



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

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## CALL FOR EXPRESSION OF INTEREST

To provide consultancy services to review the Environmental Knowledge Management System, its set up, functionality and its user friendliness and procure additional subscriptions and software

REFERENCE NO: EOI/CCCD/EPA-2021-006

**Project Title:** Strengthening National Capacities to Meet Global Environmental Obligations with the Framework of Sustainable Development Priorities

### 1.0 Background

Liberia has undertaken numerous initiatives to address environmental issues. Despite those initiatives, Liberia continues to face important challenges to meeting environmental goals. Liberia is struggling to fulfill many of the objectives set forth in the Rio Conventions. Many of the developed frameworks and plans for action face limited implementation due to limited government resources, limited human capacity, and a lack of appropriate technologies. Liberia struggles with an inadequate system for information and knowledge management and the poor information sharing between or within sectors. Additionally, the country's degraded and limited infrastructure combined with a low technical and institutional capacity severely limit Liberia's environmental governance framework and thus its potential to conserve the natural environment, let alone secure long-term benefits from it.

Leading to the formulation of the Rio Convention mainstreaming project, a National Capacity Self-Assessment (NCSA) was undertaken through a consultative process and participatory approach that involved numerous stakeholders from various sectors in 2006 to establish empirical cause(s) leading to Liberia struggle to fulfill many of the objectives set forth in the Rio Conventions especially information sharing and coordination. The NCSA identified the following barriers that cut across the three Rio Conventions as reasons for the struggle: Inadequate public awareness and education/training, inadequate access to information, Lack of institutional capacities, and Lack of effective mechanism for information processing and sharing.

Between 2010 and 2012, UNEP implemented a global project, entitled **Piloting Integrated Processes and Approaches to Facilitate National Reporting to Rio Conventions** that included Liberia as a beneficiary country. This project focused on helping Liberia (among other countries) to better organize modalities for accessing and preparing their national reports. Notwithstanding the capacities developed, a number of important capacities remained to be developed, such as the standardization of data collection and information analysis, improved coordination and

collaboration to facilitate streamlined national reporting, and increased awareness and stakeholder engagement in the national reporting process.

In 2019, the CCCD project established an integrated knowledge management system that focuses on collecting, storing and sharing information and data between the institutions for better environmental management and the fulfillment of the obligations of the Rio Conventions. To use the new technological innovation for environmental data collection, storing and sharing, the CCCD Project has conducted two learning–by-doing trainings in 2019 and 2020 respectively of fifteen (15) line ministries and agencies’ information technologists. Additional software (plugins) is being procured to be installed for the enhancement of the functionality of the EKMS. To further strengthen the capacities of the Environmental Knowledge Management Officers and Knowledge Brokers at the line ministries and agencies and NGOs on the use of the EKMS a rehearsal learning –by-doing training is imperative.

The Environment Knowledge Management System platforms is a multi-year cross sectoral engagements that supports coordination and collaboration among Government staff, research centers, think tanks, practitioners, and private firms in tackling global environmental challenges.

## 2.0 Contract and Reporting Requirements

The EPA in collaboration with the UNDP is seeking the services of a national consultant to **review the Environmental Knowledge Management System, its set up, functionality and its user friendliness and procure additional subscriptions and software.** The Consultant will be hired for Eighteen Days ((18 Days). He/she will report to National Project Director through the Project Manager of the CCCD Project. 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.

- Weekly 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 should outline achievements and issues and lessons learnt.

The objective of the short term consultancy is to hire a national consultant to review, assess the current set up and functionality of the Environmental Knowledge Management System and recommend appropriate actions to upscale the functionality of the system and make it more user friendly and procure subscription and software.

## 3.0 Scope of Work and Tasks

The Consultant will have the following responsibilities:

- Review the current Environmental Knowledge Management System (EKMS), its set up and functionality and recommend appropriated or needed) actions if necessary and procure subscription and software.

#### 4.0 Job Responsibilities:

- 1) Review the current set up of the EKMS and its functions
- 2) Engage the EKMS administrator and project team during the review and assessment
- 3) Assess the licenses and subscriptions of plug-ins and webpages
- 4) Assess the license and hosting subscription of the system and determine extension period
- 5) Recommend in the final review and assessment report appropriate actions to upscale the functionality of the EKMS and makes it more user friendly.
- 6) Procure hosting subscriptions, and plug-ins licenses and installation of new plug-ins.

#### 5.0 Deliverables

1. **Inception meeting and Report** (2 days after signing of contract)
2. Draft review and assessment report with appropriate recommendations ( 7 days after inception report)
3. **Final review and assessment report** of the system with recommendations (3 days after draft report reviewed and acceptance by client)
4. **Procure subscriptions, licenses, and plug-ins and install** as contained in review and assessment report.(3 days after acceptance of final report and recommendations)

#### 6.0 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 website design, development and management

#### 7.0 QUALIFICATION

##### Education:

- Bachelor 's Degree in Communication, Information Technology,

##### Experience

- Must have at least (5) years of documented experience of working in related field of study;
- Knowledge and experience in various web design and development
- Demonstrated proof of performing similar services with EPA, UNDP and GEF related
- Must understand the functions of the set up and functions of the EKMS

- Must have an experience of organisational or sectoral Knowledge Management

#### 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

#### 8.0 Payment Modalities Fees and payments

Interested consultants should provide their requested fee rates when they submit their expressions of interest, in USD. The EPA will then negotiate and finalize contracts. Fee payments will be made upon acceptance and approval by the EPA of planned deliverables, based on the following payment schedule:

Upon signing of contract, inception meeting report and draft report of the review of the Environmental Knowledge Management System, its set up, functionality and its user friendliness.	5%
Upon submission of final EKMS Review Report and quotations of plug-ins and EKMS hosting subscription	90%
<ol style="list-style-type: none"> <li>1. Upon the submission of evidence of the procurement and installation of plug-ins</li> <li>2. Proof of payment of hosting subscription of the EKMS</li> <li>3. Proof of up-scaling in the functionality of the EKMS</li> </ol>	5%

#### 8.0 Application Procedure

Qualified and interested candidates are hereby requested to apply. The application should contain the following:

- A technical and financial proposals with brief description of why the individual considers him/herself as the most suitable for the assignment, with a detailed clear methodology on how they will approach and complete the assignment; a duly accomplished Letter of Confirmation of Interest
- The technical proposal should also contain personal CV, indicating education background/professional qualifications, all past experience, as well as the contact details (email and telephone number) of the candidate;
- Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs

All EOI or applications must be attention to:

Rebecca E. Doo  
Assistant Manager, Procurement  
Environment Protection Agency (EPA)  
4<sup>th</sup> Street, Sinkor  
1000 Monrovia, 10 Liberia  
P.O. Box 4024

or through email ([rdoo@epa.gov.lr](mailto:rdoo@epa.gov.lr)), indicating in subject area **“Consultancy service to review and assess the current set up, functionality and recommend appropriate actions for scaling up and more user friendly and procure subscription and software”** Closing date for submission of EOI is 4PM, May 5, 2021. 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, Business registration, tax clearance. **Submission must be made in both soft and hard copies.**

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 or local dailies.