



# **Ministry of Environment**

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

### **Selection of National Consultant for Adaptation**

**Ministry of Environment**

**June 2023**

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## Letter of Invitation

RFP No. ENV/ CC/04/04/02/01/126 CBIT NCA

Date: 23/06/2023

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**Dear Sir/Madam,**

**Selection of National Consultant for Adaptation 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 (6<sup>th</sup> Floor), Ministry of Environment, "Sobadam Piyasa", No.416/C/1, Robert Gunawardana Mawatha, Battaramulla to reach on or before 2.00 pm on 06<sup>th</sup> 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: National Consultant for Adaptation
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: <a href="mailto:leelr2001@yahoo.com">leelr2001@yahoo.com</a> , <a href="mailto:dircc@env.gov.lk">dircc@env.gov.lk</a>
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 <sup>st</sup> 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: <a href="mailto:leelr2001@yahoo.com">leelr2001@yahoo.com</a> , <a href="mailto:dircc@env.gov.lk">dircc@env.gov.lk</a>
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 <sup>th</sup> 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 <sup>th</sup> Floor), Ministry of Environment, "Sobadam Piyasa", No.416/C/1, Robert Gunawardana Mawatha, Battaramulla to reach on or before 2.00 pm on 06 <sup>th</sup> July 2023.
10	<b>The criteria, sub-criteria and point system for the evaluation of proposals are:</b> (Documentary evidence are required) <span style="float: right;"><b><u>Points</u></b></span>  <b>A. Qualifications and working experience</b> <span style="float: right;"><b>50</b></span>

	<p>i). Educational and professional qualifications (20)</p> <p>ii). Experience in relevant fields (20)</p> <p>iii). Project management experience (05)</p> <p>iv). Language skills (05)</p> <p><b>B. Methodological approach</b> <span style="float: right;"><b>35</b></span></p> <p>i). Developing an analytical framework to assess adaptation challenges and opportunities in AFOLU sector (12 marks)</p> <p>ii). As the National Consultant for Adaptation, what technical inputs are provided to establish an AFOLU sector online ETF-related information portal for adaptation priorities in Sri Lanka (11marks)</p> <p>iii). The way of developing a measurement framework for climate change impacts, vulnerabilities and adaptation related activities (12 marks)</p> <p><b>C. Interview</b> <span style="float: right;"><b>15</b></span></p> <p style="text-align: center;">Total <span style="float: right;"><b><u>100</u></b></span></p> <p><b>The minimum technical score required to pass is 70 points.</b></p>
11	<p>Expected date for commencement of consulting service: 01<sup>st</sup> August 2023</p> <p>immediately after signing of the contract Agreement</p>

### 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> <ol style="list-style-type: none"> <li>1. Selection of Arbitrators: Each dispute submitted by a party to arbitration shall be heard by a sole arbitrator: <ol style="list-style-type: none"> <li>(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.</li> </ol> </li> <li>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.</li> <li>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.</li> </ol>

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

A). Educational qualifications (20 marks)

<b>Degree</b>	<b>Subject/s</b>	<b>University/institute</b>	<b>Year</b>

*Please add more rows if required*

B). Working experience (20 marks)

<b>Employee</b>	<b>Position</b>	<b>Job description</b>	<b>Period</b>

*Please add more rows if required*

C). Project experience (05 marks)

<b>Project</b>	<b>Position</b>	<b>Job description</b>	<b>Period</b>

*Please add more rows if required*

D). Language skills (05 marks)

<b>Language qualifications</b>	<b>University/institute</b>	<b>Grade /marks obtained</b>	<b>Year</b>

*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). How do you develop an analytical framework to assess adaptation challenges and opportunities in AFOLU sector? (Max. 300 words)
- ii). As the National Consultant for Adaptation, what are technical inputs required to establish an AFOLU sector online ETF-related information portal for adaptation priorities in Sri Lanka? (Max.300 words)
- iii). How a measurement framework for climate change impacts, vulnerabilities and adaptation related activities could be developed? (Max. 300 words)

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

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

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**1. Background**

The Paris Agreement was adopted at the 21<sup>st</sup> 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 4<sup>th</sup> 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 service of the Consultant**

- a. Ensuring the effective implementation of adaptation measures related to the project activities.
- b. Ensuring the capacities and systems developed in order to measure and report adaptation actions and built resilience in the AFOLU sector.
- c. Building capacities of relevant stakeholders on Monitoring and Reporting (M&R) system
- d. Ensuring M&R incorporated in the ETF of AFOLU sector

**3. Scope of the consultancy**

The National Consultant for Adaptation (NCA) will be hired on contract basis fulltime untill 31<sup>st</sup> December 2024. The NCA will be stationed in the Climate Change Secretariat (CCS) of the Ministry of Environment and will be responsible for implementation of project activities related to climate change adaptation, strengthening the capacity to measure climate-change impacts, vulnerabilities and adaptation measures in the AFOLU sector for reporting continuously to the UNFCCC under the supervision of National Consultant for ETF and Project Director.

Further, the NCA will provide an extensive support to the National Consultant for ETF and all other consultants engaged in this project providing technical inputs for overall implementation of the project. Particularly, the NCA will closely work with National Consultant for Mitigation, National Consultant for MRV, Project Administrator, Finance & Procurement Consultant, and Decision Support Specialist to perform the climate change adaptation related activities of the project.

**4. Roles and Responsibilities**

- i. Develop an analytical framework to assess adaptation challenges and opportunities in AFOLU sector through respective stakeholders;
- ii. Prepare a typology of adaptation processes in AFOLU sector using expertise in adaptation related sciences and multi-disciplinary expertise;

- iii. Provide inputs for documentation including the inception report on all planned work related to adaptation activities of the project prepared by the National Consultant for ETF;
- iv. Undertake and manage the necessary due diligence, risk analysis and risk minimization in the structuring and implementation of adaptation related activities of the project;
- v. Provide substantial advice to executing partners on tasks preparation and processing for implementation of project activities;
- vi. Estimate resources requirements and sources for initial and sustained support needed for (eg. technology, personnel, funding etc.) for monitoring and reporting (M&R) of adaptation activities in AFOLU sector;
- vii. Plan and implement the capacity development activities for land use policy and regulations to reduce land and environmental degradation, workshops and meetings;
- viii. Develop a good practice guideline for land use planning;
- ix. Conduct training of relevant stakeholders, including training of trainers, to enable measurements in line with good practice guideline;
- x. Prepare knowledge-management plan, products and demonstrate for adaptation activities;
- xi. Technical inputs, coordinate and supervise the revalidation of agro-ecological zoning based on the vulnerability assessment conducted by the Ministry of Agriculture/DOA;
- xii. Provide inputs to develop a dedicated ICT infrastructure for parallel updating by stakeholders and partner institutions with appropriate security clearances on climate change adaptation priorities at national and local levels by development initiatives as a preliminary adaptation safeguards check for development projects;
- xiii. Assist in preparing required list to National Consultant for MRV to provide relevant stakeholders with the equipment and software necessary for decentralized data collection, storage and uploading in line with data-provision guidelines, and to prepare resource mobilization plans;
- xiv. Assist to National Consultant for MRV to upgrade the ICT system to integrate and analyze adaptation-related data;
- xv. Upgrade capacity and technology in relevant institutions to strengthen M&R for adaptation priorities identified in the Nationally Determined Contributions (NDCs) for AFOLU sector;
- xvi. Provide technical inputs to the National Consultant for ETF for the contracts on developing AFOLU-MRV Assessment Framework;
- xvii. Produce training materials, including materials for training of trainers, for associated technologies for national adaptation framework for AFOLU sector;
- xviii. Review relevant research literature to determine provisional estimates where possible and conduct uncertainty assessments for estimates for key indicators;
- xix. Conduct pilot tests of measurement protocols and revise protocols as needed for adaptation priorities identified in the NDC for the agriculture, forestry and land-use sectors;
- xx. Provide technical inputs to validate pilot studies of proxy measures and introduce an updating frequency for proxy measures;
- xxi. Provide technical inputs to conduct preliminary validations of proxy measures;
- xxii. Develop partnerships with relevant government and non-government organizations to implement project activities related to adaptation effectively;
- xxiii. Facilitate active relationships with all stakeholders including Civil Society Organization, Non-Governmental Organizations and Private sector in the country and beyond for implementation of assign project activities;
- xxiv. Prepare and share knowledge on lessons learned from public and private sector operations and emerging best practices in areas of expertise with relevant stakeholders to participate for the conferences on CBIT for AFOLU sector;



- xxv. Contribute to activities for advocacy, dissemination and knowledge building related project activities of climate change adaptation policies and strategies to promote green growth;
- xxvi. Develop a measurement framework for climate-change impacts, vulnerabilities, and adaptation-related activities prioritized in the Nationally Determined Contributions (NDCs) for AFOLU sector;
- xxvii. Participate for project steering committees and progress review meetings;
- xxviii. Any other work/duties entrusted related to this project by the Secretary, Additional Secretary (Environment Development), Director (Climate Change), National Consultant for ETF or FAO Representative.

## **5. Qualifications and Working Experience**

- A Master Degree in the field of Environment/ Science/ Agriculture/ Forestry/ Project Management or related fields to the subject of the project;
- 12 years working experience in the fields of environment and out of at least 05 year experience in working on climate change impacts, vulnerabilities and adaptation related activities;
- Knowledge and experience on tracking the progress of NDCs, monitoring and evaluation, Enhanced Transparency System and MRV system development specifically for AFOLU sector;
- Experience in working with government structures and wider stakeholders;
- Working experience in UNFCCC processes is an added advantage;

## **6. Other requirements**

- Good understanding of climate change monitoring and reporting tools and measurement frameworks;
- Outstanding Knowledge of UNFCCC and Paris Agreement reporting requirements for BTR, National Communications (NCs) and adaptation communication;
- Ability to review reports and analyze statistical formula;
- Self-motivated and ability to work under a compression environment;
- Team-oriented, possesses a positive attitude and works well with wider stakeholders.
- Excellent interpersonal skills;
- Excellent verbal and writing communication skills in English;
- Good knowledge of computer applications and software;
- Ability in problems solving and conflict resolution;
- Ability to work towards specific goals and objectives;
- Age should be below 64 years;

## **7. Timeframe of the service of the Consultant**

This consultant should complete below deliverables in the Section 9 within the project period and begins immediately after signing of the contract agreement. There will be a potential extension for this consultant, if the project period is extended beyond the 31<sup>st</sup> December of 2024.

## **8. Allocated Budget: Rs. 6,630,000.00**

## 9. Deliverables and payment schedule

No	Deliverable	Time*	Payment
1	<ul style="list-style-type: none"> <li>a. Signing the agreement and submission the work plan of the consultant;</li> <li>b. An assessment report of information system on adaptation priorities and indicators for the AFOLU sectors that can be applied at different levels (national to local);</li> <li>c. A literature review to determine provisional estimates where possible and conduct uncertainty assessments for estimates for key indicators and present it to the National Climate Change Adaptation Experts Committee;</li> <li>d. Participate at 1<sup>st</sup> PCS;</li> <li>e. Next month work plan and monthly physical progress report;</li> </ul>	4 <sup>th</sup> week	5%
2	<ul style="list-style-type: none"> <li>a. Inputs for the inception report including all planned work related to adaptation activities;</li> <li>b. Provide inputs to establish an institutional set-up and identification of salient features/characteristics for national ETF compliant reports (adaptation);</li> <li>c. Technical inputs to Finance and Procurement Consultant to prepare EOIs, RFP and bidding documents to conduct preliminary validations of proxy measures from academia and research institutions;</li> <li>d. A report on data availability and data gaps including data collecting, data entering authorities, data collecting frequency and data collecting units for measurement and reporting of adaptation activities in AFOLU sector in consultation with National Consultant for MRV;</li> <li>e. Conduct the stakeholder consultation to generate a typology of adaptation processes in AFOLU sector using expertise in adaptation-related sciences and multi-disciplinary expertise;</li> <li>f. Technical inputs for preparation of TOR and Agreement for the contact of “revalidating the agro-ecological zoning” with the Ministry of Agriculture/DOA;</li> <li>g. A brief report detailing all capacity building activities;</li> <li>h. The 1<sup>st</sup> capacity building programme for development of land use policy and regulations to reduce land and environmental degradation;</li> <li>i. A report on data requirement for the climate change adaptation measurement framework and challenges and opportunities;</li> <li>j. Inputs for the draft stakeholder mapping for AFOLU sector;</li> <li>k. Next month work plan and monthly, quarterly physical progress reports;</li> </ul>	8 <sup>th</sup> week	7%
3	<ul style="list-style-type: none"> <li>a. A draft report on generate a typology of adaptation processes in AFOLU sector using expertise in adaptation related sciences and multi-disciplinary expertise;</li> <li>b. Zero draft on an analytical framework to assess adaptation challenges and opportunities in AFOLU sector through a stakeholder consultation;</li> <li>c. The 2<sup>nd</sup> capacity building programme for development of land use policy and regulations to reduce land and environmental degradation;</li> <li>d. An estimate of resource requirements and sources for initial and sustained support (e.g., technology, personnel, funding, etc.) for MRV of adaptation activities in AFOLU sectors through a stakeholder consultation;</li> <li>e. Provide technical inputs to the National Consultant for ETF to finalize TORs and bidding documents for the contracts on developing AFOLU-MRV Assessment Framework;</li> </ul>	12 <sup>th</sup> week	7%

	<ul style="list-style-type: none"> <li>f. A preliminary draft of information system on climate change adaptation priorities at national and local levels by development initiatives as a preliminary adaptation safeguards check for development projects in line with the MRV system of AFOLU sector;</li> <li>g. Zero draft report on Good Practice Guideline;</li> <li>h. Technical inputs for the report of MRV Consultant on required equipment and software necessary for decentralized data collection, storage, and uploading in line with data-provision guidelines including specifications;</li> <li>i. A preliminary draft of the Measurement Framework for climate-change impacts, vulnerabilities, and adaptation-related activities prioritized in the Nationally Determined Contributions (NDCs) for AFOLU sector.</li> <li>j. Next month work plan and monthly physical progress report;</li> </ul>		
4	<ul style="list-style-type: none"> <li>a. The 2<sup>nd</sup> stakeholder consultation to generate a typology of adaptation processes in AFOLU sectors using expertise in adaptation-related sciences and multi-disciplinary expertise;</li> <li>b. A draft report on analytical framework to assess adaptation challenges and opportunities in AFOLU sector through stakeholder consultation;</li> <li>c. The 1<sup>st</sup> meeting of technical working group (Measurement and Reporting);</li> <li>d. The 3<sup>rd</sup> capacity building programme for development of land use policy and regulations to reduce land and environmental degradation;</li> <li>e. Draft of the Good Practice Guidelines for land use planning through stakeholder consultation;</li> <li>f. Review the deliverables of the contact of revalidating the agro-ecological zoning” with the Ministry of Agriculture/DOA, as per the Agreement signed;</li> <li>g. Preliminary drafts on training materials of Monitoring and Reporting for AFOLU sector;</li> <li>h. A preliminary knowledge-management plan including knowledge products and demonstration schedule;</li> <li>i. A preliminary need assessment report on training materials, including materials for training of trainers, for QC and associated technologies;</li> <li>j. A stakeholder consultation to improve the draft of the Measurement Framework for climate-change impacts, vulnerabilities, and adaptation-related activities prioritized in NDCs for AFOLU sector.</li> <li>k. Next month work plan and monthly physical progress report;</li> </ul>	16 <sup>th</sup> week	7%
5	<ul style="list-style-type: none"> <li>a. Drafts on training materials of Monitoring and Reporting for AFOLU sector through stakeholder consultation;</li> <li>b. The final report on generate a typology of adaptation processes in AFOLU sectors using expertise in adaptation-related sciences and multi-disciplinary expertise;</li> <li>c. The final report on of analytical framework to assess adaptation challenges and opportunities in AFOLU sector through stakeholder consultation;</li> <li>d. The 4<sup>th</sup> capacity building programme for development of land use policy and regulations to reduce land and environmental degradation;</li> <li>e. Conduct a stakeholder consultation to finalize the draft Good Practice Guidelines for land use planning;</li> <li>f. Review the deliverables of the contact of revalidating the agro-ecological zoning” with the Ministry of Agriculture/DOA, as per the Agreement signed;</li> <li>g. Improved knowledge-management plan including knowledge products and demonstration schedule with the comments received</li> </ul>	20 <sup>th</sup> week	7%

	<p>from the National Consultant for ETF, other consultants of the project, CCS and MOE Officials;</p> <p>h. A need assessment report on training materials, including materials of training of trainers for QC and associated technologies through stakeholders and expert consultation;</p> <p>i. The 1<sup>st</sup> pilot test of measurement protocols and revise protocols;</p> <p>j. An assessment on the validity of the proxy measures used and the needs for updating adaptive measures;</p> <p>k. Next month work plan and monthly, quarterly physical progress report;</p>		
6	<p>a. A demonstration the typology of adaptation processes in AFOLU sectors;</p> <p>b. Demonstration of the analytical framework to assess adaptation challenges and opportunities in AFOLU sector with relevant institutions;</p> <p>c. A validated report on Good Practice Guidelines;</p> <p>d. Finalized training materials of M&amp;R for AFOLU sector in consultation with National Consultant for ETF and all consultants;</p> <p>e. Review the deliverables of the contact of revalidating the agro-ecological zoning” with the Ministry of Agriculture as per the Agreement signed;</p> <p>f. Draft knowledge-management plan including knowledge products and demonstration schedule through stakeholder consultation;</p> <p>g. Review and provide comments for the preliminary design of online ETF-related information portal with mobile uploading capability;</p> <p>h. Recommendations of the assessment on the validity of the proxy measures used and the needs for updating adaptive measures.</p> <p>i. The information system on climate change adaptation priorities at national and local levels by development</p> <p>j. Draft training materials for training of trainers and QC and associated technologies;</p> <p>k. The 2<sup>nd</sup> pilot test of measurement protocols and revised protocols;</p> <p>l. Provide inputs to prepare manual/publication of national ETF compliant MRV Protocol to the National Consultant for MRV;</p> <p>m. Next month work plan and monthly physical progress report;</p>	24 <sup>th</sup> week	7%
7	<p>a. Link the typology of adaptation process with the ETF-MRV system;</p> <p>b. The 1<sup>st</sup> capacity building programme to CCS and stakeholders to generate required data for reporting together with National Consultants for ETF and Mitigation;</p> <p>c. Review the deliverables of the contact of revalidating the agro-ecological zoning” with the Ministry of Agriculture as per the Agreement signed;</p> <p>d. Final knowledge-management plan including knowledge products and demonstration schedule through an expert opinion;</p> <p>e. Drafts of all knowledge products identified in the knowledge management plan;</p> <p>f. Evaluate EOIs &amp; RFP, and recommend qualified candidates to conduct preliminary validations of proxy measures with National Consultant for ETF;</p> <p>g. A demonstration / trial of information system on climate change adaptation priorities for relevant stakeholders together with the National Consultant for MRV;</p> <p>h. A need assessment report on the capacity and technology upgrade in relevant institutions to strengthen M&amp;R for adaptation priorities identified in the NDC for the AFOLU sector;</p>	28 <sup>th</sup> week	7%

	<ul style="list-style-type: none"> <li>i. Training materials for training of training of trainers on MRV, and QC and associated technologies through an expert consultation;</li> <li>j. A preliminary review report on relevant research literature to determine provisional estimates where possible and conduct uncertainty assessments for estimates for key indicators;</li> <li>k. A partnership forum for relevant government and non-government organizations to implement the best practices of adaptation related to AFOLU sector;</li> <li>l. The 3<sup>rd</sup> pilot test of measurement protocols and revised protocols with relevant stakeholders;</li> <li>m. Next month work plan and monthly physical progress report;</li> </ul>		
8	<ul style="list-style-type: none"> <li>a. The 2<sup>nd</sup> meeting of technical working group (Measurement and Reporting);</li> <li>b. The 2<sup>nd</sup> capacity building programme to CCS and relevant stakeholders to generate required data for reporting together National Consultants for ETF and Mitigation;</li> <li>c. Review the deliverables of the contact of revalidating the agro-ecological zoning” with the Ministry of Agriculture as per the Agreement signed;</li> <li>d. An awareness programme on the typology of adaptation process with the ETF-MRV system;</li> <li>e. A stakeholder consultation to improve and finalize the draft knowledge products;</li> <li>f. Finalization of training materials for training of trainers and QC and associated technologies through stakeholder consultation;</li> <li>g. A draft review report on relevant research literature to determine provisional estimates where possible and conduct uncertainty assessments for estimates for key indicators through stakeholder consultation;</li> <li>h. The draft of the Measurement Framework for climate-change impacts, vulnerabilities, and adaptation-related activities prioritized in NDCs for AFOLU sector;</li> <li>a. Provide technical inputs to the preliminary draft National ETF compliant MRV Monitoring and Reporting Roadmap;</li> <li>b. Submission of all finalized knowledge products to the National Consultant for ETF;</li> <li>i. Next month work plan and monthly, quarterly physical progress reports;</li> </ul>	32 <sup>nd</sup> week	6%
9	<ul style="list-style-type: none"> <li>c. A draft of information system on climate change adaptation priorities at national and local levels by development initiatives as a preliminary adaptation safeguards check for development projects through stakeholder consultation in line with the MRV system;</li> <li>d. The 3<sup>rd</sup> capacity building programme to CCS and relevant stakeholders to generate required data for reporting together National Consultants for ETF and Mitigation;</li> <li>e. Review the deliverables of the contact of revalidating the agro-ecological zoning” with the Ministry of Agriculture as per the Agreement signed;</li> <li>f. Finalized training materials for training of trainers and QC and associated technologies;</li> <li>g. The report of pilot tests of measurement protocols and revised protocols;</li> <li>h. Technical inputs for the preparation of EOI, RFP and relevant procurement document to Finance and Procurement Consultant for conducting pilot studies of proxy measures and induce updating frequency of proxy measures;</li> </ul>	36 <sup>th</sup> week	7%

	<ul style="list-style-type: none"> <li>i. Review and recommend the 1st deliverable of preliminary validations of proxy measures;</li> <li>j. Develop ToT programmes on adaptation related data provision with the support and guidance from academia and research institutions including other relevant stakeholder;</li> <li>k. The final review report on relevant research literature to determine provisional estimates where possible and conduct uncertainty assessments for estimates for key indicators;</li> <li>l. Finalized Measurement Framework for climate-change impacts, vulnerabilities, and adaptation-related activities prioritized in NDCs for AFOLU sector through stakeholder consultation;</li> <li>m. Provide technical inputs to the draft National ETF compliant MRV Monitoring and Reporting Roadmap;</li> <li>n. Next month work plan and monthly physical progress report;</li> </ul>		
10	<ul style="list-style-type: none"> <li>a. Proposed initiatives as a preliminary adaptation safeguards check for development projects through stakeholder consultation in line with the MRV system;</li> <li>b. Established the Measurement Framework for climate-change impacts, vulnerabilities, and adaptation-related activities prioritized in NDCs for AFOLU sector;</li> <li>c. The 1<sup>st</sup> training programme on capacity and technology upgrade in relevant institutions to strengthen M&amp;R for adaptation priorities identified in the NDC for the AFOLU sectors;</li> <li>d. The 4<sup>th</sup> capacity building programme to CCS and relevant stakeholders to generate required data for reporting together National Consultants for ETF and Mitigation;</li> <li>e. Review the deliverables of the contact of revalidating the agro-ecological zoning” with the Ministry of Agriculture as per the Agreement signed;</li> <li>f. The 2<sup>nd</sup> training programme on capacity and technology upgrade in relevant institutions to strengthen M&amp;R for adaptation priorities identified in the NDC for the AFOLU sector;</li> <li>g. Review and recommend the 2<sup>nd</sup> deliverable of preliminary validations of proxy measures;</li> <li>h. A demonstration of the Measurement Framework for climate-change impacts, vulnerabilities, and adaptation-related activities prioritized in the Nationally Determined Contributions (NDCs) for stakeholders of AFOLU sector;</li> <li>i. Next month work plan and monthly physical progress report;</li> </ul>	40 <sup>th</sup> week	5%
11	<ul style="list-style-type: none"> <li>a. Technical inputs to develop a dedicated ICT infrastructure for parallel updating by stakeholders and partner institutions with appropriate security clearances on climate change adaptation priorities at national and local levels by development initiatives as a preliminary adaptation safeguards check for development projects.</li> <li>b. The 3<sup>rd</sup> meeting of technical working group (Measurement and Reporting);</li> <li>c. The 5<sup>th</sup> capacity building programme to CCS and relevant stakeholders to generate required data for reporting together National Consultants for ETF and Mitigation;</li> <li>d. The 1<sup>st</sup> training of relevant stakeholders including training of trainers, to enable measurements in line with data-provision guidelines together with national consultants for mitigation and MRV;</li> <li>e. The 3<sup>rd</sup> training programme on capacity and technology upgrade in relevant institutions to strengthen M&amp;R for adaptation priorities identified in the NDC for the AFOLU sector;</li> </ul>	44 <sup>th</sup> week	5%

	<ul style="list-style-type: none"> <li>f. Review the deliverables <i>of the contact of revalidating the agro-ecological zoning</i>” with the Ministry of Agriculture as per the Agreement signed;</li> <li>g. The 1<sup>st</sup> hands on training of the Measurement Framework;</li> <li>h. Next month work plan and monthly, quarterly physical progress reports;</li> </ul>		
12	<ul style="list-style-type: none"> <li>a. The 1<sup>st</sup> ToT training programme on QC and associated technologies;</li> <li>b. The 4<sup>th</sup> training programme on capacity and technology upgrade in relevant institutions to strengthen M&amp;R for adaptation priorities identified in the NDC for the AFOLU sector;</li> <li>c. The 6<sup>th</sup> capacity building programme to CCS and relevant stakeholders to generate required data for reporting together National Consultants for ETF and Mitigation;</li> <li>d. Review the deliverables <i>of the contact of revalidating the agro-ecological zoning</i>” with the Ministry of Agriculture as per the Agreement signed;</li> <li>e. Evaluate EOIs and recommend qualified candidates to conduct pilot studies of proxy measures and updating frequency of proxy measures recommend to National Consultant for ETF together with Finance and Procurement Consultant;</li> <li>f. Review and recommend the 3<sup>rd</sup> deliverable of preliminary validations of proxy measures;</li> <li>g. The 1<sup>st</sup> demonstration event for the finalized knowledge products on climate change adaptation;</li> <li>h. Next month work plan and monthly physical progress report;</li> </ul>	48 <sup>th</sup> week	5%
13	<ul style="list-style-type: none"> <li>a. The 7<sup>th</sup> capacity building programme to CCS and relevant stakeholders to generate required data for reporting together National Consultants for ETF and Mitigation;</li> <li>b. The 5<sup>th</sup> training programme on capacity and technology upgrade in relevant institutions to strengthen M&amp;R for adaptation priorities identified in the NDC for the AFOLU sector;</li> <li>c. The 1<sup>st</sup> awareness workshop as per the knowledge-management plan;</li> <li>d. Review and recommend the 4<sup>th</sup> deliverable of preliminary validations of proxy measures;</li> <li>e. A need assessment of mobilizing additional resources required to ensure the adaptation related activities to be implemented efficiently and effectively;</li> <li>f. A draft compendium to share knowledge on lessons learned from public and private sector operations and emerging best practices in M&amp;R of adaptation activities in AFOLU sector;</li> <li>g. A pilot test of the Measurement Framework for relevant stakeholders;</li> <li>h. Next month work plan and monthly physical progress report;</li> </ul>	52 <sup>nd</sup> week	5%
14	<ul style="list-style-type: none"> <li>a. The 4<sup>th</sup> meeting of technical working group (Measurement and Reporting);</li> <li>b. The 2<sup>nd</sup> hands on training of the Measurement Framework;</li> <li>c. Review and recommend the 1<sup>st</sup> deliverable of pilot studies of proxy measures and updating frequency of proxy measures;</li> <li>d. A finalized compendium to share knowledge on lessons learned from public and private sector operations and emerging best practices in M&amp;R of adaptation activities in AFOLU sector through stakeholder consultation;</li> <li>e. Inputs for consolidation of M&amp;R adaptation activities into the ETF-MRV Framework of AFOLU sector;</li> <li>f. The 2<sup>nd</sup> awareness workshop as per the knowledge-management plan;</li> <li>g. Next month work plan and monthly, quarterly physical progress reports;</li> </ul>	56 <sup>th</sup> week	5%

15	<ul style="list-style-type: none"> <li>a. The 2<sup>nd</sup> ToT training programme on QC and associated technologies;</li> <li>b. The 2<sup>nd</sup> training of relevant stakeholders including training of trainers, to enable measurements in line with data-provision guidelines together with national consultants for mitigation and MRV;</li> <li>c. 2<sup>nd</sup> demonstration event for the finalized knowledge products on climate change adaptation;</li> <li>d. The 6<sup>th</sup> training programme on capacity and technology upgrade in relevant institutions to strengthen M&amp;R for adaptation priorities identified in the NDC for the AFOLU sector;</li> <li>e. Review and recommend the 2<sup>nd</sup> deliverable of pilot studies of proxy measures and updating frequency of proxy measures;</li> <li>f. Next month work plan and monthly physical progress report;</li> </ul>	60 <sup>th</sup> week	5%
16	<ul style="list-style-type: none"> <li>a. A validated report of GHG Inventory and M&amp;R adaptation activities consolidated into the ETF-MRV Framework of AFOLU sector together with National Consultant for Mitigation;</li> <li>b. An event to share knowledge on lessons learned from public and private sector operations and emerging best practices in M&amp;R of adaptation activities in AFOLU sector;</li> <li>c. An event on knowledge-management for relevant stakeholders and media;</li> <li>d. Review and recommend the final deliverable of pilot studies of proxy measures and updating frequency of proxy measures;</li> <li>e. Next month work plan and monthly physical progress report;</li> </ul>	64 <sup>th</sup> week	5%
17	<ul style="list-style-type: none"> <li>a. The 3<sup>rd</sup> ToT training programme on QC and associated technologies;</li> <li>b. Publish the revalidated “agro-ecological zoning” with the Ministry of Agriculture/DOA and National Consultant for ETF;</li> <li>c. The 7<sup>th</sup> training programme on capacity and technology upgrade in relevant institutions to strengthen M&amp;R for adaptation priorities identified in the NDC for the AFOLU sector;</li> <li>d. The 5<sup>th</sup> meeting of technical working group (Measurement and Reporting);</li> <li>e. Final physical progress report;</li> </ul>	68 <sup>th</sup> week	5%

\* weeks from the Agreement signed

## 10. Payment Terms

National Consultant for Adaptation will be paid as per the deliverables of the TOR indicated in the above section 9 in accordance with the duly completion of set deliverables including a valid invoice signed by the consultant 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 on the contract for the implementation of project.