



Republic of Liberia
ENVIRONMENTAL PROTECTION AGENCY (EPA)
4th Street, Sinkor
Monrovia, Liberia



(REQUEST FOR EXPRESSION OF INTEREST – INDIVIDUAL CONSULTING SERVICES)

NAME OF PROJECT: Strengthening NDA Capacity to Develop Programmes & Projects of Scale in Liberia

Assignment Title: **Project Manager for GCF Readiness Support**

Financing Agreement reference:

Project ID No: **LBR-RIS-003**

Reference No. **GCFRPS**

Issue Date: April 20, 2020

End Date: May 7, 2020

1. Background

The Government of Liberia through the Environmental Protection Agency has received funding from the Green Climate Fund (GCF) under its readiness support program to strengthen the capacity of the National Designated Authority (NDA) to develop programs and projects of scale in Liberia. The support will be used to

- a) Strengthen inter-ministerial Coordination on mainstreaming of climate change into national policies, strategies, Plans and leverage of climate financing mechanisms to fund national development initiatives
- b) Build national human capacity to develop bankable grant concept notes and funding proposals to attract external financial resources to Liberia from the Green Climate Fund, GEF and Adaption Fund etc...
- c) To support enabling activities leading to successful development of three grant funding proposals covering access to carbon market through forest, Energy & Energy efficiency, climate resilient infrastructure development
- d) Strengthen institutional capacity through efficient knowledge management, development of climate change sector strategies, guidelines and skills retention

In rolling out this project, the EPA intends to apply part of the project funds to recruit a project manager.

2. Objective of the Consultancy

In keeping with the project requirement, the Project Manager shall be responsible to lead implementation of the GCF readiness project, titled “Strengthening NDA Capacity to develop Program & Project of scale in Liberia”. The Project Manager will also lead efforts in identifying national institution(s) for accreditation with the Green Climate Fund; the development of a pipeline of project/programs including three project concept notes for mitigation and adaptation, and the engagement of potential funders to finance climate change projects. S/he will lead in the supervision of the project operations, implementation, monitoring and evaluation; provide oversight to the implementation of the project through coordination and communication with high-level, local and private sector stakeholders and contribute to increasing the resilience and capacity of the sector to adapt to climate change.

3. The Scope of the Services to be performed

Under the technical supervision of the National Coordinator of the National Climate Change Secretariat, the Project Manager will be responsible to run the project on a day-to-day basis. The Project Manager will be responsible for day-to-day management of the project. The Project Manager’s prime responsibility is to ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost.

Specifically, His/her main duties will be as follows:

Overall project management:

- Manage the realization of project outputs through activities according to the approved project work plan;
- Provide direction and guidance to project team(s)/ responsible party (ies);
- Liaise with the NDA to assure the overall direction and integrity of the project;
- Identify and obtain any support and advice required for the management, planning and control of the project;
- Responsible for project administration;
- Liaise with partners including suppliers

Running a project

Resource Mobilization:

- Perform any additional tasks as requested by the Supervisor
- Plan the activities of the project and monitor progress against the initial quality criteria.
- Mobilize goods and services to initiate activities, including drafting TORs and work specifications;
- Monitor events as determined in the work plan, and update the plan as required;
- Manage requests for the provision of financial resources by EPA, in line with the Public Financial Management Law and GCF requirement.
- Monitor financial resources and accounting to ensure accuracy and reliability of financial reports;

- Manage and monitor the project risks as initially identified in the Project document, submit new risks to the NCCS and GCF for consideration and decision on possible actions if required; update the status of these risks by maintaining the Project Risks Log;
- Be responsible for managing issues and requests for change by maintaining an Issues Log.
- Prepare the Project Progress Report, Annual Review and Final Review (progress against planned activities, update on Risks and Issues, expenditures) and submit the report to the Project NCCS, NDA and GCF;
- Based on the review, prepare the Annual Work Plans and Quarterly Plans if required.
- Identify follow-on actions and submit them for consideration to the NDA and NCCS;
- Manage the transfer of project deliverables, documents, files, equipment and materials to national beneficiaries;
- Have a technical competence in the project thematic area, provide advisory services to the project, partners and UNDP Office.
- Plan the activities of the project and monitor progress against the initial quality criteria.
- Provide coaching to the project staff in the mentioned thematic area

Competencies

Demonstrates integrity by modeling the UN's values and ethical standards.

- Promotes the vision, mission, and strategic goals of the Government and GCF.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favoritism.

Functional Competencies:

Good knowledge of the Liberia's climate change adaptation challenges and climate sensitive sectors, including the political environment and legal statutes as they pertain to environment and development. Must have very good knowledge of the working of the Green Climate Fund

- Ability to work and act under pressure.
- Sound decision making, impartiality, diplomacy and discretion.
- Proven ability to establish priorities and to plan, organize, coordinate and monitor own work plan and provide advice and guidance to others; in-depth understanding of the climatic change strategic direction; resourcefulness, sound judgment and decision-making skills.
- Demonstrated sound judgment in resolving issues/problems; ability to proactively seek and recommend sound technical initiatives.
- Ability to actively seek to improve programmes/services, offer new and different options to solve problems/meet client needs.
- 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; diplomacy and tact; ability to convey difficult issues and positions to senior officials;

- Excellent interpersonal skills; ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity
- Effective negotiating skills and ability to work with others to reach mutually benefiting and lasting understandings

4. Deliverables

The project manager is expected to provide the following deliverables summarized below:

- Project office well- managed in an organized and efficient manner
- Staff are supervised properly and staff time effectively managed
- All training/workshop/ research and Concept notes documents are prepared timely and filed properly
- Periodic coordinating Steering committee meetings held regularly and frequently
- Project Interim quarterly progress report are prepared and filed with the Green Climate Fund Secretariat, in timely manner
- Project Cash Plan, Procurement and Annual Workplan are prepared
- Ensure all project activities and targets are met
- Additional financial resources are mobilized for the sustainability of the project
- Project expert consultants recruited are properly supervised
- Lead coordination with all relevant partners including donors, Government Institutions and Civil society organizations

5. Minimum Qualifications, Skills and Experience

Education

- Master degree preferably in Management, Economics & Regional Planning, Environmental Economics, Environmental Sciences, project management

Experience:

- At least 5 years' work experience in Liberia or related post-conflict setting with substantial direct experience on climate change adaptation and climate sensitive sectors
 - Detailed knowledge familiarity of the climate change adaptation programs in Liberia;
 - Experience working with climate change adaptation projects/program at community levels in Liberia;
 - Experience in development work, partnerships building and resource mobilization.
 - Experience in design, monitoring and evaluation of development projects.
 - Knowledge of GCF finance mechanism

- Experience in the usage of computers and office software packages, experience in handling of web-based management systems and advanced programmes for data analysis.
- Experience in donor report writing, is a plus;

Duty Station: **Monrovia**
Start Date: TBA
End Date: TBA

Duration of Assignment:

The Project Manager will be engaged under the Readiness Project for a period of one year with the possibility of extension subject to satisfactory performance and availability of funds.

The Environmental Protection Agency now invites eligible persons to indicate interest in the position by submitting an application with their Curriculum Vitae (CV) and copy of academic credentials, demonstrating experience in performing similar assignments with references and showing responsiveness to the qualification's requirements outlined.

Further information can be obtained at the address below during office hours, i.e. from 0900 to 1700 hours (GMT) on working days.

Application must be delivered in hard copy or by via email to the address below by the end of the working day on May 25, 2020 and mention "**Project Manager-GCF Readiness Support**"

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