

REPUBLIC OF LIBERIA



FORESTRY DEVELOPMENT AUTHORITY

REQUEST FOR EXPRESSIONS OF INTEREST FOR SCOPING STUDY FOR THE DEVELOPMENT OF A REDD+ REGISTRY

ADDITIONAL READINESS PREPARATION ACTIVITIES

PROJECT ID: P124073

GRANT ID: TFA0929

(REFERENCE NO: LR-FDA-49413-CS-INDV)

1. This request for expressions of interest follows the General Procurement Notice for this project that appeared in Development Business No. WB5231-11/15 of November 11, 2015.

The Republic of Liberia has received a grant from the Government of Norway in the amount of US\$5 million equivalent through the World Bank towards the cost of the Forest Carbon Partnership Facility Additional Funding, and it intends to apply part of the proceeds of this Grant to eligible payments under an individual consultancy contract for a *scoping study for the development of a REDD+ registry*.

2. **OBJECTIVES AND SCOPE OF SERVICES**

The objective of the assignment is to assist the FDA in assessing the needs for a REDD+ registry system in Liberia and identify the appropriate legal, administrative and financial arrangements that needs to be put in place to operationalize the REDD+ registry system.

The consultant shall undertake the assignment under the following tasks:

Task 1: Perform a needs assessment of what type of registry system would be the most suitable in the case of Liberia;

Task 2: Identify the legal and administrative arrangements that need to be put in place; and

Task 3: Identify the costs and resources required for implementation and operation

A full copy of the terms of reference can be found below, as Attachment 1 to this request for expressions of interest

3. The Forestry Development Authority now invites eligible individual consultants to indicate their interest in providing the required Services for the Additional Readiness Preparation Activities. Interested Consultants should provide information demonstrating that they have the required qualification and experience to perform the Services by submitting a **cover letter** and **updated CV**. See qualification and experience criteria below:

QUALIFICATION AND EXPERIENCE

- At least a ,master’s degree in Forestry, Natural Resource Management, or a related field;
- At least ten (10) years of experience, including experience advising on or developing registry system;
- Good understanding of REDD+ and the discussions on result based and market-based finance under the UNFCCC Paris Agreement;
- Experience of similar assignments in the Sub-Saharan Africa Region is highly preferred;
- Excellent skills in project management and communications, both written and oral, demonstrated in previous jobs;
- Demonstrated ability to write clear and concise reports in English.

4. GENERAL INFORMATION

- a. This assignment is expected to be completed within four (4) months and will involve in-country visits;
 - b. The Forestry Development Authority is a gender sensitive institution. *Females are encouraged to apply*;
 - c. Only shortlisted candidates will be contacted for the selection process.
5. The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank’s *Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers*, January 2011, revised July 2014 (“Consultant Guidelines”).

A Consultant will be selected in accordance with the Individual Consultant Selection method set out in the Consultant Guidelines. For reference, please see Section V. of the World Bank’s Selection Guidelines, January 2011 edition, revised July 2014, by following the link below:

<http://pubdocs.worldbank.org/en/894361459190142673/ProcurementConsultantHiringGuidelinesEngJuly2014.pdf>

Further information can be obtained at the address below during office hours 0900 to 1600 hours GMT.

Expressions of interest must be delivered in a written form to the address below (in person, by mail or by e-mail) by **16:00 GMT on February 13, 2019**. **Envelopes or subject of emails must be marked “Expression of Interest for Development of a REDD+ Registry”**.

Forestry Development Authority
Whein Town, Mount Barclay
P. O. Box 3010
Montserrado County
Monrovia, Liberia
Attention: National REDD+ Project Coordinator
Tel: +231(0)886567224
Email: redliberiaprogram@gmail.com cc: hdd1960wllms@gmail.com

Attachment 1: Terms of Reference

Scoping study for the development of a REDD+ registry

1.0 BACKGROUND

The Forest Carbon Partnership Facility (FCPF) is supporting the Government of Liberia to reach REDD+ readiness. Liberia embarked upon and has successfully completed the preparation of the roadmap for REDD readiness which was endorsed by the governing body of the FCPF. The Government of Liberia received a grant of US\$ 3.6 million (original grant) in 2012, and activities thereunder are completed. The FCPF granted an additional funding of US\$5.0 million to implement outstanding activities required to get Liberia ready for REDD+ implementation. The additional funding for REDD+ Readiness builds on the REDD+ readiness activities already launched, consolidates and strengthens achievements and completes aspects of REDD+ readiness that have not yet been completed. The completion of activities under the FCPF additional funding coincides with the implementation of the Liberia Forest Sector Project (LFSP). The LFSP was established between the Government of Norway and the World Bank under the Letter of Intent¹ signed between Norway and Republic of Liberia. The REDD+ Implementation Unit of the Forestry Development Authority (FDA) is responsible for the implementation of the above-mentioned projects.

One of the identified activities under the additional funding for REDD+ Readiness is a scoping study for the development of a REDD+ registry². A REDD+ registry is an important building block for ensuring accurate accounting and safeguarding the environmental integrity of carbon units that are exchanged within market mechanisms or financed through result-based finance programs. The FDA is now looking to engage a consultant for this study.

2. THE OBJECTIVES OF THE ASSIGNMENT

The objective of the assignment is to assist the FDA in assessing the needs for a REDD+ registry system in Liberia and identify the appropriate legal, administrative, and financial arrangements that need to be put in place to operationalize the REDD+ registry system.

3. SCOPE OF SERVICES

¹ <https://www.regjeringen.no/contentassets/b8b93fa03bda4ac893d065d26d64075b/letterofintentliberia.pdf>

² In this ToR, the terminology from the publication "*Partnership for Market Readiness (PMR) and Forest Carbon Partnership Facility (FCPF). 2016. Emissions Trading Registries: Guidance on Regulation, Development, and Administration*" is used. This means that the term register is used to describe a database that records serialized carbon units and any other information specific to the carbon unit required by policy. This could include the vintage of the carbon unit, the identity and location of the project for which the carbon unit was issued, the project funder, and verification details. The term transaction registry is used to describe accounting systems that have all of the features of a register, as well as the capability to transfer carbon units between account holders in the transaction registry (internal transfer), and/or the capability to transfer carbon units to another transaction registry (external transfer). The term registry is used as an umbrella term to refer to both registers and transaction registries when it is not necessary to distinguish between the two.

The consultant shall be working under the direction of the REDD Implementation Unit (RIU) at the Forestry Development Authority (FDA). The consultant shall undertake the following tasks:

- **Task 1: Perform a needs assessment of what type of registry system would be the most suitable in the case of Liberia.**

- The consultant shall design and implement a consultative process with a limited group of relevant stakeholders to assess the current and future needs for a (REDD+) registry system in Liberia. At a minimum, the consultative process shall address the following questions:
 - The type of environmental market mechanisms and result-based finance mechanisms that Liberia might want to participate in, including the consideration of nested projects;
 - The sectoral scope of these mechanisms (REDD+ only or also other sectors);
 - The scale of the mechanisms;
 - Interest to link directly with market mechanisms in other regions or countries; and
 - The existence of current systems in Liberia that could be adapted to act as a registry.
- Based on the consultative process, the consultant shall make a recommendation on (i) the type of registry required in Liberia (ranging from a ‘register’ to a ‘transaction registry’) and (ii) the degree of functionality required from the registry.
- Based on the recommendation above, the consultant shall propose the general approach for developing the registry. Options could include (a) to share a registry with other jurisdictions; (b) to develop an IT system from scratch; (c) to adapt existing systems; or (d) to commission a software vendor to host and maintain the registry.

All materials used in the consultative process – such as powerpoint slides, background notes, etc. shall be shared and discussed with the FDA and the World Bank before the consultations start. These materials need to ensure that stakeholders understand the functions of a registry system, the different types of registry systems that could be implemented by Liberia, and the associated legal and administrative arrangements and cost implications.

- **Task 2: Identify the legal and administrative arrangements that need to be put in place**

Based on the outcome of task 1, the consultant shall:

- Propose institutional arrangements for the operation of the registry
- Identify any gaps in the legal arrangements in Liberia and make recommendations on how these can be addressed. These could, for example include the legal nature of the carbon unit and relevant regulation on financial instrument;
- Draft a first version of the Standard Operating Procedures (SOP) for the administration of the registry including arrangements for the creation, issuance,

transfer, and retirement of carbon units and the administrative rules or terms and conditions relating to account opening, closing, and access;

- **Task 3: Identify the costs and resources required for implementation and operation**
 - Based on the outcomes of task 1 and 2, the consultant shall provide an estimate for costs and resources required for the implementation and operation of the proposed registry in Liberia for a period up to 2025

4. DELIVERABLES AND TIME SCHEDULE

The expected deliverables include:

- **Deliverable 1:** Inception report which is expected to contain: (i) a work plan for the different tasks including activities under the consultative process under task 1; (ii) preliminary list of stakeholders to be consulted as part of task 1 and (iii) draft materials (PowerPoint slides, background notes etc) to be used by the consultant in the consultative process³.
- **Deliverable 2:** Consultations with relevant stakeholders
- **Deliverable 3:** Draft report completing all identified tasks to be presented to the FDA (through conference call or a video conference) for their written feedback.
- **Deliverable 4:** Final report, taking into account the feedback received from the FDA.

The reports should be presented in politically neutral terms and plain English so as to be accessible to a broad audience.

The outputs are expected to be delivered according to the following timeline or sooner if possible:

Milestone	Date
Start of assignment	March 6, 2019
Deliverable 1, inception report and consultation materials	April 5, 2019
Deliverable 2: Consultations with relevant stakeholders	Week of May 1, 2019
Deliverable 3: draft report	May 30, 2019
Deliverable 4: final report	June 30, 2019

5. QUALIFICATION OF THE CONSULTANT

5.1 The consultant will have the following minimum educational and professional qualifications and experience:

- At least a master's degree in Forestry, Natural Resource Management, or a related field;
- At least ten (10) years of experience, including experience advising on or developing registry systems;

³ These materials need to ensure that stakeholders understand the functions of a registry system, the different types of registry systems that could be implemented by Liberia and the associated legal and administrative arrangements. Consultant will collate examples from other countries in the Africa region or elsewhere as relevant.

- Good understanding of REDD+ and the discussions on result-based and market-based finance under the UNFCCC Paris Agreement;
- Experience of similar assignments in the Sub-Saharan Africa Region is highly preferred;
- Excellent skills in project management and communications, both written and oral, demonstrated in previous jobs;
- Demonstrated ability to write clear and concise reports in English.

6. DURATION OF THE ASSIGNMENT

The total duration of this assignment is expected to be maximum four (4) months from the date of signing of the contract and will involve in country visits.

7. CLIENT'S INPUTS AND COUNTERPART PERSONNEL

- i. The FDA will make available a vehicle and driver, or will arrange for such, for the in-country work;
- ii. The FDA will provide the consultant with necessary documents and reports produced under the FCPF grant / with support from other sources and will provide assistance with setting up meetings with relevant stakeholders.