



## **CONSULTANCY SERVICES ANNOUNCEMENT: NATIONALLY DETERMINED CONTRIBUTIONS CAPACITY AND TRAINING NEEDS ASSESSMENT FOR BUILDING AND STRENGTHENING LIBERIA'S NATIONAL CAPACITY TO IMPLEMENT THE TRANSPARENCY ELEMENTS OF THE PARIS CLIMATE AGREEMENT (CBIT)**

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)**
- We work through global agents of change, the major partners that help us **amplify** and achieve **global impact**

### **BACKGROUND**

Liberia is a signatory to the Paris Agreement Climate Agreement and has developed its Nationally Determined Contributions (NDCs) which present the roadmap for reducing Greenhouse Gases (GHG) in Liberia. To support mitigation, Liberia will need to reduce gross emissions from the land sector (e.g., deforestation and forest degradation) as well as increase the potential for carbon storage. The extent of implementation of the national contributions on mitigation and adaptation in Liberia are conditioned upon the provision of adequate means by the international community (financial resources, capacity building and the transfer of technologies). Given this context, there is clearly a need to strengthen Liberia's national capacity to implement the different elements of the Paris Climate Agreement. Against this background, Conservation International and the Environmental Protection Agency (EPA) of Liberia has received funding from the Global Environment Facility (GEF) in support of the Capacity Building Initiative for Transparency (CBIT) project *"building and strengthening Liberia's national capacity to implement the transparency elements of the Paris Climate Agreement (CBIT)"* in Liberia. The project will be executed through the Environmental Protection Agency and Conservation International- Liberia.

The main objective of this CBIT project is to support institutions in Liberia to build and strengthen Liberia's national capacity to implement the transparency elements of the Paris Climate Agreement. The main components of the project are: (1) Strengthen the capacity of national institutions to track NDC implementation and sustain transparency efforts over time; (2) Provide direct technical support to harmonize land use, agriculture, energy, transport and waste sectors data collection and reporting through training and assistance; (3) Integrated Platform for Data Sharing and Policy Making.

## **SCOPE OF WORK (PURPOSE AND OBJECTIVES)**

### **a) Purpose and objectives**

Conservation international- Liberia in collaboration with the Environmental Protection Agency (EPA) of Liberia seek to recruit an NDC Capacity and Training Needs Assessment Consultant. The objective of this assignment is to conduct a training needs and data management needs assessment to identify capacity gaps across 5 key emission sectors (Agriculture, Forestry, Waste, Transport, Energy) in collection, processing, transmission and reporting of GHG gender disaggregated data. The consultant will work under the supervision of the CBIT Project Manager and supported by the Deputy Country Director of Conservation International-Liberia to deliver on this assignment.

### **b) Key Tasks**

The consultant will work under the supervision of the CBIT Project Manager and supported by the Deputy Country Director of Conservation International-Liberia and Multi-literal Environmental Agreements Department of the Environmental Protection Agency (EPA) of Liberia to deliver on this assignment. The consultant will perform the following tasks:

- Undertake data management needs assessment across the five key emission sectors
- Develop data management needs report (by making an inventory of available data types, gaps and sharing mechanisms)
- Develop a technical guide for intra and inter-sector data sharing.
- Conduct a training needs assessment to identify and or confirm skills gaps across the 5 key emission sectors.
- Conduct Participatory capacity (technical, technological and financial) assessment for the 5 sector hubs for the collection, processing and interpretation of gender disaggregated data.
- Develop training manuals for the NDCs sectors
- Convene a technical meeting to validate the assessment outcomes

### **c) Deliverable outputs**

The Consultant will be required to present:

1. **Inception report:** Must detail the understanding/ interpretation of the ToRs; the methodology of carrying out the assignment; work plan and implementation schedule as agreed upon with CI and EPA submitted 5 working days after signing of contract.
2. **Submit Reports** on;
  - a. Data management needs assessment across the 5 key sectors detailing capacity of the 5 sector hubs to collect, process and interpret gender disaggregated data,
  - b. Training needs assessment across the 5 key sectors (Two hard copies and soft copies),
3. List of data sources and key informants
4. Technical meeting convened to validate the assessment outcomes (Presentation of the findings/training needs assessment report to be shared in a stakeholder workshop)

## **QUALIFICATIONS:**

- Eligible consultants must be least a minimum of 5 years' experience in the field of climate change, environment conservation/management and sustainable development.
- The individual consultant or leader of the consultancy team must have a minimum of eight (8) years' work experience in Liberia;
- The consultant must have previous experience in conducting capacity and training need assessments in Liberia/ West Africa
- Substantial experience working on GEF funded projects under the climate change, biodiversity and land degradation, sustainable forest management focal areas,
- Demonstrable experience working with the Government of Liberia is a major advantage.

## **DURATION:**

The maximum period of the contract will be 60 working days

## **INSTRUCTIONS FOR SUBMISSION OF TECHNICAL PROPOSALS**

- a) Point of contact: the point of contact for this solicitation is CI Liberia Deputy Country Director. Proposal submissions and queries should be sent to his attention at [pmulbah@conservation.org](mailto:pmulbah@conservation.org)
- b) Right of award: CI may reject any or all bids that are not responsive to the scope of work.
- c) Language: Proposals must be submitted in English.
- d) Deadline for Submission: The deadline for submission of full RFP is 26<sup>th</sup> April 2019
- e) Currency: proposals should be budgeted in United States dollars. Payment will be made in United States dollars.
- f) Cover and signature: Applicants should submit their proposals with a cover letter signed by an authorized representative of the applicant.
- g) Expert table: Proposals should include a table with the name, position title, and level of effort (in person-days) of all individuals proposed to work on the project.
- h) Resumes/CVs: proposals should include the resume of all named personnel corresponding to the table in item (h) above
- i) Timeline: proposals should include a work plan with detailed activities per deliverable for completing the communication strategy.

N.B. All expressions of interest should include:

- Cover letter: A short (maximum one page) letter addressing the baseline criteria
- Technical Proposal (maximum eight pages) highlighting: brief explanation about the Consultant/s with emphasis on previous experience in this kind of work; profile of the Consultant/s to be involved in undertaking the Communication strategy; understanding of the ToRs, the task to be accomplished as well as draft framework, plan and methodology.
- Financial Proposal: The financial proposal should provide cost estimates for services rendered including daily consultancy fees, accommodation, per-diems, transport cost, stationeries, supplies needed for data collection, and other costs related to data collection and data processing.
- A copy of a report of similar work
- Reference: Contact details of three organizations that the consultant/firm has had similar assignments. These will be contacted during the proposal review process.

Interested and eligible applicants can send copies of their CVs, testimonials and a copy of a report of similar work, technical proposal and financial proposal to the address below:

The Deputy Country Director  
Conservation International Liberia  
Email: [pmulbah@conservation.org](mailto:pmulbah@conservation.org)