



Rural and Renewable Energy Agency

Securing modern energy access for all Liberians



Liberia Electricity Sector Strengthening and Access Project (LESSAP II)

Project ID: P180498

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

Issue date: June 18, 2025

Closing date: July 2, 2025

Consultancy Services for **Environmental Assistant**
Contract Reference No: **LR-RREA-494057-CS-INDV**

1. Background

The Rural and Renewable Energy Agency (RREA) is implementing several energy access projects in Liberia, including the Liberia Renewable Energy Access Project (LIRENAP) and the Liberia Electricity Sector Strengthening and Access Projects – Phase I and II (LESSAP I and LESSAP II), all funded by the World Bank. LESSAP I and II are distinct but complementary, with separate scopes and implementation arrangements.

LIRENAP involves solar PV installations, diesel generators, and the construction of a 348 km MV/LV distribution network in Lofa County, along with the environmentally responsible decommissioning of the Kaiha 2 mini-hydropower plant.

LESSAP I focuses on electrifying healthcare facilities, installing public streetlights, and introducing Result-Based Financing (RBF) mechanisms to promote private sector investment. LESSAP II builds on this by expanding healthcare electrification and introducing rural mini-grids and school electrification—components not included in LESSAP I. LESSAP II does not include streetlighting.

All project activities are guided by the World Bank Environmental and Social Framework (ESF), its Operational Policies (OPs), and Liberia's Environmental Protection and Management Law (2003). To provide practical field-level support to the environmental safeguards function, RREA seeks to recruit an Environmental Assistant to work under the direct supervision of the Environmental Officer, with overall oversight from the Environmental and Social Safeguard Specialist. The Assistant will be embedded within the Environmental and Social (E&S) Unit of the Project Implementation Unit (PIU).

2.0 Objective of the Assignment

The Environmental Assistant will support the Environmental Officer in the implementation, field monitoring, and documentation of environmental safeguards activities under LIRENAP, LESSAP I, and LESSAP II. The role is designed to build the Assistant's professional skills in environmental compliance, monitoring, and stakeholder engagement through active field participation and technical support.

This role is also intended to serve as a foundational learning opportunity for a young environmental professional seeking to build practical experience in both donor-funded and Government of Liberia–funded projects and programs.

3.0 Scope of Work

The Environmental Assistant will:

- Assist the Environmental Officer in conducting environmental screening and field visits.
- Collect and organize site-specific environmental data (photos, GPS points, field notes, contractor observations).
- Support the preparation and formatting of ESMPs, environmental audits, monitoring forms, and checklists.
- Help track environmental permits and assist in organizing documentation for EPA compliance.
- Participate in stakeholder consultations and document environmental concerns raised by local communities.
- Assist in compiling and formatting monthly or quarterly environmental monitoring summaries.
- Maintain organized records of environmental permits, reports, and field documentation.
- Support the planning and facilitation of environmental awareness and training sessions led by the Environmental Officer.
- Provide logistical and administrative support for field supervision visits and inspections.
- Collaborate with the Social Safeguard Assistant, Gender Assistant, and other field staff to support integrated safeguards implementation.
- Perform other related duties as assigned by the Environmental Officer or Environmental and Social Safeguard Specialist.

4.0 Qualifications, Experience, and Competencies

- Bachelor's degree in Environmental Science, Natural Resource Management, or a related field.
- At least (2) years of relevant experience in environmental fieldwork, safeguards, or community-based environmental programs with provision of reference(s).
- Basic understanding of environmental management principles and Liberia's regulatory framework.
- Interest in learning about environmental safeguards, including the World Bank's Environmental and Social Framework (ESF).
- Demonstrate competence in field documentation methods, reporting, and data collection.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).



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5.0 Required Qualities

- Ability to work under pressure and meet critical deadlines
- Communication and other interpersonal skills;
- High levels of personal initiative, motivation, honesty, integrity
- Proficiency in computer applications (Internet and MS Office suite) and report writing skills;

6.0 Duration

This is a time-based contract for a period of Twenty-Four Months with the possibility of extension based on performance.

The attention of interested individual Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" dated July 2016, revised November 2017, and August 2018, November 2020 and September 2023 and revised in February 2025, setting forth the World Bank's policy on conflict of interest. Please refer to paragraph 3.17 of the Procurement Regulations on conflict of interest related to this assignment which is available on the Bank's website at <http://projectsbeta.worldbank.org/en/projects-operations/products-and-services/brief/>

Interested individual will be selected in accordance with the Individual Consultant Selection (ICS) method set out in the Procurement Regulations.

Further information and the detailed Terms of Reference (TOR) for the assignment can be obtained electronically at the following email addresses and Website, from Mondays to Fridays, from 0900 to 1600 hours GMT:

Email: info@rrealiberia.org Website: www.rrealiberia.org

Expression of Interest; clearly marked **Consultant for Environmental Assistant**, must be delivered through an email to the address below on or before **4:00 p.m.** Local Time, on **July 2, 2025**.

Only shortlisted candidates will be contacted.

Attn: Executive Director

Rural and Renewable Energy Agency

LEC Sub-station, Newport Street

1000 Monrovia 10, Liberia

Email: samueln@rrealiberia.org

Electronic submission should also be copied to the following addresses:

info@rrealiberia.org; stephenp@rrealiberia.org; augustinem@rrealiberia.org,
tennej@rrealiberia.org; dehkonteew@rrealiberia.org

Terms of Reference (ToR)
Environmental Assistant
World Bank-Funded Projects under RREA (LESSAP Phase I, LESSAP Phase II,
and LIRENAP)

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3. Scope of Work

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- Provide logistical and administrative support for field supervision visits and inspections.
- Collaborate with the Social Safeguard Assistant, Gender Assistant, and other field staff to support integrated safeguards implementation.
- Perform other related duties as assigned by the Environmental Officer or Environmental and Social Safeguard Specialist.

4. Duration

The duration of the assignment is for Twenty-four (24) months, renewable based on performance and evolving project needs.

4. Qualifications and Experience

- Bachelor's degree in Environmental Science, Natural Resource Management, or a related field.
- At least (2) years of relevant experience in environmental fieldwork, safeguards, or community-based environmental programs.
- Basic understanding of environmental management principles and Liberia's regulatory framework.
- Interest in learning about environmental safeguards, including the World Bank's Environmental and Social Framework (ESF).
- Competence in field documentation methods, reporting, and data collection.
- Good interpersonal skills and the ability to work respectfully in community settings.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Willingness to travel frequently, including overnight field assignments in rural areas.

5. Supervision and Coordination

The Environmental Assistant will report directly to the Environmental Officer, who will provide day-to-day technical guidance, task assignment, and field supervision. The Assistant will work under the overall oversight of the Environmental and Social Safeguard Specialist, who will ensure alignment with project safeguards strategies. The Assistant will collaborate closely with the Social Safeguard Assistant, Gender Assistant, and other members of the E&S Unit.

6. Key Performance Indicators (KPIs)

Performance will be assessed based on:

- Timeliness and accuracy of field data collection and documentation.
- Organization and completeness of environmental records and field reports.
- Quality of support provided to the Environmental Officer during inspections and reporting.
- Responsiveness to instructions and participation in team assignments.
- Contribution to consultations, awareness activities, and safeguards monitoring.
- Collaboration and coordination with other safeguards staff.
- Consistency in supporting the delivery of environmental safeguards deliverables.

7. Deliverables

The Environmental Assistant will be responsible for producing the following:

- Draft field visit reports and photo documentation logs.
- Completed environmental screening and monitoring checklists.
- Up-to-date database of permits, records, and consultation documentation.
- Draft summaries of observed contractor environmental practices.
- Support materials for training and awareness sessions.
- Contributions to monthly and quarterly environmental monitoring reports.
- Additional deliverables assigned by the Environmental Officer or Safeguard Specialist.
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8. Facilities to be provided by the Employer

The Client will provide the Consultant with the following facilities:

- Access to all information and project-related materials to facilitate the execution of the assignment;
- Office space;
- Writing Desk and Chair;
- Filing Cabinet;
- Desk Tray;
- Laptop Computer;



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- Access to Internet, and network resources;
- Printing Services;

Access to Vehicle during working hours

9. Payment Terms

The consultant will be paid on a monthly basis, subject to submission of satisfactory deliverables and a timesheet approved by the Deputy Executive for Program

Payment will be made in United States Dollars and subject to withholding tax.

A performance review will be conducted every six months, influencing continuation or renewal of the contract.