



## **Terms of Reference - CONSULTANCY SERVICES ANNOUNCEMENT: CONSULTANCY TO CONDUCT A COSTING AND COST-BENEFIT ANALYSIS FOR THE UPDATING OF LIBERIA'S NATIONALLY DETERMINED CONTRIBUTION**

Building upon a strong foundation of science, partnership and field demonstration, Conservation International (CI) empowers societies to responsibly and sustainably care for nature, our global biodiversity, for the well-being of humanity. CI's strategy is to serve as a trusted advisor to decision makers at all levels to help societies establish healthy, sustainable economies that secure nature's ability to provide enduring human well-being. We accomplish this through the four pillars of our work:

- We innovate to identify and implement practical and effective solutions to problems. This innovation takes place throughout the organization and relates to all aspects of CI's work including science, field implementation, policy, markets, partnerships, etc.
  - We promote healthy, sustainable economies to achieve those impacts
  - We demonstrate these impacts throughout CI geographies (including Liberia)
- CI works through global agents of change, the major partners that help us amplify and achieve global impact

### **1. General Background**

As part of the NDC Partnership Climate Action Enhancement Package for Liberia, Conservation International in collaboration with the Environmental Protection Agency of Liberia seeks a consultant to develop a costing and cost-benefit analysis for Liberia's NDC update. The Climate Action Enhancement Package (CAEP) project is assisting Liberia in achieving two overarching objectives: (1) Enhancing its NDC, including by raising ambition, as part of the Paris Agreement's NDC update process; and (2) Fast-tracking implementation of its NDC, including by providing in-country technical expertise and capacity building. This consultancy will mainly support Objective 1.

### **2. Scope of work (purpose and objectives)**

The main objective of this consultancy is to develop an analysis to review the proposed sectors for inclusion in Liberia's NDC update, prepare cost estimates and a cost-benefit analysis, and identify potential funding sources for implementation, including assessing timelines when traditional development assistance can have long lead times for programming.

The NDC costing and cost-benefit analysis will build upon a review of proposed sectors and recommendations, the "Joint Analysis of Existing and Proposed Sectors for updating Liberia's Nationally Determined Contribution", prepared by CI, UNDP, and the EU-Liberia Climate Change Alliance. The results of the analysis will be considered along with technical analyses and support for Liberia's GHG inventory, MRV systems, and Natural Capital Accounting, to inform a whole-of-government and whole-of-society approach to ensure that updates to the NDC fully reflect Liberia's national priorities, circumstances, and ambition.



The consultant will also support the Government of Liberia (GoL), especially the Liberia Environmental Protection Agency and the National Climate Change Steering Committee (NCCSC), the NDC Economic Advisor, and a UNDP Financing Strategy consultant, in ongoing technical validation and stakeholder consultation processes to seek additional input and buy-in for the NDC update.

### 3. **Estimated Timeline**

This assignment should be completed between 28 September – 14 December 2020 (10 weeks)

### 4. **Estimated Budget and Reporting**

Consultant must propose an estimated budget, which should include (1) a breakdown of hourly rate and expected number of hours to complete the Key Tasks and Deliverables and (2) any additional expenses (i.e. travel and other reimbursable expenses).

Consultant is responsible for submitting a work plan and draft/final reports for the NDC costing analyses, as specified in sections 6 and 7 below.

The entire cost of this work shall not exceed USD \$17,200.

### 5. **Location of Task/Applicable Trips**

The consultancy is located in Monrovia, Liberia.

Occasional travel will be required to attend regional workshops, subject to compliance with local Covid-19 safety guidelines.

### 6. **Key Tasks**

The consultant will complete several tasks to prepare the deliverables in section 7, including development of a work plan to define the analysis scope and methodology, to be refined with the Environmental Protection Agency of Liberia, Climate Change Enabling Activities Office, CI-Liberia and the CI Policy team. The analyses should be prepared using a combination of literature review, official materials, and interviews with experts and stakeholders, among other identified sources, such as the cost estimates from the 2018 Liberia National Policy and Response Strategy on Climate Change.

- **NDC costing:** Prepare an analysis of costs to implement enhanced climate actions in several sectors/sub-sectors for Liberia's NDC update, which will include forests, agriculture, coastal zones, fisheries, and health. Additional NDC implementation costs may include capacity building, technical training, systems for monitoring, reporting and verification (MRV), benefit-sharing arrangements, and safeguard systems, among others.

The consultant will coordinate and share complementary analyses with the UNDP Financing Strategy consultant.



- **Cost-benefit analysis (CBA):** Conduct a cost-benefit analysis of including and implementing enhanced climate actions in the recommended sectors in Liberia's NDC update: forests, agriculture, coastal zones, fisheries, and health. As appropriate and feasible, the analysis should consider the cost-effectiveness of and trade-offs between possible climate actions. The CBA should include a sensitivity analysis.
- **Identify financing sources and assess timelines:** Based on the CBA results, prepare a description and/or list of national and international financing sources that should be considered to fund implementation of enhanced climate action in the recommended sectors in Liberia's NDC update. As appropriate and feasible, identify financing sources that will cover funding needs for traditionally underfunded activities and inclusive implementation (e.g. forest conservation, ecosystem restoration, benefit-sharing and safeguards systems). For each funding source identified, include a description and assessment of relevant funding timelines with respect to the NDC implementation timeline.

The consultant will coordinate and share complementary analyses with the UNDP Financing Strategy consultant.

- **Participate in technical and regional NDC consultations:** The consultant will be expected to participate in an ongoing stakeholder consultation process for the NDC update, which will be a key source for interviews. In coordination with UNDP and other partners, the consultant will engage in gender-sensitive discussions with key sector ministries and institutions, including the Ministry of Finance & Development Planning, and relevant private sector actors, including investment promotion institutions, institutional investors, business associations etc.

## 7. Deliverables/Estimated Outputs

The consultant will prepare and submit the following deliverables/outputs:

- Work plan and timeline: Due in week 1-2
- Draft costing report: Due in week 4-5
- Draft cost-benefit, trade-offs, and cost-effectiveness analysis: Due in week 6  
*To incorporate feedback from CI & others on draft costing report*
- Draft funding sources analysis: Due week 7-8
- Final comprehensive report: Due in week 10.  
*A compilation of NDC costing, CBA, and funding sources that incorporates feedback from CI, UNDP, GoL, consultations, etc.*

## 8. Required Skills and Experience

The consultant is expected to meet these qualifications:

- At least a Master's degree in a relevant field, such as economics, finance, or business administration. A PhD will be preferable. At least 10 years' experience in climate change economics and finance in developing countries.
- Broad, proven expertise in climate-related economic analysis, including CBA, agricultural and ecosystem valuation, discounting, non-market valuation,



carbon efficiencies. Experience with sectoral modeling and spatial analysis preferred.

- Proven understanding of the climate finance landscape and procedures, multilateral funds, and other channels, including the role of private sector in climate finance.
- Excellent interviewing skills and proven experience with stakeholder consultation processes.
- Excellent communication skills with ability to express ideas clearly, concisely, and effectively, both orally and in writing.
- Fluency in English

**9. Instructions for Submission of Offers**

Inquiries: Please direct all inquiries concerning this request for proposal to [pmulbah@conservation.org](mailto:pmulbah@conservation.org), [benkarmorh@epa.gov.lr](mailto:benkarmorh@epa.gov.lr) with a copy [kkasprzyk@conservation.org](mailto:kkasprzyk@conservation.org)

To apply: Please submit application including 1.) Cover page explaining your interest and proposed approach 2.) Your fully loaded hourly rate; and 3.) Your up-to-date CV and three references to [pmulbah@conservation.org](mailto:pmulbah@conservation.org): [benkarmorh@epa.gov.lr](mailto:benkarmorh@epa.gov.lr) with a copy [kkasprzyk@conservation.org](mailto:kkasprzyk@conservation.org) . Deadline for the submission of application: **18 September 2020**

The quote must include a submission of cost breakdown by hourly rate and an estimated number of hours per deliverable.

**10. Evaluation and Selection Criteria**

All proposals will be evaluated by a procurement selection committee according to the following selection criteria:

	<b>Evaluation Criteria</b>	<b>Possible Points</b>
<b>I</b>	<b>Technical Proposal, Part I - Technical Approach and Demonstrated Knowledge</b>	
1	Does the proposal clearly explain, understand, and respond to the objectives of the project as stated in the Scope of Work? Does the proposed approach fulfill the requirements of executing the Scope of Work effectively and efficiently?	20
2	Does the proposal demonstrate the offeror’s knowledge related to technical sectors required by the SOW?	20
<b>II</b>	<b>Technical Proposal, Part II - Qualifications and References</b>	



1	Personnel Qualifications – Does the consultant CV demonstrate the necessary experience and qualifications to carry out the Scope of Work?	20
2	Reference Check – Do the consultant’s references confirm the necessary experience and qualifications to carry out the Scope of Work?	20
<b>III</b>	<b>Cost Proposal – Includes Hourly Fees, Travel, any other expenses</b>	
1	Does the budget include all expenses and within the established limit?	10
2	Is the budget low-cost?	10
<b>IV</b>	<b>TOTAL Points Possible</b>	<b>100</b>

**Transparency:** Conservation International’s reputation derives from our commitment to our values: Integrity, Respect, Courage, Optimism, and Passion and Teamwork. CI’s Code of Ethics (the “Code”) provides guidance to CI employees, service providers, experts, interns, and volunteers in living CI’s core values, and outlines minimum standards for ethical conduct which all parties must adhere to. Any violation of the Code of Ethics should be reported to CI via its Ethics Hotline at [www.ci.ethicspoint.com](http://www.ci.ethicspoint.com) Concerns regarding the integrity of the procurement process and documents shall be reported to [www.ci.ethicspoint.com](http://www.ci.ethicspoint.com) under the procurement and purchasing activities.