**Project title:*****CBD GEF Early Action Support Project – Liberia***

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| **Post title** | **National Firm** – Preparation of Liberia’s Seventh National Report to the CBD |
| **Procuring Entity** | Environmental Protection Agency of Liberia (EPA) |
| **Project Location:** | *Monrovia,* with possible field missions |
| **Duration** | (60 working days) |
| **Deadline of Application:** | September 3, 2025 @ 23:59 hours (GMT) |

1. Background

Liberia is a Party to the Convention on Biological Diversity (CBD) and is obligated to periodically report on the implementation of the Convention through National Reports (NRs). These reports provide critical updates on progress made towards national biodiversity strategies, implementation of the Global Biodiversity Framework (GBF), mainstreaming of biodiversity across sectors, and challenges encountered.

Under the CBD GEF Early Action Support Project, Liberia is expected to prepare its Seventh National Report (7NR). The 7NR is a vital communication and planning tool to inform national biodiversity policymaking, track GBF targets, and ensure alignment with Article 26 of the Convention. It is also essential for attracting international support and technical partnerships.

This consultancy will support the Government of Liberia—through the EPA and in collaboration with relevant ministries, academic institutions, civil society, and development partners—to produce a robust, inclusive, and evidence-based Seventh National Report.

2. Objectives of the Assignment

The objective of this consultancy is to lead and coordinate the development of Liberia’s Seventh National Report to the CBD by consolidating national biodiversity data, assessing implementation of national and global biodiversity targets, and engaging relevant stakeholders to validate findings.

3. Scope of Work and Responsibilities

Under the guidance of the EPA and in close coordination with national biodiversity stakeholders, the consultant will be responsible for:

* Review Liberia’s NBSAP (2017–2025), Sixth National Report, and other relevant national biodiversity and environmental reports.
* Compile and synthesize available data on biodiversity status, trends, and threats from government institutions, academia, NGOs, and regional/global sources.
* Assess progress against national biodiversity targets and relevant GBF targets, particularly those reflected in Liberia’s updated strategies or policies.
* Engage with key institutions including the Forestry Development Authority (FDA), Ministry of Agriculture (MoA), Liberia Land Authority (LLA), civil society groups, and local communities.
* Prepare the 7NR in line with CBD reporting guidelines and templates, ensuring integration of quantitative and qualitative data.
* Integrate case studies, success stories, and lessons learned from across Liberia’s counties.
* Incorporate gender, equity, and traditional knowledge perspectives where applicable.
* Organize a national validation workshop and revise the report based on feedback from stakeholders and the EPA.
* Support EPA in uploading the report to the CBD Clearing-House Mechanism (CHM) and liaising with the CBD Secretariat as necessary.
* Provide an executive summary, annexes (e.g., stakeholder list, references), and a PowerPoint presentation for national dissemination.

4. Expected Deliverables and Timeline

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| Deliverable | Description | Timeline |
| Inception Report | Work plan, methodology, data collection tools | Week 1 |
| Stakeholder Engagement Plan | Including consultation schedule and stakeholder list | Week 2 |
| Draft Analytical Report | Consolidated data and preliminary analysis of progress | Week 6 |
| Draft 7NR | Full draft using CBD format and template | Week 8 |
| Stakeholder Validation Workshop | Facilitate national validation meeting | Week 10 |
| Final 7NR | Revised final report submitted to EPA and CBD Secretariat | Week 12 |

5. Required Qualifications and Experience

Education:

* Advanced degree (Master’s or higher) in Biodiversity Conservation, Environmental Science, Ecology, Natural Resource Management, or a related field.

Experience:

* Minimum 7 years of relevant experience in biodiversity policy, reporting, or environmental assessments.
* Proven experience preparing national reports or contributing to multilateral environmental agreements (preferably for the CBD).
* Familiarity with Liberia’s biodiversity context, stakeholders, and institutional frameworks.
* Strong knowledge of the Global Biodiversity Framework, NBSAPs, and SDG 15 reporting.

Skills:

* Strong writing, analytical, and synthesis skills.
* Proficient in stakeholder engagement and facilitation.
* Ability to work independently and under tight deadlines.
* Fluency in written and spoken English.

6. Institutional Arrangements

* The Consultant will report directly to the EPA Early action project National Project Coordinator and work in coordination with the CBD Focal Point.
* EPA will provide access to relevant national documents, stakeholders, and logistical support for consultations and workshops.
* All deliverables will be reviewed by the EPA

7. Application Procedure

Qualified applicants are invited to submit:

* A cover letter detailing their understanding of the assignment.
* An updated CV highlighting relevant experience.
* A detailed technical and financial proposal

### **8. Evaluation Criteria for Selection of Consultant**

(Total Score: 100 points)

#### **1. Academic Qualifications (15 points)**

* **Advanced degree (Master’s or higher) in Biodiversity Conservation, Environmental Science, Ecology, Natural Resource Management, or related field.**
  + PhD in relevant field – **15 points**
  + Master’s degree in relevant field – **12 points**
  + Bachelor’s degree with exceptional experience – **8 points**

#### **2. Relevant Professional Experience (35 points)**

* **Minimum 7 years of relevant experience in biodiversity policy, reporting, or environmental assessments.**
  + Over 10 years’ experience – **15 points**
  + 7–10 years’ experience – **12 points**
  + 5–6 years’ experience – **8 points**
* **Experience with CBD reporting or similar multilateral environmental agreements (e.g., NBSAPs, National Reports).**
  + Led preparation of a national report for CBD – **10 points**
  + Contributed to a CBD national report – **8 points**
  + Experience with other MEA reports – **6 points**
* **Experience in stakeholder engagement and facilitation in Liberia or similar contexts.**
  + Extensive experience leading national-level consultations – **10 points**
  + Moderate experience – **7 points**
  + Limited experience – **5 points**

#### **3. Knowledge and Technical Expertise (25 points)**

* **Understanding of the Global Biodiversity Framework (GBF) and Liberia’s NBSAP.**
  + Deep knowledge (demonstrated in proposal and interviews) – **10 points**
  + Moderate knowledge – **7 points**
  + Basic knowledge – **4 points**
* **Familiarity with Liberia’s biodiversity context, institutions, and policies.**
  + Strong familiarity – **10 points**
  + Moderate familiarity – **7 points**
  + Low familiarity – **4 points**
* **Capacity to integrate gender, equity, and traditional knowledge in reporting.**
  + Clearly demonstrated in previous work – **5 points**
  + Limited demonstration – **3 points**

#### **4. Methodology and Approach (15 points)**

* **Soundness of proposed approach and methodology in technical proposal.**
  + Excellent (clear, practical, data-driven, inclusive approach) – **15 points**
  + Good – **10 points**
  + Fair – **6 points**

#### **5. Financial Proposal (10 points)**

* **Cost-effectiveness and realism of proposed budget.**
  + Most competitive and realistic – **10 points**
  + Competitive – **7 points**
  + Average – **5 points**

### **Minimum Technical Score to Qualify:**

Applicants must score at least **70 points out of 100** on technical criteria (excluding financial proposal) to be considered for financial evaluation.

All expressions of interest must be delivered by email to the address below, before or on **3 September 2025 @ 23:59 hours (GMT)**. Please indicate in the subject line “***National Service Provider to prepare Seventh (7th) National Report”***. Any submission received after the above deadline will not be considered. Only applicants who meet the requirements as outlined will be considered for evaluation. Eligibility criteria and the selection procedure shall be in accordance with the Public Procurement and Concessions Commission (PPCC) law and amended regulations.

**Attention:** [ptdoe@epa.gov.lr](mailto:ptdoe@epa.gov.lr) copying [jcammue@epa.gov.lr](mailto:jcammue@epa.gov.lr)