



REPUBLIC OF LIBERIA
ENVIRONMENT PROTECTION AGENCY

P.O. Box 4024
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1000 Monrovia, 10 Liberia



GROSS-CUTTING CAPACITY DEVELOPMENT (CCCD) PROJECT

Terms of Reference

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

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|---------------------------------|--|---|----------|
| Job Title | | CCCD CHIEF TECHNICAL ADVISER (CTA) | |
| Division/Department | | National Climate Change Secretariat/NCCS Environmental Protection Agency/EPA | |
| Programme/Project Number | | GEF ID number: 10003 (Cross-Cutting Capacity Development Project/CCCD) | |
| Location | | Monrovia, Liberia | |
| Reports to | National Project Director Executive Director, EPA | Consultancy Duration: | 6 Months |

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 **Local Consultant**, who will administer the daily affairs of the project and lead efforts in the project implementation. 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.

Terms of Reference for the CCCD Consultant

Under general supervision of the Executive Director of the EPA, as Project National Director, the CCCD Chief Technical Advisor (CTA) duties and responsibilities include:

Duties and Responsibilities

- Provide technical support to the National Project Director, Project Manager and other government counterparts in the areas of project management and planning, management of site activities, monitoring, and impact assessment;
- Support the Project Manager in reviewing / assessing the work and deliverables of all consultants and sub-contractors, ensuring the technical quality assurance of the deliverables as well as the timely delivery of expected outputs;
- Support the Project Manager in preparing Terms of Reference/Request for proposals for consultants and sub-contractors, and assist in the selection and recruitment process;
- Support the Project Manager in coordinating the work of all consultants and sub-contractors and ensuring an effective synergy among the various sub-contracted activities;
- Provide technical support to the operationalization of the Knowledge Management framework and the online platform and overseeing the sharing of experiences and lessons learned with all institutional stakeholders and community based integrated conservation activities both nationally and internationally;
- Assist the National Project Director and Project Manager in liaison work with project partners, donor organizations, NGOs and other groups to ensure effective coordination of project activities;
- Support the Project Manager in documenting lessons from project implementation and make recommendations to the Steering Committee for more effective implementation and coordination of project activities;
- Assist the National Project Director and Project Manager in mobilizing staff and consultants in the conduct of a mid-term project evaluation, and in undertaking revisions in the implementation program and strategy based on evaluation results;
- Support the Project Manager in preparing and revising project action plans, work plans and financial plans;
- Assist the National Project Director and Project Manager in the preparation of the Combined Project Implementation Review/Annual Project Report (PIR/APR), inception report, technical reports, quarterly financial reports for submission to UNDP, the GEF, other donors and Government Departments, as required;
- Advise personnel responsible for marketing and communication, for documentaries, TV spots, guidebooks and awareness campaign, and review all communications and awareness raising material produced for technical soundness, clarity and conciseness, etc;
- Ensure that all lessons learnt in the mainstreaming of RIO Convention into the production sectors are incorporated into the online platform;
- Act as workshop / working group facilitator upon request; and
- Perform any other tasks as may be requested by the National Project Director and Project Manager.

Functional Competencies:

- Good knowledge of the RIO Conventions, including the political environment and legal statutes as they pertain to environment and development
- Knowledge of project adaptive management as applied to the RIO Convention
- Ability to work and act under pressure
- Sound decision making, impartiality, diplomacy and discretion
- Proven ability to establish priorities and to plan, organize, coordinate and monitor own work plan and provide advice and guidance to others; in-depth understanding of the RIO Convention; resourcefulness, sound judgment and decision-making skills

- Demonstrated sound judgment in resolving issues/problems; ability to proactively seek and recommend sound technical initiatives
- Ability to actively seek to improve programmes/services, offer new and different options to solve problems/meet declines
- Excellent and effective 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 senior officials
- Excellent interpersonal skills; ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity
- Effective negotiating skills and ability to work with others to reach mutually benefiting and lasting understandings
- Strong computer skills.

EXPECTED OUTPUTS

- Produce an approved assignment work plan;
- Update the existing multi-year work plan for the remainder of the project;
- Provide inputs to TORs for the Communication and Awareness consultancy and assist in bid evaluation;
- Submit the first mission report (2018) which should contain report on project activities, lessons learned, risk logs, risk management measures and compliance with logical framework;
- Technical assistance and backstopping for communication and awareness strategy;
- Submit the second mission report (2018);
- Provide timely technical inputs for the preparation of the Project Implementation Report;
- Technical assistance and backstopping for all project activities, providing comments on adequacy of deliverables, and compliance with logical framework of the project;
- Review and quality assurance of Management Plans for Fishing Reserves;
- Review of Training/Capacity Needs Assessment;
- Facilitate the final stakeholder Workshop to review the communication and awareness strategy;
- Quarterly report
- Final Report

EDUCATION

Postgraduate degree (Masters or PhD) in Environmental Science, Natural Resources Management with specific expertise in the Global Environmental Obligations with a good understanding of climate change, bio-diversity and sustainable land use; PhD is desirable but not a requirement.

Consultant Skills and Qualifications

- At least 7 years of professional experience in these related areas; climate change, biodiversity, and sustainable land.
- Experience in Sustainable Development will be an advantage;
- Demonstrable experience in implementing equivalent GEF or other multilateral donor-funded projects;
- Working experience with private sector and project national stakeholder
- Verbal Communication, Presentation Skills, Public Speaking, Written Communication, Oral Communication, Analytical Knowledge, Quantitative Skills, Problem Solving, Conflict Resolution, Research Skills, Interviewing Skills, Team Management, Interpersonal Skills, Report Writing, Financial Analysis, Certified Consultant Training, Basic Computer Literacy

EXPERIENCE

- A minimum of 7-10 years of progressive and relevant experience in the field of Research, project implementation, demonstrated experience and knowledge in writing policies and analysis
- Demonstrated knowledge of the RIO Conventions
- Knowledgeable about the enabling activities under the RIO Conventions
- Demonstrated Knowledge of developing a strategic environmental framework
- Very good experience with project development, implementation or management
- Experience in policy development process associated with adaption and mitigation issues in relation with environment, climate change, sustainable development and the RIO Convention
- Experience in working and collaborating with government institutions, UNDP and private sector
- Extensive working experience in Liberia
- Excellent knowledge of English including writing and communication skills
- Posses excellent technical skills in socio-economic and project performance assessment
- Ability to write clearly and concisely, and have sound quantitative skills (managing, analyzing and interpreting data)
- Experience on planning, monitoring and evaluation and having good computer knowledge on database software like MS, power point & Excel
- Detailed knowledge familiarity in the five major areas of stakeholder engagement, information and knowledge, policy and legislation development, management and implementation, and monitoring and evaluation
- Experience working with best practices for integrating global environmental priorities into planning, decision-making, and reporting processes
- Strong analytical skills
- Excellent research skills
- Ability to lead large teams and inspire other staff members to think creatively

IMPLEMENTATION ARRANGEMENTS

Under the supervision of Executive Director of the EPA, the CCCD Chief Technical Adviser the Chief Technical Adviser (CTA) will be responsible for technical quality control of project deliverables/outputs as well as provide support through advisory and capacity building services for the “RIO Convention” project, he/she will support the Project Management Unit (PMU) in developing Annual Work Plan and overall strategy for dynamic implementation by providing an international perspective on sustainable development. He/she will provide technical inputs, trainings, prepare/review of Terms of Reference and review the outputs and deliverables of consultants and other sub-contractors, build capacities and provide technical support to stakeholders in the areas of Integrated global environmental needs into management information systems and monitoring, Multilateral provisions into national policy, legislative and regulatory framework, and update National capacity self-assessment respectively.

SUBMISSION OF APPLICATIONS

Interested candidates should send a one-page cover letter-expression of interest (EOI), indicating suitability for the post, as well as a CV to the Environmental Protection Agency. All interested candidates are to address their letter of applications and curriculum vitae to the below address:

ATTENTION:

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

or through email (hrepa@epa.gov.lr), indicating in subject area “Application for CCCD Chief Technical Adviser (CTA)t Closing date for applications is **4PM July 22, 2018**. Any application coming/received after this decline 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 also posted on the below website: www.emansion.gov.lr