



REQUEST FOR EXPRESSION INTEREST (REOI) **(Consulting Services – Firm Selection)**

Country: Liberia

Name of Project: Liberia Integrated Fisheries Sector Strengthening Project (LIFSSP)

Loan No./Grant No.: 15809P

Date: January 28, 2026

Assignment Title: Recruitment of a firm to develop legal and regulatory instruments for the establishment, accreditation and operations of the Fisheries Competent Laboratory of Liberia

Reference No.: **NAFAA/IFSSP/CQS/001/2025**

The Government of Liberia through the National Fisheries and Aquaculture Authority (NaFAA) has received financing support from the OPEC Fund for International Development (OPEC Fund) towards the implementation of the “Liberia Integrated Fisheries Sector Strengthening Project (LIFSSP)”, and intends to apply part of the proceeds towards eligible payment of the services of a consulting firm to develop legal and regulatory instruments for the establishment, accreditation and operations of the Fisheries Competent Laboratory in Liberia.

NaFAA, through the LIFSS Project, is soliciting the services of a qualified Consulting Firm or Consultant Consortia to develop robust legal and regulatory frameworks required for establishment, accreditation and operation of the Fisheries Competent Laboratory of Liberia. This framework will establish the instruments, procedures, and standards necessary for laboratory certification, export compliance, and quality assurance in line with World Health Organization (WHO), World Trade Organization (WTO), and European Union (EU) requirements. It will also provide the foundation for training laboratory staff, strengthening institutional capacity, and embedding transparent processes for monitoring and enforcement. The assignment is expected to be completed in a period of eight (8) months after the signing of the Contract.

The detailed Terms of Reference (TOR) for the assignment can be obtained from the address below and can be found at the following websites:

a) www.nafaa.gov.lr

b) www.emansion.gov.lr

The National Fisheries and Aquaculture Authority (NaFAA), through the LIFSS Project, now invites eligible consulting firms to indicate their interest in performing the Services. Interested firms must provide information indicating that they are qualified to perform the services (brief corporate profile, description of similar assignments, experience in similar conditions, availability of appropriate skills, etc.)

The firm must demonstrate strong technical expertise and professional experience relevant to the assignment. Specifically, the firm should meet the following requirements:

- Proven expertise in Fisheries Regulation, Food Safety and Quality Assurance Systems, with demonstrated ability to design and implement regulatory frameworks that meet International Standards.
- Strong knowledge of European Union Regulatory Frameworks (e.g., Regulation (EC) No. 853/2004, and Regulation (EU) No. 2017/625 and Codex Alimentarius Standards, as well as familiarity with WTO SPS Agreement and other relevant International Instruments.
- Experience in drafting Regulatory Instruments for Competent Authorities, Laboratories, or National Food Safety Agencies, including Laws, Regulations, Standard Operating Procedures (Sops) and Compliance Manuals.
- Availability of key staff with at least 10 years of relevant professional experience in Fisheries Governance, Food Safety Regulation, Laboratory Accreditation, or related fields.
- Demonstrated experience working with Governments, International Organizations, or donor-funded projects in developing countries, preferably in Sub-Saharan Africa.
- Proven ability to lead multi-stakeholder consultation processes, incorporating inputs from government agencies, industry stakeholders, fisherfolk associations, exporters, and consumer groups.
- Excellent analytical, drafting, and technical writing skills, with the ability to produce clear, structured, and actionable regulatory instruments.
- Strong facilitation and communication skills, with the ability to engage diverse stakeholders and build consensus.
- Demonstrated ability to deliver assignments within agreed timelines and to high professional standards.

The attention of interested Consultants is drawn to Section G and Appendix II of the OPEC Fund's Principles of Procurement of Goods, Works and Services setting forth the OPEC Fund's policy on conflict of interest.

Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A Consultancy Firm will be selected in accordance with the Consultant's Qualification Based Selection (CQS) method set out in the Procedures for the Procurement of Consulting Services.

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

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by Friday, February 27, 2026 @ 4:00PM GMT

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TERMS OF REFERENCE

I. Background

Liberia's fisheries sector possesses a strong foundation for both domestic consumption and export opportunities; with an Exclusive Economic Zone (EEZ) of 246,000 km² and a coastline of 579 km, the country is endowed with rich marine resources that are vital for food security, livelihoods, and national revenue generation. The sector contributes approximately 3% of GDP and supports thousands of households engaged in artisanal and industrial fishing.

Despite this potential, Liberia's ambition to penetrate international markets is constrained by several challenges such as accreditation and certification processes which remain unattained, limiting the country's ability to meet stringent export requirements. Local processors and exporters often lack awareness of compliance obligations, thus reducing competitiveness. Environmental and climate-related risks including rising sea temperatures, pollution, and coastal erosion further complicate monitoring efforts and threaten the reliability of stock health data. These challenges underscore the importance of not only establishing modern infrastructure but also ensuring that adequate systems, resources, and institutional frameworks are in place to guarantee long-term effectiveness and sustainability.

To address these constraints, the Government of Liberia via the National Fisheries and Aquaculture Authority (NaFAA), through the Liberia Integrated Fisheries Sector Strengthening Project (LIFSSP), is implementing a multi-component initiative designed to modernize and sustainably manage the fisheries sector. A central priority under this project is the establishment of a Fisheries Competent Laboratory, which will serve as the cornerstone for post-harvest quality assurance, sanitary monitoring, and compliance to meet international standards. This laboratory is essential for enabling Liberia's fish and fishery products to access regional and global markets, thereby enhancing export potential, improving food safety, and supporting the long-term sustainability of fish stocks. To be equipped with modern materials, reagents, chemicals, and growth mediums, the facility will also contribute to fisheries management through the monitoring of stock health and environmental parameters.

To ensure the laboratory's effective operation and international recognition, the project will finance not only its construction and supervision but also the development of robust legal and regulatory frameworks required for accreditation and validation. This framework will establish the instruments, procedures, and standards necessary for laboratory certification, export compliance, and quality assurance in line with World Health Organization (WHO), World Trade Organization (WTO), and European Union (EU) requirements. It will also provide the foundation for training laboratory staff, strengthening institutional capacity, and embedding transparent processes for monitoring and enforcement. These regulatory instruments are therefore central to positioning Liberia's fisheries sector as a credible and competitive player in the global market.

Given the technical complexity and the need for alignment with international best practices, the National Fisheries and Aquaculture Authority (NaFAA) seek to recruit a firm to lead the development of these regulatory instruments. The consultant will be responsible for drafting two regulations, and procedural frameworks governing the establishment, accreditation, and operation of the Fisheries Competent Laboratory. This assignment will ensure Liberia's compliance with international sanitary and phytosanitary (SPS) standards, support export validation processes, and strengthen national fisheries governance.

Ultimately, the assignment is expected to provide the regulatory bedrock for the laboratory's functionality, enabling Liberia to unlock new economic opportunities while safeguarding public health and aquatic resources. Recognizing the fisheries sector's critical role in national food security, livelihoods, and economic growth, the Competent Authority emphasizes the importance of aligning regulations with EU requirements, Codex Alimentarius standards, and other relevant international best practices to maintain market access and protect public health.

2. Objectives of the Assignment

1. To develop two distinct but complementary regulatory frameworks; domestic framework (regulations governing fisheries and fishery products intended for consumption in Liberia), and export framework (regulations tailored to products destined for international markets, including the EU).
2. To strengthen food safety, quality assurance, traceability, and compliance mechanisms within the fisheries sector.
3. To ensure alignment of local and international standards while addressing local realities and needs.

3. Scope of Work

The consulting firm will undertake the following tasks:

3.1 Regulatory Review and Gap Analysis

The consultant will undertake a comprehensive review of existing national fisheries regulations, policies, and standards to determine their adequacy in supporting the establishment, accreditation, and effective operation of the Fisheries Competent Laboratory. This exercise will involve a systematic assessment of Liberia's current legal and institutional frameworks governing fisheries management, food safety, sanitary and phytosanitary (SPS) measures, and export certification processes. Particular attention must be paid to the alignment of national provisions with international best practices and market access requirements.

The review will identify regulatory strengths, weaknesses, and areas of overlap or inconsistency, with a focus on pinpointing gaps vis-à-vis key international frameworks. These include, but are not limited to:

- European Union regulations such as Regulation (EC) No. 853/2004 (laying down specific hygiene rules for food of animal origin), Regulation (EU) No. 2017/625 (official controls).
- Codex Alimentarius standards, which provide internationally recognized guidelines on food safety, hygiene, and quality assurance.
- World Trade Organization (WTO) Sanitary and Phytosanitary Agreement, which sets out the basic rules for food safety and animal/plant health standards.
- African Organization for Standardization (ARSO) standards or specifications, and guidelines on fish and fish products.
- Other relevant international and regional frameworks that govern fisheries trade, food safety, and laboratory accreditation, such as Ecostands on various fishery products.

The gap analysis will highlight areas where Liberia's current regulatory instruments fall short of international requirements, including deficiencies in enforcement mechanisms, institutional coordination,

technical standards, and compliance monitoring. It will also assess the extent to which existing policies support or hinder the accreditation of the Fisheries Competent Laboratory and the country's ability to meet export validation requirements.

The outcome of this task will be a detailed diagnostic report that not only identifies gaps but also provides actionable recommendations for regulatory reforms, harmonization with international standards, and institutional strengthening. This will serve as the foundation for drafting the legal and regulatory instruments to ensure Liberia's fisheries sector is positioned as a credible and competitive player in regional and global markets.

3.2 Stakeholder Consultations

The consultant will design and implement a structured stakeholder consultation process to ensure that the development of regulatory instruments for the Fisheries Competent Laboratory is inclusive, practical, and responsive to the needs of all actors across the fisheries value chain. This process will involve targeted engagements with a wide range of stakeholders, including government agencies (such as the National Fisheries and Aquaculture Authority, Ministry of Agriculture, Ministry of Health, and relevant trade and standards bodies), accredited laboratories, industry stakeholders, fisherfolk associations, exporters, processors, and consumer groups.

Consultations will be conducted through a combination of workshops, focus group discussions, bilateral meetings, and interviews to capture diverse perspectives and technical inputs. Special emphasis will be placed on engaging small-scale and artisanal fisherfolk, women and youth associations, and community-based organizations to ensure that the regulatory framework reflects the realities of those most directly affected by compliance requirements. The consultant will also engage with private sector actors and exporters to identify market access challenges, certification needs, and practical considerations for implementation.

All stakeholders' inputs will be systematically documented, analyzed, and integrated into the regulatory drafting process. This will include mapping stakeholder concerns, identify areas of consensus and divergence, and highlight potential risks or unintended consequences of proposed regulations. The consultation process will therefore serve as a mechanism to build ownership, foster transparency, and strengthen trust among stakeholders, while ensuring that the resulting regulatory instruments are both technically sound and socially acceptable.

The outcome of this task will be a comprehensive stakeholder consultation report, detailing the methodology, participants, key findings, and recommendations. This report will provide evidence of inclusivity and demonstrate how stakeholder perspectives have informed the regulatory framework, thereby enhancing its legitimacy, practicality, and long-term sustainability.

3.3 Drafting of Regulatory Instruments

The consultant will be responsible for developing a comprehensive set of regulatory instruments that will govern both domestic fisheries operations and the export of fish and fishery products. These regulations will provide the legal and procedural backbone for the effective functioning of the Fisheries Competent Laboratory and ensure Liberia's compliance with international sanitary and phytosanitary (SPS) standards. The drafting process will build upon the findings of the regulatory review and stakeholder consultations, ensuring that the instruments are technically sound, contextually relevant, and practically implementable.

For domestic fisheries and fishery products, the consultant will design regulations that establish clear requirements for food safety, hygiene practices, and quality assurance across the value chain, from harvesting and landing sites to processing, storage, and distribution. These regulations will set minimum standards for handling, transportation, and marketing of fish products to safeguard public health and promote consumer confidence.

For export-oriented fisheries, the consultant will draft regulations aligned with the European Union (EU) and other international frameworks, including Codex Alimentarius and WTO SPS agreements. These will cover:

- Food safety and hygiene requirements: Establishing protocols for sanitary handling, processing, and packaging of fish products to meet international market standards.
- Quality assurance systems: Defining procedures for monitoring, verification, and continuous improvement of product quality, including Hazard Analysis and Critical Control Points (HACCP) systems.
- Traceability mechanisms: Introducing systems to track fish and fishery products from point of capture through processing and export, ensuring transparency and accountability.
- Certification and inspection procedures: Setting out the roles, responsibilities, and processes for official inspections, certifications, and approvals required for export validation.
- Laboratory testing and accreditation requirements: Establishing standards for laboratory operations, accreditation processes, and validation of test results to ensure credibility and international recognition.

The consultant will ensure that these instruments are harmonized with EU regulations (e.g., Regulation (EC) No. 853/2004, and Regulation (EU) No. 2017/625), Codex Alimentarius standards, and other relevant international frameworks. Drafts will be prepared in consultation with the National Fisheries and Aquaculture Authority (NaFAA), relevant ministries, and industry stakeholders to guarantee inclusivity and practicality.

The outcome of this task will be a comprehensive regulatory package, including draft laws, regulations, and procedural guidelines, ready for submission to the Government of Liberia for review, adoption, and implementation. These instruments will provide the enabling environment for the Fisheries Competent Laboratory to operate effectively, support export certification, and position Liberia's fisheries sector as a credible and competitive player in regional and global markets.

3.4 Capacity Building and Awareness

The consultant will design and implement a comprehensive capacity-building and awareness program to ensure that the newly developed regulatory instruments are effectively understood, adopted, and applied by all relevant stakeholders. This will include structured training sessions for staff of the Competent Authority (NaFAA and other relevant government agencies), laboratory personnel, inspectors, processors, exporters, and representatives of fisherfolk associations. Training will focus on the practical application of the new regulatory frameworks, including food safety and hygiene requirements, quality assurance systems, traceability mechanisms, certification and inspection procedures, and laboratory testing and accreditation standards.

The consultant will also develop tailored guidance materials and compliance manuals to serve as reference tools for stakeholders. These materials will translate complex regulatory provisions into clear, user-

friendly instructions, ensuring that stakeholders at different levels of the fisheries value chain can understand and implement the requirements. Manuals will include step-by-step procedures, checklists, and templates to facilitate compliance, while awareness materials will highlight the benefits of adhering to international standards, such as improved market access, enhanced consumer confidence, and strengthened fisheries governance.

To maximize impact, the consultant will employ participatory training methods, including workshops, case studies, and practical demonstrations, ensuring that stakeholders not only acquire knowledge but also build the skills necessary to apply it in their daily operations. Special emphasis will be placed on engaging small-scale and artisanal fisherfolk, women and youth groups, and community-based organizations to promote inclusivity and ensure that regulatory compliance does not disproportionately burden vulnerable actors.

The outcome of this task will be a comprehensive capacity-building package, including training curricula, guidance materials, compliance manuals, and a report documenting the training sessions, participant feedback, and recommendations for ongoing capacity development. This will ensure that the regulatory framework is not only technically robust but also practically implementable, fostering ownership, transparency, and long-term sustainability across Liberia's fisheries sector.

3.5 Validation and Finalization

1. The consultant will lead a structured validation and finalization process to ensure that the draft regulatory instruments are technically robust, socially inclusive, and aligned with international best practices. This process will begin with the presentation of the draft regulations during stakeholder validation workshops, convened with representatives from government agencies, laboratories, industry stakeholders, fisherfolk associations, exporters, consumer groups, and development partners. These workshops will provide a platform for dialogue, enabling stakeholders to review the proposed instruments, assess their practicality, and provide constructive feedback based on operational realities and compliance requirements.
2. The consultant will systematically document all stakeholder inputs, analyze areas of consensus and divergence, and incorporate agreed-upon revisions into the regulatory drafts. This iterative process will ensure that the final instruments reflect both technical standards and stakeholder perspectives, thereby enhancing legitimacy, ownership, and long-term sustainability. Special emphasis must be placed on ensuring that the regulations are implementable within Liberia's institutional and resource context, while remaining fully harmonized with EU regulations, Codex Alimentarius standards, and other international frameworks.
3. Following validation, the consultant will support the official adoption process by preparing final versions of the regulatory instruments for submission to the Government of Liberia and the Competent Authority. This will include providing technical guidance on approval procedures, assisting with legal vetting, and ensuring that the instruments are ready for formal endorsement. The consultant will also contribute to the dissemination of the finalized regulations by developing communication materials, awareness briefs, and simplified guidance documents to facilitate understanding among stakeholders across the fisheries value chain.
4. The outcome of this task will be a set of finalized, validated, and officially adopted regulatory instruments, accompanied by a validation report that documents the consultation process, feedback received, and revisions made. This will provide the regulatory foundation for the effective operation and accreditation of the Fisheries Competent Laboratory, supporting Liberia's

compliance with international sanitary and phytosanitary standards and strengthening its position in regional and global fisheries markets.

4. Deliverables

The consulting firm will be expected to produce a series of high-quality deliverables that demonstrate methodological rigor, stakeholder inclusivity, and alignment with international best practices. These deliverables will serve as the foundation for the establishment, accreditation, and sustainable operation of the Fisheries Competent Laboratory and the broader regulatory framework for Liberia's fisheries sector. Specifically, the firm will provide:

I. Inception Report

A detailed report outlining the consultant's understanding of the assignment, proposed methodology, work plan, and timelines. The inception report will also include a stakeholder engagement strategy, risk management plan, and a clear framework for monitoring progress and quality assurance throughout the consultancy.

2. Regulatory Gap Analysis Report

A comprehensive diagnostic report assessing existing national fisheries regulations, policies, and standards. The report will identify gaps vis-à-vis EU regulations (e.g., Regulation (EC) No. 853/2004, No. 2017/625), Codex Alimentarius, WTO SPS Agreement, and other relevant international frameworks. It will provide actionable recommendations for harmonization, institutional strengthening, and regulatory reform.

3. Draft Domestic Regulatory Framework

A set of draft regulations governing fisheries and fishery products for local consumption. These will establish clear requirements for food safety, hygiene, handling, processing, storage, and distribution, ensuring consumer protection and improved governance of domestic fisheries markets.

4. Draft Export Regulatory Framework

A comprehensive draft framework for fisheries products intended for international markets. This will include export-oriented regulations aligned with EU and international standards, covering food safety and hygiene requirements, quality assurance systems (including HACCP), traceability mechanisms, certification and inspection procedures, and laboratory testing and accreditation requirements.

5. Training and Guidance Materials

User-friendly manuals, standard operating procedures (SOPs), and awareness tools designed to support capacity building and compliance. These materials will translate complex regulatory provisions into practical guidance for Competent Authority staff, laboratory personnel, processors, exporters, and fisherfolk associations.

6. Final Regulatory Instruments

A validated and finalized package of regulatory instruments, incorporating stakeholder feedback and aligned with international best practices. These instruments will be ready for official adoption by the Government of Liberia and will serve as the legal and procedural backbone for the Fisheries Competent Laboratory and broader fisheries governance.

7. Final Assignment Report

A comprehensive report summarizing all activities undertaken during the consultancy, key findings, stakeholder inputs, and outcomes achieved. The report will also provide recommendations for future capacity-building, institutional strengthening, and sustainability measures to ensure the long-term effectiveness of the regulatory framework and laboratory operations.

8. Timeline

The consultancy is expected to be completed within eight (8) months, structured as follows:

- Two weeks after signing of contract: Inception report and gap analysis
- Month 2–3: Stakeholder consultations and drafting of regulations
- Month 4: Submission of Draft Regulations
- Month 5: Capacity building and training sessions
- Month 6: Validation workshops and revisions
- Month 8: Finalization and submission of deliverables

9. Qualification Requirements

The firm must demonstrate strong academic credentials, technical expertise, and professional experience relevant to the assignment. Specifically, the firm should meet the following requirements:

1. Proven expertise in fisheries regulation, food safety, and quality assurance systems, with demonstrated ability to design and implement regulatory frameworks that meet international standards. Strong knowledge of European Union regulatory frameworks (e.g., Regulation (EC) No. 853/2004, and Regulation (EU) No. 2017/625 and Codex Alimentarius standards, as well as familiarity with WTO SPS Agreement and other relevant international instruments. Experience in drafting regulatory instruments for competent authorities, laboratories, or national food safety agencies, including laws, regulations, standard operating procedures (SOPs), and compliance manuals.
2. With proposed specialists having at least 10 years of relevant professional experience in fisheries governance, food safety regulation, laboratory accreditation, or related fields. Demonstrated experience working with governments, international organizations, or donor-funded projects in developing countries, preferably in Sub-Saharan Africa. Proven ability to lead multi-stakeholder consultation processes, incorporating inputs from government agencies, industry stakeholders, fisherfolk associations, exporters, and consumer groups.
3. Excellent analytical, drafting, and technical writing skills, with the ability to produce clear, structured, and actionable regulatory instruments. Strong facilitation and communication skills,

with the ability to engage diverse stakeholders and build consensus. Demonstrated ability to deliver assignments within agreed timelines and to high professional standards.

10. Coordination and Reporting

The consulting firm will operate under the direct supervision of the National Fisheries and Aquaculture Authority (NaFAA) Project Implementation Unit (LIFSSP PIU), with overall strategic oversight provided by the Director General of NaFAA. The project manager of the PIU will serve as the primary point of contact for the consultancy, ensuring alignment of activities with project objectives and national priorities.

Coordination meetings will be convened on a monthly basis with NaFAA's technical team to review progress, discuss emerging issues, and agree on next steps. These meetings will serve as a platform for technical exchange, validation of interim outputs, and resolution of operational challenges. Additional ad hoc meetings may be organized as needed to address urgent matters.

The consulting firm will also be expected to liaise closely with relevant ministries, laboratories, and industry stakeholders throughout the assignment. This will include regular communication and collaboration with the Ministry of Agriculture, Ministry of Health, Ministry of Commerce and Industry, accredited laboratories, exporters, processors, fisherfolk associations, and consumer groups. Such coordination will ensure that the regulatory instruments developed are inclusive, practical, and harmonized across institutions, while fostering ownership and buy-in from all relevant actors.

At the conclusion of the assignment, the firm will present its final outputs to NaFAA and the PIU in a formal dissemination session, ensuring that the regulatory instruments, guidance materials, and recommendations are clearly communicated and understood by all stakeholders.

11. Expected Impact

The successful completion of this assignment will generate transformative impacts across Liberia's fisheries sector, strengthening governance, enhancing food safety, and unlocking new economic opportunities. Specifically, the assignment is expected to result in:

1. **Strengthened regulatory environment for fisheries and fishery products:** The development and adoption of comprehensive regulatory instruments will provide a clear, harmonized framework for fisheries governance. This will ensure consistency in standards, improve enforcement of sanitary and phytosanitary (SPS) measures, and establish transparent procedures for certification, inspection, and laboratory accreditation. A strengthened regulatory environment will also enhance institutional coordination among government agencies, laboratories, and industry stakeholders, thereby improving overall sector governance.
2. **Enhanced food safety and consumer protection domestically:** By embedding international best practices into national regulations, the assignment will significantly improve food safety standards for fish and fishery products consumed locally. Consumers will benefit from stronger hygiene requirements, better quality assurance systems, and improved monitoring of stock health and environmental parameters. This will reduce public health risks associated with unsafe fish products and build greater confidence in the domestic fisheries value chain.

3. Improved compliance with EU and International Market access requirements: The alignment of Liberia's regulatory framework with EU regulations, Codex Alimentarius standards, and WTO SPS agreements will position the country to meet stringent international market requirements. This will facilitate accreditation of the Fisheries Competent Laboratory, enable export validation processes, and open access to lucrative regional and global markets. Improved compliance will not only enhance Liberia's competitiveness but also contribute to increased foreign exchange earnings and economic diversification.
4. Increased confidence in the competent authority's oversight and laboratory systems: The establishment of validated regulatory instruments, coupled with capacity-building initiatives, will strengthen the credibility and effectiveness of the Competent Lab. Stakeholders including exporters, processors, fisherfolk associations, and consumers will have greater confidence in the laboratory's ability to enforce standards, oversee laboratory operations, and safeguard public health. International partners and trading blocs will also recognize Liberia's fisheries sector as a credible and compliant player, further reinforcing trust and market access.

Overall, the assignment will contribute to the modernization and sustainability of Liberia's fisheries sector, ensuring that regulatory frameworks, institutional capacity, and laboratory systems are aligned with international best practices. This impact will extend beyond compliance, supporting national food security, livelihoods, and long-term economic growth.

12. Client Responsibilities

The client, NaFAA, will provide timely access to available data, reports and information, and to relevant personnel of NaFAA and officials of government institutions with important roles in achieving the objectives of this term of reference. NaFAA will also provide a favorable work environment and logistical support for the consultant, and support/facilitate stakeholder consultations. NaFAA will review all draft regulations and provide comments and suggestions to enable the consultant to finalize the regulation.

13. Consultant Responsibilities

The Consultant will effectively deliver the services as stipulated in the scope of works and ToR. The Consultant will carry out the services in the best interest of the Client, the GoL represented by NaFAA, with reasonable care, skills and diligence in line with sound professional, administrative and financial practices. The Consultant will be responsible to the client for the execution of the contract according to the terms and conditions spelled out therein. Consultant will organize presentations and dissemination events to enable the monitoring of progress and study results by the relevant NaFAA personnel.

14. Payment Schedule

Payment will be made according to the following schedule:

- 10% after signing the contract and upon submission of an advance payment guarantee
- 30% after submitting the Inception report
- 40% after submitting the draft regulations
- 20% after submitting the final regulation

All the payments will be made only after acceptance of the reports and deliverables by the Client.

15. DURATION OF CONSULTANCY: Eight (8) Months

16. LOCATION: Monrovia

17. PROCUREMENT METHOD: Consultants' Qualifications Selection (CQS)