

REPUBLIC OF LIBERIA
ENVIRONMENTAL PROTECTION AGENCY

Terms of Reference

Short Term Consultancy

African Common Position Paper on Action for Climate Empowerment

From SB64 to COP31

Contracting entity	Environmental Protection Agency of Liberia on behalf of the African Group of Negotiators
Assignment type	Individual consultant or consultancy team Short term output based
Duty station	Home based with participation in designated consultations and meetings
Contract value	USD 10,000 inclusive of professional fees
Expected period	September to October 2026 subject to confirmation of the consultation calendar

1 Background

Action for Climate Empowerment is established under Article 6 of the United Nations Framework Convention on Climate Change and Article 12 of the Paris Agreement. It covers climate education, training, public awareness, public participation, public access to information and international cooperation. For African countries, effective ACE implementation is central to strengthening inclusive climate governance and the delivery of Nationally Determined Contributions, National Adaptation Plans and other national climate priorities.

At the sixty fourth sessions of the UNFCCC Subsidiary Bodies held in Bonn from 8 to 18 June 2026, Parties initiated the midterm review of progress under the Glasgow work programme on ACE. Consideration will continue at SBI 65 on the basis of the co facilitators informal note. Parties and relevant stakeholders were invited to submit views on that note, including proposals to strengthen current activities and inform a new ACE action plan, by 1 October 2026.

The African Group therefore requires a concise, evidence based and politically coherent common position paper that consolidates African experience, analyses the SB64 outcome and informal note, articulates priority asks, and informs both the submission process and the Group's negotiating strategy for SBI 65 and COP31 in Antalya, Türkiye.

2 Purpose of the consultancy

The purpose of this consultancy is to lead the research, consultation, drafting, revision and finalization of the African Common Position Paper on ACE. The paper will provide a consolidated technical and strategic basis for the AGN's 1 October 2026 submission and subsequent engagement at SBI 65 and COP31.

3 Objectives

- Assess the substantive and procedural outcomes of SB64 relating to ACE and the midterm review of the Glasgow work programme.
- Analyse the co facilitators informal note from an African perspective, identifying supportive elements, gaps, risks and issues requiring further negotiation.
- Consolidate evidence, country experiences and priorities from African ACE negotiators, National ACE Focal Points and relevant technical experts.
- Develop clear African negotiating asks, preferred language, fallback positions, key messages and implementation proposals for SBI 65 and COP31.
- Recommend practical arrangements for coordination, implementation, financing, monitoring and reporting under a strengthened ACE action plan.

4 Scope of work

Under the overall direction of the contracting entity and technical guidance of the AGN ACE leadership, the consultant will undertake the following tasks:

Desk review: Review the SB64 ACE outcomes, the co facilitators informal note, relevant UNFCCC decisions and submissions, the Glasgow work programme and action plan, African Group positions, national ACE experiences and related NDC and NAP implementation evidence.

Analytical framework: Develop a methodology and annotated outline that distinguish legal, procedural, political, implementation and means of implementation issues.

Stakeholder consultation: Conduct structured consultations with AGN ACE negotiators, National ACE Focal Points, the AGN Technical Committee and other experts designated by the contracting entity. Prepare consultation questions and maintain a concise input matrix.

Drafting: Prepare a first draft that presents Africa's context, analysis, priorities and proposed negotiating direction in clear policy and negotiation language.

Meeting support: Participate in the preparation workshop and AGN strategic meeting, present findings, capture agreed amendments and provide real time drafting support as requested.

Revision and validation: Integrate consolidated comments, document the disposition of substantive inputs, support validation and produce a clean final position paper suitable for formal use.

5 Required analytical coverage

The position paper should, at minimum, address the following interconnected issues:

Theme	Minimum coverage
Implementation and governance	National and regional implementation; institutional arrangements; links with NDCs, NAPs and long term strategies.
Education and climate literacy	Formal, non formal and informal education; skills development; locally relevant knowledge and curricula.

Theme	Minimum coverage
Participation and inclusion	Meaningful engagement of children, youth, women, Indigenous Peoples, local communities and vulnerable groups.
Information and communication	Accessible climate information; public awareness; multilingual and digital approaches; measures to address access gaps.
Means of implementation	Dedicated and accessible ACE finance; capacity building; technology development and transfer; international cooperation.
Monitoring and accountability	Practical indicators, reporting arrangements, learning, review and measurable outcomes for the future ACE action plan.
Negotiating strategy	Priority asks, possible textual proposals, red lines, fallback options, alliance opportunities and coordination arrangements.

6 Deliverables and payment schedule

Payment will be made upon written acceptance of each deliverable by the contracting entity. The total consultancy fee is USD 10,000.

No.	Deliverable and minimum acceptance content	Timing	Fee	Amount
1	Inception report, methodology and annotated outline. Includes workplan, document review list, consultation plan, analytical framework and proposed paper structure.	Within 5 working days of contract signature	20%	\$2,000
2	First draft position paper incorporating SB64 outcomes and a section by section analysis of the ACE informal note. Includes draft priorities and negotiating propositions.	Date to be agreed in the inception report and sufficiently before the submission deadline	30%	\$3,000
3	Revised draft incorporating consolidated inputs from the preparation workshop and AGN strategic meeting, with a comment disposition matrix.	Within 3 working days after the final designated consultation	30%	\$3,000
4	Final validated position paper, professionally edited and delivered in clean Word and PDF formats, together with a concise executive summary.	Ahead of the applicable final deadline confirmed by the contracting entity	20%	\$2,000
	Total		100%	\$10,000

7 Acceptance criteria

- Technically accurate and grounded in official UNFCCC texts, African Group positions and verifiable country experience.
- Responsive to the agreed outline and the six ACE elements, with explicit treatment of ACE financing and other means of implementation.

- Strategically useful to negotiators, including clear priorities, proposed language or options, and implementation implications.
- Reflective of consolidated stakeholder inputs and accompanied by a transparent record of how substantive comments were addressed.
- Written in clear professional English, internally consistent, properly referenced and free of unresolved drafting notes.
- Delivered in editable Microsoft Word format and print ready PDF format, using the branding and format approved by the contracting entity.

8 Methodology and approach

The assignment will use a participatory and negotiation oriented approach combining document review, targeted interviews or virtual consultations, an input matrix, iterative drafting and structured validation. The consultant should protect the coherence of the African position while clearly distinguishing agreed positions, proposed options and matters that require political direction.

All drafts should be submitted electronically. Consolidated comments will be provided through a designated focal point to avoid conflicting instructions and version control problems.

9 Management and reporting arrangements

- The consultant will report administratively to the Environmental Protection Agency of Liberia or another contracting entity designated by the AGN.
- Technical oversight will be provided by the AGN ACE leadership in consultation with the AGN Chair or designated Technical Committee representatives.
- A designated contract manager will approve the inception report, coordinate access to documents and stakeholders, consolidate comments and certify deliverable acceptance.
- The consultant will attend agreed virtual and in person technical sessions and provide brief progress updates at milestones identified in the inception workplan.

10 Duration and level of effort

The consultancy is expected to run on a short term, output based basis during September and October 2026. The consultant will propose the level of effort in the inception report. The final schedule will be agreed at contract signature and must preserve adequate time for technical review, consultation, validation and delivery before the relevant deadline.

11 Duty station and travel

The assignment is primarily home based. Participation in the preparation workshop, AGN strategic meeting or other approved consultations may be required. Any authorized travel and related costs will be arranged or reimbursed separately in accordance with the contracting entity's applicable rules and will not be charged against the USD 10,000 professional fee unless expressly stated in the contract.

12 Qualifications and experience

- Advanced university degree in climate change, environmental policy, international relations, law, sustainable development, education, communications or a closely related field. A first degree with substantial additional relevant experience may be accepted.
- At least seven years of relevant professional experience in climate policy, UNFCCC negotiations, multilateral environmental governance, policy research or comparable work.

- Demonstrated knowledge of ACE, Article 6 of the Convention, Article 12 of the Paris Agreement, the Glasgow work programme and current UNFCCC ACE negotiations.
- Strong understanding of African climate priorities, negotiating processes and means of implementation challenges.
- Proven experience preparing high quality policy papers, negotiation briefs, submissions or intergovernmental technical documents.
- Demonstrated facilitation and stakeholder consultation skills, including the ability to reconcile diverse inputs under tight deadlines.
- Excellent written and spoken English. Working ability in French or another African Union language is an advantage.

13 Evaluation of applications

Criterion	Weight
Technical qualifications and relevant experience	25%
Understanding of ACE and UNFCCC negotiations	25%
Quality and feasibility of proposed methodology and workplan	25%
Relevant writing samples and evidence of comparable assignments	15%
Financial proposal and value for money	10%
Total	100%

Only candidates meeting the minimum technical requirements should proceed to the final comparative assessment. The contracting entity may request an interview or clarification before selection.

14 Application requirements

- A brief technical proposal explaining the consultant's understanding of the assignment, methodology, proposed workplan and availability.
- Curriculum vitae of the consultant and, where applicable, short profiles of proposed team members with clearly assigned roles.
- Two relevant writing samples, preferably a climate negotiation paper, formal submission, policy brief or similar product.
- A financial proposal stating the all inclusive professional fee and any assumptions.
- Contact details for at least two professional references.

15 Confidentiality intellectual property and conduct

All documents, consultation inputs and draft positions received or produced under this assignment will be treated as confidential unless the contracting entity authorizes disclosure. All intellectual property rights in accepted deliverables will vest in the contracting entity for use by the AGN. The consultant may not publish, circulate or reuse the work product without prior written authorization.

The consultant must disclose any actual or potential conflict of interest and perform the assignment with impartiality, professional integrity and respect for agreed consultation and approval protocols. Plagiarism, undisclosed automated fabrication, misrepresentation of stakeholder views and unauthorized disclosure are grounds for rejection or termination.

16 Schedule validation before contract signature

The source concept note identifies a 1 October 2026 submission deadline and schedules the preparation workshop and strategic meeting for 19 to 23 October 2026. Because Deliverable 3 is intended to incorporate inputs from those meetings before Deliverable 4 is finalized, the contracting entity must confirm one of the following arrangements before issuing the contract:

1. Move the consultation meetings to dates before the 1 October submission deadline; or
2. Treat the paper submitted by 1 October as the submission version, then use the October meetings to produce a post submission consolidated position and COP31 negotiating strategy, with Deliverables 3 and 4 renamed and rescheduled accordingly.

The approved arrangement and exact calendar will be recorded in the contract and the accepted inception report. No consultant should be held accountable for an internally inconsistent sequence of milestones.

17. Submission of Expression of Interest/Applications:

Address Applications to: Mr. Pescee Doe Assistant Director / Procurement Environmental Protection Agency (EPA) of Liberia

Physical Address: Bright's Building, Sekou Toure Avenue, Mamba Point 1000 Monrovia, 10 Liberia

Email: ptdoe@epa.gov.lr / pesc82.doe@gmail.com

AND

copy: abecker@epa.gov.lr and ttaylor@epa.gov.lr

Subject Line: EOI – Consultancy|: African Common Position Paper on Action for Climate Empowerment

Closing Date & Time: **October 2, 2026 @ 5 p.m. Local Time**

18 Approval

Prepared or reviewed by	Approved by	Date
Name and title: Teddy P. Taylor, Assistant Director-External Relations, Department of Multilateral Environmental Agreements, Environmental Protection Agency of Liberia	Name and title: Arthur R.M. Becker, Director-Department of Multilateral Environmental Agreements, Environmental Protection Agency of Liberia	September 24, 2026
Signature	Signature	