REPUBLIC OF LIBERIA

ENVIRONMENTAL PROTECTION AGENCY

Bright Building, 302-A Old CID Road / Sekou Toure Avenue, Mamba Point,
1000 Monrovia 10, Liberia
P.O. Box 4024

CALL FOR EXPRESSION OF INTEREST

TO PROVIDE CONSULTANCY SERVICE

CONSULTANCY SERVICES FOR THE PREPARATION, VALIDATION AND FINALIZATION OF THE THIRD STATE OF THE ENVIRONMENT REPORT (SOER), INCLUDING ENVIRONMENTAL DATA ASSESSMENT, INDICATOR DEVELOPMENT, STAKEHOLDER CONSULTATION, AND CAPACITY BUILDING FOR ENVIRONMENTAL REPORTING

TERMS OF REFERENCE FOR NATIONAL CONSULTANT/FIRM

Job Title	International/National Consultant/Firm
Department	Planning & Policy Department, Environmental Protection Agency/EPA
Activity Result	• **Prepare Third State of the Environment Report**, providing a credible assessment of environmental conditions, trends, drivers, pressures, impacts, risks, and institutional responses. • **Compile and verify national environmental data**, including indicators, datasets, sources, metadata, data-quality assessments, and identified information gaps. • **Develop prioritized and practical recommendations** for improving environmental governance, regulation, financing, monitoring, climate and biodiversity action, and sustainable development. • **Produce supporting communication and knowledge products**, including the executive summary, policy brief, public-friendly brochure or infographic, maps, analytical files, and an environmental evidence repository.
Assignment	To **prepare, validate, and finalize the Third State of the Environment Report** for the country. This involves collecting and analyzing environmental data, assessing environmental conditions and trends, consulting stakeholders, identifying key risks and challenges, and developing practical recommendations to improve environmental management and sustainable development.

Location		Monrovia, Liberia
Reports to	**EPA**	**Consultancy Duration:** 12 Months

1. BACKGROUND

The Environmental Protection Agency (EPA) is mandated to support sound environmental governance, promote sustainable development, protect human health and ecosystems, and provide reliable environmental information for decision-making.

State of the Environment Reports are important national reference documents that provide a comprehensive assessment of environmental conditions, trends, pressures, impacts, responses, and emerging risks. They support:

- evidence-based policymaking;
- national development planning;
- environmental regulation and compliance;
- climate and biodiversity action;
- public awareness and accountability;
- reporting against national, regional, and international commitments;
- monitoring progress toward the Sustainable Development Goals and other relevant targets.

The EPA has previously produced two State of the Environment Reports. It now intends to prepare the **Third State of the Environment Report**, which must be a technically rigorous, credible, accessible, visually compelling, and internationally comparable publication.

The report is expected to go beyond a descriptive account of environmental conditions. It should provide a clear analysis of:

1. the main drivers of environmental change;
2. pressures exerted on the environment;
3. the current state and condition of environmental resources;
4. environmental and socioeconomic impacts;
5. institutional, legal, policy, financial, and community responses;
6. trends over time;
7. emerging and future environmental risks;
8. priority actions required to improve environmental management and sustainable development.

The EPA therefore seeks proposals from a qualified **International Expert or International Consulting Firm** to lead the technical preparation of the report. The International Expert or Firm must work in partnership with a qualified **local environmental consultant or local consulting firm** with a proven record of working in the country, engaging government institutions, managing national environmental information, and producing similar high-quality technical reports.

2. PURPOSE OF THE ASSIGNMENT

The purpose of this assignment is to prepare and publish the Third State of the Environment Report in accordance with internationally recognized principles, methodologies, and quality standards.

The assignment shall result in a report that is:

1. scientifically and technically credible;
2. based on verified and traceable information;
3. comprehensive but clearly structured;
4. policy-relevant and action-oriented;
5. consistent with national priorities and institutional mandates;
6. comparable with previous State of the Environment Reports;
7. aligned, where appropriate, with international assessment approaches;
8. accessible to policymakers, technical experts, civil society, academia, the private sector, media, and the general public;
9. suitable for formal approval and publication by the EPA.

3. OVERALL OBJECTIVE

The overall objective is to develop a comprehensive, evidence-based, and internationally credible Third State of the Environment Report that assesses the condition, trends, pressures, impacts, drivers, and responses relating to the country's environment and provides practical recommendations for improved environmental governance and sustainable development.

4. SPECIFIC OBJECTIVES

The assignment shall specifically:

1. Review and assess the findings, data, methodology, and recommendations of the First and Second State of the Environment Reports.
2. Establish a clear baseline and reporting period for the Third State of the Environment Report.
3. Develop an agreed conceptual, analytical, and reporting framework.
4. Compile, review, harmonize, and analyze environmental data from Line Ministries, Departments, Agencies, local authorities, research institutions, universities, civil society, the private sector, and other relevant sources.
5. Assess the quality, reliability, completeness, consistency, comparability, and timeliness of available information.
6. Identify significant environmental data gaps and recommend measures to address them.
7. Analyze environmental conditions and trends using appropriate indicators and time series.
8. Assess the principal drivers and pressures affecting the environment.
9. Examine environmental impacts on human health, livelihoods, economic activity, vulnerable groups, ecosystems, and national development.
10. Review the adequacy and effectiveness of environmental policies, legislation, institutions, financing, enforcement, public participation, and other responses.

11. Identify emerging environmental issues, risks, opportunities, and future scenarios.
12. Conduct inclusive and structured consultations with relevant institutions and stakeholders.
13. Prepare a technically sound draft report for review and national validation.
14. Facilitate the incorporation of comments and prepare the final publication-ready report.
15. Prepare supporting communication products, including a policy summary and public-friendly version.
16. Establish a reliable evidence base and information repository to support future environmental reporting.

5. GUIDING PRINCIPLES

The Consultant shall apply the following principles throughout the assignment:

5.1 Scientific and technical integrity

All findings shall be supported by credible evidence, appropriate analysis, transparent assumptions, and clearly documented sources.

5.2 Independence and objectivity

The report shall present an objective assessment, including positive developments, continuing challenges, institutional weaknesses, uncertainty, and areas where evidence is incomplete.

5.3 Transparency and traceability

All data, indicators, maps, figures, assumptions, analytical methods, and sources must be documented and traceable.

5.4 Policy relevance

The report shall clearly explain the implications of findings for policies, planning, regulation, investments, enforcement, and sustainable development.

5.5 Inclusiveness

The process shall recognize the views and experiences of government institutions, local authorities, communities, vulnerable groups, women, youth, civil society, academia, traditional authorities, and the private sector.

5.6 Comparability

The Consultant shall maintain comparability with previous State of the Environment Reports while improving the indicator framework and introducing new indicators where necessary.

5.7 Accessibility

Technical information shall be presented in clear language and supported by maps, graphs, tables, diagrams, photographs, infographics, executive summaries, and policy messages.

5.8 Do-no-harm and ethical practice

The Consultant shall respect confidentiality, data ownership, informed participation, cultural sensitivity, and applicable national laws and policies.

6. EXPECTED METHODOLOGICAL FRAMEWORK

The Consultant shall propose and apply an internationally recognized environmental assessment framework. The proposed framework may combine, as appropriate:

- the **DPSIR framework**: Drivers, Pressures, State, Impacts, and Responses;
- relevant elements of the **UNEP Global Environment Outlook methodology**;
- pressure-state-response analysis;
- environmental indicator frameworks;
- ecosystem services and ecosystem-based assessment;
- climate risk and vulnerability assessment;
- national sustainable development and development planning frameworks;
- relevant Sustainable Development Goal indicators;
- internationally accepted approaches for biodiversity, land, water, air quality, waste, climate change, pollution, and natural resource assessments.

The methodology must be adapted to the national context. The Consultant shall not apply an international framework mechanically. The final framework shall be agreed with the EPA during the inception phase.

The methodology shall include:

- review of existing reports, policies, legislation, strategies, plans, assessments, studies, and databases;
- institutional and stakeholder mapping;
- development of an indicator framework;
- preparation of data collection templates;
- structured requests for information;
- interviews and technical consultations;
- validation of data with data-owning institutions;
- analysis of trends and spatial distribution;
- identification of data gaps and uncertainties;
- thematic and cross-cutting assessments;
- scenario or outlook analysis;
- stakeholder review and validation;
- independent quality assurance;
- final editorial, technical, and visual production.

7. SCOPE OF WORK

The scope of work shall include, but not be limited to, the following components.

Component 1: Review of Previous State of the Environment Reports

The Consultant shall:

- review the First and Second State of the Environment Reports;
- assess the methodologies previously used;
- identify indicators that should be retained, revised, or discontinued;
- assess whether previous recommendations were implemented;
- identify trends and changes since the last report;
- identify inconsistencies, limitations, and information gaps;
- recommend improvements for the Third Report;
- prepare a continuity and comparability matrix.

Component 2: Institutional and Stakeholder Mapping

The Consultant shall identify:

- Line Ministries and Agencies responsible for environmental information;
- statutory bodies and regulatory institutions;
- local authorities and subnational institutions;
- research institutions and universities;
- civil society organizations;
- private-sector actors;
- community and traditional leadership structures;
- development partners;
- professional associations and technical networks;
- vulnerable and potentially affected groups.

The mapping shall specify each institution's:

- mandate;
- relevant datasets;
- reporting responsibilities;
- environmental indicators;
- data custodians;
- focal person or technical contact;
- contribution to the report;
- role in review and validation.

Component 3: Development of the Indicator Framework

The Consultant shall develop a comprehensive indicator framework covering:

- indicator definition;
- relevance;
- DPSIR classification;

- unit of measurement;
- baseline;
- reporting period;
- geographic coverage;
- data source;
- data custodian;
- frequency of collection;
- methodology;
- quality limitations;
- level of disaggregation;
- trend direction;
- target, threshold, or benchmark, where available;
- data visualization method;
- relationship to national and international commitments.

Indicators should be disaggregated, where possible, by:

- geographic area;
- administrative region;
- gender;
- age;
- urban and rural location;
- socioeconomic group;
- ecosystem type;
- vulnerable or exposed population;
- other relevant categories.

The Consultant shall develop a core set of indicators and a supplementary set of indicators, recognizing that some indicators may not be available for the entire reporting period.

Component 4: Data Collection, Compilation, and Verification

The Consultant shall work directly with Line Ministries, Departments, Agencies, local authorities, research institutions, universities, civil society, development partners, and other relevant stakeholders to collect information required for the report.

The EPA shall facilitate institutional access, official communication, scheduling, coordination, and administrative arrangements. However, the Consultant shall be responsible for the technical preparation of:

- data request forms;
- questionnaires;
- interview guides;
- institutional data templates;
- metadata templates;
- data verification protocols;
- data quality assessment tools;

- data gap assessment tools.

The Consultant shall:

- collect primary and secondary information;
- review official statistics and administrative records;
- compile existing studies, assessments, maps, and datasets;
- assess data reliability and limitations;
- identify contradictory information;
- reconcile inconsistencies where possible;
- document unresolved discrepancies;
- obtain confirmation from data-owning institutions;
- maintain a data inventory and source register;
- prepare a consolidated database or evidence repository.

No material statistic, map, graph, or claim shall be included in the final report without a documented source or a clearly stated methodological basis.

Component 5: Data Quality Assessment

The Consultant shall assess data according to, at minimum:

- accuracy;
- completeness;
- consistency;
- comparability;
- timeliness;
- geographic coverage;
- institutional ownership;
- methodological consistency;
- reproducibility;
- accessibility;
- level of uncertainty.

Each major dataset or indicator shall be assigned an appropriate quality rating or confidence level, such as:

- high confidence;
- moderate confidence;
- low confidence;
- insufficient evidence.

The report shall clearly distinguish between:

- measured data;
- modeled data;
- estimates;
- expert judgment;

- anecdotal evidence;
- projections;
- assumptions.

Component 6: Thematic Environmental Assessment

The Consultant shall assess the status, trends, pressures, impacts, drivers, and responses for relevant environmental themes. At a minimum, the assessment should consider the following, subject to national relevance and data availability:

6.1 Land and soil

- land-use and land-cover change;
- agricultural expansion and intensification;
- soil erosion and degradation;
- desertification or land degradation;
- mining and extractive activities;
- urbanization and infrastructure development;
- contaminated land;
- land-use planning and enforcement;
- restoration and sustainable land management.

6.2 Water resources and aquatic ecosystems

- surface water and groundwater status;
- water availability and demand;
- water quality;
- pollution sources;
- wastewater management;
- wetlands, rivers, lakes, and coastal waters;
- floods, droughts, and water-related risks;
- access to safe water;
- water governance and enforcement.

6.3 Air quality and atmospheric pollution

- ambient air quality;
- indoor air pollution;
- emissions from transport, energy, industry, households, agriculture, and waste;
- monitoring capacity;
- air-pollution-related health risks;
- regulatory standards and compliance;
- trends in emissions and exposure.

6.4 Biodiversity and ecosystems

- species and habitat status;

- protected areas;
- threatened and endangered species;
- ecosystem degradation and fragmentation;
- invasive alien species;
- wildlife crime and illegal exploitation;
- genetic resources;
- ecosystem services;
- community conservation;
- biodiversity governance and financing.

6.5 Forests and vegetation

- forest cover and condition;
- deforestation and forest degradation;
- forest fires;
- sustainable forest management;
- afforestation and reforestation;
- community forestry;
- timber and non-timber forest products;
- forest governance and enforcement.

6.6 Climate change

- observed climate trends;
- greenhouse gas emissions and sources;
- climate vulnerabilities;
- adaptation measures;
- mitigation actions;
- climate-related disasters;
- loss and damage;
- climate finance;
- integration of climate change into national planning.

6.7 Waste and chemicals

- municipal, industrial, hazardous, medical, electronic, and plastic waste;
- waste generation and composition;
- collection, transportation, treatment, recycling, recovery, and disposal;
- open burning and illegal dumping;
- chemicals management;
- hazardous substances;
- obsolete pesticides;
- extended producer responsibility;
- circular economy opportunities.

6.8 Marine, coastal, and ocean environment

Where applicable:

- coastal erosion;
- marine pollution;
- fisheries and aquatic resources;
- mangroves, coral reefs, seagrasses, and other coastal ecosystems;
- offshore activities;
- marine spatial pressures;
- coastal settlements and infrastructure;
- blue economy pressures and opportunities.

6.9 Energy and extractive industries

- energy production and consumption;
- renewable energy;
- fossil-fuel dependence;
- mining and quarrying;
- environmental impacts of extractive activities;
- rehabilitation and closure obligations;
- pollution and waste;
- compliance and enforcement;
- just transition considerations.

6.10 Urban environment and human settlements

- urban expansion;
- housing and settlement conditions;
- environmental health;
- sanitation;
- drainage and flooding;
- urban waste;
- green and blue spaces;
- transport emissions;
- noise and light pollution;
- urban resilience.

6.11 Environmental health

- environmental determinants of health;
- exposure to air, water, soil, and chemical pollution;
- occupational and community risks;
- vulnerable populations;
- disease patterns associated with environmental conditions;
- institutional coordination between environment and health sectors.

6.12 Agriculture and food systems

- agricultural land and soil management;
- agrochemical use;
- irrigation and water use;
- livestock pressures;
- food security and environmental sustainability;
- climate-smart agriculture;
- sustainable fisheries and aquaculture, where applicable.

Component 7: Cross-Cutting Issues

The report shall address cross-cutting issues, including:

- gender and environmental sustainability;
- youth and future generations;
- poverty and inequality;
- environmental justice;
- indigenous peoples and local communities, where applicable;
- human rights and environmental rights;
- disaster risk reduction;
- public participation;
- access to environmental information;
- environmental education and awareness;
- sustainable consumption and production;
- green economy and circular economy;
- private-sector responsibility;
- financing for environmental management;
- technology, innovation, and digital environmental information.

Component 8: Environmental Governance and Institutional Responses

The Consultant shall assess:

- environmental legislation and regulations;
- institutional mandates and coordination;
- policy implementation;
- environmental standards;
- permitting and licensing;
- environmental impact assessment and strategic environmental assessment;
- compliance monitoring;
- enforcement and sanctions;
- environmental monitoring systems;
- financing and budget allocation;
- human-resource capacity;
- laboratory and technical capacity;
- public participation;
- access to justice and grievance mechanisms;

- environmental information management;
- international and regional obligations;
- effectiveness of previous recommendations.

The assessment shall distinguish between policies and laws that exist formally and the extent to which they are implemented in practice.

Component 9: Drivers, Pressures, Impacts, and Responses

For each major theme, the Consultant shall develop a clear analytical narrative covering:

- **Drivers:** demographic, economic, social, technological, political, and cultural factors;
- **Pressures:** emissions, resource extraction, land conversion, waste generation, overuse, pollution, and other direct pressures;
- **State:** current condition and status of environmental resources;
- **Impacts:** consequences for ecosystems, human health, livelihoods, infrastructure, economic activity, and development;
- **Responses:** policies, programs, institutions, investments, technologies, enforcement, community actions, and behavioral changes.

The report shall identify linkages between themes. For example, the relationship between land degradation, water quality, biodiversity loss, climate vulnerability, livelihoods, and food security should be explained rather than treated as isolated issues.

Component 10: Trends and Outlook

The Consultant shall analyze trends over an agreed reporting period, preferably using consistent time series.

The report should identify:

- improving conditions;
- deteriorating conditions;
- stable conditions;
- highly variable or uncertain conditions;
- geographic hotspots;
- emerging risks;
- irreversible or difficult-to-reverse changes;
- potential future pressures;
- opportunities for positive environmental change.

Where feasible, the Consultant shall develop qualitative or quantitative outlooks based on:

- current trends;
- business-as-usual conditions;
- policy implementation;
- climate scenarios;
- demographic and economic changes;

- alternative policy or intervention scenarios.

All assumptions and limitations associated with outlook analysis must be stated clearly.

Component 11: Priority Issues and Recommendations

Recommendations shall be:

- evidence-based;
- practical;
- prioritized;
- cost-conscious;
- institutionally assigned;
- time-bound where possible;
- linked to identified problems;
- aligned with national policies and plans;
- measurable through indicators.

The Consultant shall prepare a prioritized action matrix showing:

Priority action	Environmental issue addressed	Responsible institution	Supporting institutions	Timeframe	Indicative resources	Performance indicator
[Action]	[Issue]	[Institution]	[Institutions]	[Short/medium/long term]	[Indicative]	[Indicator]

Recommendations shall be categorized, where appropriate, as:

- immediate actions;
- medium-term actions;
- long-term structural actions;
- institutional reforms;
- data and monitoring actions;
- financing and investment actions;
- community and behavioral actions.

8. Required Institutional Collaboration

The Consultant shall work closely with relevant Line Ministries, Departments, Agencies, local authorities, research institutions, universities, civil society organizations, private-sector institutions, and development partners.

The Consultant's responsibilities include:

- identifying information requirements;

- preparing technical data requests;
- conducting technical meetings;
- undertaking interviews;
- reviewing and analyzing information received;
- following up on incomplete or inconsistent data;
- obtaining institutional validation of relevant information;
- documenting sources and assumptions;
- incorporating validated information into the report.

The Consultant shall not represent the EPA in political, legal, financial, procurement, or administrative matters unless specifically authorized in writing.

The EPA shall support the process by:

- issuing official correspondence;
- facilitating access to Line Ministries and Agencies;
- convening or arranging meetings and workshops;
- coordinating invitations and attendance;
- providing available EPA records and reports;
- supporting logistical arrangements;
- coordinating internal review;
- managing administrative and financial processes;
- facilitating communication with relevant institutions.

The division of responsibilities shall ensure that the Consultant focuses primarily on the technical preparation, analysis, writing, editing, quality assurance, and finalization of the report.

9. Mandatory International–Local Partnership

Participation by an International Expert or Firm shall be conditional upon working with a qualified local consultant or local consulting firm.

The local partner shall:

- have substantial knowledge of the national environmental context;
- understand national policies, legislation, institutions, and development priorities;
- have a proven record of working with government institutions;
- have experience collecting and analyzing environmental information;
- have demonstrated experience preparing similar technical or policy reports;
- support access to national institutions and stakeholders;
- contribute to data interpretation and contextual analysis;
- participate in consultations, validation, and review;
- support continuity and national ownership of the report.

The International Expert or Firm shall be responsible for ensuring that the local consultant is meaningfully involved in the assignment and not merely included for compliance purposes.

The proposal shall include:

- the local consultant's CV or firm profile;
- evidence of relevant assignments;
- clearly defined roles and responsibilities;
- level of effort;
- reporting and coordination arrangements;
- a signed partnership agreement, memorandum of understanding, consortium agreement, or letter of commitment;
- evidence of availability for the assignment.

The EPA may reject a proposal if the local partner's participation is not adequately demonstrated.

10. GOVERNANCE AND REPORTING ARRANGEMENTS

10.1 Contracting Authority

The Environmental Protection Agency shall be the contracting authority and shall retain ownership of the assignment and all final outputs.

10.2 Technical coordination

The **Planning and Policy Department** shall serve as the principal technical coordination and contract management unit.

The Planning and Policy Department shall:

- provide technical direction;
- review and consolidate comments;
- coordinate internal EPA review;
- communicate official technical decisions to the Consultant;
- monitor progress against the approved work plan;
- recommend acceptance or revision of deliverables;
- submit deliverables to the Executive Director for approval.

10.3 Final approval

The **Executive Director of the EPA** shall provide final approval of all key deliverables.

No deliverable shall be considered formally accepted until it has:

1. been submitted to the Planning and Policy Department;
2. undergone technical review and comment consolidation;
3. been revised by the Consultant;
4. been recommended for approval by the Planning and Policy Department; and
5. received approval from the Executive Director.

The Executive Director may approve, conditionally approve, or return a deliverable for revision.

10.4 Reporting line

The Consultant shall report to the Head of the Planning and Policy Department or another officially designated representative.

The Consultant shall not submit deliverables directly for final approval without first passing through the Planning and Policy Department.

The reporting structure shall be:

Consultant / International Firm and Local Partner
→ Planning and Policy Department
→ Executive Director, EPA – Final Approval

10.5 Technical working group

The EPA may establish a Technical Working Group composed of representatives from relevant departments, Line Ministries, Agencies, research institutions, and other stakeholders.

The Technical Working Group may:

- review methodologies;
- provide data and technical inputs;
- review draft chapters;
- identify inaccuracies or omissions;
- support institutional validation;
- advise on technical issues.

The Technical Working Group shall provide technical advice, but final approval shall remain with the Executive Director.

10.6 Meetings and progress reporting

The Consultant shall participate in:

- inception meetings;
- periodic technical meetings;
- data review meetings;
- thematic consultations;
- draft review meetings;
- validation workshops;
- finalization meetings.

The Consultant shall submit brief monthly or periodic progress reports indicating:

- activities completed;
- activities planned;
- deliverables submitted;

- progress against schedule;
- institutions engaged;
- data received;
- challenges and risks;
- corrective measures;
- decisions required from the EPA.

11. DETAILED TASKS

The Consultant shall undertake the following tasks.

Task 1: Inception and mobilization

- hold a formal inception meeting with the EPA;
- review relevant background materials;
- confirm the reporting period and geographic scope;
- agree on the conceptual framework;
- confirm thematic areas;
- develop a detailed work plan;
- prepare a stakeholder engagement plan;
- establish communication and reporting protocols;
- identify risks and mitigation measures.

Task 2: Desk review

Review, among other materials:

- previous State of the Environment Reports;
- national development plans;
- national environmental policies and laws;
- sector policies and strategies;
- climate change and biodiversity plans;
- national reports to international conventions;
- environmental impact assessments;
- environmental audits and compliance reports;
- national statistics;
- research studies;
- academic publications;
- monitoring reports;
- national budgets and expenditure reports relevant to the environment;
- existing environmental databases, maps, and information systems.

Task 3: Data and indicator planning

- develop the indicator framework;
- prepare data collection tools;
- prepare a source and metadata register;

- assign institutional responsibilities;
- define data quality criteria;
- prepare a data gap assessment;
- agree on data validation procedures.

Task 4: Institutional data collection

- engage Line Ministries and Agencies;
- obtain official data and records;
- undertake technical interviews;
- document institutional perspectives;
- follow up on missing information;
- verify data and sources;
- document limitations and uncertainties.

Task 5: Analysis and drafting

- analyze datasets and evidence;
- prepare trend graphs and tables;
- prepare maps and spatial analysis where possible;
- assess thematic conditions and trends;
- analyze drivers, pressures, impacts, and responses;
- prepare case studies and examples;
- draft thematic chapters;
- identify key findings and policy messages.

Task 6: Stakeholder review and validation

- circulate draft chapters through the EPA;
- facilitate technical review;
- organize responses to comments;
- prepare a comment-response matrix;
- revise the report;
- conduct a national validation workshop;
- document the proceedings and agreed conclusions.

Task 7: Finalization and publication

- incorporate approved comments;
- undertake technical fact-checking;
- complete editorial review;
- complete copy-editing and proofreading;
- standardize citations and references;
- finalize figures, maps, tables, and infographics;
- prepare print-ready and web-ready files;
- submit the final report and supporting files;

- prepare policy and public communication products.

12. REQUIRED DELIVERABLES

All deliverables shall be submitted to the Planning and Policy Department for technical review and onward submission to the Executive Director for approval.

Deliverable 1: Inception Report

The Inception Report shall include:

- understanding of the assignment;
- proposed methodology;
- conceptual framework;
- reporting period;
- thematic scope;
- institutional mapping;
- stakeholder engagement plan;
- data collection strategy;
- indicator development approach;
- quality assurance plan;
- risk management plan;
- communication plan;
- detailed work plan and schedule;
- proposed chapter structure;
- roles of international and local consultants;
- proposed consultation and validation arrangements;
- list of documents reviewed;
- key assumptions and issues requiring EPA decisions.

Deliverable 2: Annotated Report Outline

The Consultant shall provide an annotated outline setting out:

- proposed chapters and subchapters;
- purpose of each chapter;
- key questions to be answered;
- proposed indicators;
- expected datasets;
- proposed maps, tables, figures, and case studies;
- responsible technical contributors;
- expected policy messages.

Deliverable 3: Data and Indicator Framework

This deliverable shall include:

- core and supplementary indicators;

- indicator definitions;
- data sources;
- institutional custodians;
- metadata;
- reporting frequency;
- geographic and demographic disaggregation;
- baseline and target information;
- data quality rating;
- trend assessment;
- data collection templates;
- data gap matrix.

Deliverable 4: Data Inventory and Gap Analysis Report

The report shall include:

- inventory of datasets and documents;
- data ownership and custodianship;
- availability and accessibility;
- quality assessment;
- data inconsistencies;
- missing indicators;
- geographic and temporal gaps;
- institutional capacity gaps;
- recommendations for improving environmental information management.

Deliverable 5: Thematic Assessment Papers or Zero Draft

The Consultant shall prepare thematic assessment papers or a zero draft covering the agreed environmental themes.

Each thematic chapter shall include, as appropriate:

- key messages;
- drivers;
- pressures;
- state and trends;
- impacts;
- responses;
- institutional and policy analysis;
- geographic variation;
- vulnerable groups;
- case studies;
- data limitations;
- outlook;
- recommendations;

- references.

Deliverable 6: Consolidated First Draft of the SoER

The First Draft shall include:

- title page;
- foreword or message from the EPA;
- acknowledgements;
- abbreviations and acronyms;
- executive summary;
- introduction and methodology;
- national environmental context;
- thematic chapters;
- cross-cutting analysis;
- governance and institutional response;
- emerging issues and outlook;
- priority recommendations;
- conclusion;
- references;
- annexes;
- maps, tables, graphs, and figures;
- source notes and metadata.

Deliverable 7: Technical Review Package

The Consultant shall submit:

- draft report for technical review;
- presentation of key findings;
- chapter review templates;
- list of reviewers;
- review schedule;
- consolidated comment-response matrix;
- revised work plan for finalization.

Deliverable 8: Validation Workshop Materials and Report

The Consultant shall prepare:

- workshop agenda;
- presentation slides;
- summary of key findings;
- technical discussion questions;
- validation templates;
- list of issues requiring confirmation;
- workshop report;

- attendance record;
- consolidated stakeholder comments;
- agreed revisions.

Deliverable 9: Revised Draft Report

The Revised Draft shall incorporate accepted comments from:

- the EPA;
- the Planning and Policy Department;
- the Technical Working Group;
- Line Ministries and Agencies;
- technical reviewers;
- the national validation workshop.

The Consultant shall provide a comment-response matrix explaining how each comment was addressed.

Deliverable 10: Final State of the Environment Report

The final report shall be:

- technically complete;
- fact-checked;
- internally consistent;
- properly referenced;
- professionally edited;
- visually designed;
- approved by the Executive Director;
- suitable for printing and electronic publication.

Deliverable 11: Executive Summary and Policy Brief

The Consultant shall prepare:

- a comprehensive executive summary;
- an Executive Summary for Policymakers;
- a policy brief highlighting priority findings and recommended actions;
- concise key messages for senior government officials.

Deliverable 12: Public-Friendly Communication Product

The Consultant shall prepare a public-facing version, such as:

- a 4–8 page summary brochure;
- an infographic report;
- a visual factsheet;
- summary messages for media and public dissemination.
- The product shall use clear, non-technical language without compromising accuracy.

Deliverable 13: Environmental Data and Evidence Repository

The Consultant shall provide a structured electronic repository containing:

- datasets used;
- data request templates;
- metadata;
- source documents;
- calculations;
- analytical files;
- maps and spatial files, where applicable;
- figures and charts in editable formats;
- photographs and image credits;
- indicator database;
- comment-response matrix;
- final approved text.

Deliverable 14: Final Presentation and Handover

The Consultant shall deliver a final presentation to the EPA and relevant stakeholders and provide a formal handover covering:

- the final report;
- all supporting materials;
- methodology;
- data sources;
- limitations;
- recommendations for future reporting;
- proposed improvements to the national environmental information system.

13. MINIMUM REPORT STRUCTURE

The final State of the Environment Report should generally include the following sections:

1. Foreword by the Executive Director or authorized official
2. Acknowledgements
3. Executive Summary
4. Summary of Key Findings
5. Introduction
6. Purpose, Scope, and Reporting Period
7. Methodology and Analytical Framework
8. National Environmental Context
9. Drivers and Pressures
10. Thematic Environmental Assessments
11. Environmental Impacts on People, Ecosystems, and the Economy

12. Climate Change and Environmental Risk
13. Environmental Governance and Institutional Responses
14. Cross-Cutting Issues
15. Emerging Issues and Future Outlook
16. Priority Actions and Recommendations
17. Conclusions
18. References
19. Annexes

The final structure may be refined during the inception phase.

14. QUALITY ASSURANCE AND QUALITY CONTROL

The Consultant shall prepare and implement a formal Quality Assurance and Quality Control Plan.

The plan shall address:

14.1 Technical review

Each chapter shall undergo review by suitably qualified experts.

14.2 Data verification

All major facts, statistics, indicators, and claims shall be checked against original sources.

14.3 Institutional validation

Relevant Line Ministries and Agencies shall be given the opportunity to validate information relating to their mandates.

14.4 Editorial quality

The report shall be professionally edited for:

- grammar;
- clarity;
- consistency;
- terminology;
- structure;
- readability;
- internal cross-referencing;
- abbreviations;
- numerical accuracy.

14.5 Visual quality

Maps, graphs, tables, photographs, diagrams, and infographics shall be:

- accurate;
- legible;

- appropriately scaled;
- consistently formatted;
- properly captioned;
- referenced;
- accessible in print and electronic formats.

14.6 Citation and referencing

The report shall use a consistent citation system. Sources shall be complete, current, and traceable.

14.7 Uncertainty and limitations

The report shall disclose:

- data gaps;
- limitations in geographic coverage;
- methodological changes;
- uncertainty in estimates;
- limitations in trend interpretation;
- areas requiring further research.

14.8 Independent quality review

The EPA may require an independent peer review of the draft or final report. The Consultant shall respond to peer-review comments and revise the report as required.

15. MINIMUM TEAM COMPOSITION AND QUALIFICATIONS

15.1 International Expert or International Team Leader

The Team Leader shall have:

- an advanced degree in environmental science, environmental management, natural resource management, environmental policy, sustainable development, or a related field;
- at least 12 years of relevant professional experience;
- demonstrated experience leading national or regional environmental assessments;
- experience preparing State of the Environment Reports, national environmental assessments, environmental outlook reports, or comparable publications;
- strong knowledge of environmental indicators and assessment methodologies;
- experience applying DPSIR, GEO, or comparable frameworks;
- experience working with governments, international organizations, and multidisciplinary teams;
- demonstrated report-writing and analytical capacity;
- excellent English writing and communication skills, or the official working language of the assignment.

15.2 Local Consultant or Local Team Leader

The local consultant shall have:

- an advanced degree in environmental science, environmental management, natural resources, environmental policy, or a related discipline;
- at least 8 years of relevant national experience;
- demonstrated knowledge of national environmental issues, institutions, policies, legislation, and development priorities;
- proven experience working with Line Ministries and Agencies;
- experience preparing technical, policy, or environmental reports;
- strong stakeholder engagement and coordination capacity;
- knowledge of national data sources and environmental information systems;
- excellent writing and communication skills in the official language.

15.3 Thematic experts

The proposed team should include appropriate specialists in relevant areas, which may include:

- biodiversity and ecosystems;
- climate change;
- water resources and water quality;
- land and soil;
- air quality and emissions;
- waste and chemicals;
- forests and natural resources;
- environmental governance and law;
- environmental economics and financing;
- GIS, mapping, and spatial analysis;
- environmental statistics and indicators;
- environmental health;
- gender and social inclusion;
- editing, publication, and visual communication.

One person may cover more than one area if suitably qualified.

15.4 GIS and data specialist

The team should include a data and GIS specialist with experience in:

- environmental databases;
- spatial analysis;
- land-cover and land-use data;
- environmental mapping;
- data visualization;
- metadata and data management;
- production of publication-quality maps and figures.

15.5 Quality assurance/editorial specialist

The team should include a qualified editor or quality assurance specialist responsible for:

- technical consistency;
- editorial quality;
- language editing;
- citation verification;
- formatting;
- visual consistency;
- final proofreading.

16. REQUIRED EXPERIENCE OF THE INTERNATIONAL EXPERT OR FIRM

The International Expert or Firm must demonstrate:

- experience in at least [Five] comparable assignments;
- experience preparing national or regional State of the Environment Reports or similar assessments;
- experience working with government institutions;
- experience in environmental data collection and synthesis;
- experience in stakeholder consultation and validation;
- experience developing indicators and analysing environmental trends;
- experience producing reports for international or national publication;
- experience working with local consultants and national technical institutions.

Evidence should include:

- assignment title;
- client;
- country;
- dates;
- scope;
- role performed;
- deliverables produced;
- contract value, where permissible;
- client reference contact.

17. Proposal Submission Requirements

Interested firms or experts shall submit separate technical and financial proposals.

17.1 Technical proposal

The technical proposal shall include:

1. cover letter;
2. understanding of the assignment;
3. proposed methodology;
4. proposed analytical framework;
5. proposed report structure;

6. approach to data collection and verification;
7. approach to institutional engagement;
8. approach to stakeholder participation;
9. quality assurance and quality control plan;
10. approach to data gaps and uncertainty;
11. approach to gender, inclusion, and environmental justice;
12. risk management plan;
13. work plan and schedule;
14. staffing plan;
15. level of effort for each team member;
16. roles of the International Expert/Firm and local partner;
17. evidence of mandatory local partnership;
18. relevant corporate or individual experience;
19. CVs of all key personnel;
20. references for similar assignments;
21. assumptions and dependencies;
22. list of services expected from the EPA.

17.2 Financial proposal

The financial proposal shall provide a detailed and transparent cost breakdown, including:

1. professional fees;
2. level of effort by expert;
3. local consultant fees;
4. travel and accommodation, where applicable;
5. workshops and consultations, if included;
6. data collection and analysis costs;
7. GIS and mapping costs;
8. editing, design, and layout;
9. translation, if applicable;
10. printing and reproduction, if applicable;
11. communication and data costs;
12. taxes and statutory charges;
13. any other reimbursable costs;
14. total cost in USD [currency].

The financial proposal shall clearly distinguish between:

- professional fees;
- reimbursable costs;
- administrative or other costs;
- taxes;
- optional items.

The EPA shall be responsible for agreed administrative and logistical arrangements that are expressly identified as EPA responsibilities. Proposals must clearly state any costs expected to be borne by the EPA.

18. PROPOSAL EVALUATION CRITERIA

The EPA may use the following evaluation structure:

Evaluation criterion	**Weight**
Understanding of the assignment	10%
Methodology and analytical framework	20%
Data collection, verification, and indicator approach	15%
Quality assurance and report production approach	10%
Experience of the International Expert/Firm	15%
Experience and capacity of the local partner	10%
Qualifications and composition of proposed team	10%
Work plan and feasibility	5%
Financial proposal and value for money	5%
Total	**100%**

The EPA may apply a minimum technical score, for example, **70 out of 100**, before financial proposals are considered.

The evaluation shall take into account whether the proposal:

- provides a realistic and detailed methodology;
- demonstrates experience with comparable reports;
- provides a credible international–local partnership;
- allocates sufficient time and expertise;
- includes strong quality assurance;
- demonstrates practical understanding of national institutional coordination;
- offers value for money;
- presents a realistic strategy for producing a publication-quality report.

19. INDICATIVE WORK PLAN

The following schedule may be adapted during contracting:

PHASE	MAIN ACTIVITIES	INDICATIVE TIMING
PHASE 1	Mobilization, inception, document review	Month 1
PHASE 2	Stakeholder mapping, indicator framework, data tools	Months 1–2
PHASE 3	Data collection and institutional consultations	Months 2–4
PHASE 4	Data quality assessment and gap analysis	Months 3–5
PHASE 5	Thematic analysis and drafting	Months 4–7
PHASE 6	Consolidation of first draft	Month 7
PHASE 7	Technical review and validation workshop	Months 8–9
PHASE 8	Revision, editing, design, and finalization	Months 9–10
PHASE 9	Final approval, handover, and dissemination support	Months 10–11

The Consultant shall provide a detailed activity schedule showing dependencies, milestones, responsible personnel, and expected outputs.

20. INDICATIVE PAYMENT SCHEDULE

Payments may be linked to approved deliverables, for example:

PAYMENT MILESTONE	DELIVERABLE	INDICATIVE PERCENTAGE
1	Approved Inception Report and annotated outline	10%
2	Approved indicator framework and data collection plan	15%

3	Approved data inventory and gap analysis	15%
4	Approved thematic assessment papers or zero draft	20%
5	Approved consolidated first draft	15%
6	Approved validation workshop report and revised draft	10%
7	Approved final SoER and communication products	15%
TOTAL		**100%**

The final payment shall be subject to:

- approval of the final report by the Executive Director;
- submission of all required supporting files;
- satisfactory completion of the handover;
- resolution of outstanding comments;
- acceptance of the final data and evidence repository.

The EPA may adjust the payment schedule during contract negotiations.

21. EPA RESPONSIBILITIES

The EPA shall:

- provide available background documents and previous reports;
- designate a focal point within the Planning and Policy Department;
- facilitate formal communication with Line Ministries and Agencies;
- support access to relevant national institutions;
- coordinate administrative arrangements;
- organize or support meetings and workshops;
- provide available venues and logistical support, where agreed;
- coordinate internal review and approval;
- consolidate institutional comments;
- provide timely decisions and feedback;
- review and approve deliverables through the established reporting line;
- manage procurement, contracting, payments, and other administrative functions.

The EPA shall not be responsible for writing, technical analysis, data interpretation, or preparation of the report unless specifically agreed in writing.

22. CONSULTANT RESPONSIBILITIES

The Consultant shall:

- provide the required technical team;

- lead all technical aspects of the assignment;
- prepare and implement the approved methodology;
- engage Line Ministries and Agencies on technical information requirements;
- collect, analyze, verify, and synthesize information;
- prepare all deliverables;
- maintain accurate records of sources and consultations;
- comply with the approved work plan;
- identify risks and delays promptly;
- ensure meaningful participation of the local consultant;
- maintain confidentiality;
- address comments professionally and comprehensively;
- ensure that all deliverables meet international standards;
- submit editable and final versions of all outputs;
- transfer all relevant files and data to the EPA.

23. INTELLECTUAL PROPERTY AND OWNERSHIP

All reports, datasets, databases, maps, graphics, analysis files, photographs commissioned under the assignment, templates, tools, and other materials produced under the contract shall become the property of the EPA upon payment.

The Consultant shall not publish, distribute, reproduce, or use the outputs for other purposes without prior written authorization from the EPA.

The Consultant shall ensure that:

- third-party materials are properly licensed;
- all photographs, maps, data, and graphics have appropriate permissions;
- sources and contributors are credited;
- confidential information is not disclosed.

24. CONFIDENTIALITY AND DATA PROTECTION

The Consultant shall maintain the confidentiality of information received during the assignment.

The Consultant shall:

- use information only for the purposes of the assignment;
- protect confidential and restricted data;
- obtain consent where required for interviews or photographs;
- avoid disclosure of personal or commercially sensitive information;
- comply with applicable national data protection and confidentiality requirements;
- return or securely delete confidential material when instructed by the EPA.

SELECTION CRITERIA

The EPA shall recruit the National Consultant/Firm through an open, transparent and competitive process and shall be guided by inter alia the Procurement and Public Concessions Act of Liberia. All contractors shall conform to the Government of Liberia's laws on anti-bribery and anti-corruption. Notice is hereby issued to all interested candidates that failure to adhere to conflict-of-interest restrictions and anti-fraud and corruption rules constitute grounds for potential debarment from future participation in procurement of goods, services or works that may result from the consultancy.

The EPA reserves the right to:

- amend the TOR before the submission deadline;
- request clarification from bidders;
- reject proposals that do not meet the mandatory requirements;
- reject proposals that do not demonstrate a credible local partnership;
- cancel or amend the procurement process;
- negotiate with the highest-ranked bidder;
- request revised technical or financial proposals;
- award the assignment in accordance with applicable procurement rules.

Submission of a proposal shall not create any obligation on the part of the EPA to award a contract.

ADDRESS YOUR APPLICATION TO:

Mr. Pescee T. Doe
Head of Procurement Unit
Environmental Protection Agency (EPA)
Bright Building, 302-A
Sekou Toure Avenue, Mamba Point
1000 Monrovia 10, Liberia
P.O. Box 4024

Applications may also be submitted by email ptdoe@epa.gov.lr and copy ckabah@epa.gov.lr . The email subject line should read:
"Consultancy Services for the Preparation, Validation, Finalization, and Publication of the Third State of the Environment Report (SoER)"
The deadline for submission of applications is **4:00 p.m. on October 23, 2026.** Applications received after the deadline stated will not be considered.
Only applications that meet the requirements and evaluation criteria specified in the Request for Expressions of Interest will be considered for evaluation.
The application package must include:

- Curriculum vitae of the proposed key personnel;
- A detailed technical proposal; and
- A financial proposal.