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***ENVIRONMENTAL PROTECTION AGENCY OF LIBERIA (EPA)***

**P.O. BOX 4024**

**4TH STREET, SINKOR, TUBMAN BLVD.**

**1000 MONROVIA 10, LIBERIA**

**Terms of Reference**

**PROJECT TITLE:** Development of Project Implementation Plan (PIP) for Second Biennial Transparency Report (BTR2) and Combined Third Biennial Transparency Report and Fourth National Communication (BTR3/NC4) for Liberia

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**Job Title**

Consultancy to Develop PIP for BTR2 and BTR3/NC4 for Liberia

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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** UNFCCC Focal Point for Liberia

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| **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 to the United Nations Framework Convention on Climate Change (UNFCCC COP 21) in December 2015, all countries agreed on an Enhanced Transparency Framework (ETF) for action and support (Article 13), with built-in flexibility, which considers 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 Party should submit a Nationally Determined Contribution and revise it every five years to achieve the global goal of reducing greenhouse gas (GHG) emissions.  In the context of the ETF, countries are expected to track and report progress towards achieving their Nationally Determined Contributions (NDCs), and communicate adaption actions, including good practices, priorities, needs and gaps, to inform the global stocktake 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).  Article 13 of the Paris Agreement establishes an enhanced transparency framework for action and support, and states that support shall be provided to developing country Parties for its implementation and for the building of transparency-related capacity of developing country Parties on a continuous basis. The Conference of the Parties serving as the Meeting of the Parties to the Paris Agreement at the third part of its first session (CMA 1.3) adopted the modalities, procedures and guidelines for the transparency framework for action and support. The CMA decided that Parties shall submit their first biennial transparency report (BTR) and national inventory report, if submitted as a stand-alone report, in accordance with these modalities, procedures and guidelines, at the latest by 31 December 2024 and that the least developed country (LDC) Parties and small island developing States (SIDS) may submit this information at their discretion.  The reporting format identifies the following information to be included in the BTR: (a) national inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases; (b) information necessary to track progress in implementing and achieving its nationally determined contribution under Article 4 of the Paris Agreement; (c) information on climate change impacts and adaptation under Article 7 of the Paris Agreement; (d) information on financial, technology transfer and capacity-building support needed and received.  Liberia will provide updates on actions taken over the years to implement the Convention, including the status of its GHG emissions and removals, as well as on the actions to reduce emissions and/or enhance sinks. |

**OBJECTIVE**

To develop PIP for the Second Biennial Transparency Report (BTR2) and Combined Third Biennial Transparency Report and Fourth National Communication (BTR3/NC4) of the Republic of Liberia. The PIP shall comply with reporting requirements of the United Nations Framework Convention on Climate Change (UNFCCC) and Paris Agreement.

**SCOPE OF WORK**

The lead consultant will develop Project Implementation Plan (PIP) for Liberia’s BTR2 & BTR3/NC4, consistent with UNFCCC Guidelines and the Enhanced Transparency Framework of the Paris Agreement, while corresponding to national developmental goals. He/She will report directly to the UNFCCC Focal Point for Liberia and the Director of the Multilateral Environmental Agreements (MEAs) Department. He/she will be responsible to develop detailed terms of reference and hire sub-contracts on a need basis. At a minimum, he/she will responsible to carry out the following activities:

* + Develop a full Project Implementation Plan (PIP), defining institutional roles (EPA, technical teams), gender mainstreaming strategy, partner coordination, risk management, and sustainability measures.
  + Design a phased work plan with clear timelines outlining activities for BTR2 (2025–2026) and BTR3/NC4 (2027–2028), including key milestones (inception, validations, submissions) and an M&E framework with KPIs.
  + Formulate a detailed budget across components (NIR, NDC tracking, adaptation), activities (consultancies, training), and years (2025–2029), including 10% contingency.
  + Integrate gender equality, embedding gender-sensitive approaches across all components (data collection, analysis, capacity-building) and propose a Gender Action Plan with specific targets.
  + Map stakeholders & align with partners by Identifying and engaging government ministries, NGOs, and academia for the PIP development and validation; ensure synergy with ongoing initiatives (e.g., GCF Climate Information Systems, MMCRP, Sinoe Project etc).
  + Deliver finalized documentation by submitting a complete PIP, work plan, and budget, incorporating EPA/UNEP feedback and ready for implementation.

**QUALIFICATIONS**

The consultant (s) must have the following qualifications:

* + At a minimum, the lead consultant must hold a graduate Degree (MSc.) in Environmental Science, Climate Change or related fields and more than five (5) years in the sector or within the main fields of the project;
  + Demonstrate the ability to develop PIPs and write proposals for GEF funding;
  + Have excellent knowledge of the issue, the main issues of climate change, and the various instruments for implementing the Paris Climate Agreement;
  + Have excellent knowledge of the climate change policy and processes;
  + Have good knowledge of the scientific aspects, impacts, and adaptation strategies of climate change;
  + Demonstrate an understanding of the Country’s climate adaptation, social as well as economic context
  + Demonstrate understanding of guidelines, methodologies, and scenario development tools;
  + Demonstrate ability to read, understand, write, and speak English;
  + Have a good ability to summarize and use scientific and technical documentation;
  + Must be proficient in the use of computer programs (software, excel, word processing, etc.)
  + Demonstrate ability to lead a team and deliver on the task assigned;
  + Must have an excellent capacity to analyze and synthesize information;

**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 milestone predetermined by the UNFCCC Focal Point for Liberia and the MEAs Director.

**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 before28th August 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) of Liberia

Bright’s Building, Sekou Toure Avenue, Mamba Point

1000 Monrovia, 10 Liberia

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