



AFRICAN DEVELOPMENT  
BANK GROUP

Republic of Liberia

ENVIRONMENTAL PROTECTION AGENCY  
Monrovia, Liberia

(CONSULTING SERVICES)

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

Assignment Title: **Consultancy to Develop a Quality Management System (QMS),  
Workplan for the Climate Information System Project**

Financing Agreement reference:  
Project ID No: SAP018  
Reference No. EPA/CIS/ICS/2025/006  
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 (GCF) 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 initiative funded by the GCF, African Development Bank (AfDB), and the Government of Liberia (GoL), aimed at increasing 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 consultant shall design, implement, and maintain a Quality Management System (QMS) that is compliant with international standards such as ISO 9001. The primary objective of this QMS is to ensure the reliable collection, processing, and dissemination of hydrometeorological data (encompassing weather, climate, and water), guaranteeing it is timely, accurate, and verifiable to support critical services.. By accomplishing the objectives, this study will address the preparation of a comprehensive Workplan that will guide the step-by-step implementation of quality standards and capacity-building actions across partner institutions such as the Liberia Meteorological Service (LMS), Liberia Hydrological Service (LHS), the EPA, and the National Disaster Management Agency (NDMA). By doing so, the consultancy supports the broader aim of the CIS project, which is to enhance Liberia's climate resilience through reliable and actionable climate services.

## **3. The Scope of the Services to be performed**

The consultant will work closely with EPA through the PIU and also have the opportunity to consult with the relevant agencies and ministries (e.g., LMS, LHS, NDMA, sector ministries etc.) to gather the relevant information needed to perform the assessment as stated below.

### **A. Assessment of Existing Systems:**

- Conduct a comprehensive review of existing quality control and assurance procedures across relevant institutions such as the Liberia Meteorological Service (LMS), Liberia Hydrological Service (LHS), Environmental Protection Agency (EPA), and National Disaster Management Agency (NDMA).
- Evaluate the existing climate data management policies, procedures, and workflows at the EPA, LHS, LHS, and NDMA to identify strengths and areas for improvement.
- Incorporate relevant international best practices by examining standards set forth by leading organizations such as the World Meteorological Organization (WMO), the Intergovernmental Panel on Climate Change (IPCC), and the African Development Bank (AfDB).

- Conduct in-depth interviews with key stakeholders, including representatives from the EPA, LHS, LMS and other relevant agencies, to gather valuable insights and perspectives on effective climate data management.

## **B. Gap Analysis**

- Conduct a comprehensive evaluation of the existing mechanisms for data collection, processing, storage, and dissemination.
- Identify and analyze the potential weaknesses related to quality control measures, documentation practices, and compliance with relevant standards.
- Assess the gaps in institutional structures and technical capabilities that may hinder effective data management and utilization.

## **C. Development of QMS Framework**

- Develop a comprehensive Quality Management System (QMS) structure specifically designed to meet the diverse needs of Liberia's Climate Information System (CIS).
- Outline the roles and responsibilities essential for the effective implementation of the QMS, ensuring that all stakeholders are well-defined and accountable.
- Develop a Monitoring & Evaluation (M&E) plan for QMS implementation.
- Recommend a set of detailed Standard Operating Procedures (SOPs) to enhance the management and integrity of climate data, ensuring that data is accurately collected, analyzed, and disseminated for optimal use in decision-making and policy development.

## **D. Workplan Development**

Develop a comprehensive and prioritized action plan for the effective implementation of the Quality Management System (QMS). This plan should detail specific timelines for each phase of implementation, outline the necessary resource requirements, and include proactive strategies for mitigating potential risks. Propose robust capacity-building programs, incorporating engaging training sessions and interactive workshops designed to enhance skills and foster a culture of quality within the EPA, LHS, LHS, and NDMA.

## **E. Compliance and Certification Readiness**

- Readiness to support the institution in achieving ISO 9001 certification (or equivalent).
- Apply relevant tools for monitoring key quality indicators and performance metrics.
- Introduce mechanisms for managing customer feedback and service improvements.

## **Deliverables & Reporting**

The consultant shall be responsible for delivering the following key items, according to the agreed-upon schedule:

**Inception Phase Deliverables:**

- An Inception Report, detailing the consultant's understanding of the project, methodology, and risk assessment.
- A detailed Work Plan and Timeline, with clear milestones and resource allocation.
- A comprehensive Stakeholder Engagement Plan, identifying key parties, communication strategies, and a schedule for consultations.

**Core QMS Implementation Deliverables:**

- A complete Quality Management System (QMS) Manual, aligned with ISO 9001 (or other specified standard) requirements.
- A full suite of documented Standard Operating Procedures (SOPs) for all critical hydrometeorological data processes (collection, processing, quality control, archiving, and dissemination).
- Training Materials and a report confirming the successful delivery of training sessions to designated staff on the QMS and new SOPs.
- Internal Audit Report(s) documenting the findings from the initial audit of the implemented system.

**Finalization & Strategic Handover Deliverables:**

- A Final Project Report, summarizing all activities, outcomes, and the final validated QMS.
- A Strategic Roadmap with concrete recommendations for the long-term institutionalization, continuous improvement, and sustainability of the QMS beyond the consultancy period.

**Minimum Qualification, Skills, and Experience:**

The completion of this work dependent on an Individual. The selected person should have a Master's degree in Environmental Science, Meteorology, Hydrology, Data Management, or Quality Management or related -relevant discipline. The successful Individual should have at least 8 years of cumulative working experience developing Quality Management System and a very good knowledge of on Liberia environment sector.

Also, the individual should have the following:

- a) Proven experience in QMS development, preferably in climate or environmental projects.
- b) Knowledge of data lifecycle management, including observation, processing, forecasting, and dissemination.

- c) Previous work with National Meteorological and Hydrological Services (NMHSs) or similar agencies
- d) Familiarity with ISO 9001, WMO guidelines, or AfDB procedures.
- e) Experience working in Liberia/West Africa is an advantage.
- f) Excellent communication (written and verbal) skills and fluency in English.
- a) In-depth knowledge and understanding of Liberia's environmental sectors.
- b) Proactive, able to work with minimal supervision, and with a high degree of initiative, reliability, flexibility, and self-motivation.

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.

<b>Duty Station:</b>	<b>Monrovia</b>
<b>Start Date:</b>	Monday, April 20, 2026
<b>End Date:</b>	Monday, June 20, 2026
<b>Duration of Assignment:</b>	8 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 **April 13, 2026** @ 1700 hours (GMT) and mention "Provision of Consultancy Services for International Consultant to Develop a Quality Management System (QMS), Workplan for the Climate Information System Project in Liberia (Liberia CIS Project)."

**Attn. Williema Digker**  
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**Environmental Protection Agency**  
**Monrovia, Liberia**  
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