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BACKGROUND INFORMATION

1.1 Partner country

Beneficiary Country - Liberia

1.2 Contracting authority

The National Authorizing Officer of Liberia, Monrovia - Liberia, West Africa.

1.3 Country background

The beneficiary country is the Republic of Liberia located on the southwest corner of the West Coast of Africa, inside the belt of tropical rains. Liberia is bordered by Sierra Leone to the northwest, Guinea to the north, Côte d'Ivoire to the east, and the Atlantic Ocean to the south and west. Its land grows from the coastal plains, through a region of rolling hills and inundated with plateaus to the border mountains, reaching 1,380 m.a.s.l. Liberia's terrain ranges from the low and sandy coastal plains to rolling hills and dissected plateau further inland.

Liberia is composed of four physiographic regions parallel to the coast. The coastal plains are about 350 miles (560 km) long and extend up to 25 miles (40 km) inland. They are low and sandy, with miles of beaches interspersed with bar-enclosed lagoons, mangrove swamps, and a few rocky promontories (i.e. the highest being Cape Mount in the northwest, Cape Mesurado in Monrovia, and Cape Palmas in the southeast). Parallel to the coastal plains there is a region of rolling hills some 20 miles (32 km) wide is located with an average maximum elevation of about 300 feet (90 metres). A few hills rise as high as 500 feet (150 metres).

Liberia is characterized by 4 different types of soils: i) Latosols; ii) Shallow; iii) Infertile regosols, or sandy soils and iv) Highly fertile alluvial soils which represent a small percentage of the land area.

Liberia has a diverse geography, with different climate conditions. On the coast, it is warm and humid year-round, dominated by a dry season from November to April and by a rainy season from May to October. The dusty and dry harmattan (desert wind) blows from the Sahara to the coast in December. Deforestation and drought in the Sahel affect the climate, lengthening the dry season by almost a month in some areas.

Liberia's varied ecosystems include mineral ores, forests, grasslands, mangroves, wetlands, rivers, lakes and the continental shelf hosting approximately 600 bird species, 125 mammal species, 74 reptile species and 1,000 insect species. This biodiversity is being threatened by land degradation, over-exploitation of resources through excessive harvesting or hunting, introduction of exotic species and ineffective institutional arrangements. The main causes of environmental degradation in Liberia include shifting cultivation, uncontrolled logging, fuel wood harvesting, and encroachment by human settlement, illicit fishing and unsustainable mineral and sand mining activities.

The hydrographical territory belongs to the following river basins: The Mano and Morro rivers in the northwest and the Cavalla in the east and southeast. They are major rivers and form sections of Liberia's boundaries. Other major rivers are the Lofa in the north and moving southward, the St. Paul, St. John, and Cestos which are all parallel to each other and flow perpendicular to the coast. The Farmington River is a source of hydroelectric power. Waterfalls, rapids, rocks, and sandbanks occur frequently in upstream sections of

most rivers, inhibiting river traffic, and limiting navigation inland to short distances. During the rainy season there is often severe flooding in the coastal plains.

The economy of the beneficiary country is predominantly agrarian. Raw materials, equipment, and consumer goods are imported. Production for export is carried out on a large scale through foreign investment in rubber, forestry, and mining. After the mid-1970s, the national economy took a sharp downturn. Between 1976 and 1980 the economy stagnated because of sluggish demand and low prices and the annual growth rate plunged. But gradual signs of recovery appeared, especially in agriculture and forestry. In the early 1990s, however, civil war disrupted Liberia's economy. Since the end of the conflict in 2003 and particularly after a democratically elected government was inaugurated in early 2006 efforts to rebuild the country's economic infrastructure have been under way.

In 2010, the country's nominal GDP was USD 974 million, and GDP reduced by an estimated 90% between 1989 and 1995 due to the civil war (GOL 2011). In the second civil war, Liberia's GDP reduced by 50% (GoL 2012). The country's recovery process was disrupted with the outbreak of the Ebola Virus Disease (EVD) in 2014 which severely paralyzed economic activity in all the sectors. Before the EVD epidemic, GDP growth was estimated at 8 percent on average, but this plummeted to 0.7% in 2014 and 0.3% in 2015 (MFDP 2016). In 2017, Liberia's GDP was estimated around USD 2.3 billion¹ and the GDP per capita was estimated around USD 518.4. The national public debt as a percentage of the GDP was 46.2%.

The strategic orientation of the new government of the beneficiary country, its ongoing cooperation with the EU, EU Member States (GIZ especially in the field of transport) international donors such as the World Bank and Liberia's memberships of two regional economic unions – the Mano River Union, (a free trade group to which Sierra Leone and Guinea also belong) and the Economic Community of West African States (ECOWAS) – paves the way for the introduction of modern and sustainable technology solutions in the local economy.

The Environmental Protection Agency (EPA) is the competent body in charge of environment and climate change. The EPA's major areas of focus include the formulation of a national environmental policy, the drafting of a comprehensive framework for environmental protection and natural resource management law and reporting on the current status of the environment in Liberia.

1.4 Current situation in the sector

Liberia is highly dependent on climate change patterns and is highly vulnerable to extreme weather events. It is therefore critical and crucial to maintain the quality of life and to provide environmental services to society.

Liberia ratified the United Nations Framework Convention on Climate Change (UNFCCC) and the Kyoto Protocol in 2002 and has implemented a number of climate change related programs. Liberia developed its National Adaptation Programme of Action in 2008 followed by its Initial National Communication to the UNFCCC in 2012. Liberia adopted VISION 2030 in 2012 to move the country towards the middle income status. The AGENDA FOR TRANSFORMATION (AF) aimed at presenting Liberia's vision for achieving the middle income status through INCLUSIVE AND SUSTAINABLE

¹ IMF World Economic outlook, 2016, divided per sector as per following: 35,4% agriculture, 14,4% industry, 50,2% services.

ECONOMIC DEVELOPMENT. It was adopted as a framework within which Liberia could meet its expectations.

The AF aims to promote a low carbon development, to increase policy coherence on climate change and to raise Liberia's attractiveness for funding for mitigation and adaptation strategies.

In September 2015, Liberia, as a signatory of the UN Climate Change Convention, submitted its Intended Nationally Determined Contribution (INDC) in advance of the new climate change agreement reached at the UN Climate Conference in Paris in December. Liberia's INDC was designed as a platform to integrate its Low Carbon Development Strategy into the country's long-term sustainable development Vision by 2030 (Agenda for Transformation). Liberia ratified the Paris Agreement on August 2018. Liberia's NDC includes one component on mitigation and one on adaptation.

To respond to the impact of climate change, the Liberian government has tried to put in place several policy measures like the preparation of the National Adaptation Programmes of Action (NAPA), National Biodiversity Strategies and Action Plans (NBSAP), National Rural Development Programme (NRDP) and the entry into force of the National Policy and Response Strategy on Climate Change.² It also has implemented projects and programmes focused on adaptation by its national effort as well as through support obtained from development partners and bilateral and multilateral sources. Examples thereof are the Climate Change Adaptation and Agriculture Project (CCAAP), National Meteorological Monitoring System (Early Warning System) and the Coastal Defence Project etc. The NAP programme under UNDP/GCF started in January 2018.

Despite the fact that Liberia is now working hard to fulfil its pledges towards UNFCCC and it is very committed in this direction, work is still necessary. In particular, the NDC implementation process lags well behind what is happening in other countries with a similar context. Liberia is yet to start NDC revision process, which must be finalized by 2020 at the latest, when the important milestone of the first commitment period of the NDC roadmap will enter into force.

This delay is mainly due to national political reasons and to the follow up of the governmental elections (i.e. 2017) taking more time than forecasted. However, Liberia is conscious that has to move fast to work on the NDC which does not stand only for most important instrument for the implementation of the Paris Agreement (PA), but it has to be regarded as the way to transform national actions into bankable ones. Indeed, apart from short-term actions, a long-term orientation on climate, energy, waste and transport is necessary as society, the economy and investors need some form of planning security based on quantified and measured data. This implies to turn NDC into actions and all involved parties need to undergo a thorough process of policy and strategy development, legislation, budgeting, investment, and finally monitoring and evaluation, to ensure that targets are achieved.

In order to achieve this level, a NDC roadmap has to be finalized through the first set of sectoral action plans. Moreover, an additional effort shall be made. In particular, a thorough service shall be carried out, focusing on correct assessment of climate change effects and climate change mainstreaming into national and sectoral development plans as well as related climate indicators at sectoral levels and national documents. Indeed, the NDC analysis shall be embedded in a broader country assessment to identify potential

² August 2018

structural problems and to shed light to specific opportunities to mobilize the co-benefits of sustainable development and disaster risk reduction.

In addition, effects of climate change shall be disseminated and all stakeholders shall be informed. The private sector shall be particularly involved in the climate change activities as it is deeply affected by the climate phenomena. This is not the case yet, mainly due to the lack of a climate change mainstreaming in all the main sectors affected directly and indirectly by climate change, lack of guidelines and rules for developing quality and more systematic result driven climate change targets among different sectors and/or actors and/or audience.

Finally, all information and environmental/climate indicators shall be settled into an environmental management system to improve environmental performance, data quality and accuracy, maximising data quality and resources and improving sustainability.

The Environmental Protection Agency (EPA) is responsible for the coordination and the implementation of international environment treaties which Liberia is a part of (including UNFCCC). Representatives of EPA also perform the function of the GEF Political and Operational Focal Points as well as UNFCCC Focal Point. Within the EPA there is a Climate Change Enabling Unit which is responsible for activities related to preparation of National Communications, Biennial Update Reports, and National Inventory Reports of the Republic of Liberia under the UNFCCC. The Unit is also responsible for monitoring climate-change related activities/projects and their execution on behalf of the EPA.

1.5 Related programmes and other donor activities

The Environment and Climate Change sector in the country is strongly dependent on international donations. Several international donors have supported the country for years to overcome the challenges related to climate change and environment. The results of this support are visible. It is of critical importance that climate change is becoming a more attractive issue for donors.

The Consultant team shall take into account synergies and complementarities with the mentioned programs, what has already been achieved in the framework of the programmes already in place in the country, consider the results and the outputs already provided and stocktake them for the purposes of this project and to maximize the effects for the Beneficiary country.

Related projects and associated activities to be considered shall include the following:

- “NAP programme funded by UNDP through the Green Climate Fund”

Based on the current and future threats of climate change to national development, the government of Liberia has been undertaking initiatives aimed at addressing the impacts of climate change. In 2008, Liberia developed its National Adaptation Program of Action (NAPA) with a focus on the urgent and immediate adaptation priorities of the country. The vulnerability assessment report revealed that climate variability and extreme climatic events were significantly impacting sustainable development priorities. At the policy level, the NAPA called for capacity building to integrate climate change in development planning; raising awareness by dissemination of climate change and adaptation information, particularly to vulnerable communities; and mainstreaming adaptation to climate change into policies through programs in agriculture, forestry, fisheries, energy, health, gender and meteorology/hydrology. The NAPA identified three pilot climate change adaptation projects: 1. Enhancing Resilience to Climate Change by Mainstreaming

Adaptation Concerns into Agriculture Sector Development in Liberia; 2. The Coastal Defence Project; and 3. The Early Warning System Project.

The National Adaptation Plan (NAP) epitomizes a means of identifying Liberia's medium term adaptation needs. A National Climate Change Policy is also being developed to ensure that a qualitative, effective and coherent climate change adaptation process takes place and to serve as the pillar for comprehensive sectoral strategies and action plans.

- “Building and strengthening Liberia’s national capacity to implement the transparency elements of the Paris Climate Agreement, funded by CI-GEF Project Agency”

The project's overall objective is to build and strengthen Liberia's national capacity to implement the transparency elements of the Paris Climate Agreement. The project shall be implemented in 24 months and the GEF implementing agency is Conservation International (CI).

The project outcomes shall be the followings:

1.1 Procedures to measure, track and report mitigation and adaptation data from the land use, agriculture, energy, transport and waste sectors transparently strengthened.

1.2 NDC transparency system in place in accordance with the prescribed UNFCCC standard

1.3 Capacity of key ministries and stakeholders to effectively utilize the developed NDC transparency system strengthened.

1.4 Coordination among key government agencies on NDC implementation enhanced.

2.1 Capacity to measure and report land use, agriculture, energy, transport and waste sectors NDC improved.

3.1 Fully developed data integration and sharing procedure for use by stakeholders as a one stop source of information for transparency reporting.

- “Emergency Monrovia Urban Sanitation Project (EMUS) and the Improved Primary Solid Waste Collection in Poor Communities of Monrovia Project (IMPAC)”

The project managed by the World Bank and funded by Liberia Reconstruction Trust Fund (LRTF) mainly focussed on supporting the Monrovia City Corporation by constructing the Whein Town landfill site and two transfer stations of Fiamah and Stockton creek. It also focused on supporting MCC for the operation and maintenance of the works and their transport fleet.

The EMUS project has been closed as of December 2016 with the continuation being Cheesemanburg Landfill and Urban Sanitation (CLUS) also initiated by LRTF and managed by the World Bank.

The IMPAC project has been financed by the Bill and Melinda Gates foundation. It mainly focussed on primary waste collection and gave a boost to the CBE system, a relevant system of PPP adapted to primary waste collection. IMPAC project lasted from 2010 to 2015. CBE structures created or reinforced by IMPAC project are still present in Monrovia and to a lesser extent in Paynesville and form the backbone of primary collection services.

- “The Cheesemanburg Landfill and Urban Sanitation project (CLUS)” financed by the World Bank”

The GoL and the MCC have acquired for this purpose a site of 100 acres for the landfill site of Cheesemanburg which is equivalent to 40.5 Hectares.

The project is financed through a grant worth U\$ 10.5 M (€ 8.9 M) provided by LRTF and managed by the World Bank, out of which:

- Construction of the Cheesemanburg Regional Landfill and Partial Closure of the Whein Town Landfill: U\$ 7.48 M (€ 6.36 M);
- Waste Collection and Disposal: U\$ 2.00 M (€ 1.7 M);
- Institutional Capacity Development and Technical Assistance: U\$ 1.02 M (€ 0.9 M).

- **The Cities Alliance “Liberia Country Programme”** was initiated in 2016 at the request of the Ministry of Internal Affairs and the Monrovia City Corporation (MCC). It provides long-term, programmatic support to the government and its citizens in realising Liberia's goal of achieving middle income status by 2030, with a particular focus on the urban poor.

The three pillars of the Liberia Country Programme are to:

1. Strengthen organisation and meaningful participation of slum dwellers and working poor organisations in city governance, inclusive planning and responsive service delivery.
2. Improve climate-resilient and inclusive urban planning, slum upgrading and incremental housing strategies by investing in community-driven services and affordable housing.
3. Enhance the national enabling environment for resilient and inclusive urbanisation that benefits economic growth, local governments, and the urban poor.

The results achieved are the followings

-to bring greater Monrovia’s slum dwellers – who make up 70 per cent of the city’s population – into the national development process and improve living and working conditions for the urban poor.

-At the national level, there has been a real recognition that developing the national economy means having efficient and effective cities, with mechanisms for mobilising capacity and engaging citizens. A National Urban Forum and a citywide forum have been held,

-At the local level, community profiling and settlement forum activities that identify community priority needs have helped informal settlements become acknowledged as an integral part of the city.

Considering the good level of the reached deliverables, the European Union would provide US \$7 million (EUR 5.9 million) in funding for two projects on urban waste management and waste-to-energy that will expand the scope of the original one (info below)

The consultant shall consider what has been already achieved in order to scale up the level for the purposes of this work and in particular considering the important role MCC and PCC are playing as sectoral actors to be involved in the NDC process

- **Delivering Climate-Resilient Solid Waste Management Services in Greater Monrovia, Liberia through Community-Based Enterprises** financed by the EU (EUR 4.9 million) under the Global Climate Change Alliance+ (GCCA+) programme and aimed at reducing greenhouse gas emissions and improving access to sanitation through more sustainable urban solid waste collection and disposal in greater Monrovia.

-Covenant of Majors Suh Saharan Africa (CoM SSA).

This project is aimed at leveraging a series of other EU-funded initiatives (EU-funded CLUS project; EU-funded Primary Waste Collection project; and the Liberia Country Programme) which are looking at different aspects of waste collection in Liberia.

The CoM SSA project will build on the experience of the EU-initiative 'Covenant of Mayors', and is mainly aimed at strengthening synergies between the Primary Waste Collection project by also introducing a Waste-to-Energy (W2E) component to the range of mitigation alternatives to be then tested in Monrovia.

- “Liberia’s Safeguard Information System (SIS) for REDD+ funded by the World Bank”

The project built on outputs from the Strategic Environmental and Social Assessment (SESA) already conducted for the REDD+ strategy in Liberia and the Environmental and Social Management Framework (ESMF). National clarification of the Cancun safeguards was conducted to support the definition of the goals of the country safeguards approach through a review of policies, laws and regulations and also through the consultations and analysis for development of the SIS objectives.

Produce summaries of information on REDD+ safeguards for UNFCCC

The SIS enables Liberia to provide summary of information on how the UNFCCC REDD+ ‘Cancun’ safeguards have been addressed and respected throughout the implementation of REDD+ safeguards to the UNFCCC. A summary must be submitted at least every four years as part of the National Communication from Liberia to the UNFCCC and may be submitted at other times to the UNFCCC information hub. A summary of information on safeguards is required prior to obtaining results-based payments for REDD+.

i. Provide assurances on safeguards implementation and non-carbon benefits to donors

The SIS facilitates reporting to current and future international multi-lateral and bi-lateral donors providing finance for REDD+ activities on compliance with their social and environmental operational policies and on non-carbon benefits generated through their support. The current donor for the readiness phase of REDD+ is the World Bank as trustee of the FCPF and as administrator for finance from the Government of Norway. Potential future donors for activities that contribute to REDD+ include the African Development Bank, the Green Climate Fund, the Global Environment Facility and the United Nations Development Programme.

ii. Provide assurances to international companies and markets

The SIS provides information that can facilitate partnership and investment from companies and private sector financial institutions, for example including international production and sourcing companies for palm oil or wood products since sustainable production of these commodities is included in the National REDD+ Strategy.

iii. Provide information to Liberian government on contributions to sustainable development

The SIS helps to demonstrate how REDD+ activities are meeting a primary goal of the National REDD+ Strategy and will help to maintain national support for REDD+.

iv. Provide assurances to local stakeholders on their social and environmental priorities

The SIS shows how safeguards are addressing risks and opportunities of REDD+ identified through consultations with all stakeholders during the Strategic Environmental and Social Assessment (SESA) for the National REDD+ Strategy and will help to maintain broad support for REDD+ activities among local communities and other Liberian stakeholders.

This project, when completely tested, can be used as an example to be shared in other sectors affected by Climate change in Liberia, although the specificity of the system to the Forestry sector. However, the consultant can consider the challenges and the results achieved by the project when tested and completed. The Consultant team can verify if some features of the system might be applied (even if with some deviations) to the energy, waste and transport sector and if so identify costs and needs to settle accordingly.

As far as ongoing energy activities in the country, it is worthy to mention the **“solar energy development for Liberia, July 2018, funded by USAID”** as a follow up of RREA rural energy strategy master plan in 2016 envisioning: i) electrification rates of 10% in 2020, 20% in 2025 and 35% in 2030 for people living outside Monrovia; ii) and increase of 75% of all electricity coming from renewable energy sources by 2030, with 19% coming from hydro, solar and bio-masse. For the time being, the results of this USAID project are not available yet, however the Consultant shall deal with, if deemed necessary, as part of the NDC energy sectoral plan.

Regarding the transport sector, the program titled **“Capacity development for the transport sector”** financed by the German Government and implemented by GIZ is aimed at supporting the Government of Liberia in rehabilitating the infrastructure system and delivering basic services as per priority mentioned in the poverty reduction strategy (2008). Despite the commendable work in this area, climate change and environmental considerations have not been tackled yet as key priorities were i) a national master plan and ii) construction/reconstruction of roads and bridges “an effective road maintenance management system”. However, considering that transport is mentioned between the mitigation sectors to be managed through the NDC, the Consultant shall verify what might be possible and if some synergies might be created for the purposes of the NDC transport sectoral plan with all involved stakeholders.

OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1 Overall objective

The overall objective of the project of which this contract will be a part is as follows:

To contribute to poverty reduction and to improve quality of life while supporting Liberia's carbon neutrality agenda.

The **specific objective** is to support climate mitigation solutions as outlined in the INDC, through reduced greenhouse gas emissions from solid waste management services, building capacity of key actors of CC sector as well as creating awareness of CC challenges among the population.

In particular, the following aspects shall be prioritized:

- i. The design of the NDC roadmap and related sectoral action plans prioritizing the attention on the mitigation side and in particular to the 3 priority sectors for Liberia (energy, waste and transport).
- ii. Support EPA in mainstreaming climate change at sectoral level (i.e. in the 3 mitigation priority sectors) as the level of mainstreaming is still embryonic.
- iii. Disseminate climate change knowledge through training and capacity building activities, involving all ministries and agencies working on this topic and dealing with it directly and indirectly.

2.2 Purpose

The purpose of this contract is the following:

Development of a good planning framework for supporting the country in achieving the NDC targets ensuring inter-institutional engagement in its implementation as well as the definition of Liberia's mitigation sectoral priorities to be included in the next NDC to raise the GHG level ambition of the country.

2.3 Results to be achieved by the contractor

The results to be achieved by the Contractor ordered per different three components will be at the least the followings:

- 1) The NDC roadmap is settled and related sectoral action plans as per three main priority areas developed. The work will be focusing not only on merely mitigation issues, but analysis of cost and benefits in terms of social, environmental, economic impacts as well as gender equality and inclusion of minorities. As the roadmap development is a cross ministerial/institutional work, the fully commitment and buy-in of the Beneficiary (i.e. EPA) will be crucial to ensure the engagement of the other key ministries, particularly in providing data and information, and in agreeing the emissions reduction pathways.

The main activities to be developed will be the following:

1. To analyse the current mitigation activities: EPA is in the process of tagging the mitigation activities and level of intervention from each activity that covers the mitigation NDC's key sectors of energy, waste and transport. These activities are spread across different ministries where appointed focal points have been already nominated to deal with and to cooperate for the purposes of the NDC

implementation with EPA. This process is aimed at grouping the mitigation activities that have direct or indirect impacts in meeting the NDC target and the results will be used by the key ministries as guidance to mainstream the mitigation activities in their sectoral plans and in the national documents.

2. To institutionalize the NDC mitigation roadmap set up through official binding procedures for all line ministries: prepare the institutional map and create the institutional legal architecture.
 3. To engage all involved stakeholders since the very beginning, to identify the required documents and to settle the sectoral plans with related mitigation measures for the energy, waste and transport sectors.
 4. To develop the capacities of EPA to collect, process and manage data as well as to train on reporting procedures, and assist in reporting.
- 2) Climate Change is mainstreamed in sectoral national strategies and policies. The object of this activity is therefore to determine and prioritize the objectives/ contributions to other cross-sectorial national objectives (e.g. sustainable development, rural development, reduction of pollution, forestry and agricultural strategy) as well as their effectiveness in reducing GHG emissions and climate vulnerability of Liberia. In order to do this, the existing studies and plans on RE, EE, transport and waste management will be assessed. There will be an analysis of the current capacities and data availability in order to review available national studies, identify strengths and gaps. This will provide a critical appraisal of existing policy-oriented analysis summarizing the existing insights as well as gaps in a report form. This will allow presenting recommendations demonstrating why mitigation as well as related action plans have to be carefully crafted over time and mainstreamed immediately in the near term.

The main activities to be developed will be the following:

1. to organize the process,
 2. to define the scope,
 3. to design the most suitable methodology,
 4. to collect and calibrate data,
 5. to identify and screen mitigation options for the three affected sectors and
 6. to develop and to assess climate scenarios to be included into the sectoral strategies, policies and national documents
 7. finally, to assist in designing climate change related project proposals (i.e. in the form of concept note) to be submitted to different climate funds as per area of specific application (e.g. green climate fund, adaptation fund etc.)
- 3) Climate change knowledge is increased through ad hoc training activities and capacity building programs

The main activities to be developed will be the followings:

1. Environmental and climate change knowledge is spread involving all ministries and agencies working with climate change at the national, regional and local level. Targeted training programs and activities involving a commitment from the EPA, the Ministry in charge of energy and Ministry in charge of Transport shall be guaranteed to all local stakeholders working on these topics to guarantee the

dissemination of information necessary for the NDC sectoral plan development and implementation.

2. To increase the level of knowledge of Liberia's climate action at the level of Parliament, and Governmental bodies in order to demonstrate the concrete benefits for the country of managing climate change adequately and in order to include a dedicated budget line for climate change.
3. Knowledge and best practices on climate change protocols and procedures as per international best practices shall be disseminated.

ASSUMPTIONS & RISKS

3.1 Assumptions underlying the project

The successful implementation of the project presupposes joint efforts from the beneficiary and its close co-operation with the Contractor. The following assumptions are made:

- Continuous support and active involvement of the EPA for implementing the roadmap and plans; adoption of proposed plans; immediate implementation of suggested recommendations.
- Full engagement of the EPA and cooperation with relevant ministries and state/local administrations in providing the human and financial resources necessary to carry out the NDC roadmap and related sectoral action plans, and to ensure full coordination among this project and other projects, as well as all the stakeholders in order to make maximum use of funds and avoid any duplication of activities.
- Continuity of Staff from the EPA, particularly the staff in the climate change division, is ensured,
- Active participation of all relevant stakeholders and private sector where applicable.
- Results of complementary projects taken into account.
- Continuous financial commitment of the Government of Liberia and the EPA, to support the investments needed for the implementation of the NDC Roadmap and related action plan;
- Continuous commitment of the Government of Liberia and of the EPA to strengthen climate change institutions and related human capacities in both quantity and quality.
- Continuous commitment of the EPA to strengthen climate change monitoring and enforcement capacities (MRV system) as developed in the framework of the GEF project.
- Political will and cross-party consensus to keep continuous climate change and institutional reforms in line with international negotiation process;
- Availability of a national sector budget line for climate change activities;
- Sustainability of the results of reforms and institutions (Financing, legal status, continuous HR management and training ensured)

- Awareness of and support for the population in protection against climate change ;
- Ensuring that agencies and staff concerned adequately participate in capacity building measures.
 - Smooth and effective cooperation between all parties involved in the project.
 - Dedicated staff by the beneficiary present during the project implementation.
 - Completion of the tasks in accordance with the predicted time schedule and budget.
- Technical Assistance is able to work hand-in-hand with public Officials, and provide maximum effort to transfer skills and expertise³.

3.2 Risks

- Poor buy-in from line ministries to coordinate and implement climate change activities with the EPA.
- Lack of sufficient cooperation between all parties, that could result in low quality documents prepared.
- Unclear division of the responsibilities among the involved stakeholders.
- Inadequate technical knowledge on the NDC process, plans and related activities to be implemented accordingly.
- Inadequate technical knowledge of mainstreaming activities from the involved ministries and agencies.
- Weak institutional capacity to communicate climate change effects and impacts.
- No buy in from the line ministries and agencies at Governmental level to face the problem of climate change mitigation management..
- Lack of sufficient information and delays on ensuring documents necessary for implementation of the project.
- Change of staff, turnover or transfer of staff during the project implementation.

The contractor will develop and document appropriate risk mitigation strategies in the offer and later in the Inception Report. As regards the implementation of the technical assistance project, the contractor shall consider the followings:

- A better planning of dedicated administrative staff employed on permanent basis in each involved agency and/or ministry will ensure the sustainability of the project activities;
- The involvement of high-level decision-making structures from the very beginning of the project phases is regarded as pivotal and a precondition for success.

³ The EPA internal procedures, code of conducts and working hours shall be respected.

SCOPE OF THE WORK

4.1 General

4.1.1 Project description

In close cooperation with and with the support of the EPA, the contractor will ensure the overall coordination of the project (meetings, reporting, etc.), including, in particular:

- Preparation of relevant technical documents.
- Organisation of the specific activities (meetings, trainings, seminars, capacity building activities, etc.).
- *Ad hoc* assistance to the participating beneficiary in meeting the objectives of the project.
- Preparation of technical work on the NDC roadmap and sectoral plans.
- Preparation of technical work on mainstreaming climate change at the sectoral level and in national policies.
- Engagement in high-level dialogues, mentoring and political- cross generational dialogue to support more empowering growth and a more coordinated strategy on climate change solutions.
- Coordination and close cooperation with all governmental bodies affected by climate change as well as private, NGO stakeholders, international donors working in the same area where appropriate.

4.1.2 Geographical area to be covered

The geographical area to be covered is the territory of the Beneficiary Country and in particular the municipalities of Monrovia and Paynesville.

4.1.3 Target groups

Different target groups are identified as interested parties (“stakeholders”) in this project.

The main beneficiary of the project will be the Environmental Protection Agency as the competent body in charge of climate change and related negotiation process towards UNFCCC and international donors.

In particular the main stakeholders for the activity 1, 2 and 3 are the followings:

- MINISTRY OF MINES & ENERGY
- MINISTRY OF TRANSPORT
- MINISTRY OF FINANCE AND DEVELOPMENT PLANNING
- LIBERIAN INSTITUTE FOR STATISTICS AND GEO –INFORMATION SERVICE (LISGIS)-
- MONROVIA CITY CORPORATION
- PAYNESVILLE CITY CORPORATION
- RURAL RENEWABLE ENERGY AGENCY

Other Stakeholders:

1. Forest Development Authority; 2. Institutions members of the Working Group; 3. Chambers of Commerce; 4. Ministry of Education.

4.2 Specific work

The project will be divided into three phases:

- Inception phase lasting 2 months from the signature of the contract
- Implementation phase lasting from month number 3 until month number 22
- Final phase lasting from month 23 and month 24.

The below list of tasks constitutes the minimum work required. The Contractor will refine and complement these in the Offer and in the Inception report.

In order to secure the best results of this project, the Consultant team shall work with and in close cooperation with EPA and involve EPA appointed staff for each of the three different components to guarantee a real buy in since the very beginning of the project. A learning by doing approach shall be used in the daily work in order to guarantee the transfer of knowledge to EPA staff.

Throughout the whole duration of the project, particular attention will be paid to keeping a low carbon footprint: it is encouraged to organise project and coordination meetings via video conferencing or conference call when possible.

Inception phase (2 months)

The Beneficiary, as the national competent body in charge of dealing with climate change, shall appoint a focal point for each component of the project. EPA's appointed staff will work close to and with the Consultant team to ease the assessment of the local context and problems and to contribute towards the transfer of expertise and experience as a way to guarantee project sustainability after the natural end of the project activities.

The tasks to be carried out during the Inception phase are the followings:

-Updating the present ToRs, working on a daily basis with EPA's appointed representative for each component of the project, taking into account any developments (i.e. legislative, institutional, deviations in appointed climate change focal points, relevant work undertaken by beneficiary and /or donor funded projects) that have an impact on the validity of expected results, scope of work, activities, time schedule and allocation of resources.

-Verifying and updating the composition of climate change focal point present in each ministry/agency/institution affected by the project and make new recommendations in case some institutions are not properly represented in order to get buy-in from each involved party since the very beginning of the project. Propose any changes if deemed necessary and reflecting the real institutional needs.

- Facilitating the establishment of at least three Working Groups for the NDC sectoral plans: energy, waste and transport.
- Developing a list of stakeholders and proposing procedures for their involvement for each final output.
- Upgrading the Tables of Contents for the mandatory results.
- Reviewing EPA's existing capacity building strategy

- Updating/Reviewing a detailed project Work Plan for all activities throughout contract duration. This will include information on start date, end date, milestones, locations, deployment of experts (including their recruitment profiles) and other resources including key beneficiary staff and linking these inputs to outputs and results. The work plan will allow monitoring the project progress, delivery of the defined outputs and resources consumption. Milestones in the work plan must be verifiable, linked to the outputs and defined in way to indicate any possible delays in the implementation at early stage. The Work Plan will be developed in close cooperation with the Beneficiary, the NAO and the representative from EUD Liberia and discussed in detail prior to its inclusion in the Inception report.
- Organizing at least one Inception Phase workshop to meet with relevant representatives of the target groups to inform them about the project, its purpose, objectives, expected results and benefits and their role. This meeting will be organized as a visibility event for the launching of the project.

Summary of minimum expected outputs from inception phase as per above detailed description:

- 3 appointed EPA's officials to work on this project: one for each component.
- Working groups for development of mandatory results established.
- Stakeholder lists developed and procedures for their involvement prepared.
- Tables of Content for the mandatory results updated.
- Updated indicators in the logical framework of the project.
- A one-day Launching workshop of the project for at least 60 participants held.

4.2.2 Implementation Phase (from 3rd month until 22nd month)

Since the work will be undertaken in close cooperation with EPA, then flexibility and a shared vision for the project outcome are essential.

In this phase, EPA appointed staff will work with the Consultant team and EPA will hold consultation with the key ministries/agencies and institutions where the consultant team will be engaged and assist the analysis. In particular, EPA might support the Consultant team in providing input to the draft list of the mitigation activities, as a result of EPA's knowledge of the existing policies/regulatory measures including but not limited to geographic scope and temporary scope projected impact in emission reductions.

In more details, the following tasks will be achieved through the implementation phase:

Task 1: The NDC Roadmap is settled and related sectoral action plans as per n. 3 main priority areas are developed.

Liberia's INDC includes one component on mitigation and one on adaptation. The extent of implementation of the intended contributions on mitigation and adaptation stated in the (I) NDC are conditioned upon the provision of adequate means of implementation by the international community (financial resources, capacity building and the transfer of technologies).

Liberia ratified the Paris Agreement on climate change in August 2018 (first session of the of the 54th legislature of the Republic of Liberia, schedule of House's enrolled Bill n. 9 entitled "An act to ratify the Paris Agreement signed by the Government of the Republic of Liberia", presented to the President of the Republic of Liberia for executive approval (approved on 09.07.2018 at 5.20 pm) and is now strongly committed to the NDC

implementation. This implies that significant work needs to be done at the level of all governmental bodies working directly and indirectly with climate change in order to guarantee the achievement of Paris' collective goals⁴ and efforts⁵ and individual efforts⁶.

The objective for this activity is to develop and elaborate in detail the timing, the sectoral plans and the mitigation activities which will be agreed by the key ministries that covers the 3 NDC's sector (energy, waste and transport).

This implies that Liberia's concrete response to the ratification of the Paris Agreement shall be transformed into sectoral plans and with sectoral actions aimed at reaching its NDC targets, focusing for the purposes of this project, on the 3 mitigation sectors as identified in the (I) NDC energy, transport and waste. Related mitigation actions shall be designed into a "Roadmap" which follows the framework of undertaking and communicates ambitious efforts in GHG mitigation as indicated in Article 3 of the Paris Agreement. The Roadmap shall enable Liberian climate change commitments as well as the contribution to the sustainable development and low carbon strategy implementation.

The actions and elements related to the implementation of the Roadmap shall require constant coordination and active efforts amongst all stakeholders within the Government of Liberia, the private sector, Non-State Actors (NSAs), and development partners to ensuring momentum and common purpose amongst stakeholders engaged into climate change mainstreaming at sectoral, policy, strategy and national level.

That means that procedures on the NDC roadmap on mitigation shall be designed and agreed with the Government of Liberia, through a national consultation process involving all line ministries and agencies working on energy, waste and transport. The starting point of the consultation process shall be the text of the (I) NDC and related ambitions as per energy, waste and transport sectors. The consultation process will be coordinated and activities will be ranked by the joint efforts of the public-sector, private-sector, development partners and non-state actors (NSAs).

EPA will facilitate the NDC discussions to obtain in depth information on concepts, perceptions, and ideas for the assessments, to share preliminary findings, validate data and information, and to obtain agreement on the emissions reduction activities and pathways in each NDC sector. The Consultant team shall work with the EPA to set up a NDC Mitigation Implementation Unit with a goal to coordinate the overall implementation of the Roadmap and oversee the different sectoral action plan development and implementation.

The Contractor shall work with the Beneficiary in creating a robust NDC system composed of sectoral mitigation actions with related estimated costs. The latter will then be included into each sectoral action plan, to be then MRV to transparently demonstrate progress made towards the targets defined in the NDC. Besides measuring an ex-post emissions baseline and mitigation in the energy, waste and transport sector, the MRV system will track the progress of implementation in terms of other impacts (e.g. policies, co-benefits, achieving Sustainable Development Goals (SDGs), plus the inclusion and results of means of implementation (e.g., finance, technology transfer, capacity building). The work shall be developed in consistency with the transparency reporting requirements outlined at COP24.

The following activities shall be considered:

⁴ Long term temperature goal, resilience and low GHG emission development

⁵ A global emission trajectory (peaking, reduction, balance between sources and sinks)

⁶ Successive Nationally Determined Contributions - NDCs

- Identify the involved stakeholders and context of the NDC and Mitigation Roadmap within the Paris Agreement;
- Increase awareness among stakeholders about what is required to achieve the NDC targets in the energy, transport, waste sectors, and provide of an overarching framework and guidance for the 3 above mentioned areas;
- Identify the gaps between projected emissions anticipated from the mitigation activities and those required to meet the NDC targets. From the list of the mitigation activities, the consultant team will calculate the level of anticipated emissions reductions, if all activities are carried out as planned, and compare it with the NDC targets for each sector to find the potential gap. This analysis will provide information on: (a) how far the country is from achieving the NDC mitigation targets; (b) what improvements are needed to reach the mitigation targets; (c) which ministry/agency/institution will be primarily responsible for which mitigation activities.
- Define the NDC roadmap in accordance with the agreed mitigation activities and emissions reduction pathways. The roadmap will serve as a guidance for key ministries to mainstream the agreed list of activities into their plans and budgets, including measure and policy as well. The Consultant team will work with EPA to design: (a) a monitoring mechanism of NDC implementation which will describe the flow of information from the key ministries to EPA who will monitor and report the achievements and (b) an updated template to monitor the achievement of the agreed mitigation activities and a manual for the key ministries to fill the template.
- Provide information about the required resources/inputs to achieve and track progress on meeting the NDC targets in the energy, transport and waste sectors, including:
 - i. Technology and Infrastructure needs
 - ii. Investment and Finance needs
 - iii. Strengthened Enabling Environment (e.g., policies, regulations, institutional arrangements)
 - iv. Capacity Building and Technical Assistance needs (CB&TA), including awareness raising
 - v. Strengthened Monitoring, Reporting, and Verification system.

Summary of minimum expected outputs as per above detailed description:

- NDC Mitigation implementation unit settled and operational with appointed representative from each involved ministry/agency/institutions.
- NDC mitigation roadmap designed and approved
- N. 3 sectoral action plans⁷ drafted
- N. 3 consultation process to finalize NDC mitigation implementation
- At least 2 WG meetings for each year, for each sectoral action plan organized, materials and reports prepared.

⁷ One for energy, one for waste and one for transport.

- *Ad hoc* capacity building activities implemented as coordinated with the Beneficiary during the inception phase
- Plan for strengthening EPA and stakeholders' administrative capacities for NDC implementation management and related mechanism for monitoring the implementation of the above indicated sectoral plan.
- Manual and template to monitor the achievement of the agreed mitigation activities.

Task 2: Climate Change is mainstreamed in sectoral national strategies and policies

This task is aimed at supporting actions for mainstreaming the various ways in which Liberia will bring climate change policy into its core decision making processes.

Indeed, mainstreaming climate change into national policies, plans, and development projects will: i) reduce vulnerability to climate impacts and variability, ii) increase the adaptive capacity of communities and national activities facing climate impacts, and iii) ensure sustainable development and avoid decisions that will generate maladaptation.

The objective of this activity is therefore to determine and prioritize the objectives/ contributions to other cross-sectorial national objectives (e.g. sustainable development, reduction of pollution, forestry and agricultural strategy) as well as their effectiveness in reducing GHG emissions and climate vulnerability.

The Consultant team will work closely with EPA in order to deliver the relevant outputs within the given timeframe. Additionally, the consultant should consider the following: i) the existing studies and plans on Renewable Energy , Energy Efficiency , agriculture, forestry, and waste management ii) the analysis should be systematic in nature, providing a comprehensive and unbiased perspective on the opportunities and challenges for mainstreaming climate change; iii) the need for in-depth consultation and coordination with relevant stakeholders in the public and private sector, including donor agencies and civil society, in order to ensure that their learning and experiences are incorporated into the results of this project.

An analysis of the current capacities and data availability will be performed in order to review available national studies and identify strengths and gaps. This will provide a critical appraisal of existing policy-oriented analysis summarizing the existing insights as well as gaps, taking the form of a report. This will allow the Contractor to demonstrate why climate mainstreaming as well as related action plans have to be carefully crafted over time and start immediately in the near term.

The Contractor shall conduct a thorough desk review of the work that has already been done and review this in the context of the identified priorities for this Component (as described above). A gap analysis of the existing relevant environmental and climate change legislation of the Republic of Liberia shall be undertaken including the produced progress reports and the experiences of some relevant ECOWAS neighbouring States in the implementation of climate change mainstreaming.

The desk review results and findings shall be tested with relevant stakeholders to ensure that Contractor's interpretation is correct and that the review demonstrates a comprehensive account of the current state of play and assessment of the existing context. This will be conducted through a two day consultation session with all relevant stakeholders to review the first draft of the detailed report showing recommendations for mainstreaming climate change into the relevant sectoral documents and the initial draft of each sector specific development programs, policies, strategies or management plan, drafted with the integration of climate change considerations, in order to validate/verify the findings, plans, strategies, conclusions, recommendations etc.

The Contractor shall also develop criteria and recommendations for updating and streamlining laws on Environment, Waste, Transport and Energy.

The final part of this activity will be the development of guidelines for reviewing/ re-drafting/developing the National coordinated assessment of the current climate change policy framework. In particular, the following elements shall be considered:

- Governance structures and institutional arrangements to support whole-of-government approaches.
- Methodologies for aligning climate action with core development targets, including the Sustainable Development Goals.
- Integration of climate action into finance and budgeting plans, at national, subnational, local and sectoral levels.
- Increasing the perception and the knowledge of climate change topics among different target audience through strong awareness and sensitization campaigns.

Summary of minimum expected outputs as per above detailed description:

- Review of the existing documents, policies and strategies.
- A systematic analysis of different ways Liberia will mainstream climate change and NDCs into policies, planning, budgeting and implementation.
- Desk review of mainstreaming and related aggregation analysis;
- Identification of opportunities and key entry points to catalyse action towards the NDC implementation across ministries, 3 main mitigation sectors and at subnational administrative levels and civil society actors;
- 2-day consultation session with each involved stakeholders to validate the draft report main achievements
- Proposition of suggestions, recommendations and changes on the existing policies and strategies in compliance with Liberia's NDC commitments.

Task 3: Climate Change knowledge is increased through ad hoc training activities and capacity building programs.

Climate Change knowledge and in particular climate change policies, benefits and new implications for Liberia after its ratification of the Paris Agreement on Climate Change shall be strongly disseminated to ease their development and implementation at sub national and local level.

This requires the design of an *ad hoc* training program for sub-national governments to understand NDC commitments, to implement mainstreamed climate change responses into development planning, decision-making and implementation. This will allow for capacity enhancement of the public service to comprehensively address climate change challenges, targeting city managers and technical government officers involved in policy formulation, planning, budgeting and implementation of programs in sectors vulnerable to the effects of climate change.

This includes the development of the curriculum and training manual and describes the inaugural training program where at least 5 representatives from each national, sub-national government and local officers will be trained on selected topics to be agreed by the contractor with the beneficiary and the NAO and EUD during the inception phase.

Moreover, in order to allow the proper sharing of climate change information and data with all interested actors the Contractor shall design the skeleton of a suggested environmental management database system (i.e EMDS) where all climate information and data shall be stored and used to update existing sectoral documents in compliance with international requirements.

Summary of minimum expected outputs as per above detailed description:

- N.2 Training of 5 work days per years involving at least 5 representatives from each stakeholder as identified during the inception phase on topics related to energy, transport and waste management;
- N.1 Skeleton of EMDS;
- Capacity building activities through awareness campaigns on NDC and socialization sessions with stakeholders as identified in the stakeholders' list during the inception phase;
- Training manuals available and published on EPA's website.

Final Phase from month 23rd until month 24th

This phase is necessary to guarantee the proper closure of the project and guarantee its sustainability in the future.

In particular, a draft final report shall be submitted and shall include at least:

- An overview of all activities developed during the project.
- A summary of the outputs as per contract.
- A description of the achievements including problems encountered and recommendations. It will focus on all major project deliverables and it will provide involved stakeholders with the necessary information about the project, including lessons learned.
- An assessment of the impact of the project as measured against the stated objectives.
- Recommendations on further operation of the structures and mechanisms created under the contract.
- A list of the main documents and training materials of the project to be delivered to the project's beneficiary to capitalize the experience, lessons and knowledge accumulated.

A closure project event shall be organized. The main purpose of the event will be to present the main results and activities achieved by the project and present potential future way forward especially in terms of database management system and mitigation activities implementation.

The final submitted report shall take into account the amendments to the draft report as agreed during the meeting with involved stakeholders and as suggested during the close event with short description of the achievements including problems encountered and recommendations.

Summary of minimum expected outputs:

- N. 1 draft final report.

- N. 1 Project final event: at least 60 participants to be invited.
- N. 1 final report.

4.3 Project management

4.3.1 Responsible body

The National Authorising Officer of Liberia will be Contracting Authority and will be responsible for managing the contract.

4.3.2 Management structure

The Project Steering Committee (PSC) at the highest level will be established to oversee the implementation of all project activities.

The Steering Committee (SC) will be chaired by one high level officer from the EPA and will be composed as follows:

The members will include the EPA, the Ministry in charge of energy, the Ministry in charge of transport, the Liberian Institutes for Statistics and Geo Information Service, the Monrovia City Corporation, Paynesville City corporation, the Ministry of Finance and Development Planning, NAO's representative, representatives from local government, civil society, NGOs and the European Union Delegation to the Republic of Liberia as an observer.

Other bodies, agencies or institutions may be proposed (in consultation with the final beneficiary) as Committee members/observers.

The Steering Committee will hold regular meetings to oversee the implementation of the project. Ad hoc meetings shall take place whenever necessary and if convoked by at least two members with the agreement of the beneficiaries.

The role and main functions of the Steering Committee will be to:

1. Assess the performance of the Contractor and the Contractor's inception report, quarterly reports, draft final and final Reports and make recommendations as appropriate to the CA which will approve these reports.
2. Assess the project progress as agreed in the Contract.
3. Jointly discuss any critical points or bottlenecks for further project implementation and propose and discuss remedy actions to be taken in order to tackle problems.
4. Ensure close cooperation and transparency between stakeholders.

The first meeting of the SC will be held after the inception phase to examine the Inception report.

Thereafter the Project Steering Committee will meet 2 times per year, every 6 months, to oversee the implementation of the project with prior invitation and agenda sent in advance to all participants.

The Contractor will support the preparation of the Minutes of the meetings which will be distributed to all participants within max. 5 days after the meeting of the Project Steering Committee.

The Contractor shall ensure proper functioning of the Steering Committee, organize the meetings, prepare and circulate the agenda, write and distribute the minutes, and follow

up/implement the Committee decisions. The date of the SC meetings, the agenda and the necessary documents shall be set and circulated among the interested parties tentatively with a reasonable time in advance (i.e. approximately 7 days in advance). The Contractor has to keep them in a file as project documentation. These tasks will be performed in coordination with the Beneficiary. During the inception phase of the project, a detailed working plan will be developed in cooperation with the Beneficiary.

The Contractor has the overall responsibility for ensuring sufficient visibility for project activities, informing all the affected stakeholders well in advance through formal channels and official communications inviting the technical experts from each different Ministry/agency/institution working directly with the activities of the project. The documentation and promotional material produced in the framework of the project shall bear the EU flag and mention that it is financed by the EU.

The Project Steering Committee (PSC) will be established to monitor the activities identified in the various phases of the Project in an adequate way. It will operate as Advisory Committee and shall approve all project reports.

Working group meetings

Besides the PSC, technical working group will be held regularly. EPA will be responsible for the secretariat of the PSC. This will strengthen the links between the three results and their contribution to Climate change mitigation in the framework of the NDC implementation process.

The Contractor will be responsible for the organization of WG meetings, the preparation and circulation of the agenda at least 7 days before the actual date; the timely submission of any materials for comments to the WG members at least one week before meeting and the preparation and distribution of WG minutes of meeting to all WG members.

The WG meetings shall take place at the Beneficiary premises and they will last approximately half a working day with a minimum of 12 participants. WG participants will be finalized with and approved by EPA during the inception phase. Moreover, EPA, in agreement with EUD and NAO, shall invite additional representatives from other organisations as an observer. Working language will be English.

Minutes of WG meetings and other meetings that Contracting Authority or main beneficiary may request, Contractor shall prepare within 3 working days following relevant meetings.

Communication and visibility

The Contractor must comply with the latest Communication and Visibility Manual for EU External Action (see https://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions_en). Moreover, the Contractor shall consider the commitment of Liberia towards the 2015 Paris Agreement on climate change as included in its first Nationally Determined Contributions (NDCs). Towards this direction, the contractor will cooperate with EUD in facilitating the inclusion of Liberia into the CAP4dev platform (https://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions_en). The compliance with this shall be made an output of the contract and the contractors shall include in its reporting what have been accomplished.

The contractor shall ensure the capitalisation and sharing of knowledge related to the implementation of the project. It concerns observations of technical and pedagogical value, which are interesting for other professionals, and which do not infringe with the obligations of Article 14 of the general conditions of the contract. For sharing such information, the contractor shall use the capacity4dev.eu web platform.) Where EPA could share such information. The contractor

should further support, as possible, EPA's efforts in publishing relevant information on the official EPA webpage.

4.3.3 Facilities to be provided by the contracting authority and/or other parties

The Contracting Authority or/and the Project beneficiary shall supply the Contractor promptly with any useful information and/or documentation which may be relevant to the performance of the Contract.

In order to reach the highest productivity and results from the technical assistance, the Beneficiary shall provide the contractor with a room with at least 3 workstations in the main EPA building close to the 3 appointed officials nominated by EPA to work with the contractors on the implementation of these activities.

LOGISTICS AND TIMING

5.1 Location

The location of the assignment of the Contractor shall be the City of Monrovia.

However, the consultant will be required to travel regularly throughout the beneficiary country, especially in Paynesville, for the purposes of data collection, fact finding, visiting relevant existing infrastructures and local authorities, socialization sessions, training and capacity building purposes.

5.2 Start date & period of implementation

The intended start date is October 2019 and the period of implementation of the contract will be 24 months from this date. Please see Articles 19.1 and 19.2 of the special conditions for the actual start date and period of implementation.

REQUIREMENTS

6.1 Staff

The Contractor shall provide adequate staff (in terms of expertise and time allocation) as well as the necessary equipment in order to efficiently complete all of the activities required under the scope of work and to finally achieve the specific and overall objectives of the project.

Note that civil servants and other staff of the public administration of the partner country or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

6.1.1 Key experts

Key experts have a crucial role in implementing the contract. These terms of reference contain the required key experts' profiles. The tenderer shall submit CVs and statements of exclusivity and availability for the following key experts:

The three KE consultants will work together as a team, each will be supporting the work of the others. Moreover, the Team Leader will be supported by the NKE NDC analyst (one

international and a regional one) working directly according to the Team Leader directions, particularly in supporting the review of NDC in Energy, Waste and Transport

These terms of reference contain the required key experts' profiles.

The tenderer shall submit CVs and Statements of Exclusivity and Availability for the following 3 key experts:

Key expert 1: Team Leader

The team leader will be a position of at least 300 working days over the 24- month contract duration. The team leader will be responsible for the overall technical delivery of contract outputs and the quality control of contract implementation. S/he is expected to have a key role in all technical aspects of the contract as well.

Qualifications and skills

- Minimum a Master's (postgraduate) level university degree, preferably a Master's of Science, in environmental sciences, international relations, development economics, law or another relevant field.
- Excellent fluency in written and spoken English;
- -High quality analytical and document drafting skills which can be demonstrated by reference to a recent (the previous 3 years) report that he/she has authored.

General professional experience

- Demonstrable capacity to efficiently manage a project involving the multiple counterparts/teams to be proven by experience with at least two, and preferably more projects involving a team of at least 5 members within the past 6 years.
- At least 12 years of relevant professional experience out of which at least 3 years of relevant experience in African countries.
- A minimum of two project references related to the subject matter of the current contract in African countries.
- Demonstrable knowledge and very good understanding of the environmental and climate change mechanisms (i.e. climate finance, available funding mechanisms and reporting procedures), and systems of the international climate negotiation process.
- Knowledge of Liberia's context in the field of environment and/or energy and/or waste management and/or transport is regarded as a strong advantage.

Specific professional experience

- Demonstrable experience in capacity development in African context, as regards any of the following:
 - Environmental and climate change negotiation process – INDC-NDC, institutional and legislative capacity building.
 - Developing climate policies and measures.

Key expert 2: Climate change lead mainstreaming expert

The Key expert 2 will be a position of at least 260 working days over the 24- month contract duration.

Qualifications and skills

- Minimum a Master's (postgraduate) degree, preferably a Master's of Science, in Applied Science, Environmental Studies, Economics, Engineering, or a related discipline.
- Excellent fluency in written and spoken English.
- A minimum of ten years of experience working in international organizations with the design and implementation of country strategies and development projects in African context.

General professional experience

- Deep understanding of the climate change global policy context and national institutional arrangements, documented through 3 assignments of relevant work experience;
- Strong – documented - knowledge of climate change financial mechanisms and instruments;
- Understanding of approaches to measuring and reporting on mitigation and resilience/adaptation actions, documented through 2 assignments of relevant work experience;
- Deep understanding of climate implications across multiple sectors and regions;
- Demonstrable deep knowledge and very good understanding of the international climate negotiation process and related mechanisms through at least 1 assignment of similar nature.

Specific professional experience

- A minimum of 10 years of relevant work experience in climate change, planning and mainstreaming, climate change program/policy design or implementation
- Excellent qualitative and quantitative research and analytical skills.
- A minimum of 6 years of experience in implementation and/or enforcement related to a range of topics of the international climate change negotiation process and similar.

Key expert 3: Climate Change training and capacity building expert

The Key expert 3 will be a position of at least 120 working days over the 24- month contract duration.

- Minimum a Master's (postgraduate) degree, preferably with a Master's of Science, in communication, international relations with special knowledge of IT and website systems.
- Excellent fluency in written and spoken English.
- Expert in preparing climate change training programs for governmental bodies.

General professional experience

- At least 10 years of relevant professional experience related to the subject matter of the current contract, out of which at least 5 years of relevant experience in African countries.
- Demonstrable deep knowledge and very good understanding of the international climate negotiation process and related mechanisms.

Specific professional experience

- A minimum of 10 years of experience in jobs requiring a deep knowledge on climate negotiation debate matured through participation at international meetings/fora on sustainable development and/or climate change.
- A minimum of 6 years of working experience in professional and organizational capacity development including designing and implementing large scale training programs.

All experts must be independent and free from conflicts of interest in the responsibilities they take on.

6.1.2 Non-key experts

The profiles of the non-key experts for this contract are as follows:

The Non-Key experts shall be composed of a mix between international and African regional experts.

A tentative number of 90 workdays are envisaged for senior non-key experts' input and a tentative number of 40 workdays for junior non-key experts' input during the duration of the contract. The type of expertise needed will be defined in the inception phase.

The minimum requirements for non-key experts for this contract are the followings:

Qualifications and skills: At least a Bachelor's (undergraduate) degree or equivalence.

Professional experience:

Category II expert: At least 8 years of relevant experience in the field of the assignment

Sector of expertise that might be required for this project:

- (I)NDC analyst: one international and a regional one, one senior and one junior profile
- Energy expert (renewable energy and energy efficiency ones): one international and a regional one, one senior and one junior profile
- Climate action (mitigation), one international and senior profile
- Waste management expert: technical, policy, legal and financial expertise; one international senior profile plus one regional junior profile
- Sustainable mobility expert: technical, policy and legal, one international senior profile plus one regional junior profile
- IT expertise; one regional senior profile
- Any other sector as need arise.

CVs for non-key experts should not be submitted in the tender but the tenderer will have to demonstrate in their offer that they have access to experts with the required profiles.

The contractor must select and hire other experts as required according to the profiles identified in the Organisation & Methodology (O&M) organisation & methodology and/or these terms of reference. It must clearly indicate the experts' profile so that the applicable daily fee rate in the budget breakdown is clear. All experts must be independent and free from conflicts of interest in the responsibilities they take on.

The selection procedures used by the contractor to select these other experts must be transparent and must be based on pre-defined criteria including professional qualifications, language skills and work experience. The findings of the selection panel must be recorded. The selected experts must be subject to approval by the contracting authority before the start of their implementation of tasks.

6.1.3 Support staff & backstopping

The contractor will provide support facilities to their team of experts (backstopping) during the implementation of the contract.

Backstopping and support staff costs must be included in the fee rates.

6.2 Office accommodation

Office accommodation of a reasonable standard and of approximately 10 square metres for each expert working on the contract is to be provided by the partner country/beneficiary institution.

6.3 Facilities to be provided by the contractor

The contractor must ensure that experts are adequately supported and equipped. In particular, it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.

The Contractor is required to arrange and finance by his own means:

- Accommodation, car, allowances, international travels, visa for KE and non-KE, local travels/transport, fuel, office rent, telecommunication costs, including internet modems and mobile phones, other related office running costs, insurances, provision of necessary office equipment (desk computer; printer; portable computer, standard software, consumables, etc.).
- All other services, documentation, logistical support, etc. which is deemed necessary for the successful implementation of the contract.

All above costs will be considered, as included in the expert's fees (Consultant offer), and any equipment will stay in the ownership of the contractor after the expiry of the contract.

If the Contractor is a consortium, the arrangements should allow for maximum flexibility in project implementation.

6.4 Equipment

No equipment is to be purchased on behalf of the contracting authority / partner country as part of this service contract or transferred to the contracting authority / partner country at the end of this contract. Any equipment related to this contract that is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

6.5 Incidental expenditure

The provision for incidental expenditure covers ancillary and exceptional eligible expenditure incurred under this contract. It cannot be used for costs that should be covered by the contractor as part of its fee rates, as defined above. Its use is governed by the provisions in the general conditions and the notes in Annex V to the contract. It covers:

- Travel costs and subsistence allowances for missions, outside the normal place of posting (i.e. Monrovia and Paynesville) undertaken as part of this contract.
- Costs of logistics for capacity building, events and meetings, costs related with organisation of workshops and trainings foreseen under the project (printing, interpretation, renting, catering etc.), including international and local travel (inter-state travels), per diem, provision of meals and accommodations for beneficiary country officials and/or experts and/or staff and/or trainees.
- Material for visibility and communication related to the outputs of the contract.
- It should be noted that the contractor may only disburse per diems to individuals having a contractual relationship with itself or its partners in the consortium to whom this contract is awarded.

The provision for incidental expenditure for this contract is EUR 150.000. This amount must be included unchanged in the budget breakdown.

Daily subsistence costs may be reimbursed for missions foreseen in these terms of reference or approved by the contracting authority, and carried out by the contractor's authorised experts, outside the expert's normal place of posting.

The per diem is a maximum fixed flat-rate covering daily subsistence costs. These include accommodation, meals, tips and local travel, including travel to and from the airport. Taxi fares are therefore covered by the per diem. Per diem are payable on the basis of the number of nights spent on the mission by the contractor's authorised experts for missions carried out outside the expert's normal place of posting. The per diem may be paid in full or in half: for each night spent on the mission= 100% of the per diem rate is paid, for periods of missions not entailing overnight stay= 50% of the per diem rate is paid. Travelling time is to be regarded as part of the mission. When an expert travels during night time the full per-diem rate of the country of arrival shall be paid. In case of multi-country missions, the per diem rate of the country where the night is spent shall be paid. In case of longer stop-overs in another country the per diem rate of the country where the stop-over takes place shall be paid. Any subsistence allowances to be paid for missions undertaken as part of this contract must not exceed the per diem rates published on the website -

http://ec.europa.eu/europeaid/funding/about-calls-tender/procedures-and-practical-guide-prag/diems_en - in force at the time of contract signature.

The contracting authority reserves the right to reject payment of per diem for time spent travelling if the most direct route and the most economical fare criteria have not been applied.

Prior authorisation by the contracting authority for the use of the incidental expenditure is not needed with the exception of international and local travel costs for the beneficiary country officials and/or experts and/or staff and/or trainees.

6.6 Lump sums

No lump sums are foreseen in this contract.

6.7 Expenditure verification

The provision for expenditure verification covers the fees of the auditor charged with verifying the expenditure of this contract in order to proceed with the payment of any pre-financing instalments and/or interim payments.

The provision for expenditure verification for this contract is EUR 12.000 This amount must be included unchanged in the budget breakdown.

This provision cannot be decreased but can be increased during execution of the contract.

REPORTS

7.1 Reporting requirements

Please see Article 26 of the general conditions.

The Contractor will submit the following reports in English in one original and three (3) copies:

Inception Report of maximum 20 pages to be produced no later than two months from the start of implementation. In the report the Contractor shall describe e.g. initial findings, progress in collecting data, any difficulties encountered or expected in addition to the work programme and staff travel. The Contractor should proceed with his/her work unless the Contracting Authority sends comments on the Inception Report.

Interim reports must be prepared every six months during the period of implementation of the tasks. They must be provided along with the corresponding invoice, the financial report and an expenditure verification report defined in Article 28 of the general conditions. There must be a final report, a final invoice and the financial report accompanied by an expenditure verification report at the end of the period of implementation of the tasks. The draft final report must be submitted at least one month before the end of the period of implementation of the tasks.

Note that these interim and final reports are additional to any required in Section 0 of these terms of reference.

Each report must consist of a narrative section and a financial section. The financial section must contain details of the time inputs of the experts, incidental expenditure and expenditure verification.

To summarise, in addition to any documents, reports and output specified under the duties and responsibilities of each key expert above, the contractor shall provide the following reports:

Name of report	Content	Time of submission
Inception report	Analysis of existing situation and work plan for the project	No later than 1 month after the start of implementation
6-month progress report	Short description of progress (technical and financial) including problems encountered; planned work for the next 6 months accompanied by an invoice and the expenditure verification report.	No later than 1 month after the end of each 6-month implementation period.
Draft final report	Short description of achievements including problems encountered and recommendations.	No later than 1 month before the end of the implementation period.
Final report	Short description of achievements including problems encountered and recommendations; a final invoice and the financial report accompanied by the expenditure verification report.	Within 1 month of receiving comments on the draft final report from the project manager identified in the contract.

7.2 Submission & approval of reports

One (1) original and Two (2) copies of the reports referred to above must be submitted to the project manager identified in the contract. The reports must be written in English. The project manager is responsible for approving the reports.

The interim and final reports should first be submitted by deadlines as per section 7.1 in draft form to the project manager by email for comments and possible requests for amendment, prior to submission of the final version. In the absence of comments and/or approval by the project manager within the set deadline (i.e.45 days), the reports are deemed to be approved.

MONITORING AND EVALUATION

8.1 Definition of indicators

- Number and attendance in meetings, socialization processes and other events organised as part of the project;
- Number and quality of documents drafted as part of the project activities, including progress reports;
- Number and quality of specific systems set up and/or reorganised for climate cooperation and mainstreaming;

- Number and quality of initiatives aimed at raising climate knowledge on the NDC and in specific on the mitigation component at the level of the general public, the private sector and of local stakeholders involved;
- Degree of cooperation and integration of the project with other related programmes, donor activities (see section 1.5) and EU policy or other EU regional initiatives;
- Quality of the communication outputs.
- -Number and quality of capacity building activities for EPA staff

8.2 Special requirements

N/A

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