



**REPUBLIC OF LIBERIA**  
**ENVIRONMENT PROTECTION AGENCY**  
 P.O. Box 4024  
 4<sup>th</sup> Street Sinkor, Tubman Boulevard,  
 1000 Monrovia, 10 Liberia



**CROSS-CUTTING CAPACITY DEVELOPMENT (CCCD) PROJECT**  
**Terms of Reference**  
**REFERENCE NO: TOR/CCCD/EPA-2020-004**

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

<b>Job Title</b>		EKMS Officer/Information Technologist	
<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>			
<b>Assignment</b>		<b>Monitor and supervise the Environmental Knowledge Management System</b>	
<b>Location</b>		Monrovia, Liberia	
<b>Reports to</b>	<b>National Project Director Executive Director, EPA</b>	<b>Consultancy Duration:</b>	Six Months renewable base performance

**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) a

The UNDP through the EPA as Implementing Entity (IE) intends to recruit the service of a **Local**

**Consultant**, who will monitor and supervise the integrated environmental knowledge management system reporting the Rio. The 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.

### **2.0 JOB RESPONSIBILITIES:**

#### **Duties and Responsibilities EKMS Officer (Information Technology Specialist)**

The Environmental Knowledge Management Officer shall oversee

- The day-to day running of the EKMS in collaboration with the project manager
- Under the supervision of the Project Manager, he/she will work with the national Rio Convention specialists, as well as with the relevant information technology managers in the different departments to network the EKMS with their information systems.

- The specialist will apply technical expertise to the implementation, monitoring, and maintenance of the EKMS.
- Identifying EKMS Officers and knowledge brokers capacity needs of stakeholders' institutions.
- Ensure the collection, validation and uploading of all environmental data, and information generated.
- Assess and ensure that hardware provided to stakeholders' institutions are used according to specification.
- Provide concrete recommendations to strengthen the efficiency and effectiveness of the EKMS
- Ensure that the EKMS remains running and accessible.

### **3.0 SCOPE of Work**

- a) Work with all line ministries and agencies, NGOs whose websites are integrated into the EKMS

#### **Functional Competencies:**

- 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 the public.
- Excellent ability to diagnose and solve information technological problem

#### **Expected Outputs**

The EKMS officer shall Report monthly, and quarterly all progress, challenges and issues pertaining to the working of the EKMS.

#### **EDUCATION QUALIFICATION AND EXPERIENCE**

Candidate should hold a Bachelor Degree in Information Technology. He/she must have at least 3 years of progressive work experience, including network analysis, system administration, security and information assurance, IT audit, database administration, and web administration.

**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

**Duration of the assignment and enumeration**

This assignment starts immediately the consultant is selected and issued a contract. The assignment ends December 31, 2020 and is renewable based on performance.

**ATTENTION:****ATTENTION:**

**Rebecca E. Doo**

**Assistant Manager, Procurement**

**Environment Protection Agency (EPA)**

**4<sup>th</sup> Street, Sinkor**

**1000 Monrovia, 10 Liberia**

**P.O. Box 4024**

or through email ([rdoo@epa.gov.lr](mailto:rdoo@epa.gov.lr)), indicating in subject area. Closing date for submission of application is 1PM, June 12, 2020. Any submission coming/received after this deadline will not be given consideration. Only submissions that meet the requirement/criteria as contained in Terms of reference will be considered for evaluation. The application must include CV, credentials.

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.