



ENVIRONMENTAL PROTECTION AGENCY OF LIBERIA (EPA)

P.O. BOX 4024
4TH STREET, SINKOR, TUBMAN BLVD.
1000 MONROVIA 10, LIBERIA

Terms of Reference

PROJECT TITLE: Preparation of Liberia's First Biennial Transparency Report and Third National Communication (BTR1NC3) to the United Nations Framework Convention on Climate Change (UNFCCC)

Job Title	Consultancy to Conduct Technical Evaluation and TACCC Check on the Zero Draft of Liberia's BTR1NC3
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Division/Department	Climate Change
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Programme/Project Number	SB – 019444.04
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Location	Monrovia, Liberia
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Reports to	National Project Coordinator (NPC)
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BACKGROUND

The Environmental Protection Agency is the national designated authority responsible for the implementation of international environment treaties to which Liberia is a Party. Within the EPA, there exists a Climate Change Enabling Unit responsible for activities related to the preparation of National Communications (NCs); Biennial Transparency Reports (BTRs); and Greenhouse Gas (GHG) National Inventory Reports (NIRs) of the Republic of Liberia in fulfilment of our national obligations to the UNFCCC. The Unit is also responsible for monitoring climate change related activities/projects and their execution on behalf of the EPA.

The content of deliverables produced under this output must follow the Modalities, Procedures and Guidelines for the transparency framework for action and support referred to in Article 13 of the Paris Agreement (FCCC/PA/CMA/2018/3/Add.2). Moreover, as adopted at COP 26 in Decision 5/CMA.3, the following will be observed: (i) outlines for the BTR & national inventory document (NIR); (ii) the common reporting tables and common tabular formats for reporting GHG Inventory, NDC progress, financial, technology development and transfer and capacity-building support provided and mobilized, as well as support needed and received (FCCC/PA/CMA/2021/10/Add.2).

Liberia's BTR1NC3 is building on findings and recommendations from previous NCs and the BUR1 as well as recommendations resulting from the International Consultation and Analysis (ICA) process. It specifically addresses (i) national inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases; (i) information necessary to track progress made in implementing and achieving nationally determined contributions under Article 4 of the Paris Agreement; (iii) information related to climate change impacts and adaptation under Article 7 of the Paris Agreement; (iv) information on financial, technology development and transfer and capacity-building support needed and received under Articles 9–11 of the Paris Agreement; (v) Other relevant information (e.g. gender, RSO, education/training and public awareness).

OBJECTIVE

Specifically, the consultant will review, and update the data used in the draft BTR1NC3. This will lead to the preparation of the final draft for submission to the UNFCCC in fulfillment of national reporting obligations.

SCOPE OF WORK

The consultant will carry out these tasks:

- a. Conduct technical evaluation on the Draft Report including sections on national inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases; 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 needed and received under Articles 9–11 of the Paris Agreement; and other relevant information.
- b. Ensure that Liberia's First Biennial Transparency Report and Third National Communication (BTR1NC3) is actually an update of Liberia's Initial National Communication (INC), Second National Communication (SNC), and First Biennial Update Report (BUR1) previously submitted to the UNFCCC.
- c. Ensure consistency in the reporting methodology, i.e., the 2006 IPCC Guidelines and the accurate use of Global Warming Potential (GWP) from a specified IPCC Assessment Report.
- d. Ensure that the BTR1NC3 includes time series data back to the year of previous reports (BUR1/SNC) and relevant tables, and have them included for submission to the Conference of Parties (COP) of UNFCCC.
- e. Ensure that the BTR1NC3 includes estimates of F-gases, at least for refrigeration and air conditioning, using the 2006 IPCC Reporting Guidelines and Expert Judgement.
- f. Ensure that the BTR1NC3, to the extent possible, and if disaggregated data are available, contains emissions from international aviation and marine bunker fuels separately in the GHG Inventories.
- g. Ensure that the BTR1NC3 contains information on key categories, the level of uncertainty associated with inventory data, assumptions and methodology of uncertainty estimation and uses appropriate Notation Keys.
- h. Ensure that information is provided in tabular formats with reference number in accordance with the UNFCCC reporting requirements. Information on assumptions given in the table of mitigation actions and information on international market mechanisms should be included for submission to the Conference of Parties (COP) of UNFCCC.
- i. Assess the BTR1NC3 in terms of the Transparency, Accuracy, Consistency, Comparability, and Completeness (TACCC) Principle and adherence to the UNFCCC reporting guidelines.
- j. Address follow-up comments resulting from the post-submission review of Liberia's BTR1NC3 in fulfillment of the reporting requirement, consistent with the UNFCCC Guidelines.

QUALIFICATIONS

- An advanced degree (at least MSc. or Ph.D.) in Environmental Science and related fields.
- Familiarity with national communications, and with international negotiations and processes under the UNFCCC
- Substantial experience in government and in interdepartmental procedures
- Knowledgeable in the use of the latest IPCC guidelines, methodologies, and related software packages on mitigation actions and their effects
- Familiarity with computers and word processing

EXPERIENCE

Four years post qualification experience of which two (2) years must have been in Climate Change related activities.

DURATION

The duration for this assignment is three (3) months and based on the achievement of specific milestones predetermined by the NPC.

SUBMISSION OF APPLICATIONS

Interested candidates should send a one-page cover letter-expression of interest (EOI) indicating suitability for the post, as well as a CV to the Environmental Protection Agency (EPA). All interested candidates are to address their letter of application and curriculum vitae to the below address on or before July 10, 2025.

Interested candidates may obtain further information at the address below during office hours from 09:00 and 17:00hours, Mondays to Fridays.

Attention:

Mr. Pescee Doe
Actg. Assistant Director
Procurement
Environmental Protection Agency (EPA)
Bright's Building, Sekou Toure Avenue, Mamba Point
1000 Monrovia, 10 Liberia
Email: ptdoe@epa.gov.lr/ pesc82.doe@gmail.com
and
cc: abecker@epa.gov.lr and bkarmorh@epa.gov.lr