



**Request for Expressions of Interest for the Provision of Consulting
Services**

To

**Conduct Needs Assessment and Compliance to IPCC Guidelines
by Key Sectors and Institutions in Liberia**

PROJECT ID#: 9923

RFP#:2021-JAN-01

**PROJECT NAME: Capacity Building Initiative for Transparency
(CBIT)**

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SECTION1: INSTRUCTIONS AND GENERAL GUIDANCE

1. Introduction

CI Liberia, is soliciting proposals from eligible and interested individual consultants and firms to undertake consultancy.

2. Required Skills and Experience

CI requires consultant(s) with senior-level qualifications to perform the work described above.

- i. Individuals/firms will have, at least a minimum of 10 years' experience in the field of climate change, environment conservation/management, Greenhouse gas concepts and Measuring, Reporting and verification.
- ii. Substantial experience working in the following areas under the climate change, biodiversity and land degradation, sustainable forest management focal areas, as well as demonstrable experience working with the Government of Liberia is a major advantage.
- iii. The team should demonstrate previous experience and work in training on GHGI and MRV in developing country context preferably Africa.
- iv. Demonstrated experience and evidence of supporting UNFCCC reporting

We welcome international/national applications from individuals and registered consulting firms.

3. Instructions for Offerors

1.3.1. Submission Deadline: Proposals must be emailed to hrliberia@conservation.org no later than **February 5, 2021 (5:00 PM GMT)**. Proposals should be correctly identified with RFP number **2021-JAN-01**.

1.3.2. Inquiries: Interested Offerors can submit their questions to njallah@conservation.org

1.3.3. Restrictions on multiple submissions: Each offeror may submit only **one** proposal. Submission of multiple proposals will result in disqualification of the interested offeror.

1.3.4. Communications: Upon issuance of this RFP, CI Liberia, its representative(s), or partners will not answer questions or otherwise discuss the contents of this RFP with any potential Offerors or their representative(s), except for the written inquires described in sub-part I.3.1 above. Attempts to ask questions by phone or in person will not be allowed or recognized as valid. Failure to observe this restriction may disqualify the offeror.

1.3.5. Amendments: Any amendment to this request for proposal will be communicated to all interested Offerors via email.

1.3.6. Validity Period: Offerors proposals must remain valid for 60 calendar days after the RFP deadline.

1.3.7. Terms of contracts: This is a request for proposals only and in no way, obligates CI Liberia to award a contract. In the event of contract negotiation with a successful offeror, CI Liberia will issue a service agreement (hereinafter referred to as “the contract”). The contract terms and conditions are non-negotiable.

4. Location of Task/Applicable Trips

The consultant shall work from their base of operations and will be required to make visits to identified stakeholders’ organizations in Liberia as necessary.

5. Chronological List of Events

The following calendar summarizes important dates in the solicitation process. Offerors must strictly follow these deadlines.

RFP published: January 19, 2021

Deadline for written questions: January 27, 2021

Quotations due date : February 5, 2021

6. Submission and Requirement

The proposals must address the following information at the minimum (Financial & Technical) to CI Liberia. The maximum number of pages for technical proposal is 8 and **financial must be shared in excel**.

Technical Proposal:

The Technical Proposal should describe in detail how the offeror intends to carry out the requirement described in Section 2, Scope of Work (SOW). The technical proposal should demonstrate a clear understanding of the work to be undertaken and the responsibilities of all parties involved.

- a. Cover Letter: Offerors should include a cover letter indicating the Offerors interest for the assignments listed in Section III. The cover letter should provide a complete mailing address, electronic mail address (es) and telephone numbers. It should clearly list the name of offeror(s) submitting the proposal;
- b. Management, Key Personnel, and Staffing Plan. This section should include CV(s) of consultant(s) that will be assigned to the implementation of the proposed methodology;
- c. Technical Approach, Methodology and Detailed Work Plan. This part shall be between 3 and 5 pages long but may not exceed 5 pages.

1.4.2. Past performance: The Offerors must provide 3 past performance references of similar work (Under contract or sub-contract). The Offerors must provide contact information of companies including Name, Point of Contact who can speak to the offeror’s performance, and address of the companies.

Financial Proposal:

1.4.3 The cost proposal is used to determine which proposals are the most advantageous. The price of the contract to be awarded will be an all-inclusive. No profit, fees, taxes, or additional costs can be added after award. Nevertheless, for the purpose of the proposal, Offerors must provide a detailed budget showing major expense line items.

Format: budgets must be prepared and submitted in Microsoft Excel and explicitly show all units (e.g., labour days), unit costs (e.g., loaded daily rates), and total costs. Excel files should be “unlocked” and show all calculations.

Consultant Designation/Title	No. of Personnel	No. of workdays	Unit rate	Total fees
Fees- ie consultancy				
Sub-totals		xxx days		Yyy

Applicable taxes				
Sub Total				XXXX
Cost-reimbursable items	No. of Personnel	No. of workdays	Unit rate	Total fees
Stationery				
Transport/taxi				
Accommodation				
Others				
Total reimbursables				XXX
TOTAL				XXX

7. Evaluation and Basis for Award

1.7.1. Award: CI Liberia will award a contract to the Offerors whose proposals is the Best Value to CI Liberia, Technical factors, and price will be considered.

1.7.2. Award: CI Liberia reserves the right to consider Offerors qualifications, references; conduct studies and other background check as necessary to evaluate any response; request additional relevant information; disqualify offer based on unsatisfactory reference checks, reports and records of service.

Criterion	Points
<p>Demonstrated experience working with developing country governments in Africa in the following thematic areas: climate change, biodiversity, land degradation and sustainable forest management; Demonstrated experience in developing Monitoring Reporting and Verification System. Experience working with the government of Liberia is an added advantage.</p>	20

<p>Relevant technical expertise: technical experience in development of Green House Gas Inventories and MRV Systems; experience conducting trainings related to GHG including GHG Inventory Development. Specifically, proven technical experience in the following areas:</p> <ul style="list-style-type: none"> • Methodologies and tools for collecting, documenting and archiving GHG data for the AFOLU, waste, energy, transport and industry sectors, • IPCC Inventory software for GHG emission calculation and general computation of GHG, • Data requirements for GHG Inventory development and key categories • Key Category Analysis, and sector GHG integration • Ability to calculate GHG emissions estimates using agreed upon Guidelines (including methods, collection of AD, EFs and other parameters). • Ability to calculate uncertainty • Ability to prepare and report recalculations in accordance with the 2006 IPCC Guidelines and relevant reporting formats • Ability to report emissions using agreed upon formats • Ability to implement QA/QC procedures according to 2006 IPCC guidelines • Ability to compile a national GHG Inventory for Liberia. 	60
<p>Appropriate budget, demonstrating appropriate allocation of labor days in relation to tasks and deliverables; appropriate consultant daily rates in relation to qualifications; appropriate other direct costs in relation to the scope of work; and overall cost effectiveness.</p>	20
<p>Total</p>	100

SECTION 2: SCOPE OF WORK

Consultancy to Conduct Needs Assessment and Compliance to IPCC Guidelines by Key Sectors and Institutions in Liberia

Project Title:	Capacity Building initiative for Transparency (CBIT)
Project Location:	Monrovia, Liberia
Location of Consultancy:	Monrovia, Liberia
Languages Required:	English
Duration of Consultancy:	28 days
Posted on:	January 19, 2021
Deadline:	Feb 15, 2021
Electronic Submission:	hrliberia@conservation.org

GENERAL BACKGROUND

Conservation International (CI) is a non-profit public charity conservation organization, set up in 1987, with headquarters in Arlington, Virginia. It is one of the largest conservation organizations headquartered in the US, with close to 1,000 employees worldwide. Its vision is to protect nature and its biodiversity, for the benefit of humanity.

About the CBIT Project

Liberia is signatory to the Paris Agreement Climate Agreement and has developed its Nationally Determined Contributions (NDCs) which present the roadmap for reducing Greenhouse Gases (GHG) in Liberia. To support mitigation, Liberia will need to reduce gross emissions from the land sector (e.g., deforestation and forest degradation) as well as increase the potential for carbon storage. The extent of implementation of the national contributions on mitigation and adaptation in Liberia are conditioned upon the provision of adequate means by the international community (financial resources, capacity building and the transfer of technologies). Given this context, there is clearly a need to strengthen Liberia's national capacity to implement the different elements of the Paris Climate Agreement. Against this background, Conservation International and the Environmental Protection Agency (EPA) of Liberia has received funding from the Global Environment Facility (GEF) in support of the Capacity Building Initiative for Transparency (CBIT) project "Strengthening the Capacity of Institutions in Liberia to comply with the Transparency Requirements of the Paris Agreement" in Liberia. The project will be executed through the Environmental Protection Agency and Conservation International- Liberia. The main objective of this CBIT project is to support institutions in Liberia to build and strengthen Liberia's national capacity to implement the transparency elements of the Paris Climate Agreement. The main components of the project are: (1) Strengthen the capacity of national institutions to track

NDC implementation and sustain transparency efforts over time; (2) Provide direct technical support to harmonize land use, agriculture, energy, transport and waste sectors data collection and reporting through training and assistance; (3) Integrated Platform for Data Sharing and Policy Making.

CONSULTANCY KEY TASKS

the consultant will perform the following tasks:

- I. **Baseline study:** The consultant will undertake initial analyses and will prepare a baseline study report that will include the following items:
 - a) Review available sectoral GHG database, and their relevance in accordance with international guidelines; and review how to develop and collect new database from available sources
 - b) Outline and advise suitable GHG inventory calculation approaches based on identified key categories and data availability
 - c) Proposed IPPC data collection for key sectors and categories

- II. **Conduct capacity assessment on the ability of Liberia to tabulate, group emissions and removals categories across five (5) main sectors (based on 2006 IPCC Guidelines):**
 - a. Energy
 - b. Industrial Processes and Product Use (IPPU)
 - c. Agriculture, Forestry and Other Land Use (AFOLU)
 - d. Waste
 - e. Other (for example indirect emissions from nitrogen deposition from non-agriculture sources)

- III. **Stakeholder Consultation and feedback to key sectors and institutions:** The Consultant will conduct stakeholder engagement using relevant tools. Additionally, a technical stakeholder workshop should be organized to bring together key sectoral experts having either relevant expertise and/or management responsibilities related to the key emissions sectors and GHG calculations.

The consultant team will prepare a brief report covering discussed contents in the consultation workshop - highlighting guidance and improvement required for each sector and or IPCC key categories

- IV. **Support the development of GHG emissions inventory and guidelines by building capacity of the GHG sectors identified in (VI) below.** The consultants will provide tools and templates that will guide these institutions on how to establish institutional arrangements for preparing national inventories and related UNFCCC reporting that promotes transparency, accuracy, consistency, comparability and completeness. The consultant will train the stakeholders on collection processing and interpretation of GHG

data and enhancement of GHG inventories and emission projections in the key emission sectors.

- V. Guide the compilation of a Greenhouse Gas Inventory for Liberia.** The consultant will provide guide compilation of key sector GHG Inventories. The guidance will focus on key sectors adherence to:
- a. **Transparency:** There is sufficient and clear documentation that allows for ease of understanding of how the inventory was compiled
 - b. **Completeness:** Estimates are reported for all relevant categories of sources and sinks, and gases
 - c. **Consistency:** Estimates for different inventory years, gases and categories are made in such a way that differences in the results between years and categories reflect real differences in emissions
 - d. **Comparability:** The GHG inventory is reported in a way that allows it to be compared with other national greenhouse gas inventories.
 - e. **Accuracy:** The national greenhouse gas inventory contains neither over or under-estimates so far as can be judged

DELIVERABLES/EXPECTED OUTPUTS

- i. **Inception report** detailing the understanding/ interpretation of the ToRs; the methodology of carrying out the assignment; work plan and implementation schedule as agreed upon with CI, Liberia submitted 7 days after signing of contract.
- ii. **Baseline study report.** The report should cover the following:
 - a) Review available sectoral GHG database, and their relevance in accordance with international guidelines; and review how to develop and collect new database from available sources;
 - b) Outline suitable GHG calculation approaches that can be operated in Liberia based on the data availability;
 - c) Present a template to guide develop a GHG inventory including data templates, data sharing and a verification framework for the key GHG sectors.
 - d) Highlight approaches for tracking and reporting mitigation all data in line with the IPCC standard
- iii. **Report outlining capacity gaps and recommendations.** The report will focus on:
 - a) Data availability
 - b) Overall reliability of the assessment (which important factor for verification of the results)
 - c) Time and resources needed for conducting the calculations
 - d) Recommendations for future improvements

- iv. **Stakeholder Consultation Report:** The consultant team will prepare a brief report covering discussed contents in the consultation workshop and other engagements with key stakeholders.
- v. **Greenhouse Gas Inventory (GHGI):** The consultant will develop guidance for compilation of sector GHG Inventories for Liberia.
 - a) Outline capacity and data requirement for key categories and sectors
 - b) Provide Quality Assurance (QA) and Quality Control (QC) function of the developed GHG inventory

(Please note detailed tasks and deliverables will be discussed and agreed upon during contract negotiation and the consultant should provide a weekly update report on activities and status of activities implemented during the week)

REQUIRED SKILLS AND EXPERIENCE

CI requires consultant(s) with senior-level qualifications to perform the work described above.

- v. Individuals/firms will have, at least a minimum of 5 years' experience in the field of climate change, environment conservation/management, Greenhouse gas concepts and Measuring, Reporting and verification.
- vi. Substantial experience working on projects under the following thematic areas: climate change, biodiversity and land degradation, sustainable forest management focal areas, as well as demonstrable experience working with the Government of Liberia is a major advantage.
- vii. The team should demonstrate previous experience and work in training on GHGI and MRV in developing country context preferably Africa.
- viii. Demonstrated experience and evidence of supporting UNFCCC reporting

Additional key requirements for the consultants:

a. Agriculture, Forestry and other land use

The consultant should be conversant with training in;

- Methodologies and tools for collecting, processing, documenting and archiving GHG data for agriculture and forestry sectors,
- IPCC Inventory software for GHG emission calculation and the data requirements,
- Knowledge of systems for data collection, processing and emissions estimations that are attributable to livestock, soil and fertilizer management, rice paddy cultivation, land conversions, biomass stocks (above and below ground), wood extraction and fire in all land units
- Key Category data collection, analysis and computation of GHG emissions and removals for agriculture and forestry sub sectors
- Data disaggregation for GHG inventory e.g. Livestock breeds, feeds, manure management, fertilizer types etc.
- Land use and land use change mapping within and outside protected areas (forest land, cropland, grassland, wetland, settlements etc.)
- Formulation of relevant country specific emission factors

- The IPCC guidelines and good practice required for GHG inventory
- Uncertainty analysis for the agriculture and forestry sector
- Measuring Reporting and Verification of GHG data in all agriculture and forestry sub sectors

b. Energy, Transport and Industry

The consultant should demonstrate training expertise in areas of;

- Methodologies and tools for collecting, documenting and archiving GHG data for the energy, transport and industry sectors
- IPCC Inventory software for GHG emission calculation and general computation of GHG in the energy, transport and industry sectors
- Data requirements including fuel type and amounts disaggregation in all energy, transport and industry subsectors (e.g. including industrial subcategory such as manufacturing Industries, chemical industry, food processing, mining, wood processing, construction and textile industry; types of vehicles, fuel quantities and distance covered by vehicles etc.). Fuel combustion activities (Energy industries, Transport, manufacturing industries and construction)
- Fugitive emissions from fuels (solid fuels, including (firewood and charcoal), oils and natural gas) and monitor in country fuel stock change
- Carbon dioxide transport and storage
- Key Category Analysis and sector GHG integration
- The IPCC guidelines and good practice required for GHG inventory
- Knowledge on the difference between sectoral approach and reference approach in GHG estimation for the energy and transport sectors
- Uncertainty analysis for the energy, transport and industry
- Formulation of relevant country specific emission factors
- Measuring Reporting and Verification of GHG data in all energy, transport and industry sectors

c. Waste

The consultant should demonstrate experience and knowledge in delivering trainings in;

- Solid waste disposal and management
- Biological treatment of solid waste
- Incineration and open burning of waste
- Wastewater treatment and discharge including industrial effluents
- Methodologies and tools for collecting, documenting and archiving GHG data for waste sector; including designing systems and tools to collect data on wastewater generated, quantities of solid waste (volume and density), waste type by composition (biodegradable and nonbiodegradable)
- Data requirements including waste type disaggregation in all waste sub sectors
- Key Category Analysis, GHG emission calculation and general computation of GHG in the waste sector
- The IPCC guidelines and good practice required for GHG inventory for the waste sector
- Uncertainty analysis for the waste sector

- Formulation of relevant country specific emission factors for the waste sector
- Measuring Reporting and Verification of GHG data in all waste sub sector.

d. **Climate Change Department, coordination institutions and data managers**

The consultant should demonstrate experience and knowledge in delivering trainings in;

- Coordination skills for effective collection processing and reporting of GHG data and climate change information
- GHG inventory and reporting concepts and procedures including GHG data entry, data standardization, data Quality Assurance and /Quality Control,
- Data management including GHG collection, computation, conversion factors, emission factors and their application and use of IPCC tools
- Measuring Reporting and Verification of GHG data in all Sectors

LOCATION OF TASK/APPLICABLE TRIPS

The consultant shall work from their base of operations and will be required to make visits to identified stakeholder organizations in Liberia as necessary.

CI welcome international/national applications from individuals and registered consulting firms.

BUDGET CEILING

The available budget for this work is USD 17,500.

NB: All applicants are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work and in accordance with CI's code of Ethics.

ETHICS STANDARDS

Conservation International's reputation derives from our commitment to our core values: Integrity, Respect, Courage, Optimism, and Passion and Teamwork. CI's Code of Ethics (the "Code") provides guidance to CI employees, service providers, experts, interns, and volunteers in living CI's core values, and outlines minimum standards for ethical conduct which all parties must adhere to.

Any violations of the Code of Ethics should be reported to CI via its Ethics Hotline at www.ci.ethicspoint.com.

CI relies on the personal integrity, good judgment and common sense of all third parties acting on behalf, or providing services to the organization, to deal with issues not expressly addressed by the Code or as noted below.

Integrity:

- Act in good faith, responsibly, with due care, competence and diligence and maintain the highest professional standards at all times.
- Comply with all contractual terms as well as all applicable laws, rules and regulations, domestic and international, in every country where Services are carried out.
- Provide true representation of all Services performed.
- Never engage in any of the following acts: falsification of business document or receipts, theft, embezzlement, diversion of funds, bribery, or fraud.

Transparency:

- Avoid conflicts of interest and not allow independent judgment to be compromised.
- Not accept gifts or favors from sub-contractors, suppliers or other 3rd parties that would negatively impact the provision of Services to CI.

Accountability:

- Disclose to CI, at the earliest opportunity, any information you have or become aware of, that may result in a real or perceived conflict of interest or impropriety.
- Implement activities, provide Services, and manage staff and operations in a professionally sound manner, with knowledge and wisdom with the goal of a successful outcome per the terms of this Agreement.

Confidentiality:

- Not disclose confidential or sensitive information obtained during the course of your work with CI.
- Protect confidential relationships between CI and other 3rd parties.

Mutual Respect and Collaboration:

Engage with indigenous peoples and local communities in which CI works in a positive and constructive manner that respects the culture, laws, and practices of those communities, with due regard for the right of free, prior and informed consent.