



**REPUBLIC OF LIBERIA
ENVIRONMENTAL PROTECTION AGENCY**

4th Street Sinkor, Tubman Boulevard
1000 Monrovia, 10 Liberia
P.O. Box 4024

**CALL FOR EXPRESSION OF INTEREST
TO PROVIDE CONSULTANCY SERVICE**

REFERENCE NO: EOI/E&E/EPA-2023-003

**CONSULTANCY AND CONSTRUCTION SERVICE FOR CSO/FIRM TO
CONSTRUCT AND PROCURE INITIAL PRODUCTION MATERIALS FOR
ONE ECO-STOVE CENTER IN GBARPOLU COUNTY**

TERMS OF REFERENCE FOR CSO/FIRM

Job Title	National Specialize CSO/Firm in Eco-stove Construction and Production		
Division/Department	Energy & Environment/Environmental Protection Agency/EPA		
Program/Project Number	00126149		
Activity Result	A fully functional Eco-stove production center in Gbarpolu County		
Assignment	To construct a fully functional Eco-stove center for the women of Gbarpolu County and procure initial materials for the eco-stove production		
Location	Gbarpolu County, Liberia		
Reports to	Energy & Environment Coordinator/EPA-UNDP	Consultancy Duration:	3 months (May 1– August 1, 2023)

BACKGROUND

The Environmental Protection Agency (EPA) through the United Nations Development Program (UNDP) Energy & Environment Program/Country Program Support intends to support the Government of Liberia through the Environmental Protection Agency to construct a fully functional Eco-stove center for the women of Gbarpolu County and procure initial materials for the eco-stove production.

Clean and reliable energy help to reduced Carbon dioxide emissions, improved health resulting from reduced indoor air pollution, create employment opportunities such as stove manufacturing, distribution, solar

assembly etc. Eco-stove provides an affordable alternative to gas and electronic stoves yet maintaining the same technological advantages. The use of Eco-stoves does the following:

- Reduces deforestation by a significant percentage by promoting the use of reusable stone stoves
- Produces a more energy efficient cook stove that delivers immediate environmental, social, economic and technological benefits to the end user
- Helps the user achieve energy independence
- Reduces landfill by promoting the processing of household waste into bricks which can be used as fire starters for the eco stoves
- Fights poverty by promoting skills development in both the unemployed youth and women
- creates employment, apprenticeship and entrepreneurial opportunities through the manufacturing, distribution, maintenance of eco-stoves
- Reduces cooking cost up to a significant percentage by using reusable volcanic rocks
- Promotes good health by the use of smoke free eco-stoves across the developing world suffering from indoor air pollution through inefficient cook-stoves and the added benefit of light bulbs on the eco-stoves providing the lighting solution in areas without electricity instead of kerosene lamps

Eco-stoves use reusable volcanic rocks to cook. The volcanic rocks retain heat much longer than any other fuel. Bricks are used as fire starters and solar is used to power the inbuilt air system that runs forced air to the stones thus increasing combustion. It is a new concept in the country and on the continent although much awareness has not been achieved towards its production, importance and usage.

In Liberia, there is a slow past rise of clean cook-stoves; although they all use biomass as their source of fuel which still contributes to the high rate of deforestation. The initiative also includes the use of bricks which are the source of energy and the stoves have been heavily insulated with clay to retain the heat. A few Liberians depend on biomass stoves to cook. These include charcoal, bricks and firewood users.

The use of eco-stoves ensure that cooking is healthy, efficient and eco-friendly for everyone, regardless of socio-economic status. Billions of people in developing countries do not have access to electricity and gas. They cook with biomass and often on unhealthy and inefficient fires. Research has shown that women spend hours daily gathering fuel, and families can spend up to 30% of their monthly income on fuel, forcing them into energy poverty. Fuel production also contributes greatly to deforestation. Eco-stoves/cook-stoves and solar products offer a reliable and affordable solution! These products completely eliminate the need for kerosene.

Pursuant to this, with support from the United National Development Program (UNDP), the EPA intends to hire a CSO/Firm to construct a fully functional Eco-stove center for the women of Gbarpolu County and procure initial materials for the eco-stove production. Considering this, the UNDP through the Energy & Environment Unit of the EPA requests a CSO/Firm's services to collaborate with the EPA in achieving this objective.

With the plethora of challenges, the Energy and Environment (E&E) program seeks to support the Government's efforts in achieving diversified and inclusive economic growth through investments in sustainable and environmentally friendly agriculture, food security, job creation and improved resilience to climate change and natural disasters. UNDP works to empower the population and build a resilient nation.

It supports the government to develop and implement interventions aimed at improving the lives of the people, including women, youth and People with Disability (PWD).

Through its Energy and Environment (E&E) Program, UNDP supports the government through its relevant Ministries, Agencies and Commissions (MACs) to address environmental issues and mitigate their impacts to support the collective growth and development of the country.

Contract and Reporting Requirements

The CSO/Firm will be hired against a performance-based contract for three (3) Months. It will report to the Executive Director of the EPA through the Coordinator of the EPA-UNDP Energy & Environment Unit. The CSO/Firm shall submit the reports summarized below, for the respective period(s). All documents/reports should be issued in English, submitted in both hard and electronic copies.

- **Monthly Progress Reports:** The CSO/Firm shall prepare concise reports with the relevant information on progress, highlighting achievements, emerging issues that need to be clarified with the client and recommendations.
- **Final Report:** Before the end of the assignment: The CSO/Firm shall submit a final report detailing all the activities undertaken. The report should outline achievements, issues and lessons learnt.

Scope of Work and Tasks

The CSO/Firm will have the following responsibilities:

- To construct one eco-stove production center in Bopolu, Gbarpolu county. The center will be used by women trained in 2022 in eco-stove production.

Job Responsibilities:

The firm will construct one eco-stove production center in Bopolu for women trained in 2022 by UNDP.

Functional Competencies:

- Demonstrate functional competence in the construction and production of eco-stoves
- Demonstrate functional experience in skill to train people in the production and use of eco-stoves

Key Expected Results

Construction of a fully functional eco-stove production center in Bopolu and procurement of initial production materials.

Output

The CSO/Firm will achieve the following deliverables:

- 1) One eco-stove production center in Bopolu, Gbarpolu County

QUALIFICATION

Education:

- Demonstrate functional competence in the production of eco-stoves
- Demonstrate functional experience in skill to train people in the use of eco-stoves
- Key staff with not less than Bachelor degrees in the Social Sciences/Environmental Sciences

Experience

- More than five (5) years of demonstrated functional experience in eco-stoves production.
- Experience performing similar services requested.
- Documented social skills and networking capabilities is an advantage.
- Experience in management and organizational development.

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
- Experience in working with the EPA, UNDP funded activities/projects or other INGOs

SELECTION CRITERIA

The EPA shall recruit the National Consultant/Firm through an open, transparent and competitive process and shall be guided by inter alia the Procurement and Public Concessions Act of Liberia. All contractors shall conform to the Government of Liberia's laws on anti-bribery and anti-corruption. Notice is hereby issued to all interested candidates that failure to adhere to conflict-of-interest restrictions and anti-fraud and corruption rules constitutes ground for potential debarment from future participation in procurement of goods, services or works that may result from the program.

ATTENTION:

Mr. Pescee T. Doe

Assistant Manager/Procurement

Environment Protection Agency (EPA)

4th Street, Sinkor

1000 Monrovia, 10 Liberia

P.O. Box 4024

or through email (ptdoe@epa.gov.lr), indicating in the subject area “**CONSULTANCY AND CONSTRUCTION SERVICE FOR CSO/FIRM TO CONSTRUCT AND PROCURE INITIAL PRODUCTION MATERIALS FOR ONE ECO-STOVE CENTER IN GBARPOLU COUNTY**”. The closing date for submission of TORs is 4 PM, April 21, 2023. Any submission coming/received after this deadline will not be given consideration. Only submissions meeting the requirement/criteria in the Request for Expression of Interest will be considered for evaluation. The application package must include CV of key staff, Technical, and Financial Proposals.

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