation in national stakeholders fora <p>Participation in learning events</p> |

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| Stakeholder | National Mandate | Possible roles in project execution |
|---|--|---|
| Academia and Research Institutions | Technical and research institutes include national universities and research institutes involved in conservation, agriculture and rural development, and ministerial institutes such as the University of Liberia. | These stakeholders are essential for data networks and provision of information for the monitoring of progress; they may also provide technical inputs and can benefit from capacity building. They will ensure that the planning and decision making at all levels is based on the most current information. |
| Rural communities | This includes individuals who face the greatest threat from the negative impacts of climate change | <ul style="list-style-type: none"> • Participation in national stakeholders fora • Participation in learning events |
| Gender/ Ministry of Gender and Development | These include a range of social actors that serve to promote the interest of gender, such as the Ministry of Gender and Development. | <ul style="list-style-type: none"> • Participation in national stakeholders fora • Participation in learning events |
| International development and technical assistance partners | These partners are already involved in the Liberia with programmes, projects and financial assistance. These include multilateral (EU, IFAD, FAO, UNDP) and bilateral organizations (AFD/BMZ). | Their role would be to work in collaboration with the EPA to implement activities of the project. Additionally, they can be potential financial or technical partners, providing co-financing and needed data and information. |

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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) a

The UNDP through the EPA as Implementing Entity (IE) intends to recruit the service of a **Local Consultant**, who will Formulate appropriate by-laws and operational guidelines to mainstream Rio Conventions and prepare Memoranda of Agreement on consultative and decision-making processes by relevant institutions on collecting, storing and sharing of environmental data, information and knowledge.

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 goal of this activity is to improve the implementation of three Rio Conventions, i.e. United Nations Framework Convention on Climate Change (UNFCCC), United Nations Convention on Biological Diversity (UNCBD) and United Nations Convention to Combat Desertification (UNCCD), in Liberia through the development of national capacities to better coordinate and generate information related to the implementation of these Conventions.

1. Aim

- For the different arms of government of Liberia involved in the Management of Natural Resources to agree together to raise awareness of Climate Change, Biodiversity and Sustainable Land Management; to implement actions related to their operational policies and laws; to share knowledge to accelerate action actions to protect and restore ecosystems for climate change mitigation and adaptation, for biodiversity conservation and for sustainable land management.
- *Memoranda of Agreement on consultative and decision-making processes will be drafted and agreed upon on a yearly basis. More than one memorandum may be needed, and this will be decided during project implementation on the basis of need.*

2. Objectives

The objective of the Memorandum of Agreement is that those desired accomplishments can be reasonably delivered by the stakeholders after signing. The Memorandum should clearly identify and define what is expected from the stakeholders. The Objectives section of the assignment should describe desired achievements at different stages of the memorandum's lifecycle. It should also state the primary objectives of the Memorandum of Agreement, which must be achieved upon successful implementation completion.

The objectives are as follows:

1. Create a short statement to fit the needs of the immediate situation
2. To raise awareness amongst stakeholders
3. To enable Stakeholders to raise awareness of the Rio Conventions to the public
4. To provide decision makers in the different national entities with sufficient information necessary to make informed judgment regarding the performance of their institutions with regards Rio Conventions implementations
5. To ensure the Memorandum of Agreement remains relevant and reasonable in legal, economic and technical terms
6. State something to the effect that the parties will keep to negotiations in good faith to improve the agreement
7. For the different entities to implement their part of the Rio National Work plan which has been drafted and validated in a consultative workshop in Ganta in August 2019
8. The entities to agree in integrating their activities in their annual strategic plans
9. Review the Memorandum of Agreement with the different entities and ask if they see something that needs to be added or changes

3. Issues

The different Arms of the same Government are unable to legally enter into legally binding contract with each other; therefore, a non-binding Memorandum of Agreement is ideal as it can be terminated without legal consequences. The Memorandum of Agreement should state something to the effect that the participating parties will keep negotiating in good faith to improve the agreement

1. The Memorandum of Agreement must aid the participating Government institutions to clarify their roles and responsibilities
2. Manage their expectations with undertaking
3. Coordinate the sharing of information, awareness raising, sharing of knowledge, and implementation of practical actions to promote the implementation of the Rio Conventions

4. Methodology

1. Desktop review to identify stakeholders that are involved in the implementation of activities related to the Rio Conventions

2. A desktop review of the activities each stakeholder implement
3. Outline Key phases of the Rio implementation process
4. Outline the required level of stakeholder involvement that ensures smooth implementation
5. Outline the content and duration of the Memorandum activities and tasks
6. Outline the information collection tools to be used throughout the Memorandum for monitoring purpose.

5. Scalability

1. Describe how the partnership will operate and for what
2. Generate activities for the participating institutions
3. Describe the intent and purpose of the different entities working together or should be inherent in the document
4. Make sure the Memorandum is as large as appropriate. Include as many details as needed to implement related activities. Details like how to monitor and indicate that the Memorandum is working and is very important

Section 2

Purpose of the Assignment

1. Formulate appropriate by-laws and operational guidance to mainstream Rio Conventions and
2. Prepare and validate memoranda of agreement on consultative and decision-making processes by relevant institutions on environmental data collection, storing and sharing (EKMS)

Objectives

1. The consultant shall outline policy and institutional barriers that limit the integration of Rio Convention criteria and indicators into the formulation and implementation of communal development planning frameworks.
2. The consultant shall identify and describe the driving forces underlying environmental threats in Liberia
3. The consultant shall identify the roles and responsibilities of responsible institutions in the implementation of the Rio Conventions in Liberia.
4. The consultant shall outline the approaches, responsible institutions and instruments for integration of the Rio Conventions in development processes
5. The consultant shall lay bare steps that must be taken by the Government of Liberia to integrate climate change, biodiversity conservation, sustainable land management into national development and the instruments needed to achieve this;
6. Suggest proposals for government on the strategies it should use in order to be able to integrate the Rio Conventions into mainstream planning processes

7. The consultant shall describe the role of the Environmental Knowledge Management System in the implementation of the government's development process and to facilitate a Memorandum of Agreement between the NRM entities on its use to share data, information and knowledge between them
8. The consultant will prepare operational guidelines or bye-laws for the use of the Environmental Management System

Deliverables

1. A Report of comprehensive Operational Guidelines and two-year strategic work plan
2. Strategic Work plan for the Integration of Rio Conventions into National Development in Liberia
3. Prepare and submit (Print of) 2 Copies of the Memorandum of Agreement on the integration of the Rio Conventions for head of each entity
4. The consultant will submit operational guidelines or bye-laws for the use of the Environmental Management System.

Basic Requirements

1. Applicant must have At least 3 (three) years of experience in policy writing, planning and related areas
2. Must have knowledge and understanding of the legal frame work of the key environmental institutions and their mandate
3. Must have understanding of the three Rio Conventions and other multilateral environmental agreements,
4. Good writing skills

Individual Consultant who meets the requirements should submit application along with curriculum vitae (CV), technical and financial proposal.

The expression of interest with valid company seal and signature should be submitted by email to eduncan@epa.gov.lr/elladuncan22@gmail.com and copied to awesseh@epa.gov.lr

The CCCD will evaluate the proposals as per the procurement rule of the EPA and award the assignment based upon technical and financial feasibility. Only the successful applicant will be contacted for further process.

ATTENTION:

Human Resource Department
Environment Protection Agency (EPA)
4th Street, Sinkor
1000 Monrovia, 10 Liberia
P.O. Box 4024

Or through email (eduncan@epa.gov.lr/elladuncan22@gmail.com). Closing date for applications is 5 PM, September 4, 2019. Any application coming/received after this deadline will not be given consideration. Only short-listed candidates whose applications correspond to the above criteria will be contacted for an interview. NOTE: This information is posted on the following websites: www.emansion.gov.lr, www.epa.gov.lr, and EPA's bulletin board on 4th Street, Tubman Blvd, Monrovia.