



## **REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – INDIVIDUAL SELECTION)**

### **AN ADDENDUM TO THE PREVIOUS PUBLICATION**

**REPUBLIC OF LIBERIA  
MINISTRY OF GENDER, CHILDREN AND SOCIAL PROTECTION  
LIBERIA WOMEN EMPOWERMENT PROJECT  
LOAN No. IDA- 7168-LR  
GRANT No. IDA- E-0910-LR**

**CONSULTANCY SERVICES FOR THE PROVISION OF INDIVIDUAL CONSULTANT  
AS ENVIRONMENTAL SPECIALIST UNDER THE LIBERIA WOMEN  
EMPOWERMENT PROJECT**

**REFERENCE NO: LR-MOGCSP-370926-CS-INDV**

1. This request for expressions of interest follows the General Procurement Notice for this project that was published on June 6, 2023

The Government of Liberia has received a Credit in the amount of US\$26.8 million and Grant in the amount of 17.8 million from the World Bank towards the cost of the Liberia Women Empowerment Project, and it intends to apply part of the proceeds towards eligible payments for **Consulting Services for Provision of Environmental Specialist Under the Liberia Women Empowerment Project.**

### **2. OBJECTIVE OF THE ASSIGNMENT**

The objective of this assignment is to support the project team in the effective identification of Environmental Risks & Impacts, planning, implementation, and monitoring of the safeguards measures and management plan in line with the Environmental and Social Standards in compliance with the requirements of the Bank's Environmental and Social Framework/ Policy for Investment Project Financing, during the preparation process of the project, by leading environmental risks assessment and preparation of mitigation measure/management action plans, mitigation monitoring during the entire project life cycle.

3. The Ministry of Gender, Children and Social Protection now invites eligible individual consultants to indicate their interest in providing the required Services for the Liberia Women Empowerment Project. Interested Consultants should provide information demonstrating that they have the required qualification and experience to perform the Services by submitting a **cover letter** and **updated CV**. See qualification and experience criteria below:

#### 4. **QUALIFICATION AND EXPERIENCE**

A Master Degree or post Master Degree in Environmental Science, Social Science, Environmental/Civil Engineering, Law (Specialization in environmental and human rights law), or any relevant qualification.

##### **Minimum Experience:**

- a. At least 10 years of working experience of which 5 years in environmental activities as consultant or working in an institution, which deals with environmental and human rights and agriculture concerns.
- b. The Environmental officer must have a strong familiarity with gender equity, agriculture, education, health and rural development.
- c. Knowledge and experience of the Environmental Protection Agency of Liberia national environmental laws, regulations, procedures, and policies.
- d. Proven experience and knowledge of the World Bank Environmental and Social Framework (ESF) and Environmental and Social Standards (ESS) is required;
- e. Proven experience in engaging with government counterparts and facilitating among various stakeholders;
- f. Proven experience of implementing donor-funded Projects.
- g. Good understanding of safeguard related issues and mitigation processes and measures.
- h. Experience in preparation, review and implementation of Environmental instruments such as ESMF, ESIA, RPF, RAP, ARAP, SEP etc.
- i. Good experience in position/s with similar responsibilities, and a demonstrated track record in such positions.

#### 5. **GENERAL INFORMATION**

- a. This assignment covers an initial trial period of three (3) months. Based on an assessment of the Environmental Specialist performance, the assignment may be extended beyond October, 2024.
- b. The Ministry of Gender, Children and Social Protection through the Liberia Women Empowerment Project, is a gender sensitive institution. Females are encouraged to apply;
- c. Only shortlisted candidates will be contacted for the selection process.

The Applicable guideline for this recruitment is: ***Procurement Regulations for IPF Borrowers (Procurement in Investment Project Financing-Goods, Works, Non-Consulting and***

*Consulting Services: July 1, 2016. Revised November 2020*) Selection will be done using the Individual Consultancy Selection Method using the following link below:

<http://pubdocs.worldbank.org/en/178331533065871195/Procurement-Regulations.pdf>

Further information can be obtained at the address below during office hours 0900 to 1600 hours.

Expressions of interest must be delivered in a written form to the address below (in person, by mail or by e-mail) by **16:00 GMT** on or before August 17, 2023. **Envelopes or subject of emails must be marked “Ref: EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES FOR THE PROVISION OF ENVIRONMENTAL SPECIALIST UNDER THE LIBERIA WOMEN EMPOWERMENT PROJECT”.**

Ministry of Gender Children and Social Protection  
EJS Ministerial Complex  
Congo Town, Montserrado County  
Monrovia, Liberia  
Attention: Human Resource Department  
Tel: +231(0)770-115-545  
Email: [mgcsphr@gmail.com](mailto:mgcsphr@gmail.com) cc: [nigbamargaret8@gmail.com](mailto:nigbamargaret8@gmail.com)

# **CONSULTANCY SERVICES FOR THE PROVISION OF ENVIRONMENTAL SPECIALIST**

## **INDIVIDUAL CONSULTANT TERM OF REFERENCE**

### **I. Background**

The Government of Liberia, through the Ministry of Gender, Children and Social Protection, has received support from the World Bank, for the implementation of the Liberia Women Empowerment Project (LWEP) in line with the Government of Liberia's national development strategy (Pro-Poor Agenda for Prosperity and Development). The Project Development Objective (PDO) is to reduce harmful social norms and improve livelihood opportunities for women in project areas while strengthening the institutional capacity of the Government of Liberia to advance gender equality. The LWEP comprises of five components, namely: i) Addressing social norms and mobilizing communities; ii) Enhancing basic GBV and ASRH services in health and education; iii) Promoting resilient livelihoods through community-led approaches; iv) Strengthening public institutions to advance gender equality; and v) Project management, monitoring and evaluation, and policy dialogue. The project will also complement ongoing World Bank projects in Liberia that are building human capital and developing economic opportunities for women and girls while filling key gaps. The project will be implemented in 6 counties over 5 year's period. In order to achieve the objectives of the LWEP, MGCSP has set up a Project Management Unit.

#### **The objective of the Assignment:**

The objective of this assignment is to support the project team in the effective identification of Environmental Risks & Impacts, planning, implementation, and monitoring of the safeguards measures and management plan in line with the Environmental and Social Standards in compliance with the requirements of the Bank's Environmental and Social Framework/ Policy for Investment Project Financing, during the preparation process of the project, by leading environmental risks assessment and preparation of mitigation measure/management action plans, mitigation monitoring during the entire project life cycle. This assignment focuses on the assessment and management of the environmental risks and impacts of the project to ensure that the project meets the requirements of the Environmental and Social Standards (ESSs) and the national environmental policies, laws, and regulations; to follow mitigation hierarchy, avoid, minimize, reduce or mitigate the adverse environmental and social risks and impacts of the project.

## **II. Scope of Services:**

This project is seeking the services of a qualified and experienced full-time **Environmental Specialist** who shall work closely with the Social Risk Management Specialist, Gender-Based violence (GBV) specialist to ensure that the Project complies with National and World Bank Environmental and Social Standards (ESSs) of the ESF and other related policies of the World Bank. The Environmental Specialist will have the responsibility to implement and monitor the project's environmental and social standards requirements. The environmental specialist shall support the PIU on ensuring environmental and social aspects are addressed and promote the sustainability of the Liberia Women Empowerment project (LWEP).

## **III. Duties and Responsibilities:**

Under the supervision of the Project Coordinator, the Environmental Specialist will undertake the following tasks, which include but not limited to:

- Review applicable national and World Bank's Environmental and Social Framework (ESF) relevant Environmental and Social Standards (ESS) and project documents for the project in order to assess project activities for potential adverse environmental risks and impacts as well as planning and implementing impact mitigation measures.
- Support and monitor the implementation of environmental risks and impacts of the project Environmental and Social Commitment Plan (ESCP), and regularly discuss with the Project Director for LWEP to ensure enough resources are captured in the project's annual budget for the management of E&S risks and impacts, including regular supervision and monitoring activities
- Develop and/or contribute to Terms of Reference (TORs) for environmental and social management of proposed interventions.
- Prepare regular monthly and quarterly reports on the implementation of environmental risks and impacts of the project and ensure reports are shared with the PIU and World Bank in a timely manner as per the ESCP;
- Support all implementing partners under the project in assessing sub-projects for potential adverse social and environmental impacts as well as planning and implementing impact mitigation measures;
- Work with, advice, and supervise project consultants to undertake Environment and Social Impact Assessments (ESIA) studies, and Environment and Social Management Plans (ESMPs), Resettlement Action Plans (RAPs), Stakeholder Engagement Plans, Grievance Management Plans, etc.) and other relevant ESF reports and review the documents/instruments prepared to ensure compliance with relevant Environmental aspect require to managed project related Environmental risk and impacts;

- Support and monitor progress in the implementation of the Project's activities ensuring that national and World Bank ESF are fully complied with, and the reporting requirements are fulfilled including those prepared by external consultants;
  - Develop and implement systems and processes for social environmental safeguards due diligence under the project and ensure their adequacy and compliance at all levels;
  - Support the PMU in the review of documentation pertaining to social and environmental compliance (including bidding documents, reviews on-site, reports from contractors etc.) during project implementation;
  - Work closely with PMU team members which including Social Specialist & GBV specialist, Procurement Specialist, Project Coordinator as well as PFM and implementing partners etc. to ensure compliance with the World Bank Environment and Social (E&S) Standards, and all relevant environmental standards and are reflected in bidding documents, including monitoring of contractor compliance with their contractual commitments.
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- Participate in bid opening to ensure environmental and social clauses are incorporated or inserted into bidding/contract documents to ensure compliance of civil works if required.
  - Develop ESF compliance monitoring templates and monitor and ensure contractor's compliance with ESS requirements throughout the project life;
  - Ensure that contractors have a mechanism in place for management of occupational health & safety (OHS), environmental & social (E & S), aspects of the project, and liaise with the supervision/site engineer to ensure that the contractor's OHS plan is properly implemented.
  - Identify training needs and prepare training materials, conduct necessary health, safety and environmental technical training workshops for PIU staff, contractors, project implementation agencies and other stakeholders on ESF.
  - Initiate and undertake social and environmental due diligence prior to commencement of works and liaise with the Project Communications' Specialist to address pertinent community-related issues;
  - Work closely with the Communications officer in planning and managing social and environmental risks associated with the sub-projects;
  - Participate in periodic supervision to monitor and ensure compliance with social and environmental safeguard policies throughout the project life and also develop a timetable for field visits and undertake supervision visits to sub-project sites and ascertain if sub-projects are implemented in an environmentally and social sustainable manner;
  - Ensure adequate environmental ESS monitoring records and documentation are kept, with adequate documentation of stakeholder consultations on issues;
  - Ensure adequate social and environmental safeguards records and documentation are kept, with adequate documentation of stakeholder consultations on issues;
  - Participate in stakeholder consultation processes with respect to environmental issues where possible;

- Support the engineer on ensuring social and environmental considerations are included in all works being implemented in the project;
- Provide technical support to the project engineer as well as implementing partners on hydrology aspects of the project for works;
- Alert the Project Coordinator of any severe accident or incident related to the Project which has, or is likely to have, a significant adverse effect on the environment and/or the affected communities, the public or Project workers;
- Work with the social specialist, GBV specialist and other PIU staff to ensure the appropriate Grievance Redress Mechanism (GRM) protocols are put in place and implemented under the project.
- Ensure adequate social and environmental safeguards records and documentation are kept; with adequate documentation of stakeholder consultations on issues;
- Provide inputs to the monthly, quarterly, periodic and annual progress/ monitoring reports on operational activities related to social and environmental issues of the project;
- Provide inputs as needed to the preparation of Annual Work Plans and supports the PMU in preparation of procurement plans; and
- The environmental specialist shall report directly to the Project Coordinator and carry out reporting obligations as is set out in this TOR;
- Undertake any tasks assigned by the Project Coordinator in relation to environmental risk management for the achievement of the overall project objectives.

#### **IV. Key Qualifications and Minimum Experience**

A Master Degree or post Master Degree in Environmental Science, Social Science, Environmental/ Civil Engineering, Law (Specialization in environmental and human rights law), or any relevant qualification.

- At least 10 years of working experience of which 5 years in environmental activities as consultant working in an institution, which deals with environmental and human rights and agriculture
- The Environmental officer must have a strong familiarity with gender equity, agriculture, education, health and rural development.
- Knowledge and experience of the Environmental Protection Agency of Liberia national environmental laws, regulations, procedures, and policies.
- Proven experience and knowledge of the World Bank Environmental and Social Framework (ESF) and Environmental and Social Standards (ESS) is required;
- Proven experience in engaging with government counterparts and facilitating among various stakeholders;
- Proven experience of implementing donor-funded Projects.
- Good understanding of safeguard related issues and mitigation processes and measures.
- Experience in preparation, review and implementation of Environmental instruments such as ESMF, ESIA, RPF, RAP, ARAP, SEP etc.
- Good experience in position/s with similar responsibilities, and a demonstrated track record in such positions.

## **V. Key Competencies**

### **Abilities**

- Demonstrated ability to establish priorities and to plan, co-ordinate, and monitor her/his own work plan and those of subordinate staff.
- Demonstrated ability to meet deadlines, and to make appropriate links in work processes and anticipate next steps.
- Self-motivated professional with the ability to work under difficult conditions, and minimum supervision.
- Experience with stakeholders' engagement on gender.
- Ability to think strategically and conduct dialogue on environmental and social issues, rural development, climate change, etc.

## **VI. Skills**

- Excellent oral and written English.
- Proven strong analytical skills and relevant professional experience in conducting gender assessments.
- Excellent team building and interpersonal skills.
- Computer literacy with proficient knowledge of Microsoft Word, Excel and PowerPoint applications.
- Tolerant and culturally sensitive, knowledgeable in dealing with local environment.
- Strong Networking skills and the ability to work with stakeholders from diverse backgrounds.
- Working knowledge of World Bank and GOL fiduciary, social and Environmental safeguard rules and procedures is advantageous
- Must be familiar with women empowerment challenges and have the ability to work with vulnerable group in rural areas/ communities in Liberia.
- Experience working in Liberia would be an added advantage.
- Working knowledge of the operational modalities for donors' funded projects (World Bank, USAID, UNDP) is a must.



## **Performance Criteria:**

The following performance criteria will be used to assess the performance of the Environmental Specialist at regular intervals and based upon these assessments the contract with the MGCSP may be continued or terminated. The Environmental Specialist will be evaluated at the end of a 3-month probation period, midyear and, at the end of the one year based on the following parameters:

- Quality and timeliness Annual work plan, budget and other required documents.
- Quality of documentation submitted for prior review.
- Quality of gender related data/information and filing.
- Quality of documentation submitted during post reviews.
- Quality and timeliness of required reports (Quarterly & Annually).

## **VII. Applicable Guidelines:**

The Applicable guidelines for this recruitment is: **Procurement Regulations for IPF Borrowers (Procurement in Investment Project Financing-Goods, Works, Non-Consulting and Consulting Services: July 1, 2016. Revised November 2020)**. Selection will be done using the Individual Consultancy Selection Method.

<http://pubdocs.worldbank.org/en/178331533065871195/Procurement-Regulations.pdf>

## **Duration of Assignment:**

Expected duration of all assignment is 24 months. Contracts will be renewed based on satisfactory performance. The services will be provided on a full-time basis.

## **VIII. Duty Station:**

The Environmental Specialist will be assigned at the Ministry Gender, Children and Social Protection Ministerial Complex, Congo Town Monrovia Liberia, and may need to travel to counties when needed for the project.

## **IX. Reporting:**

Prepare monthly, quarterly, periodic and annual progress/ monitoring reports on operational activities related to environmental issues of the project as described below:

### **Monthly progress reports:**

The Environmental specialist shall prepare concise Monthly Progress Reports covering progress towards achieving the objectives in this ToR as well as identified areas of weaknesses and strategies for improvement of said activities. The reports shall provide a brief but comprehensive end-of-month progress assessment. Tabulated representations of the work program, details of impediments to the performance and proposals for overcoming them. These reports shall be

submitted to the Project Coordinator within or not later than the 7th day of the succeeding month. The report will be assessed and appraised by the Project Coordinator.

**Quarterly Progress Reports:**

These reports shall make use of the information previously reported monthly, but suitably modified to include, summarize, and draw conclusions on all pertinent issues concerning the assignment. In addition, the Quarterly Progress Reports shall summarize the Environmental specialist activities, with solutions adopted, and any other relevant information considered necessary in respect of the services delivery. Each of these reports shall be submitted to the Project Coordinator not later than the 7th day of the first month of the following quarter as well as the World Bank office.