



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**

EOI NO. EPA/E&E/CON/ICS/003/2022

**CONSULTANCY SERVICE TO HIRE A CSO FOR COMMUNITY
 EMPOWERMENT AND INVOLVEMENT THROUGH TRAINING ECO-
 GUARDS AND TOUR GUIDES IN PROTECTION OF WILDLIFE (FAUNA AND
 FLORA), TOURIST ATTRACTION AND SAFETY AT KPATAWEE**

TERMS OF REFERENCE FOR NATIONAL CONSULTANCY FIRM/CSO

Job Title	National Consultancy Firm/CSO		
Division/Department	Environmental Protection Agency/EPA		
Programme/Project Number	00126149		
Activity Result	CSO hired and training conducted for Community Empowerment and involvement through for Eco Guards and Tour Guides in Protection Of Wildlife (Fauna And Flora), Tourist attraction and safety at Kpatawee		
Assignment	Consultancy service to hire a Firm/CSO for Community Empowerment and involvement through training of Eco Guards and Tour Guides in protection of Wildlife (Fauna and Flora), Tourist Attraction and Safety at Kpatawee		
Location	Monrovia, Liberia		
Reports to	Energy & Environment Coordinator/EPA- UNDP	Consultancy Duration:	3 months

BACKGROUND

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

The Environmental Protection Agency (EPA) with support from the United Nations Development Program (UNDP) through the Energy and Environment Unit intends to hire a CSO for Community Empowerment and involvement through training of Eco Guards and Tour Guides in protection of Wildlife (Fauna and Flora), Tourist attraction and safety at Kpatawee. Kpatawee waterfall is a tourist attraction located in Kpatawee, Suakoko, Bong County, Liberia. Kpatawee waterfall is one of Liberia's hidden attractions deep inside the Liberian forest. The training will be conducted for Tour Guards at the Kpatawee Water Fall.

With the plethora of challenges, the UNDP through 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 also 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 PWDs. 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.

It is in this regard that the Environmental Protection Agency (EPA) of Liberia through its Energy & Environment Unit of the EPA, in partnership with the United Nations Development Programme, requests the services a Firm/CSO to work in collaboration with the EPA to strengthen Community Empowerment and involvement through training of Eco Guards and Tour Guides in protection of Wildlife (Fauna and Flora), Tourist Attraction and Safety at Kpatawee.

The objective of this assignment is to ensure that Eco Guards and Tour Guards knowledge and capacity are enhanced in areas to include: Presenting talks to visitors, Hospitality/Customers' Service, leading hikes and tours, planning interpretive events and programs, Protected Area Management, Forest Governance and regulations, Ethics and professionalism, Patrol, Crisis intervention, Basic identification of plants, mammals and birds, etc.

Contract and Reporting Requirements

The Consultant will be hired against a performance-based contract for three (3) Months. He/she will report to Coordinator of the EPA-UNDP Energy & Environment Program. The Consultant 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.

- Progress Reports: The Consultant shall prepare concise inception and draft 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 should outline achievements and issues and lessons learnt.

Scope of Work and Tasks

The CSO contracted will have the following responsibilities:

- To access the current knowledge and capacity of Eco Guards and Tour Guards/Workers at the Kpatawee Water Fall.
- Identify Gaps, Challenges and Opportunities
- Recommend remedial actions in terms of international best practices.
- Develop training notes to address among others (Hospitality/Customer's service, Duties/functions of Eco Tour Guards, Forest law and regulations of Liberia, Protected Area Management, plants and animals identification, etc.)
- Collaborate with the EPA and FDA to identify the Tour Guards to be trained, and work with the Management of Kpatawee Water Fall to identify Tour Guards/workers to be trained.
- Develop a comprehensive training package (i.e. venue, schedule, simplified training notes, cost of training, etc.)
- Recommend Sustainability Plan

Job Responsibilities:

- Review of available documents, preparation of inception report and virtual kick-off of training.
- Development of the stakeholders' analysis and stakeholders' engagement plan
- Field visit(s) and engagement with stakeholders.
- Development of detailed scope and guidance on content and proposed methodologies.

Functional Competencies:

- Training facilitators must have 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 and experience for the tasks require.

Key Expected Results

CSO hired and training conducted for Community Empowerment and involvement through for Eco Guards and Tour Guides in Protection of Wildlife (Fauna and Flora), Tourist attraction and safety at Kpatawee.

Output

The Consultancy will achieve the following deliverables:

- Identifying key stakeholders and their interests and concerns in relation to the assignment.
- Ensuring that stakeholders understood the importance and purpose of the training.
- Collecting baseline data on a range of related subjects to inform the training contents development
- Allowing stakeholders inputs in the development, design and methodology
- Draft an inception report
- Stakeholders' engagements and analysis report
- Development of a comprehensive training package (i.e. methodology, venue, schedule, training notes, cost of training, etc.)
- Conduct training and submit formal end of consultancy report, containing and costed sustainability plan that can be replicated.

QUALIFICATION

Education:

The Consultant/CSO should have the following:

- A minimum of ten (10) years of experience in conducting similar training
- A minimum of five (5) years of experience in dealing with local communities.
- A minimum of five (5) years of experience in Plan Development/Project Management, or a related field.
- A Liberian CSO/Firm, legally registered to operate in Liberia
- Demonstrated knowledge and skills in the facilitation of stakeholder consultation.
- Demonstrated analytical and research skills in the field of Hospitality/Costumers' Service, Protected Area Management, Environmental Laws and regulations of Liberia.
- Ability to manage assignments effectively – consistently ensuring timeliness and quality of work with minimum supervision.
- Strong communication, documentation and presentation skills.
- The CSO must have facilitators/staff with the relevant academic and professional experience.
- Demonstrated experience in understanding Liberia's geography, emergency response, environmental conditions and climate change, practical working experience in the two environments. Which two environments? Please clarify.
- Demonstrated experience in developing and delivering high quality environmental action plans, socio-economic assessments, including gender analyses and natural resource management.
- Demonstrated analytical and report-writing skills.
 - Experience performing similar services requested.
 - Knowledge of capacity development, and Policy Analysis.

- Documented social skills and networking capabilities.

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.

ATTENTION:

Pescee T. 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), indicating in subject area “**Consultancy service to hire a FIRM/CSO for Community Empowerment and involvement through training of Eco Guards and Tour Guides in protection of Wildlife (Fauna and Flora), Tourist Attraction and Safety at Kpatawee**” Closing date for submission of TORs is **4PM, March 1, 2022**. 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, credentials and Technical and Financial Proposal.

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.

SELECTION CRITERIA

The EPA shall recruit the Consultant 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 grounds for potential debarment from future participation in procurement of goods, services or works that may result from the Project