



REPUBLIC OF LIBERIA
ENVIRONMENTAL PROTECTION AGENCY
 4th Street Sinkor, Tubman Boulevard
 1000 Monrovia, 10 Liberia
 P.O. Box 4024



Job title		Project Coordinator	
Procuring Entity		Environmental Protection Agency (EPA)	
Programme/Project		Monrovia Metropolitan Climate Resilience Project (MMCRP)	
Activity result		Effective coordination and management of the Project	
Assignment		To provide project management support to MMCRP activities and the PMU	
Location	Monrovia, Liberia	Duration	1 year; renewable each year based on performance

BACKGROUND

Liberia's capital Monrovia is particularly vulnerable to climate effects, namely sea level rise and the increased frequency of high-intensity storms. This has resulted in coastal erosion and shoreline retreat, which threatens the sustainability of ecosystem services and directly impacts Monrovia's fishery-based livelihoods. In 2016, the Government of Liberia through the EPA in partnership with the United Nations Development Program (UNDP) Liberia Country Office submitted a joint proposal to the Green Climate Fund (GCF) for the Monrovia Metropolitan Coastal Resilience Project (MMCRP or Project). The Environmental Protection Agency of Liberia (EPA) is the Executing Entity for the Project which is financed by GCF grant of USD\$17 million and co-financed by UNDP and the Government of Liberia (GoL).

The core aim of the Project is to build the long-term climate resilience of coastal communities in Liberia by both addressing immediate adaptation priorities and creating an enabling environment for upscaling coastal adaptation initiatives to other parts of Monrovia and Liberia. This will be done through interventions in three interrelated focus areas of: i) coastal protection; ii) coastal management; and iii) diversified climate-resilient livelihoods. The Project includes an infrastructure component for the construction of a rock revetment to protect West Point against coastal erosion and storms. The Project is expected to run from 26 June 2021 to 25 June 2026.

The Project interventions will also focus on activities such as coastal protection, comprehensive, long-term planning for coastal zone management and the strengthening of local livelihoods — in conjunction with strong awareness-raising and knowledge management considerations and will address both the immediate and long-term impacts of climate change on the coast of Monrovia and facilitate the potential for upscaling these initiatives across Liberia. The Project will also catalyze a paradigm shift in the management of Monrovia's coastal zone towards an integrated, transformative and proactive approach that addresses current and anticipated climate change risks and which mixes both infrastructure (where necessary) and coastal ecosystems in adaptation efforts.

The Environmental Protection Agency as the National Designated Authority (NDA) and focal entity for the management of the environment and natural resources in Liberia is empowered to coordinate,



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monitor, supervise and consult with relevant stakeholders on all activities in the protection of the environment and sustainable use of natural resources. The EPA, in close collaboration with the Ministry of Mines and Energy (MME), Ministry of Finance and Development Planning (MFDP), the Ministry of Public Works (MPW) will implement the MMCRP through a Project Management Unit, based at the EPA. The UNDP, as an Accredited Entity to the GCF will provide oversight and quality assurance support services to the MMCRP.

The Project Management Unit (PMU) will assist the implementation of the Project with support from the EPA and UNDP. The PMU staff will be hosted at the EPA and will report to the Executive Director/CEO of the EPA and the UNDP Liberia Resident Representative. The Project Coordinator will run the project on a daily basis and provide strategic guidance and direction to the Project Board and the PSC, the Executive Director/CEO of the EPA, the UNDP Liberia Resident Representative and the National Project Director.

OBJECTIVE

The Project Coordinator's primary responsibility is to ensure that the Project delivers the results specified in the Project Document, to the required standard of quality and within the specified constraints of time and cost.

The Project Coordinator will manage the day-to-day activities of the PMU and other stakeholders involved in the implementation of the Project by providing technical, management and coordination support. He/she will be working closely with a project team composed of the Chief Technical Advisor, Coastal Engineer, Administrative and Financial Officer, the Procurement Expert, the Procurement Assistant, Gender Officer, Safeguards Officer, Monitoring and Evaluation Officer and Driver. The Project Coordinator will also follow up on all activities of the Project Technical Sub-Committee, which is composed of technicians and civil society representatives.

DUTIES AND RESPONSIBILITIES

Under the guidance and direction of the Project Board¹ and the supervision of the Executive Director/CEO of the EPA, the Project Coordinator shall perform the following duties and responsibilities:

- Support the project start-up process, including the hiring of key staff, the establishment of governance structure of the Project, planning of kick-off meetings, and guidance on GCF policies and monitoring requirements;
- Tracking compliance of project implementation with GCF policies, UNDP civil works policies and safeguards, project performance, targets and indicators, logical framework, work plans and budget through regular reporting and on-site supervision missions;
- Liaise with project staff to receive, review and synthesize monitoring information to support adaptive management and ensure timely compliance with internal and GCF monitoring and reporting requirements, especially to produce the GCF annual performance reports (APRs);
- Build solid relationships throughout the organization to support a successful implementation of

¹ The National Climate Change Steering Committee chaired by the Ministry of Finance, Development and Planning.



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the Project;

- Work closely with the Administrative and Financial Officer on matters related to the budget, cash disbursement, sub-granting to potential partners to ensure GCF policies are applied and GCF requirements are followed;
- When required, based on the Project calendar, lead the project evaluation process from the drafting of the terms of reference to the acceptance of the Final Report by the GCF;
- Lead the day-to-day communication with co-implementing and co-executing partners to ensure a high level of coordination;
- Prepare any required updates/summaries on the Project and participate in project-related meetings with the GCF, GoL, Responsible Parties etc;
- Managing staff and overseeing the day-to-day activities of the PMU related to the management and implementation of the Project, including procurement, project monitoring and evaluation, financial management, progress and financial reporting and related project activities;
- Supervise PMU staff in the performance of their respective duties and responsibilities and ensure the efficient functioning of the PMU;
- Ensure that clear working arrangements are established for coordination between the EPA, the Responsible Parties and the UNDP;
- Ensure that all management, financial, accounting and procurement functions and duties are orderly conducted;
- Overall supervision of project activities and undertake project monitoring;
- Support the delivery of quality project outputs through quality preparation of annual and quarterly work plans, including budgets;
- Plan the activities of the Project and monitor progress against the approved work-plans and budget;
- Monitor events as determined in the project monitoring schedule plan, and update the plan as required;
- Ensure that the inputs are relevant to the activities, and the activities are relevant to the results and ensure that value for money is observed throughout the project implementation, including compliance to guidelines for allowable expenses at established rates;
- Participate and represent the PMU as non-decision-making member in the PSC and serve as secretary of the Committee;
- Draft Terms of References and management of local and foreign consultants, monitoring progress on deliverables under those contracts and providing feedback as necessary, and coordination of the work of the consultants consistent with the overall project implementation plan.
- Manage requests for the provision of financial resources by UNDP, through advance of funds, direct payments, or reimbursement using the FACE (Fund Authorization and Certificate of Expenditures);
- Monitor financial resources and accounting to ensure accuracy and reliability of financial reports;
- Manage and monitor the project risks initially identified and progressively provide management updates and submit new risks if any to the Executive Director/Chief Executive Officer of the EPA and the PSC for consideration and decision on possible actions if required; and
- Prepare and submit for approval to the PSC, the multi-year, annual and the quarterly work plans as well as the annual review report.



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EXPECTED OUTPUTS AND DELIVERABLES

The Project Coordinator will be expected to deliver:

- Initial implementation documentation such as the Project Document, Technical reports, Pre-PAC and PAC reports for onward submission to the GCF;
- Ensure effective project management and reporting on results and finances on a quarterly and annual basis to the EPA, the PSC and the UNDP as required;
- Timely facilitation of decision-making processes for the Project; and
- Implementation of project-related lessons, best practices and evaluation on the course of the Project.

INSTITUTIONAL ARRANGEMENTS

The Project Coordinator shall report to the Executive Director/CEO of the EPA. The Executive Director/CEO of the EPA shall be responsible to submit reports on behalf of the PMU to the MME, PSC, UNDP and the Project Board.

Project reporting shall be undertaken at four levels:

1. **EPA/National Project Director:** the Project Coordinator shall be responsible for drafting reports on PMU activities and the respective activities of the Responsible Parties to the Executive Director/Chief Executive Officer of the EPA and the National Project Director as required for review by the PSC before being issued;
2. **Project Steering Committee:** Reporting shall be monthly, based on the minutes from the PSC highlighting: progress for the period; issues being managed; escalations to the Project Board and progress planned next period and/or aligned with the frequency of the Project Steering Committee meetings.
3. **Project Board:** Minutes and actions will be recorded for each Project Board meeting. Any additional reporting requirement shall be at the discretion of the Project Board.
4. **UNDP:** as the Accredited Entity, the UNDP shall receive quarter, annual and the final project terminal evaluation reports and other documentation related to project closure activities from the Executive Director/CEO of the EPA or as required by the GCF.

The Project Coordinator shall be recruited for a period of 1 year (12 months) under a Service Contract renewable yearly based on satisfactory performance for a period of 6 years. The EPA reserves the right to rescind the contract during that period should performance of the Project Coordinator not meet its requirements.

QUALIFICATIONS

Education

- A minimum of a Master's degree in project management; environmental management; natural resources management; accounting, economics, law, public administration; or related discipline.

Experience



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- At least 7 years working experience in the environment and climate change; natural resources management; project management sector in a development context.
- Good management and coordination skills, with experience of at least 5 years in project implementation and management and strategic management.
- Good experience in project workplan development, monitoring and evaluation plan development, report writing, budget and project expenditure management.
- Very good working knowledge in computer (especially Microsoft Office Suite).
- Very good research ability including internet skills.
- Good experience in writing project success stories, lessons learned and implementation of best practices.
- Good experience in working with NGOs and CSOs.
- Experience in managing GCF and GEF projects is an advantage.
- Excellent language skills (reading, writing, comprehension) in English.

Competencies and skills

- Excellent interpersonal communication and facilitation skills.
- Excellent leadership skills, including ability to provide strategic and technical guidance, build strong teams and mentor staff in a professional setting.
- Ability to follow deadlines, accuracy and attention to detail.
- Ability in negotiating, diplomacy and lobbying skills.
- Ability to work under minimum supervision to meet short deadlines.
- Commitment and drive to achieve challenging goals, and a problem-solving attitude.
- A team player with ability to deal with multiple teams located in multiple institutions.
- Ability to identify stakeholder needs and deliver them promptly and accurately.
- Ability to work under tight timelines.
- Demonstrated ability in project team management and collaboration.

SUBMISSION OF APPLICATION

Interested candidates should send a CV, cover letter indicating their suitability for the post and copies of credentials to the Environmental Protection Agency. All interested candidates are to address their applications and to the following address:

ATTENTION:

Rebecca E. Doo
Assistant Manager, Procurement
Environment Protection Agency (EPA)
4th Street Sinkor
1000 Monrovia, 10 Liberia
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Applications can also be received by email (rdoo@epa.gov.lr). Please indicate 'MMCRP Project Coordinator' in the subject line.



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The closing date for submission of applications is **4:00pm on 29 May 2021**. Any submission received after this deadline will not be considered. Only applicants that meet the requirements as outlined in the terms of reference will be considered for evaluation.

NOTE: This information is also posted on <https://www.emansion.gov.lr/>, <https://ekmsliberia.info/>, <https://www.epa.gov.lr/>, <https://www.undp.org/>, www.mme.gov.lr and can be found in local dailies.

SELECTION CRITERIA

The EPA shall recruit the Project Coordinator through an open, transparent and competitive process and shall be guided by *inter alia* the Procurement and Public Concessions Act of Liberia. All PMU staff 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 grounds for potential debarment from future participation in procurement of goods, services or works that may result from the Project.