



TERMS OF REFERENCE  
CROSS-CUTTING CAPACITY DEVELOPMENT (CCCD) PROJECT

Request for Expression of Interest

REFERENCE NO: EOI/CCCD/EPA-2022-02

START DATE: Submission of EOI February 10, 2022  
END DATE: Submission of EOI February 28, 2022

Duration of Consultancy: 6 Weeks  
Duty Station: Monrovia

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*The Environmental Protection Agency in collaboration with the United Nations Development Programme (UNDP) in Liberia, seeks short-term National Consultant to draft and validate guidelines for coordinated monitoring and compliance of global environment and Develop quality control/validation procedures.*

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**OBJECTIVES OF THE CONSULTANCY:**

The objective of the consultancy is to draft and validate guidelines for coordinated monitoring and compliance of global environment. Develop quality control/validation procedures. Quality control/validation procedures will be developed to ensure accuracy and validity, and responsible scientific and institutional correspondents will be identified to strengthen the objectivity and independence of control and validation procedures. Current data collection and generation methods of key agencies will be assessed, paying particular attention to harmonization and metrics, relevance, validity, and quality. This will be complemented by an assessment of existing guidelines, tools, and resources.

**2. Scope of Assignment**

The scope of the assignment is to draft **and validate guidelines for coordinated monitoring and compliance. Develop quality control/validation procedures for data collection.** The overall task of the National consultant will be to ensure that essential steps in the process of drafting and validating the above mentioned document is undertaken in a technically sound, timely and transparent fashion. The consultant will work under the overall supervision of CCCD Project in close collaboration with the EPA to ensure quality output.

**3. More specifically tasks will include:**

- Enhanced monitoring and compliance arrangements, e.g., environmental impact and strategic environmental assessments
- Assess the current data collection and generation methods of key agencies with attention to harmonization and metrics, relevance, validity, and quality
  - Assess existing guidelines, tools, and resources
  - Recommend improve monitoring and compliance reform based on findings
  - Formulate guidelines for monitoring and compliance
  - Develop quality control and validation procedure
  - Identify responsible scientific and institutional correspondents.

**4. Outputs**

The key deliverables of this work will be:

- Inception Report
- Assessment findings and draft guidelines for monitoring and compliance and quality control and validation procedures
- Validated and final copy of guidelines for monitoring and compliance and quality control and validation procedures
- Validated Final Report (soft and 5 hard copies)

**5. Skills and Qualifications**

**Must have a minimum of BSC in Environmental Studies, Regional Planning and related fields**

The national consultant should have:

- A solid background in the three Rio Conventions (UNCBD, UNFCCC, and UNCDD);
- Wide background knowledge on sustainable development principles or priorities;
- A minimum of 5 years proven experience in preparing environmental strategies and action plans;

- Demonstrated ability in editing and writing skills in English is a must;
- An extensive relevant practical experience in the planning, development and implementation of mainstreaming and development projects and programs.
- Adequate administrative and organizational experience and knowledge to function and operate effectively within the political, economic and legal realities of Liberia;
- Prior experience in developing/managing projects for GEF financing in the fields relevant to these Terms of Reference;
- Good interpersonal, writing and communication skills.

## 6. CONSULTANCY MANAGEMENT:

### 1. Supervision and Reporting Arrangements

The national consultant will have overall responsibility and accountability for the quality of the outputs. He/she will report technically and administratively to the EPA.

### 2. Submission of Proposal, CVs, brief Letter, Timelines and Budget Indication. The national consultant must provide:

- clear, specific evidence of their background, qualifications and experience which are exclusively relevant to UNDP/GEF proposal and project document writing
- a brief proposal outlining how he/she propose to undertake the work, the process and timeframes to complete the work
- a price offer for conducting this work,

### 3. Supervision and Reporting Arrangements

The consultant will report technically and administratively to the EPA, who will agree with him/her on the timetable and outputs.

The national consultant will work directly with the CCCD Project Team at the EPA in providing advice and comments.

The Environment General Authority and UNDP Country Office will provide the consultancy firm with an electronic copy, and a hard copy of the draft NCSA.

### 4. Consultancy implementation arrangements and duration

The project will be responsible to provide to the consultant the three assessment reports, the synthesized report and the capacity development strategy and Action Plan.

The principal responsibility for managing this consultancy lies with the Project Team and Environment Protection Agency.

EPA will ensure timely provision of the necessary feedback on deliverables.

The EPA will contract the consultant and have the responsibility of liaising with the team. **The consultancy shall be for 6 Weeks.**

## 7. PAYMENT MODALITIES

The consultants shall be paid the consultancy fee upon completion of the following milestones. -

- 60% Submission and acceptance of inception report and draft report;
- 40% upon the submission of a validated and final report.

## 8. EVALUATION CRITERIA

- The expert will be evaluated against a combination of technical and financial criteria (combined scoring method). Maximum score is 100% out of which technical criteria equals 70% and financial criteria equals 30%. The technical evaluation will include the following:
  - Educational Background as requested: 15%;
  - Extensive expertise, knowledge, and experience in the field of institutional review, capacity development initiatives, notably at the systemic and institutional levels; 15% - Overall Methodology:
  - Financial-10%;
  - Technical-20%
  - Extensive conceptual and practical knowledge of GEF focal areas: 10 %
  - Demonstrated experience and practical knowledge in working and collaborating with stakeholders including governments; civil society and communities in Liberia: 10%; - Fluency in English and a working knowledge of English: 5%. - Financial Proposal: 15%

## 9. SUBMISSION OF APPLICATIONS

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

Pescee Doe  
OFFICER-IN-CHARGE  
Procurement  
Environment Protection Agency (EPA)  
4th Street, Sinkor  
1000 Monrovia, 10 Liberia  
P.O. Box 4024

Or through email ([ptdoe@epa.gov.lr](mailto:ptdoe@epa.gov.lr)), indicating in subject area "EOI to Draft and validate guidelines for coordinated monitoring and compliance of global environment and develop quality control/validation procedures. Quality control/validation. Closing date for applications is 4 PM, February 28, 2022. Any application coming/received after this deadline will not be given consideration. Only candidates whose applications correspond to the above criteria will be shortlisted for evaluation.

NOTE: This information is posted on the following websites: [www.ekmsliberia.info](http://www.ekmsliberia.info), [www.epa.gov.lr](http://www.epa.gov.lr), and EPA's bulletin board on 4th Street, Tubman Blvd, Monrovia.