



AFRICAN DEVELOPMENT
BANK GROUP

Republic of Liberia

**ENVIRONMENTAL PROTECTION AGENCY
Monrovia, Liberia**

(CONSULTING SERVICES)

**NAME OF PROJECT: ENHANCING CLIMATE INFORMATION SYSTEMS FOR
RESILIENT DEVELOPMENT (LIBERIA CIS PROJECT)**

Assignment Title: **Consultancy for Professional Services for Supervision and
Monitoring of the Renovation of the Liberia National Meteorological Station**

Financing Agreement reference:

Project ID No:

Reference No.

Issue Date: **Monday, April 6, 2026**

End Date: **Monday, April 13, 2026**

1. Background

The Environmental Protection Agency (EPA) in Liberia was created by an act of the Legislature on November 26, 2002, and published as a handbill on April 30, 2003, to ensure sound environmental management and sustainable use of natural resources. The EPA functions to ensure long-term economic prosperity through sustainable development and establish a legal framework for environmental management.

The EPA received funding from the Green Climate Fund to implement a five-year project called "Enhancing Climate Information Systems for Resilient Development in Liberia" (the Liberia CIS Project).

The Liberia CIS Project is a US\$11,431,969 GCF, AFDB, and GOL-funded project that aims to increase the resilience of Liberia's population and infrastructure to climate change. In particular, the project will strengthen the country's adaptive capacities to integrate better long-term climate risk reduction and adaptation measures in national planning and development through the development of a well-functioning Multi-Hazard Impact-Based Forecasting and Early Warning System (MH-IBF-EWS).

The implementation of the project will entail training and equipping the existing Liberia Meteorological Service (LMS), Liberia Hydrological Service (LHS), Environment Protection Agency (EPA) and National Disaster Management Agency (NDMA) to collect weather and climate data; introduce and maintain modelling, forecast weather events and provide early warnings systems; and scale-up evidence-based climate-informed decision-making, planning, and response actions Countrywide. The objective of the project is to



strengthen Liberia's climate-related observation and monitoring capabilities, early warning and early action systems, and other environment-related information systems. The objective seeks to drive a paradigm shift towards evidence-based climate-informed decision-making, planning, and response by integrating green growth, environmental resilience, and adaptation into national development planning through effective climate information systems in Liberia.

2. Purpose of the Consultancy

The purpose of this consultancy is to provide professional supervision and monitoring services for the renovation of the Liberia National Meteorological Station at the Roberts International Airport (RIA). This station is a critical component of Liberia's national climate and weather monitoring infrastructure and plays a key role in generating accurate meteorological data to support evidence-based planning and risk reduction across sectors. Moreover, this consultancy aligns with the objectives of the Climate Information System (CIS) Project, which seeks to enhance Liberia's climate resilience through the development of reliable, accessible, and user-driven climate services. By ensuring the quality, safety, and timely execution of the renovation works, this consultancy will contribute directly to strengthening national climate service delivery, improving early warning systems, supporting agriculture, infrastructure development, aviation safety, and disaster preparedness.

3. The Scope of the Services to be performed

The Consultant shall provide a comprehensive professional services for the supervision and monitoring of the renovation works at the Liberia National Meteorological Station located at the Roberts International Airport (RIA). The services aim to ensure that all construction activities are implemented in full compliance with the approved architectural and engineering designs, technical specifications, environmental and safety standards, project timelines, and budgetary provisions.

3.1 Technical Review and Site Familiarization

- Review approved design drawings where available and or develop the required design based on the needs of the beneficiary entity, specifications, bills of quantities (BoQs), and work schedules.
- Conduct a pre-renovation site assessment to understand the scope and sequence of renovation activities.

3.2 Construction Supervision and Monitoring

- Provide day-to-day technical supervision to monitor the contractor's adherence to design and quality standards.
- Ensure compliance with agreed timelines and identify potential risks or delays early.
- Maintain a daily site log of activities, progress, and any deviations.



- Monitor the quality of materials and workmanship to meet project standards.
- Track progress against the schedule and budget, and report any delays or issues.

3.3 Quality Control and Material Inspection

- Monitor and inspect materials and construction methods to ensure conformance with approved standards.
- Recommend remedial measures for any non-conforming work or materials.
- Ensure that the contractor implements and adheres to proper occupational health, safety, and environmental practices on-site.
- Monitor the application of safety procedures and respond to any incident reports.
- Monitor compliance with national and international health and safety standards at the construction site.
- Ensure that the contractor implements an effective safety management plan, including the use of PPEs, site hazard controls, and emergency response procedures.
- Report and follow up on any environmental or safety incidents.
- Facilitate regular site meetings between the contractor, the EPA/CIS Project Implementation Unit (PIU), and other relevant stakeholders.

3.4 Progress Monitoring and Reporting

- Track the progress of construction activities against the approved schedule and identify any delays or bottlenecks.
- Coordinate and facilitate weekly site meetings with the contractor and project team to review progress and resolve issues.
- Prepare and submit monthly supervision reports highlighting progress, challenges, quality status, safety compliance, and recommendations.
- Maintain photo documentation of all key stages of the renovation works.

3.5 Certification and Payment Verification

- Verify and certify contractor's interim payment requests by validating the volume and quality of completed works.
- Prepare technical assessments to support disbursement approvals and submit to the CIS Project Management Unit.
- Conduct a comprehensive review and certification of final works before recommending final payment.



3.5 Final Inspection and Handover

- Lead the final inspection of the completed renovation works together with EPA/CIS representatives.
- Prepare a punch list of any outstanding or defective works and supervise corrective actions.
- Submit a final completion report including as-built drawings, warranty documents, and operation and maintenance manuals (if applicable).
- Certify completion of works and assist with the handover process, including the preparation of the final supervision report.

Minimum Qualifications, Skills, and Experience:

The completion of this work dependent on an Individual. The selected person should have a minimum of a Bachelor degree in Civil Engineering, Structural Engineering, Building Construction, Architectural Engineering or other relevant related field. The successful Individual should have at least 8 years of cumulative extensive experience in construction, supervision and monitoring of civil engineering project.

Also, the individual should have the following:

- Be a member of the Society of Engineers in Liberia
- Be a license engineers by the Ministry of Public Works.
- Experience in supervising building construction/renovation projects in Liberia.
- Knowledge of Liberian building codes and international standards
- Strong project management and reporting skills.
- Be a good communicator and team player

Professionalism: the ability to make ad-hoc changes as and when the need arises; the ability to perform under stress; and the willingness to keep flexible working hours.

Duty Station:	Margibi County
Start Date:	Monday, April 20, 2026
End Date:	Monday, October 28, 2026
Duration of Assignment:	32 Weeks

The Environmental Protection Agency (EPA) now invites eligible individual consultants to indicate interest in providing these services by submitting their Curriculum Vitae (CV), demonstrating experience in performing similar assignments with references, and showing responsiveness to the qualifications requirements outlined in this REOI. Eligibility criteria and the selection procedure shall be in accordance with the African Development Bank's "Procurement Policy Framework for Bank Group Funded Operations" October 2015, which is available on the Bank's website at <http://www.afdb.org>.



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

Expressions of interest must be delivered in a written form to the address below by either hard copy or email by **Monday, April 13, 2026** @ 1700 hours (GMT) and mention “Consultancy for Professional Services for Supervision and Monitoring of the Renovation of the Liberia National Meteorological Station.”

Attn. Williema Digker
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Environmental Protection Agency
Monrovia, Liberia
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