

# Terms of Reference

(REQUEST FOR EXPRESSION OF INTEREST –CONSULTING SERVICES)

**NAME OF PROJECT: Initiative for Climate Action Transparency (ICAT) Liberia Project – NDC tracking and policy impact assessment**

Assignment Title: **Consultancy for supporting the Environmental Protection Agency to strengthen systems and frameworks for tracking progress on Liberia’s Nationally Determined Contribution under the Paris Agreement**

Financing Agreement reference:

Project ID No.

Reference No.

Issue Date:

End Date:

## 1 Background

The Government of Liberia through the Environmental Protection Agency (EPA) has received funding from the Initiative for Climate Action Transparency (ICAT) via the United Nations Office for Project Services (UNOPS) to strengthen Liberia’s capacity to assess the contribution of climate policies and actions on development objectives, and to track progress towards its Nationally Determined Contribution (NDC) under the Paris Agreement (COP21 December 2015) to reflect the policies and activities set out within the context of the UNFCCC’s Enhanced Transparency Framework (ETF) updated NDCs submitted to the UNFCCC on 4th August 2021. The support will be used to:

1. Contribute towards ongoing efforts to build a national transparency framework that meets international standards and is tailored to domestic needs.
2. Strengthen the EPA’s and relevant stakeholders’ capacities to apply methodologies and tools to assess GHG and sustainable development impacts and the effectiveness of policies, measures, actions and plans included in the NDC.
3. Contribute towards ongoing efforts to improve the availability and quality of data required for measuring GHG and sustainable development impacts and the effectiveness of policies and measures included in the NDC.
4. Support the formulation of NDC targets and actions in a manner that allows consistent monitoring and evaluation of progress (in collaboration with relevant existing initiatives that support the NDC update in the framework of the NDC roadmap).

5. Contribute towards ongoing efforts to develop frameworks that facilitate tracking of progress on NDC implementation and strengthen capacities to construct and apply indicators towards that end.

The activities and outputs that will be undertaken under this project have been defined in a country work plan. For the implementation of the activities relating to tracking progress against Liberia’s NDC, the EPA is looking for a consultancy firm or consortium of individual experts that brings cross-sectoral expertise in developing frameworks for tracking and monitoring results from policies, measure, strategies, actions and plans.

## 2 Objective of the Consultancy

The objective of this consultancy is to strengthen the capacities of the EPA in tracking progress of the implementation of Liberia’s Nationally Determined Contribution (NDC) under the Paris Agreement in the energy, transport and waste sectors. This consultancy will closely interlink with this process by advising the development of NDC Tracking tools and indicators for monitoring progress towards achieving the revised targets and actions set out in Liberia’s updated NDCs in the **energy, transport and waste sectors.**

## 3 Main Tasks of the assignment and deliverables

The deliverables for this consultancy as well as a project timeline are specified in the country work plan which serves as the reference document for the project. The following table highlights key milestone outputs that shall be delivered by under this consultancy assignment.

Activity	Output	Timeline
Develop the working methodology, timeline and execution plan for the assignment and present it to the EPA.	Inception report with working methodology, and detailed execution plan (including timeline) for the assignment	2 weeks after contract commencement
Conduct meetings (in-person or virtual) with the project teams, sectoral working groups and NDC hubs that collaborate under the "NDC Roadmap/Implementation process" to engage in reviewing NDC targets in the Energy, Waste and Transport Sectors.	<ul style="list-style-type: none"> <li>• Reports from meetings with the project teams, sectoral working groups and NDC hubs;</li> </ul>	January 2022
Review targets in the updated NDCs in the Waste, Energy and Transport sector and how they can be tracked using the TRACE, GACMO and LEAP Models as well as conduct scenario analysis on NDC Tracking.	Summary Report	January 2022
Provide advice to the EPA, sectoral working groups and NDC hubs on the NDC target tracking process and ensure that updated NDC targets are fully trackable.	Ad hoc advice and recommendations to EPA technicians, sectoral working groups and NDC Hubs in target formulation (documentation in form of email or memos)	February 2021

<p>Development of Indicator tracking tools to track NDC progress in the energy, transport and waste sectors using <b>GACMO, LEAP TRACE and other relevant climate models useful for Liberia’s three(3) mitigation sectors</b> and Capacity building to apply the indicator tracking tools in the Energy, Waste and Transport sector</p> <ul style="list-style-type: none"> <li>• Conduct meetings (in-person or virtual) with the EPA, the Ministry of Finance and Development Planning as well as the Liberia Institute for Statistics and Geoinformation Services to assess the availability of relevant data and existing institutional arrangements for collecting them.</li> <li>• Evaluate how existing platforms like the <i>Environmental Knowledge Management System</i> of the EPA can be used to manage data collection and processing for the indicator tools.</li> <li>• Present the draft set of tracking tools to the EPA and sectoral working groups for feedback and comments (at an in-person or virtual meeting)</li> </ul> <p>Finalize the tracking tools for each of the three sectors and integrate them into the EKMS, if possible</p>	<p>Indicator tracking tools to track progress towards the NDC implementation – <b>energy sector</b></p> <p>Indicator tracking tools to track progress towards the NDC implementation – <b>transport sector</b></p> <p>Indicator tracking tools to track progress towards the NDC implementation – <b>waste sector</b></p> <p>#Prepare and deliver training session for the application of NDC Indicator tracking tools</p> <p>#Develop a manual/guide on how to use NDC indicator tracking tools</p>	<p>March- May 2022</p>
<p>#Consultant will participate in weekly project meetings to discuss progress and challenges in the implementation of the assignment</p>		

#### 4 Minimum Qualifications, Skills and Experience

The assignment requires the following qualifications, skills and experience:

- A legally registered Liberian consultancy firm or group of Liberian professional experts with excellent knowledge of the energy, transport and waste sector in Liberia, including policies, measures, strategies, actions and plans aiming at reducing GHG emissions from these sectors as well as NDC Tracking using the GACMO, TRACE, AND LEAP and other climate models.
- Excellent knowledge of the *Pro Poor Agenda for Prosperity and Development* as Liberia's development strategy for the years 2018-2023 as well as Liberia's domestication processes of the **Sustainable Development Goals** formulated in the **Agenda 2030 and the African Union's Agenda 2063**.
- At least 5 years of experience in developing monitoring frameworks for tracking the results of climate mitigation sectors( Energy, Waste and Transport)
- Good knowledge of quantitative and qualitative impact assessment methodologies and tools as well as tracking process against policy targets.
- Academic background in economics, engineering, natural sciences or another related discipline.
- Excellent and effective communication (verbal and written) skills, including ability to prepare reports and conduct presentations.
- Ability to interact with and engage a wide variety of stakeholders with different professional backgrounds.

#### 5 Location of the Assignment

The location of the assignment will be Monrovia, Liberia.

#### 6 Duration of Assignment

The assignment will start on **January 1, 2022** and will run through June 30, **2022**.

**Deadline for submission of applications is: December 8, 2021**

**Attention:**

**Pescee T. Doe**

Officer –In- Charge

Procurement Environment Protection Agency (EPA) 4th Street Sinkor 1000 Monrovia, 10 Liberia P.O. Box 4024

Applications can also be received through email: [ptdoe@epa.gov.lr](mailto:ptdoe@epa.gov.lr). and copy: [armbecker@gmail.com](mailto:armbecker@gmail.com)

Please indicate **‘ICAT Consultancy Assessing sustainable development impacts of climate policies, measures, strategies, actions and plans’** in the subject line. The closing date for submission of applications is December 8, 2021 at 4:00 pm.

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