



Ministry of Environment

The Project for Enhanced Transparency Framework for Agriculture, Forestry and Other Land Use (AFOLU) sector

Selection of Finance and Procurement Consultant

Ministry of Environment
June 2023

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Letter of Invitation

RFP No. ENV/ CC/04/04/02/01/122 CBIT FPC

Date: 23/06/2023

Dear Sir/Madam,

Selection of Finance and Procurement Consultant for the Project of Enhanced Transparency Framework for Agriculture, Forestry and Other Land Use Sector (ETF for AFOLU sector)

1. Ministry Consultants Procurement Committee (CPCM) of the Ministry of Environment on behalf of the Climate Change Secretariat invites a technical proposal to the attached Terms of Reference -TOR (Section 3).
2. A Consultant will be selected under the fixed budget method as per the Selection and Employment of Consultants published by National Procurement Agency, August 2007.
3. The following sections are included in this document,
Section 1: Instructions to Consultants
Section 2: Proposal Submission Format
Section 3: Terms of Reference (TOR)

Duly completed documents could be dropped in the Tender Box placed in the below address or sent by the registered post to Director, Climate Change Secretariat (6th Floor), Ministry of Environment, "Sobadam Piyasa", No.416/C/1, Robert Gunawardana Mawatha, Battaramulla to reach on or before 2.00 pm on 06th July 2023.

Thank You,

**Leel Randeni
Director (Climate Change)
For Secretary**

Section 1:**Instructions to the Consultants**

No	Description
1	Name of the Client: Secretary, Ministry of Environment Method of Selection: Selection on Fixed Budget (FBS)
2	Title of the Consultant: Finance and Procurement Consultant
3	The client's representative: Director (Climate Change), Address: Climate Change Secretariat, Ministry of Environment, "Sobadam Piyasa", No.416/C/1, Robert Gunawardana Mawatha, Battaramulla. Telephone No. 0112034192 Fax No: 0112879979 Email: leelr2001@yahoo.com , dircc@env.gov.lk
4	The client will provide the following inputs and facilities: a) Facilitate to coordinate with relevant institutions and stakeholders (signing letters, official communication etc.) b) Provide office space, office furniture, computer equipment, the internet and other telecommunication facilities and any other equipment or service which would be required to perform this service.
5	Proposal must remain valid until: 31 st December 2024.
6	Clarifications may be requested not later than 7 days before the submission date. Contact details for requesting clarifications is: Director, Climate Change Secretariat, Ministry of Environment, "Sobadampiyasa" No.416/C/1, Robert Gunawardana Mawatha, Battaramulla. Tel. No : 0112034192 Facsimile :0112879979 Email: leelr2001@yahoo.com , dircc@env.gov.lk
7	The budget is available Yes/ No: Yes
8	Consultant must submit the original completed documents and a copy in a sealed envelope.
9	The proposal submission address: Director, Climate Change Secretariat, 6 th Floor, Ministry of Environment, "Sobadam Piyasa" No.416/C/1, Robert Gunawardana Mawatha, Battaramulla. Tel. No: 0112034192 Duly completed documents could be dropped in the Tender Box placed in the below address or sent by the registered post to Director, Climate Change Secretariat (6 th Floor), Ministry of Environment, "Sobadam Piyasa", No.416/C/1, Robert Gunawardana Mawatha, Battaramulla to reach on or before 2.00 pm on 06 th July 2023.

10	<p>The criteria, sub-criteria and point system for the evaluation of proposals are: (Documentary evidence are required)</p> <p style="text-align: right;"><u>Points</u></p> <p>A. Qualifications and working experience 50</p> <p>i). Educational and professional qualifications (20) ii). Experience in relevant fields (20) iii). Project management experience (05) iv). Language skills (05)</p> <p>B. Methodological approach 35</p> <p>i). Description of the work plan and approach that the Finance and Procurement Consultant will follow to perform the activities mentioned in the TOR (15 marks) ii). Description for the improvements that you have introduced to the existing procedures/methods to enhance optimal utilization of finance /physical resources of the organization during your past career (10 marks) iii). Description of a challenging case that you have successfully handled with your knowledge and experience in public procurement (10 marks)</p> <p>C. Interview 15</p> <p style="text-align: right;">Total <u>100</u></p> <p>The minimum technical score required to pass is 70 points.</p>
11	Expected date for commencement of consulting service: 01 st August 2023 immediately after signing of the contract Agreement

Conditions of the Contract

No	Conditions
1	The Effectiveness of the contract will be just after signing the Contract Agreement.
2	The date for the commencement of service is the date of signing of the Contract Agreement.
3	The Consultant shall not use these documents for purposes unrelated to this Contract without the prior written approval of the Client.
4	Payments shall be made in installments, based on successful submission of deliverables in accordance with section 9 of the TOR.
5	<p>Disputes shall be settled by arbitration in accordance with the following provisions.</p> <p>1. Selection of Arbitrators: Each dispute submitted by a party to arbitration shall be heard by a sole arbitrator:</p> <p>(a) The parties may agree to appoint a sole arbitrator or if failing agreement on the identity of a such sole arbitrator within 30 days after receipt by the other party of the proposal of a name for such an appointment by the party who initiated the proceeding, either party may apply to high court of Sri Lanka to nominate the arbitrator for the matter in dispute.</p> <p>2. Substitute Arbitrators: If for any reason an arbitrator is unable to perform his function, a substitute shall be appointed in the same manner as the original arbitrator.</p> <p>3. The decision of the sole arbitrator shall be final and binding and shall be enforceable in any court of competent jurisdiction, and the parties hereby waive any objection to or claims of immunity in respect of such enforcement.</p>

Section 2:**Proposal Submission Format****1. Educational qualifications and working experience:**

A). Educational qualifications (20 marks)

Degree	Subject/s	University/institute	Year

Please add more rows if required

B). Working experience (20 marks)

Employee	Position	Job description	Period

Please add more rows if required

C). Project experience (05 marks)

Project	Position	Job description	Period

Please add more rows if required

D). Language skills (05 marks)

Language qualifications	University/institute	Grade /marks obtained	Year

*Please add more rows if required***2. Technical Proposal**

[The technical proposal will consist of responses to the following three questions to understand the methodological approach that the consultant will follow to ensure the competency of the consultant].

- i). Describe your work plan and approach that you will follow to perform the activities mentioned in the TOR (Max. 250 words)
- ii). Describe the improvements that you have introduced to the existing procedures/methods to enhance optimal utilization of finance /physical resources of the organization during your past career (Max. 250 words)
- iii). Describe a challenging case that you have successfully handled with your knowledge and experience in public procurement (Max. 250 words)

3. Curriculum Vitae (CV) of the applicant (Please attached)

**Finance and Procurement Consultant for the project of
Enhanced Transparency Framework for Agriculture, Forestry and Other Land Use Sector
Ministry of Environment**

1. Background

The Paris Agreement was adopted at the 21st session of the Conference of Parties (COP 21) to the United Nations Framework Convention on Climate Change (UNFCCC) in 2015 aiming to strengthen the ability of parties to respond and adapt to climate change and entered into force on 4th November 2016. The Agreement requires all parties to communicate associated national commitments via Nationally Determined Contributions (NDCs).

Ministry of Environment (MOE) is the national focal point to the UNFCCC and the Paris Agreement. Sri Lanka has submitted Nationally Determined Contributions (NDCs) to the UNFCCC in July 2021, as national commitments to the Paris Agreement. All parties to the Paris Agreement committed to provide the information on efforts and tracking progress of national commitments through Biennial Transparency Reports (BTRs).

Article 13 of the Paris Agreement describes an Enhanced Transparency Framework (ETF) for Measurement, Reporting and Verification (MRV) to be developed by each party. Modalities, Procedures and Guidelines (MPGs) for the ETF have been developed at the COP 24 in Katowice. In order to develop an ETF for Agriculture, Forestry and Other Land Use (AFOLU) sector, a project is being implemented by Climate Change Secretariat of the Ministry of Environment in collaboration with Food and Agricultural Organization (FAO) in Sri Lanka under the financial support of the Global Environment Facility. This project aims to assist the continuity of UNFCCC reporting process and strengthen Sri Lanka's MRV system in the AFOLU sector in order to fulfil Sri Lanka's climate transparency commitments and improve the level of climate-related decision-making at all levels.

2. Objectives of the consultancy

- a. Ensuring the effective financial management to implement the project activities timely.
- b. Ensuring the procurement of all goods, works and services to support for implementing project activities efficiently and effectively.
- c. Maintaining and reporting financial records, budgeting and other relevant records.

3. Scope of the Consultancy

The Finance and Procurement Consultant will be hired on contact basis fulltime until 31st December 2024. The Finance and Procurement Consultant will be stationed in the Climate Change Secretariat (CCS) under the Ministry of Environment. The Finance and Procurement Consultant is responsible for all the financial management and procurement activities of the project. Preparation of monthly, quarterly and annual budgets, and progress reports in consultation with the National Consultant for Enhanced Transparency Framework (ETF) to be submitted to Additional Secretary (Environment Project & Environmental Training), Additional Secretary (Environment Development) through Director (Climate Change), the Planning & Monitoring Division and Accounts Division of the Ministry of Environment, Department of Project Management & Monitoring, General Treasury and the FAO. This Consultant is reported to the Project Director and the National Consultant for ETF. Finance and Procurement Consultant should work in close collaboration with National Consultant for ETF, MRV Consultant, National Consultant for Climate Change Mitigation, National Consultant for Climate Change Adaptation, Decision Support Specialist and Project Administrator.

4. Roles and Responsibilities

Initial work plan should be submitted by the consultant. As per the project work plan and project document the consultant should submit the monthly work plan related to the consultancy.

4.1 Finance Activities

- i. Prepare the detailed work plan for the Finance and Procurement Consultant;
- ii. Perform daily works in compliance with the annual project work plan;
- iii. Prepare payment schedules for all the deliverables of consultants, goods, works and services;
- iv. Ensure the mobilization of funds timely from the Treasury and FAO for the implementation of project activities effectively;
- v. Assist for project management in performing budget cycle of the project: planning, preparation, revision and budget execution including of maintenance of project bank account;
- vi. Monitor project expenditures, ensuring that all expenditure are incurred subject proper authorization;
- vii. Prepare monthly, quarterly and annual financial progress reports in consultation with the project team;
- viii. Preparation of LOA as appropriately and when necessary together with National Consultant for ETF in consultation with the Decision Support Specialist for receiving funds from FAO timely;
- ix. Ensure accurate records of all expenditure for operational and financial supervision of all project-related purchases;
- x. Monitor cash flow to ensure availability of funds;
- xi. Ensure relevant reports relating to expenditure, financial forecasts and progress of the project are prepared and submitted in accordance with the government and FAO procedures and formats;
- xii. Perform preparatory work for mandatory and general budget revisions, annual physical inventory and auditing and assist external evaluators in fulfilling their mission;
- xiii. Assist to undertake oversight missions to monitor the results-based budgeting and resolve outstanding operational issues relating to procurement, as appropriate;
- xiv. Prepare ledgers, cash books and other expenditure records;
- xv. Prepare documents to obtain required funds for the scheduled activities of coming months from the Treasury through Account Division of the Ministry of Environment;
- xvi. Perform all other financial related duties, upon request by the National Consultant for ETF;
- xvii. Any other work/duties entrusted related to this project by the Secretary, Additional Secretary (Environment Development), Director (Climate Change) or FAO Representative.

4.2. Procurement Activities

- i. Prepare the procurement plan of the project in consultation with National Consultant for ETF and Project Administer;
- ii. Perform daily works in compliance with the procurement plan;
- iii. Prepare all documents related to procurement in accordance with national procurement guidelines, the circulars issued time to time by the Government and establishment of procurement committees and summon them;
- iv. Preparation of Bid Documents and Request for Proposal;
- v. Assist to the National Consultant for ETF, decision support specialist and Project Administration for recruiting project consultants, experts;
- vi. Ensure all the procurements are in line with the specifications and TORs by reviewing the consultancies and contracts in consultations with the Consultant Procurement Committees;
- vii. Ensure the government procurement procedures are followed in all procurement activities carried out by the project and bear the responsibility for the maintenance of the inventory of project assets;
- viii. Prepare and get signatures for the contract agreements with experts/consultants and follow up actions needed;

- ix. Monitor cash flow and project budget with purchases under project procurement plans in consultation with National Consultant for ETF and Project Administrator;
- x. Implement specific and timely actions associated with the procurement process, including equipment, material and disbursements;
- xi. Any other work/duties entrusted related to this project by the Secretary, Additional Secretary (Environment Development), Director (Climate Change) or FAO Representative.

4.3. Other Activities

- i. Participating in meetings with project partners/stakeholders and the Project Steering Committees;
- ii. Provide assistance in all logistic arrangements in collaboration with National Consultant for ETF and Project Administrator in project implementation;

5. Qualifications and Experiences

- i. A Degree in Accountancy, Commerce, Finance, Business Administration or related fields;
- ii. A Diploma in procurement or equivalent qualifications;
- iii. Maximum 08 years experiences in finance and procurement related works;
- iv. Experience in finance and procurement works, preferably in an international donor funded projects will be an added qualification;
- v. A demonstrated ability in financial management of development projects and in liaising and cooperating with government officials and relevant institutions related to the project;
- vi. Understanding previous experience with UN agencies and financial procedures;

6. Other requirements

- i. Ability to develop and interpret financial statements;
- ii. Self-motivated and ability to work under a compression environment;
- iii. Team-oriented, possesses a positive attitude and works well with wider stakeholders;
- iv. Excellent interpersonal skills;
- v. Excellent verbal and writing communication skills in English;
- vi. Good knowledge of Computer Applications and Software;
- vii. Ability in problems solving and conflict resolution;
- viii. Ability to work towards specific goals and objectives;
- viii. Age should be below 64 years;

7. Timeframe of the Consultant

This consultant should complete within the project period and begins immediately after signing of the contract agreement. There will be a potential extension for this consultancy, if the project period is extended beyond 31st December of 2024.

8. Allocated Budget: Rs. 5,400,000.00

9. Deliverables and payment schedule

No	Deliverable	Time*	Payment
1	<ul style="list-style-type: none"> a. Signing the Contact Agreement; b. Submission of the work plan of the consultant; c. Master Procurement Plan and detailed procurement plan; d. Budgeting of procurement plans, meetings, workshops and trainings; e. Summon the procurement committees for 1st deliverable of consultancies and meeting minute in consultation with National Consultant for ETF; f. TORs and other documents for the service provider to develop proxy measures and updating forest cover maps and forest reference level; g. Next month action plan; h. Monthly physical and financial progress reports; 	4 th week	5%

2	<ul style="list-style-type: none"> a. Next month action plan; b. Monthly financial report of the project and other required reports and relevant documents; c. Summon the CPCM to review the deliverables of consultants and payments made, and meeting minutes; d. The detailed workplan for the following procurements including time frame; <ul style="list-style-type: none"> 1. AFOLU-MRV assessment framework; 2. Online ETF related information portal; 3. Updating forest cover maps and forest reference level with Forest Department; 4. Revalidation of agro-ecological zones; e. Preparation of TOR and Agreement with the Forest Department to update forest cover maps, develop allometric equations for updated estimates of emission from sources and removals from sinks in forestry sector in consultation with National Consultant for ETF; f. Preparation of TOR and Agreement for the contact of “Revalidating the agro-ecological zoning” with the Ministry of Agriculture/DOA; g. Preparation of TORs and bidding documents for the contact for developing AFOLU-MRV Assessment Framework for a period of 06 months; h. Relevant documents to approve by TEC/Procurement Committees to procure service provider for AFOLU-MRV assessment framework; i. Preparation of TORs and bidding documents for the contact for creating an online ETF-related information portal with mobile uploading capability including hands on training for data providers for a period of 10 months; j. Deliverables due for the month recommended by the National Consultant for ETF and the Project Director, and approved by the respective CPCM; k. Summon the procurement committees for deliverables of consultants due for the month and meeting minutes in consultation with National Consultant for ETF; l. Next month action plan; m. Monthly physical progress report; n. Monthly, Quarterly Financial Progress Reports; 	8 th week	7%
3	<ul style="list-style-type: none"> a. Calling EOIs for the procurement on AFOLU-MRV Assessment Framework with National Consultant for ETF; b. Calling EOIs for the procurement on an online portal for ETF- related information with mobile uploading capability together with National Consultant for ETF; c. Evaluate and recommend qualified candidates to develop an online ETF related information portal with mobile uploading capability including hands on training for data providers together with National Consultant for ETF; d. Preparation of EOIs to conduct preliminary validation of proxy measures from academia and research institutions; e. Arrange the payments for approved deliverables as per the Agreements signed for the contacts of “revalidating the agro-ecological zoning” with the Ministry of Agriculture and “updating forests maps and the forest reference level” with the Forest Department; f. Summon the procurement committees for deliverables of consultants due for the month and meeting minutes in consultation with National Consultant for ETF; 	12 th week	7%

	<ul style="list-style-type: none"> g. Monthly physical and financial reports and other required reports/document, h. Deliverables due for the month recommended by the National Consultant for ETF and the Project Director, and approved by the respective CPCM; i. Next month action plan; j. Monthly Physical and Financial Progress Reports; 		
4	<ul style="list-style-type: none"> a. Preparation of EOIs, RFP, Agreements and other necessary documents to procure suitable candidates to study on country specific emission factors in AFOLU sector in consultation with National Consultant for Mitigation; b. Calling EOI to procure suitable candidates to study on country specific emission factors in AFOLU sector; c. Evaluate and recommend qualified service provider on an online ETF related information portal with mobile uploading capability together with National Consultant for ETF; d. Evaluate and recommend qualified service provider to develop AFOLU-MRV Assessment Framework together with National Consultant for ETF; e. Purchase of required equipment and software necessary for decentralized data collection, storage, and uploading in line with data-provision guidelines including calling quotations following the government procurement procedures and inventoried; f. Arrange the payments for approved deliverables as per the Agreements signed for the contacts of “revalidating the agro-ecological zoning” with the Ministry of Agriculture and “updating forests maps and the forest reference level” with the Forest Department; g. Summon the procurement committees for deliverables of consultants due for the month and meeting minutes in consultation with National Consultant for ETF; h. Deliverables due for the month recommended by the National Consultant for ETF and the Project Director, and approved by the respective CPCM; i. Next month action plan; j. Monthly Physical and Financial Progress Reports; 	16 th week	7%
5	<ul style="list-style-type: none"> a. Evaluate and recommend qualified candidates to conduct country specific emission factors for studies together with National Consultant Mitigation; b. Signed Agreement with the qualified candidates for conducting country specific emission factors; c. Calling quotation for purchasing required resources following the government procurement procedures and inventoried; d. Finalized Terms of References (TORs), RFP and related document for the team of MRV Expert (International) with National Consultant ETF; e. Calling EOI for the team of MRV Expert (International) with National Consultant ETF; f. Arrange the payments for approved deliverables as per the Agreements signed for the contacts of “revalidating the agro-ecological zoning” with the Ministry of Agriculture and “updating forests maps and the forest reference level” with the Forest Department; 	20 th week	6%

	<ul style="list-style-type: none"> g. Summon the procurement committees for deliverables of consultants due for the month and meeting minutes in consultation with National Consultant for ETF; h. Deliverables due for the month recommended by the National Consultant for ETF and the Project Director, and approved by the respective CPCM; i. Annual budget preparation against the work plan for next year in consultation with all consultants; j. Next month action plan; k. Monthly, Quarterly Physical and Financial Progress Reports; 		
6	<ul style="list-style-type: none"> a. Calling EOI to select an appropriate/qualified academia and research institutes to conduct preliminary validation of proxy measures with National Consultants for Adaptation and Mitigation; b. Release of mobilization advance for candidates who signed the agreement to study the country specific emission factors; c. Arrange the payments for approved deliverables as per the Agreements signed for the contacts of “revalidating the agro-ecological zoning” with the Ministry of Agriculture and “updating forests maps and the forest reference level” with the Forest Department; d. Summon the procurement committee to purchase resources required and award the purchasing orders; e. Summon the procurement committees for deliverables of consultants due for the month and meeting minutes in consultation with National Consultant for ETF; f. Deliverables due for the month recommended by the National Consultant for ETF and the Project Director, and approved by the respective CPCM; g. Next month action plan; h. Monthly Physical and Financial Progress Reports; 	24 th week	7%
7	<ul style="list-style-type: none"> a. All Procurement for First capacity building programme to CCS to train stakeholders to generate data requirement for reporting; b. Calling quotations and awarding the job to the selected service providers for printing of training materials with National Consultant for ETF and National Consultant for Mitigation; c. Printing of training materials on MRV system, ETF and GHG Inventory for AFOLU sector in consultation with National Consultant for ETF and National Consultant for MRV; d. Arrange the payments for approved deliverables as per the Agreements signed for the contacts of “revalidating the agro-ecological zoning” with the Ministry of Agriculture and “updating forests maps and the forest reference level” with the Forest Department; e. Summon the procurement committees for deliverables of consultants due for the month and meeting minutes in consultation with National Consultant for ETF f. Deliverables due for the month recommended by the National Consultant for ETF and the Project Director, and approved by the respective CPCM; g. Next month action plan; h. Monthly Physical and Financial Progress Reports; 	28 th week	7%
8	<ul style="list-style-type: none"> a. Payment for 1st deliverable to study the country specific emission factor; b. Arrange the payments for approved deliverables as per the Agreements signed for the contacts of “revalidating the agro- 	32 nd week	5%

	<p>ecological zoning” with the Ministry of Agriculture and “updating forests maps and the forest reference level” with the Forest Department;</p> <p>c. All Procurement for second capacity building programme to CCS to train stakeholders to generate data requirement for reporting;</p> <p>d. Summon the procurement committees for deliverables of consultants due for the month and meeting minutes in consultation with National Consultant for ETF;</p> <p>e. Deliverables due for the month recommended by the National Consultant for ETF and the Project Director, and approved by the respective CPCM;</p> <p>f. Next month action plan;</p> <p>g. Monthly, Quarterly Physical and Financial Progress Reports;</p>		
9	<p>a. Preparation of EOI, RFP and relevant procurement document together with National Consultants for mitigation and adaptation for conducting pilot studies of proxy measures and induce updating frequency of proxy measures;</p> <p>b. Arrange the payments for approved deliverables as per the Agreements signed for the contacts of “revalidating the agro-ecological zoning” with the Ministry of Agriculture and “updating forests maps and the forest reference level” with the Forest Department;</p> <p>c. All Procurement for Third capacity building programme to CCS to train stakeholders to generate data requirement for reporting;</p> <p>d. Calling quotations for printing of all finalized knowledge products on climate change adaptation together with National Consultant for ETF;</p> <p>e. Summon the procurement committees for deliverables of consultants due for the month and meeting minutes in consultation with National Consultant for ETF;</p> <p>f. Deliverables due for the month recommended by the National Consultant for ETF and the Project Director, and approved by the respective CPCM;</p> <p>g. Next month action plan;</p> <p>h. Monthly Physical and Financial Progress Reports;</p>	36 th week	5%
10	<p>a. Payment for 2nd deliverable to study the country specific emission factors;</p> <p>b. Payment for the 1st deliverable of preliminary validation of proxy measures;</p> <p>c. All Procurement for Fourth capacity building programme to CCS to train stakeholders to generate data requirement for reporting;</p> <p>d. Payment for the 2nd deliverable of country specific emission factors</p> <p>e. Arrange the payments for approved deliverables as per the Agreements signed for the contacts of “revalidating the agro-ecological zoning” with the Ministry of Agriculture and “updating forests maps and the forest reference level” with the Forest Department;</p> <p>f. Printing of all finalized knowledge products on climate change adaptation;</p> <p>g. Summon the procurement committees for deliverables of consultants due for the month and meeting minutes in consultation with National Consultant for ETF</p> <p>h. Deliverables due for the month recommended by the National Consultant for ETF and the Project Director, and approved by the respective CPCM;</p>	40 th week	5%

	<ul style="list-style-type: none"> i. Next month action plan; j. Monthly Physical and Financial Progress Reports; 		
11	<ul style="list-style-type: none"> a. Calling EOI to procure suitable candidates to conduct pilot studies of proxy measures and introduce updating frequency of proxy measures; b. All Procurement for Fifth capacity building programme to CCS to train stakeholders to generate data requirement for reporting; c. Arrange the payments for approved deliverables as per the Agreements signed for the contacts of “revalidating the agro-ecological zoning” with the Ministry of Agriculture and “updating forests maps and the forest reference level” with the Forest Department; d. Summon the procurement committees for deliverables of consultants due for the month and meeting minutes in consultation with National Consultant for ETF; e. Deliverables due for the month recommended by the National Consultant for ETF and the Project Director, and approved by the respective CPCM; f. Next month action plan; g. Monthly, Quarterly Physical and Financial Progress Reports; 	44 th week	5%
12	<ul style="list-style-type: none"> a. Payment for 3rd deliverable to study the country specific emission factors b. Payment for the 2nd deliverable of preliminary validation of proxy measures; c. Evaluate EOIs and recommend qualified candidates to conduct pilot studies of proxy measures and updating frequency of proxy measures together with National Consultants for Mitigation and Adaptation; d. All Procurement for Sixth capacity building programme to CCS to train stakeholders to generate data requirement for reporting; e. Arrange the payments for approved deliverables as per the Agreements signed for the contacts of “revalidating the agro-ecological zoning” with the Ministry of Agriculture and “updating forests maps and the forest reference level” with the Forest Department; f. Summon the procurement committees for deliverables of consultants due for the month and meeting minutes in consultation with National Consultant for ETF; g. Deliverables due for the month recommended by the National Consultant for ETF and the Project Director, and approved by the respective CPCM; h. Next month action plan; i. Monthly Physical and Financial Progress Reports; 	48 th week	7%
13	<ul style="list-style-type: none"> a. Release the mobilization advance to conduct pilot studies of proxy measures and updating frequency of proxy measures; b. Payment for the 3rd deliverable of preliminary validation of proxy measures; c. All Procurement for seventh capacity building programme to CCS to train stakeholders to generate data requirement for reporting; d. Arrange the payments for approved deliverables as per the Agreements signed for the contacts of “revalidating the agro-ecological zoning” with the Ministry of Agriculture and “updating forests maps and the forest reference level” with the Forest Department; 	52 nd week	5%

	<ul style="list-style-type: none"> e. Summon the procurement committees for deliverables of consultants due for the month and meeting minutes in consultation with National Consultant for ETF f. Deliverables due for the month recommended by the National Consultant for ETF and the Project Director, and approved by the respective CPCM; g. Next month action plan; h. Monthly Physical and Financial Progress Reports; 		
14	<ul style="list-style-type: none"> a. Payment for 4th deliverable of country specific emission factors; b. Payment for the 4th deliverable of preliminary validation of proxy measures; c. Arrange the payments for approved deliverables as per the Agreements signed for the contacts of “revalidating the agro-ecological zoning” with the Ministry of Agriculture and “updating forests maps and the forest reference level” with the Forest Department; d. Summon the procurement committees for deliverables of consultants due for the month and meeting minutes in consultation with National Consultant for ETF; e. Deliverables due for the month recommended by the National Consultant for ETF and the Project Director, and approved by the respective CPCM; f. Next month action plan; g. Monthly, Quarterly Physical and Financial Progress Reports; 	56 th week	5%
15	<ul style="list-style-type: none"> a. Payment for 1st deliverable to pilot studies of proxy measures and updating frequency of proxy measures; b. Arrange the payments for approved deliverables as per the Agreements signed for the contacts of “revalidating the agro-ecological zoning” with the Ministry of Agriculture and “updating forests maps and the forest reference level” with the Forest Department; c. Summon the procurement committees for deliverables of consultants due for the month and meeting minutes in consultation with National Consultant for ETF; d. Deliverables due for the month recommended by the National Consultant for ETF and the Project Director, and approved by the respective CPCM; e. Next month action plan; f. Monthly Physical and Financial Progress Reports; 	60 th week	5%
16	<ul style="list-style-type: none"> a. Payment for 5th deliverable to study the country specific emission factors; b. Payment for 2nd deliverable of pilot studies of proxy measures and updating frequency of proxy measures; c. Arrange the payments for approved deliverables as per the Agreements signed for the contacts of “revalidating the agro-ecological zoning” with the Ministry of Agriculture and “updating forests maps and the forest reference level” with the Forest Department; d. Summon the procurement committees for deliverables of consultants due for the month and meeting minutes in consultation with National Consultant for ETF; e. Deliverables due for the month recommended by the National Consultant for ETF and the Project Director, and approved by the respective CPCM; f. Next month action plan; 	64 th week	5%

	g. Monthly Physical and Financial Progress Reports;		
17	a. Payment for final deliverable of pilot studies of proxy measures and updating frequency of proxy measures; b. Summon the procurement committees for deliverables of consultants due for the month and meeting minutes in consultation with National Consultant for ETF; c. Deliverables due for the month recommended by the National Consultant for ETF and the Project Director, and approved by the respective CPCM; d. Final Project Inventory; e. Final Project Financial closure; f. Final Physical and Financial Reports and Statements; g. Any other report/document required to closure the project;	68 th week	7%

* weeks from the Agreement signed

10. Payment Terms

Finance and Procurement Consultant will be paid as per the deliverable identified in the TOR in the above section 9 in accordance with the duly completion of set deliverables after reviewing and approving by the respective Ministry Consultants Procurement Committee.

Relevant Government tax policy will be applied.

10% from each payment will retain as an assurance to obtain the service of the consultant until end of the project period. The retained amounts will be paid with the payment for final deliverable of the consultant. If the consultant terminates the service before the contract period, the retained amounts will not be released.

11. The Agreement

An Agreement will be signed between the Consultant and the Secretary, Ministry of Environment for the implementation of project activities in this ToR.