



REPUBLIC OF LIBERIA  
**ENVIRONMENTAL PROTECTION AGENCY**  
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**CALL FOR EXPRESSION OF INTEREST  
 TO PROVIDE CONSULTANCY SERVICE**

**CONSULTANCY SERVICE TO DEVELOP A NATIONAL FIRE  
 PREPAREDNESS AND RESPONSE PLAN**

**TERMS OF REFERENCE FOR NATIONAL CONSULTANT**

<b>Job Title</b>		National Consultant	
<b>Division/Department</b>		Environmental Protection Agency/EPA	
<b>Programme/Project Number</b>		UNDP Energy & Environment Program/Country Program Support	
<b>Activity Result</b>		National Fire Preparedness and Response Plan Developed, Validated and Printed	
<b>Assignment</b>		To develop, validate and print a National Fire Preparedness and Response Plan	
<b>Location</b>		Monrovia, Liberia	
<b>Reports to</b>	<b>Energy &amp; Environment Coordinator/EPA-UNDP</b>	<b>Consultancy Duration:</b>	6 weeks

**BACKGROUND**

The Environmental Protection Agency (EPA) is the principal authority in Liberia responsible for the management of the environment; coordinate, monitor, supervise and consult with relevant stakeholders on all activities in the protection of the environment and sustainable use of natural resources.

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 (EPA) to develop, validate and print a National Fire Preparedness and Response Plan.

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 Disabilities (PWD). Through its Energy and Environment (E&E) Programme, 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.

It is in this regard that the Environmental Protection Agency (EPA) of Liberia through its Energy & Environment Unit of the EPA requests the services of a National Consultant to work in collaboration with National Disaster Management Agency (NDMA) and the EPA to draft a National Fire Preparedness and Response Plan, containing associated cost that will be validated and printed.

According to the National Disaster Risk Reduction and Resilience Strategy 2020-2030, Fire is defined as a rapid persistent chemical reaction that releases heat and usually light. Monrovia particularly has experienced several fires outbreaks causing deaths, injuries and destruction of properties. The fire in Paynesville in which 28 persons died on September 19, 2019, are classic examples. Most of the fire in Liberia are triggered by careless use of candles, mosquito coils, matches, electrical shocks, and generator. Fires are one of the most frequent hazards in Liberia, which causes the loss of life, injuries and destruction of properties. The statistics of historic disasters shows that Fire outbreaks in Liberia are very high during the dry season as compared to the rainy season. Communities in Monrovia particularly West Point, Logan Town, New Kru Town, Doe Community, point four (4), Clara Town, Duport Road, Matadi Communities, Paynesville, Vai Town, Old road and Gardnerville are the hardest hit Fire Prone communities in Liberia.

Fire outbreaks can create a variety of hazards for people in the impacted area. Preparing before an emergency incident plays a vital role in ensuring that they have the necessary equipment, know where to go, and know how to keep themselves safe when a fire incidence occurs.

The Liberia National Fire Services (LNFS) was established to safeguard life and property from scourge of destructive fire, across the length and breadth of the country, as well as to promote efficient fire prevention services. (<http://moj.gov.lr>). However, this entity faces serious challenges ranging from robust National Fire Preparedness and Response Plan, equipment and human resource capacity.

The National Fire Preparedness and Response Plan should be guided by the following key questions:

1. How and why is it important to the people of Liberia?
2. How is it going to enhance the mitigation of risks associated with fire outbreaks (if at all)?
3. What challenges and opportunities does such National Fire Preparedness and Response Plan holds for the Country?
4. Are there special issues which affect the environment and the development of the Country that require attention and new management approaches?
5. How will different policy choices/strategies affect the future of the country and its citizens?
6. What are the current exposure and vulnerability levels compared to coping capacity of Liberia as it relates to fire outbreaks?
7. What are the existing fire preparedness infrastructures that could serve as baseline for investment into Liberia's fire resilient programs?

8. What can be done to ensure that environmental value is retained/enhanced so as to ensure that the lives of the population are improved?

### **Contract and Reporting Requirements**

The Consultant will be hired against a performance-based contract for Six (6) weeks. He/she will report to Coordinator of the EPA-UNDP Energy & Environment Unit. The Consultant shall submit the reports summarized below, for the respective period(s) and share same with the NDMA. All documents/reports should be issued in English, submitted in both hard and electronic copies.

- Monthly Progress Reports: The Consultant shall prepare weekly 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 Consultant shall submit a final report detailing all the activities undertaken. The report will outline achievements and issues and lessons learnt.

### **Objective of the Assignment**

The objective of this assignment is to draft the National Fire Preparedness and Response Plan, and conduct stakeholders' validation workshop and print final copy. The Plan should contain a cost.

### **Scope of Work and Responsibilities**

The Consultant will have the following responsibilities:

- Review current National Fire Preparedness and Response Plan, reports and other complementary documents, and proffer necessary recommendations and amendments
- Identify and develop stakeholders' engagement roadmap
- Conduct assessment of the current National Fire Preparedness and Response Plan and suggest contemporary revise
- Support the validation of the documents
- Support all other works of the Unit leading to the production of the National Fire Preparedness and Response Plan

### **Job Responsibilities:**

1. Review and revise the current National Fire Preparedness and Response Plan, ensuring it is align with the country national policy.
2. Develop separate associated financial cost.
3. Arrange stakeholders' workshop to validate these documents

### **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.
- Have a considerable knowledge of research and proposal development

### **Key Expected Results**

The National Fire Preparedness and Response Plan containing financial cost component will be developed, stakeholders' validation workshop conducted and final copies produced.

### **Performance Monitoring Indicators**

- National Fire Preparedness and Response Plan containing cost component produced and validated
- Minutes of stakeholder(s) consultations
- Stakeholders' validation workshop report
- Copies of National Fire Preparedness and Response Plan containing cost printed and submitted
- Minutes of stakeholders' inception meeting

### **Output**

The Consultancy will achieve the following deliverables:

- Identifying key stakeholders and their interests and concerns in relation to the assigned task.
- Ensuring that stakeholders understood the importance of the National Fire Preparedness and Response Plan and received information thereof.
- Informing and involving affected and interested individuals and organisational stakeholders in the development of the National Fire Preparedness and Response Plan and to incorporate their concerns in the preparation of the document.
- Ensuring that stakeholders have access to information about the document development process.

### **QUALIFICATION**

#### **Education:**

- Master's Degree in Disaster Management, Environmental Management, Climate Change/Sustainable Development, Public Policy, Development Studies, and related Social Sciences Experience.
- Not less than five (5) years of documented experience of working in related field of study in regions across the world, especially in Liberia and West Africa.

- Knowledge and experience in various jurisdiction of Policy especially in Disaster Management, Environmental Management, Climate Change/Sustainable Development, Public Policy, and Development.
- Knowledge of capacity development, and Policy Analysis.
- Documented social skills and networking capabilities is an advantage; Experience in management and organizational development.
- Experience of working in fragile states and/or post-conflict countries.
- Excellent ability to communicate clearly in written and spoken English.

**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 or UNDP funded activities/projects

Mr. Pescee T. Doe

**Assistant Manager/Procurement**

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or through email ([ptdoe@epa.gov.lr](mailto:ptdoe@epa.gov.lr)), indicating in subject area “**Consultancy Service to develop, validate and print a National Fire Preparedness and Response Plan**”. Closing date for submission of EOIs is **4PM, August 24, 2023**. Any submission coming/received after this deadline will not be given consideration. Only submissions that meet the requirement/criteria as contained 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](http://www.emansion.gov.lr), [www.ekmsliberia.info](http://www.ekmsliberia.info)., [www.epa.gov.lr](http://www.epa.gov.lr), [www.unpd](http://www.unpd).and local dailies.