



Republic of Liberia
ENVIRONMENTAL PROTECTION AGENCY (EPA)
4th Street, Sinkor
1000 Monrovia, 10 Liberia



Service Provider- Development of Project Implementation Plan for BTR/TNC

1. Background:

The Environmental Protection Agency (EPA) as mandated by Section 99, of the Environmental Protection and Management Law (EPML) is the principal authority in Liberia responsible for coordinating all Multilateral Environmental Agreements and is empowered to coordinate, monitor, supervise and consult with relevant stakeholders on all activities in the protection of the environment and sustainable use of natural resources.

With the adoption of the Paris Agreement (PA), adopted at the 21st Conference of the Parties (COP) to the UNFCCC in December 2015, all countries agreed on an enhanced transparency framework (ETF) for action and support (Article 13), with built-in flexibility which takes into account Parties' different capacities and builds upon collective experience. The Paris Agreement sets out a global action plan that puts the world on track to avoid dangerous climate change by limiting global warming to well below 2°C. It establishes that each individual Party should submit a Nationally Determined Contribution and revise it every five years in order to achieve the global goal of reducing greenhouse gas (GHG) emissions. In fulfillment of this agreement, Liberia submitted its NDC on April 4, 2022 to the UNFCCC Secretariat through the Environmental Protection Agency. Liberia committed to reducing its economy-wide greenhouse gas emissions by 64% below the projected business-as-usual level by 2030.

In the context of the ETF, countries are expected to track and report progress towards achieving their NDCs, and communicate adaptation actions, including good practices, priorities, needs and gaps, so as to inform the global stock take under Article 14 of the Agreement. Besides submitting their National Communications (NCs) every four years, signatory countries will be expected to submit Biennial Transparency Reports (BTRs) including a National Inventory Report every two years starting from December 2024, thus replacing the Biennial Update Reports (BURs).

Under this combined BTR/NC project, Liberia will receive support to prepare its First BTR and Third NC and submit them to the UNFCCC by December 2024, in compliance with UNFCCC and PA reporting requirements and in alignment to national development goals, with built-in flexibility provided in light of its capacities. Moreover, the country will be supported to undertake a self-assessment and stocktaking exercise for the preparation of subsequent BTRs and NCs.

2. Objective of the consultancy:

To develop a comprehensive Project Implementation plan (PIP) to support Liberia prepare and submit its first Biennial Transparency Report (BTR) and Third National Communication (TNC) that comply with the United Nations Framework Convention on Climate Change (UNFCCC) and article 13 of the Paris Agreement reporting requirements while responding to national development goals.

3. Scope of serves to be performed:

1. Develop the comprehensive scope of work to be undertaken depending on its national circumstances/priorities/needs and gaps identified in the previous reports (NC, BUR, ICA process, other capacity needs assessments) on the following thematic areas:
 - National inventory report (NIR)
 - Information necessary to track progress made in implementing and achieving nationally determined contributions under Article 4 of the Paris Agreement
 - Information related to climate change impacts and adaptation under Article 7 of the Paris Agreement.
 - Information on financial, technology development and transfer, and capacity-building support was provided and mobilized under Articles 9–11 of the Paris Agreement.
2. Provide a detailed stakeholder engagement plan to allow the country to engage stakeholders in the BTR and the TNC elaboration process, raise general awareness, build stakeholders' capacities, and promote regional networking, peer-to-peer exchange, and knowledge sharing.
3. Prepare a detailed scope of work to conduct a self-assessment and stocktaking report for the preparation of subsequent BTR and TNC.
4. Develop the terms of reference for BTR and TNC project personnel, national experts, consultants' e.t.c.
5. Provide a detailed implementation arrangement for the BTR and TNC preparation.
6. Conduct institutional capacity assessment for the UNFCCC reporting requirements.
7. Describe the methodology/mainstreaming plan for gender and women's empowerment in the project implementation and monitoring.
8. Develop a detailed budget and work plan to accomplish the BTR and TNC

4. Deliverables/reports

The following reports must be submitted by the contractual party and approved/accepted in accordance with the above tasks by the EPA through the MEA coordinator's office.

Reports	Timeline	Payments
Inception report	Within 5 days of signing contract	20%
Submission of first draft with a comprehensive Project Implementation plan (PIP) to support Liberia prepare and submit its first Biennial Transparency Report (BTR) and Third National Communication (TNC) that comply with the United Nations Framework Convention on Climate Change (UNFCCC), including the detailed budget and work-plan	Within 40 days	40%
Submission of the final comprehensive PIP to support Liberia prepare and submit its first BTR and TNC that comply with the UNFCCC, including the detailed budget and work-plan	Within 10 days	40%

5. Reporting arrangement

The consultant will work under the overall guidance of the MEA coordinator of the Environmental Protection Agency of Liberia (EPA).

6. Duty Station

The consult is expected to work remotely considering the nature and duration of the work preferably in his/her existing location, thereby eliminating the need to work from the EPA headquarters unless called upon in an extreme case. The contractual party will work under the overall guidance of the MEA coordinator's office at the EPA.

7. Duration of the consultancy

The duration of the consultancy service will last for exactly 60 days. The service will begin from August 1 to 30 September 2022.

8. Qualification, Skill and Experience

The completion of this work is dependent on personnel. As such, applicants must name every Individual expected to work on the contract, as well as their individual CV's. EPA will not accept any proposal that lists an expert as "to be determined." EPA considers all personnel named in the proposal as "key," and must provide express, written authorization for replacement of named personnel.

Experience

- Master's degree in Environmental Sciences, Natural Resource Management, Climate Change or related fields with proven experience in project development and implementation.
- Proven track record of performing Green House Gas (GHG) inventory.
- Familiarity with the general UNFCCC and the Paris Agreement reporting requirements on the BTR and TNC.
- Ability to proactively engage with a range of relevant stakeholders to ensure inclusion of all necessary partners.

Competencies and skills

- Fluency in English
- Strong project development and implementation skills.
- Proactive and able to work with minimal supervision and high degree of initiative, reliability, flexibility, and self-motivation.
- Professionalism: flexibility to make ad-hoc changes as and when the need arises; ability to perform under stress; willingness to keep flexible working hours.

9. Submission of Application/expression of interest

The Environmental Protection Agency invites interested and eligible consultants or firms to indicate their interest in providing the above services by submitting the following documents/ information to demonstrate their qualifications and eligibility.

- a. **Cover letter:** A short (maximum one page) letter indicating an Expression of Interest.
- b. **Technical Proposal** (maximum eight pages) highlighting: brief explanation about the Consultant/s with emphasis on previous experience in this kind of work; profile of the Consultant/s to be involved in undertaking the development of the PIP; understanding of the ToRs, methodology approach and timeline.
- c. **Financial Proposal:** The financial proposal should provide cost estimates for services rendered including daily consultancy fees, transport cost, stationeries, and other costs related the development of the document.

All expressions of interest must be delivered by email to the address below before or on August 15, 2022 @ 23:59 hours (GMT). Please indicate in the subject line "Service Provider-Development of Project Implementation Plan for BTR/TNC". Any submission received after the above deadline will not be considered. Only applicants that meet the requirements as outlined will be considered for evaluation. Eligibility criteria and the selection procedure shall be in accordance with the Government of Liberia procurement policy.

Mr. Pescee T. Doe

Email: ptdoe@epa.gov.lr

**Officer in Charge, Procurement
Environment Protection Agency (EPA)**