Terms of Reference - CONSULTANCY SERVICES ANNOUNCEMENT: CONSULTANCY TO DEVELOP THE IMPLEMENTATION PLAN FOR LIBERIA’S UPDATED 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
Conservation International is an implementing partner for the NDC Partnership, which works directly with national governments, international institutions, civil society, researchers, and the private sector to fast-track climate and development action. As part of the NDC Partnership’s Climate Action Enhancement Package for Liberia, Conservation International in collaboration with the Environmental Protection Agency (EPA) of Liberia seeks a consultant to develop the Implementation Plan for Liberia’s updated Nationally Determined Contribution (NDC). 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 support Objective 2.

Support to the Liberia EPA is also being provided for Liberia’s NDC update by the UNDP through their Climate Promise initiative and the EU-Liberia Climate Change Alliance+. The EU-Liberia Climate Change Alliance+ plans to support development of the NDC implementation plans for three sectors (energy, transport, and waste). As a part of this highly collaborative approach under the direction of the Liberia EPA, the consultant will need to coordinate closely with these partners throughout the support period.

2. Scope of work (purpose and objectives)
The main objective of this consultancy is to develop an implementation plan for Liberia’s NDC update by working with stakeholders to identify and build-out detailed short to long-term actions needed for Liberia to reach the climate mitigation and adaptation goals outlined within the NDC. In addition to these action plans, the
Implementation Plan should integrate all relevant elements needed for Liberia to achieve its NDC, including enabling conditions, policy frameworks, institutional arrangements, climate-related MRV systems, gender equality and social inclusion, and financing strategies. The NDC Implementation Plan is part of a whole-of-government and whole-of-society approach to ensure that the NDC fully reflects Liberia’s national priorities, circumstances, and ambition. The consultant will need to be guided by and report to the Liberia EPA to ensure national ownership of the NDC Implementation Plan.

While the NDC itself will provide the foundation for the NDC Implementation Plan, as appropriate, the Implementation Plan should incorporate relevant findings and supporting materials from the NDC preparation process, including but not limited to: the review of proposed sectors and recommendations, the “Joint Analysis of Existing and Proposed Sectors for updating Liberia’s Nationally Determined Contribution”, technical analyses on Liberia’s GHG inventory, MRV systems, and Natural Capital Accounting, sectoral analysis reports prepared by UNDP and the EU-Liberia Climate Change Alliance+, the NDC Costing & Cost-Benefit Analysis, the NDC Financing Strategy, Capacity Building Plan (CBP), and the Climate Change Investment Plan. Furthermore, the Implementation Plan should be aligned with existing Liberian policies, plans, strategies, and regulations related to climate change action and NDC implementation in each sector.

The consultant will work closely with the Government of Liberia (GoL), especially the Liberia Environmental Protection Agency and the National Climate Change Steering Committee (NCCSC), and additional supporting partners in Liberia, including the UNDP and the EU-Liberia Climate Change Alliance+. As noted above, close coordination with the EU-Liberia Climate Change Alliance+ team will be needed to develop a common methodology for the NDC implementation planning processes and integrate all sectors into a common NDC Implementation Plan.

3. **Estimated Timeline**
   This assignment should be completed between 5 June – 30 July 2021 (8 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 the range of USD 10,000 to USD 12,000.

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, EU-Liberia Climate Change Alliance+ team, and UNDP. The analyses should be prepared using a combination of literature review, official materials, and interviews with experts and stakeholders, among other identified sources.

- **Develop a Work Plan & Timeline:** The overall goal and detailed objectives of the NDC Implementation Plan, along with a clear development process and timeline, need to be clarified with the GoL, CI, and other stakeholders before beginning any work on the document. The Work Plan should consider, *inter alia*:
  a. Defining clear coordination roles between the consultant, the GoL, CI, EU-Liberia Climate Change Alliance+, UNDP and other relevant stakeholders
  b. The approach to stakeholder engagement, with key and non-key stakeholders defined
  c. The timeframe of the NDC Implementation Plan
  d. Development of a common methodology for all sectors to be employed by this consultancy and the EU-Liberia Climate Change Alliance+ team
  e. How the NDC Implementation Plan will align with related climate change frameworks, including existing and/or planned national and sectoral policies, international commitments, institutional frameworks, MRV systems, and other national priorities
  f. How the NDC Implementation Plan will address gender equality and social inclusion
  g. How the NDC Implementation Plan will relate to/incorporate the NDC Financing Strategy, Capacity Building Plan, Climate Change Investment Plan, and Economic Advisory Report
  h. If and how the NDC Implementation Plan will differentiate between conditional and non-conditional targets, as appropriate
  i. If and how the NDC Implementation Plan will link climate actions to the Pro-Poor Agenda for Prosperity and Development (PAPD), SDGs and/or other international commitments

- **Develop an Outline of the NDC Implementation Plan:** Building upon the Work Plan, the NDC Implementation Plan Outline must clearly define the scope of key sections and topics that will be included in the document.

- **Draft and Finalize the NDC Implementation Plan:** The NDC Implementation Plan should be prepared according to the workplan and finalized outline. The Implementation Plan should clearly build-out detailed short- and long-term actions needed for Liberia to reach the climate mitigation and adaptation goals outlined within its NDC, as well as integrate all relevant elements needed for Liberia to achieve its NDC, such as enabling conditions,
policy frameworks, institutional arrangements, climate-related MRV systems, gender equality and social inclusion, and financing strategies. Additional considerations may include:

a. Establishing a clear logical framework to define outcomes, outputs, and activities, including within sectoral plans, leading to the NDC targets
b. Describing vital enabling conditions for NDC implementation based on analysis of key barriers and gaps, such as new or improved policies and regulations, capacity-building, technical assistance, awareness raising, etc.
c. Describing the roles and responsibilities of relevant institutions and institutional frameworks in NDC implementation, reporting, coordination, support, and finance
d. Describing the MRV systems that will track progress toward achievement of the NDC targets
e. Relating to/Incorporating the NDC Financing Strategy and Climate Change Investment Plan

- **Participate in stakeholder consultations**: The consultant will be expected to participate in relevant stakeholder consultation processes for the NDC Implementation Plan, which will be a key source for interviews. In coordination with other support partners, the consultant will engage in gender-sensitive discussions with key sector ministries and institutions, 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. All deliverables must be circulated with CI and relevant stakeholder and then revised to incorporate feedback, as needed.
   - Work plan and timeline, including a Stakeholder Engagement Plan: Due 7-10 days after start
   - NDC Implementation Plan Outlining: Due in week 3
   - Draft NDC Implementation Plan: Due in week 6
   - Final NDC Implementation Plan: Due by week 8

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 climate change/ environmental policy, public policy, environmental economics. PhD preferred. At least 10 years’ experience with climate change policy and/or economic planning policy in developing countries.
   - Broad, proven expertise in climate-related public policy, strategy development, and multi-sectoral climate change implementation planning
   - Proven understanding of the climate policy landscape and procedures, multilateral funds, and other channels, including the role of private sector in climate action.
   - 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, benkarmorh@epa.gov.lr with a copy 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, benkarmorh@epa.gov.lr with a copy kkasprzyk@conservation.org. Deadline for the submission of application: **27 May 2021**

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:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Possible Points</th>
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<tbody>
<tr>
<td><strong>I Technical Proposal, Part I - Technical Approach and Demonstrated Knowledge</strong></td>
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<tr>
<td>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?</td>
<td>30</td>
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<tr>
<td>2 Does the proposal demonstrate the offeror’s knowledge related to technical sectors required by the SOW?</td>
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<td><strong>II Technical Proposal, Part II - Qualifications and References</strong></td>
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<tr>
<td>1 Personnel Qualifications – Does the consultant CV demonstrate the necessary experience and qualifications to carry out the Scope of Work?</td>
<td>25</td>
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<tr>
<td>2 Reference Check – Do the consultant’s references confirm the necessary experience and qualifications to carry out the Scope of Work?</td>
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<tr>
<td><strong>III Cost Proposal – Includes Hourly Fees, Travel, any other expenses</strong></td>
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<tr>
<td>1 Does the budget include all expenses and within the established limit?</td>
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<td>2</td>
<td>Is the budget low-cost?</td>
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<td>IV</td>
<td>TOTAL Points Possible</td>
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**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.