



## **Terms of Reference (ToR)**

### **Consultancy for the Preparation of Liberia's First National Access and Benefit-Sharing (ABS) Report**

#### **Background**

Liberia is a Party to the Convention on Biological Diversity (CBD) and the Nagoya Protocol on Access and Benefit-Sharing (ABS). In line with its international obligations, Liberia is required to prepare and submit its First National ABS Report through the ABS Clearing-House.

The Environmental Protection Agency (EPA), as the national ABS focal institution, seeks to engage a qualified consultant to support the coordination, data compilation, stakeholder consultations, and drafting of the national report in accordance with the CBD/ABS reporting framework.

#### **Objectives of the Consultancy**

##### **Overall Objective**

- To support the Government of Liberia in the preparation, validation, and submission of its First National ABS Report in compliance with the Nagoya Protocol and ABS Clearing-House reporting requirements.
- Specific Objectives
- Compile and analyze national ABS-related legal, policy, institutional, and implementation data
- Facilitate inclusive stakeholder consultations at regional and national levels
- Draft a high-quality National ABS Report aligned with the CBD reporting template
- Support technical validation and finalization of the report for submission

#### **Scope of Work / Key Tasks**

The consultant will work under the supervision of the EPA and in close coordination with relevant national stakeholders to carry out the following tasks:

##### **Task 1: Inception Planning and Coordination**

- Participate in a multi-stakeholder inception meeting
- Clarify roles, reporting structure, timelines, and methodology
- Prepare an inception report and detailed workplan

##### **Task 2: Background Data Compilation and Legal Review**

- Review national ABS-related laws, policies, institutional frameworks, and practices
- Assess the status of Nagoya Protocol implementation
- Compile relevant data from line ministries and institutions

##### **Task 3: Stakeholder Mapping and Engagement Planning**



- Identify and categorize key ABS stakeholders
- Develop a stakeholder engagement and consultation strategy

#### **Task 4: Regional Consultations and Data Validation**

- Support and document regional consultations in 3–4 regions
- Collect and validate data on ABS implementation and benefit-sharing experiences

#### **Task 5: National Consultation Workshop**

- Present consolidated findings to national stakeholders
- Integrate feedback into the reporting process

#### **Task 6: Drafting of the National ABS Report**

- Prepare the first draft of Liberia's National ABS Report using the CBD/ABS Clearing-House template

#### **Task 7: Technical Review and Validation**

- Support a technical validation workshop
- Revise the draft based on expert and stakeholder inputs

#### **Task 8: Finalization and Submission Support**

- Finalize and edit the report to meet international standards
- Support EPA in submitting the report through the ABS Clearing-House

#### **Task 9: Dissemination and Awareness**

- Assist with preparation of summary briefs and key messages for public dissemination

### **4. Expected Deliverables**

<b>Deliverable</b>	<b>Indicative Timeline</b>
Inception Report and Finalized Workplan	<b>January 15-20, 2026</b>
Background Paper and ABS Inventory	<b>January 21-31, 2026</b>
Stakeholder Engagement Matrix	<b>February 1-6, 2026</b>
Regional consultation reports	<b>February 9-12, 2026</b>
National Report	<b>February 13-19, 2026</b>
Draft National ABS Report (Version 1)	<b>February 20, 2026</b>
Validated National ABS Report	<b>February 23, 2026</b>
Submission confirmation	<b>February 25, 2026</b>
Dissemination materials	<b>February 25-26, 2026</b>
<b>Total # of Days</b>	<b>43 days</b>

### **Duration of the Assignment**

The consultancy will run for approximately 43 days, from **January 15 to February 26, 2026**.

### **Reporting and Coordination**

- The consultant will report directly to the EPA ABS Focal Point and the Director of Multilateral Environmental Agreements
- All deliverables shall be submitted to EPA for review and approval
- Close coordination with the ABS Technical Committee and relevant ministries is required

### **Required Qualifications and Experience**



- Advanced university degree in environmental law, biodiversity conservation, natural resource management, or a related field
- Experience
- At least 7 years of relevant professional experience
- Demonstrated experience in ABS, CBD, or Nagoya Protocol reporting
- Proven experience facilitating multi-stakeholder consultations
- Familiarity with national and international environmental reporting frameworks
- Skills
- Strong analytical and report-writing skills
- Excellent facilitation and communication skills
- Experience working with government institutions and international conventions

### **Payment Schedule**

Payments will be linked to satisfactory completion and approval of agreed deliverables, as defined in the contract.

### **Please send application to:**

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Assistant Director, Procurement  
c/o Environmental Protection Agency of Liberia  
Bright's Building, Sekou Toure Avenue, Mamba Point  
Monrovia, Liberia  
Email: [ptdoe@epa.gov.lr](mailto:ptdoe@epa.gov.lr)

### **And copy:**

Frances Browne Seydou  
National Focal Point  
Nagoya Protocol on Access Benefit Sharing (ABS)  
Environmental Protection Agency of Liberia  
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