



**REPUBLIC OF LIBERIA**  
**ENVIRONMENTAL PROTECTION AGENCY (EPA)**  
**Bright Building 302-A Old CID Road, Mamba Point**  
**1000 Monrovia, 10 Liberia**  
**P.O. Box 4024**



**Consultancy Services**  
**Request for Expression of Interest**

<b>Job title</b>		Undertake a Needs Assessment for the Business Training Curriculum ( <b>National Contractual Service</b> )	
<b>Division/Department</b>		Project: Enhancing the Resilience of Vulnerable Coastal Communities in Sinoe County, Liberia (ERVCCS)	
<b>Program/Project Number/ GEF Project ID number</b>		10376	
<b>Activity Result</b>		Report on assessed business training needs and recommendations	
<b>Assignment</b>		<ul style="list-style-type: none"><li>• Conduct a needs assessment to determine or validate priorities for business training programs</li></ul>	
<b>Location</b>	Grand Bassa, Sinoe, Maryland, and Grand Cape Mount Counties.	<b>Duration</b>	40 days

### **1.0 BACKGROUND**

The EPA is Liberia's principal authority for environmental management. It coordinates, monitors, supervises, and consults with relevant stakeholders and sector Ministries, Agencies, and Commissions (MACs) on all activities related to protecting the environment and sustainable use of its natural resources.

The Government of Liberia (GoL), through the EPA and the United Nations Development Program (UNDP), and with funding from the Global Environmental Facility (GEF), received funding for the project “Enhancing Resilience of Vulnerable Coastal Communities in Sinoe County of Liberia (ERVCCS).” EPA is the project's Executing Entity. It is financed by a GEF Trust Fund grant and co-financed by UNDP and the GoL.

The project aims to build on existing projects to strengthen the resilience of vulnerable coastal communities and their livelihoods to the impacts of climate change, focusing on women and youths. Specifically, project interventions include 1) Strengthening Institutional Capacity for Climate Change Adaptation Planning, 2) Supporting Innovative Technologies for Climate Information and Communication Management, 3) Introducing Hybrid Adaptation Solutions, and 4) Supporting Resilient Livelihood Diversification through Training and Improved Access to Finance. The majority of the above interventions will target all coastal counties in Liberia. In contrast, hybrid adaptation interventions will be explicitly implemented in Sinoe County, one of the country’s most vulnerable coastal counties.



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The impacts of climate change, combined with non-climatic drivers, such as sand mining, the expansion of agricultural areas, unsustainable fishing, pollution, and inadequate drainage systems, compromise the resilience of Liberian communities' ecosystems along the coastline. Consequently, local communities and ecosystems are experiencing increased coastal flooding and erosion, saltwater intrusion into groundwater supplies, waterlogging of inland areas, and sedimentation of rivers and freshwater resources due to Sea Level Rise (SLR) and higher-intensity rainfall events. The vulnerability of communities and ecosystems occurs through I) inundation and consequent damage of coastal infrastructure, II) loss of fishery and agriculture-dependent livelihoods, III) decrease in stable income generation for coastal communities, IV) increase in conflict and competition over resources within communities, V) decrease in food and nutrition security, VI) increased risk of vector- and waterborne diseases through waterlogging, and VII) increased pressure on surrounding ecosystems to compensate for the reduced provision of services from coastal, wetland and mangrove ecosystems. In addition, the vulnerability of Liberia's coastal communities and their resilience to climate change, particularly in Sinoe County, is exacerbated by the limited capacity of GoL to provide essential services and adequate support for, among other things, water and sanitation, healthcare, utility-scale energy, and road infrastructure.

As a result, coastal communities in Liberia are threatened by damaging floods and erosion, both of which are increasing due to sea level rise and other impacts of climate change, such as increasingly intense rainfall events and the current limited financial and technical capacity at the national and county levels to address these threats.

Their many problems are made worse by this access to scarce financial resources, which limits their capacity for economic growth. To address this, the project's fourth component aims to customize business training programs that cater to the unique needs of these areas to empower local entrepreneurs and foster sustainable economic growth in targeted locations. Consistent with the foregoing, this consultancy seeks an individual consultant to undertake a comprehensive needs assessment that will inform the design of a training curriculum that addresses the most pressing challenges faced by Micro Small, Medium and Enterprise (MSMEs) and present strategies that participants can harness to achieve, identify, develop and manage climate-resilient business in the regions. The assessment will involve stakeholder consultations, data analysis, and an in-depth review of the current training landscape.



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In order to conduct a needs assessment that will inform the development of a training curriculum that identifies climate-resilient business training options, the EPA's ERVCCS Project Management Unit (PMU) is seeking expressions of interest from applicants who would wish to serve as foreign consultants.

**2.0 OBJECTIVE OF THE CONSULTANCY**

The primary objective of this consultancy is to conduct a needs assessment for developing a robust climate-resilient MSME business training curriculum. The consultant will:

- **Identify** needs to validate knowledge gaps mentioned in the project Gender Action Plan and identify additional priorities for target communities and MSMEs
- Identify the key business challenges faced by MSMEs in different regions.
- **Assess** the existing capacity of MSMEs, including their knowledge, skills, and training needs.
- **Analyze** the current MSME training programs available and identify gaps in content, delivery methods, and access.
- **Recommend** appropriate learning modules and topics for inclusion in the curriculum based on identified needs.

**3.0 SCOPE, DUTIES, AND RESPONSIBILITIES**

The consultant will undertake the following tasks:

**1. Desk Study:**

- i. Review existing literature, reports, and studies on MSME challenges in regions.
- ii. Study available training programs for MSMEs, including their content, delivery methods, and effectiveness.
- iii. Review national and regional policies related to MSME development and business support.

**2. Stakeholder Consultations:**

- i. Conduct interviews and focus group discussions with MSME owners, business development service providers, trainers, and other relevant stakeholders.
- ii. Organize in-person surveys with MSME owners and employees to gather quantitative data on their training needs.
- iii. Meet with government agencies and relevant organizations (e.g., business support associations) to understand broader challenges and opportunities for MSME capacity building.



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**3. Data Analysis and Needs Assessment:**

- i. Analyze the data from consultations and surveys to identify the main business challenges and training needs of MSMEs.
- ii. Assess the gaps in existing training programs and recommend areas for improvement.
- iii. Develop a clear framework of essential training modules and topics tailored to MSMEs' needs.

**4. Provide Roadmap**

- i. Provide roadmap for the next steps for curriculum development and implementation.

**4.0 EXPECTED OUTPUTS AND DELIVERABLES**

The consultant is expected to deliver the following outputs:

**1. Needs Assessment Report (Draft):**

A comprehensive draft report including findings from consultations, data analysis, and recommendations for the curriculum.

**2. Final Needs Assessment Report:**

A final version of the needs assessment report, incorporating feedback from the draft report presentation, with specific curriculum recommendations and an implementation roadmap.

**NOTE: HARD COPIES OF THESE REPORTS SHOULD BE GLUE-BINDED USING A GLOSSARY SHEET**

**CONTRACT AND REPORTING REQUIREMENTS:**

The Consultant shall report directly to the PMU through the Project Manager under the supervision of the Energy and Environment Program Coordinator of the Environmental Protection Agency. Regular updates and meetings shall be held for effective collaboration and supervision.

The International Consultant to design and conduct Business Training shall be recruited for 40 days under a Service Contractual agreement. The EPA reserves the right to rescind the contract during that period should the performance of the Gender expert not meet its requirements.

**QUALIFICATIONS**

- **Education**



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The national consultant should have at least a master's degree in business administration, Development Studies, Economics, or a related field.

- **Experience:**

- i. At least 5–7 years of experience working with MSMEs or in business development and training.
- ii. Proven experience in conducting needs assessments, market research, or similar projects in the context of MSMEs.
- iii. Experience designing or delivering business training programs is highly desirable.

- **Skills and Competencies:**

- i. Strong analytical skills and experience in data collection, survey design, and qualitative research methods.
- ii. Familiarity with the challenges faced by MSMEs, particularly in areas.
- iii. Excellent communication and interpersonal skills.
- iv. Ability to work independently and deliver high-quality results within deadlines.
- v. Proficiency in using MS Office Suite and other research tools.
- vi. Tolerant, culturally sensitive, and knowledgeable in dealing with the local environment

**SUBMISSION OF APPLICATION**

Interested candidates should submit both soft & hard Copy of a **cover letter, CV, and financial and technical proposal** to the below address or by email at [maldonakarway1@gmail.com](mailto:maldonakarway1@gmail.com), indicating the subject area “**Contractual Service–Individual to Undertake a Needs Assessment for the Business Training Curriculum**”. The closing date for the submission of proposals is 4 PM, April 7, 2025. Any submission coming/received after this deadline will not be given consideration. Only submissions meeting the requirements/criteria in the RFP will be considered for evaluation.

**ATTENTION:**

**Maldona K. Karway**  
**Procurement Officer**  
**Enhancing the Resilience of Vulnerable Coastal Communities in Sinoe (ERVCCS)**  
**Environment Protection Agency (EPA)**  
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**\*Female candidates are highly encouraged to apply!**

The closing date for submission of applications is 4:00 PM on April 7, 2025. Any submission received after this deadline will not be considered. Only applicants who meet the requirements as outlined in the terms of reference will be considered for evaluation.

NOTE: This information is also posted on <https://www.emansion.gov.lr/>, <https://www.epa.gov.lr/>, <https://www.undp.org/>, [www.mme.gov.lr](http://www.mme.gov.lr) and can be found in local dailies.