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Description automatically generatedREPUBLIC OF LIBERIA

**ENVIRONMENTAL PROTECTION AGENCY**

4th Street Sinkor, Tubman Boulevard

1000 Monrovia, 10 Liberia

P.O. Box 4024

**CALL FOR EXPRESSION OF INTEREST**

**TO PROVIDE CONSULTANCY SERVICE**

**EOI NO. EPA/E&E/CON/ICS/005/2025**

Consultancy Services for the Development of an Atlas Showcasing the Natural Beauty and Wonders of Liberia

**TERMS OF REFERENCE FOR NATIONAL CONSULTING FIRM**

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| **Job Title** | | National Consulting Firm | |
| **Division/Department** | | Energy & Environment/Environmental Protection Agency/EPA | |
| **Program/Project Number** | | UNDP Energy & Environment Program/Country Program Support | |
| **Activity (1.1) Result** | | To produce Atlas of Natural Beauty and Wonders of Liberia for use at the COP30 and Beyond | |
| **Assignment** | | To Conduct Services for the Development of an Atlas Showcasing the Natural Beauty and Wonders of Liberia at the COP30 and Beyond | |
| **Location** | | Across Liberia’s 15 Counties | |
| **Reports to** | **EPA-Executive Director and UNDP Resident Representative** | **Duration:** | Sixty (60) days spread over a three (3) months period |
| **BACKGROUND** | | | |
| Liberia is endowed with rich biodiversity, unique ecosystems, and stunning natural landscapes. Its natural capital includes over 40% of the remaining Upper Guinean Rainforest, extensive river systems, wetlands, mangroves, and a vibrant coastline. These ecosystems support a wide range of endemic and endangered species, such as the pygmy hippopotamus, forest elephants, and western chimpanzees. Liberia’s forests also play a critical role in regional climate regulation and carbon sequestration, making them globally significant for climate action.  In addition to its ecological value, Liberia’s natural resources present untapped opportunities for sustainable investment. Sectors such as ecotourism, sustainable forestry, carbon finance, and renewable energy offer potential for green growth, job creation, and community development. However, these assets remain under-documented and under-promoted, limiting their contribution to national development and global conservation efforts. This underrepresentation hinders the country’s ability to harness its ecological assets for sustainable economic growth, climate resilience, and community development.  To address the visibility and knowledge gap surrounding Liberia’s natural assets, the Government of Liberia, supported by the United Nations Development Programme (UNDP) and other partners, is leading the development of a flagship publication titled, **the *Atlas of the Natural Beauty and Wonders of Liberia*.** This nationwide initiative is funded by UNDP and scheduled to be implemented over a three (3)-months period, will document and showcase Liberia’s most valuable ecological and cultural landscapes. The Atlas aims to position Liberia’s natural heritage as both a driver of national development and a priority for global conservation.  The publication is expected to be launched at the 30th Session of the Conference of the Parties (COP 30) to the United Nations Framework Convention on Climate Change (UNFCCC), to be held in Brazil. It is envisioned as a high-impact advocacy and promotional tool to elevate Liberia’s environmental profile on the international stage and mobilize support for nature-based solutions, climate action, and sustainable green investment.  **Objective of the Assignment and Responsibilities**  The objective of this assignment is to develop a high-quality, visually compelling, and content-rich ***Atlas of the Natural Beauty and Wonders of Liberia*** that documents and promotes the country’s most valuable ecological and cultural landscapes. The Atlas will serve as a strategic tool to:   * Raise national and international awareness of Liberia’s biodiversity, ecosystems, and natural heritage. * Support advocacy for conservation, climate action, and sustainable land use. * Promote green investment opportunities in sectors such as ecotourism, sustainable forestry, and carbon finance. * Enhance Liberia’s visibility at global environmental platforms, particularly through its launch at COP 30 in Brazil.   **Scope of Work and Tasks**  The Consulting Team will be responsible for the following tasks:   * Conduct stakeholder consultations and field visits to ecological sites. * Compile and analyze biodiversity data, satellite imagery, and indigenous knowledge. * Develop GIS maps, thematic chapters, and multimedia content. * Design and produce the Atlas in both print and digital formats. * Organize the launch in Liberia and at COP30 in Brazil and support global outreach efforts. * Facilitate post-COP integration and dissemination of the Atlas.   **Key Expected Deliverables/Results**   |  |  |  |  | | --- | --- | --- | --- | | **S/N** | **Deliverables** | **Time** | **Scope of Financial Proposal and Payment Schedule** | | **s1.** | An Inception Report that includes documentary film’s overall concept and scenario, plans for interviews/scripts etc. and site visits | August 2025:  7 days after signing the contract | 20% payment after adoption of the inception report | | **2.** | Field days to conduct stakeholder consultations and visits to ecological sites and Submission of Draft Documentary, maps, multimedia content, Atlas in print and digital | 20 days | 30% of payment after presentation of draft Atlas and documentary | | **3.** | Final documentary submitted at COP 30 launch in Monrovia | 15 Days | 40% of payment after review and approval of final video documentary | | **4.** | Post-COP30 event launch event planning report and facilitate post-COP integration and dissemination of the Atlas with feedback incorporated. | 15 Days | 10% of payment after submission of final report and roadmap to COP30 |   **Contract and Reporting Requirements**  The consultant will be hired against a performance-based contract for Sixty (60) days over a three (3) Months (August 1 to October 30, 2025). The consultant will report to the Executive Director of the EPA and UNDP Resident Representative through the E&E Coordinator of the Energy & Environment Unit. The consulting Firm shall submit the reports summarized below, for the respective period(s). All documents/reports should be issued in English, submitted in both hard and electronic copies.   * **Progress Reports:** The Consultant shall prepare concise reports (Inception & draft Atlas) with the relevant information on progress, highlighting achievements, emerging issues that need to be clarified with the client and recommendations, consistent with the deliverable results above. * **Final Report:** Before the end of the assignment: The Consultant shall submit a final report detailing all the activities undertaken. The report should outline achievements, issues and lessons learnt. | | | |
| **Desired Qualifications and Experience**  The selected Firm or Project Team Lead should demonstrate a strong multidisciplinary background and proven experience relevant to environmental documentation, spatial analysis, and publication development. The following qualifications and experience are required or desirable:  **Academic Qualifications:**   * A Master’s degree or higher in Environmental Science, Journalism, Ecology, Natural Resource Management, Geography, Geospatial Science, Conservation Biology, Communications, or a related field.   **Professional Experience:**   * At least 5 **years of relevant professional experience** in communication, environmental research, biodiversity assessment, GIS mapping, or conservation communications. * Demonstrated experience in producing high-quality publications, atlases, reports, or knowledge products for international or government agencies. * Proven expertise in the use of Geographic Information Systems (GIS), remote sensing, and data visualization tools. * Experience conducting fieldwork in diverse and remote ecological settings, preferably in West Africa or similar tropical forest regions in Liberia. * Strong understanding of sustainable development, climate change, ecotourism, and nature-based solutions.   **Technical and Functional Skills:**   * Proficiency in software and tools for spatial mapping (e.g., ArcGIS, QGIS), graphic design (e.g., Adobe InDesign, Illustrator), and data analysis. * Excellent research, writing, and editing skills, with the ability to synthesize complex information for both technical and general audiences. * Strong project management and coordination skills, including stakeholder engagement and workshop facilitation.   **Language and Communication:**   * Excellent written and spoken English is required. * Working knowledge of French and/or local Liberian languages is an asset. * Ability to communicate effectively with diverse stakeholders, including government agencies, local communities, development partners, and the media.   **Other Attributes:**   * Demonstrated ability to work under tight deadlines and deliver high-quality outputs. * Familiarity with UNDP’s development and environmental programming approaches is an advantage.   + Demonstrated ability to work under tight deadlines and deliver high-quality outputs.   + Familiarity with UNDP’s development and environmental programming approaches as well as the Environmental Protection Agency of Liberia is an advantage   **Qualification of key Team Members**   * BSc degree in relevant field * Must be in compliant with the Liberian Laws * 2-3 years of working experience in Geographic Information Systems (GIS), video production and spatial mapping (e.g., ArcGIS, QGIS), graphic design (e.g., Adobe InDesign, Illustrator), and data analysis. * 2-3 years ‘experience filming professionally, * Interest in the UN system and general knowledge of development issues, Proficiency with editing software such as Photoshop. * Excellent research, writing, and editing skills, with the ability to synthesize complex information for both technical and general audiences. * Excellent interpersonal skills. * Relative fitness and stamina to work long hours. * Proficiency with camera equipment * Demonstrated experience in forest monitoring, remote sensing and GIS * Ability to establish effective working relations with people from rural backgrounds * Extent and relevance of experience in developing various strategic programming/technical documents and liaising with relevant stakeholders. * Relevant experience in research related activities, policy advice and analysis relating to NRM/ resilience building/rural livelihoods/agriculture/forestry/climate change   **Submission of Requirements**  Interested and qualified consultants or consulting firms are invited to submit a detailed proposal that includes the following:   1. **Technical Proposal**    * Brief description of the understanding of the assignment and approach/methodology to be used.    * Work plan and timeline for delivering the outputs.    * Profile of the consultant or firm, including relevant experience with similar assignments.    * CVs of key team members highlighting qualifications and relevant experience.    * Portfolio or samples of previous work (e.g., published reports, atlases, GIS products, communication materials). 2. **Financial Proposal**    * Detailed breakdown of costs, including professional fees, travel, logistics, and other relevant expenses.    * All costs should be quoted in USD and inclusive of taxes, if applicable. 3. **Administrative Documents**    * Company or consultant’s registration documents (for firms).    * Copy of a valid tax clearance certificate (if applicable).    * Any relevant licenses or certifications. | | | |
| |  | | --- | | **Evaluation Criteria** | | **Relevant academic and Professional /Work Experience**   * Reputation of organization and Experience in conducting similar work, with at least 5 years of operational experience and qualifications and Experience of Key Experts on the team **(15 points)** * Knowledge or evidence in working and analyzing satellite/drone imagery and produce atlas materials for use international **(10 points)** * Knowledge of Liberia’s natural endowment, natural resources, climate change and adaptation issues, UNFCCC COPs and past efforts around NAP, NDCs, etc. **(10 points)** * Previous experience working with the UN or other international partners, government entities, CSOs and having dual reporting roles **(10 points)** * A registered Liberian Firm and tax complaint **(10 points**)   **Technical Proposal**   * **Demonstration of clear methodology to be used in undertaking the assignment,** and implementation work plan with timelines for carrying out the assignment. (**30 points**) * Description of previous similar assignments **(15 points**) | | The financial proposal should detail the daily fee and any relevant cost. Payment will be based on the key deliverables mentioned and payment modality. | | | | |
| **ALL APPLICATION SHOUL BE ADDRESS TO:**  **ATTENTION:** Mr. Pescee T. Doe  **Assistant Director/Procurement**  Environment Protection Agency (EPA)  4th Street, Sinkor  1000 Monrovia, 10 Liberia  P.O. Box 4024  or through email (https://mail.google.com/mail/u/0/images/cleardot.gifptdoe@epa.gov.lr), indicating in the subject area **“To Conduct Services for the Development of an Atlas Showcasing the Natural Beauty and Wonders of Liberia at the COP30 and Beyond”.** Closing date for submission of Expression of Interests (EOIs) is **4PM, August 5, 2025**. Any submission coming/received after this deadline will not be given consideration. Only submissions that meet the requirement/criteria as contained in the Request for Expression of Interest will be considered for evaluation. **The application package must include CVs, Technical and Financial Proposal.**  **NOTE**: This information is also posted on these websites: [www.emansion.gov.lr](http://www.emansion.gov.lr), [www.ekmsliberia.info](http://www.ekmsliberia.info)., [www.epa.gov.lr](http://www.epa.gov.lr) and local dailies. | | | |