



Ministry of Environment

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

Selection of National Consultant for Enhanced Transparency Framework

Ministry of Environment

June 2023

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Letter of Invitation

RFP No. ENV/ CC/04/04/02/01/120 CBIT NETF

Date: /06/2023

Dear Sir/Madam,

Selection of National Consultant for Enhanced Transparency Framework 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: National Consultant for Enhanced Transparency Framework |
| 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 | The criteria, sub-criteria and point system for the evaluation of proposals are: (Documentary evidence are required) <u>Points</u> |

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| | <p>A. Qualifications and working experience 50</p> <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. Methodological approach 35</p> <p>i). Explain the ways and means of developing the national ETF compliant MRV Protocol for AFOLU sector (12 marks)</p> <p>ii). As the National Consultant for ETF, how the stakeholder coordination mapping for AFOLU sector will be conducted (11marks)</p> <p>iii). National Consultant for ETF as the team leader of this project, how the other consultants and works are coordinated to achieve the ultimate outputs of the project (12 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 | <p>Expected date for commencement of consulting service: 01st 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"> 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"> (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. 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. 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. |

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 |
|----------|----------|-----------------|--------|
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Please add more rows if required

C). Project experience (05 marks)

| Project | Position | Job description | Period |
|---------|----------|-----------------|--------|
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Please add more rows if required

D). Language skills (05 marks)

| Language qualifications | University/institute | Grade /marks obtained | Year |
|-------------------------|----------------------|-----------------------|------|
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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 explain the ways and means of developing the national ETF compliant MRV Protocol for AFOLU sector? (Max. 300 words)
- ii). As the National Consultant for ETF, how the stakeholder coordination mapping for AFOLU sector will be conducted? (Max. 300 words)
- iii). As the team leader of this project, how do you coordinate the other consultants and works to achieve the ultimate outputs of the project? (Max. 300 words)

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

**National Consultant for Enhanced Transparency Framework 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 adopted 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) Strengthening the institutional arrangements to prepare ETF reports for AFOLU sector
- b) Enhancing the capacity to assess and report emissions and removals in AFOLU sector
- c) Designing and monitoring emission reduction activities in AFOLU sector
- d) Enhancing adaptation capacity in AFOLU sector
- e) Building the capacity to monitor and report adaptation activities in AFOLU sector

3. Scope of the Service of the Consultant

The National Consultant for ETF will be hired on contract basis fulltime until 31st December 2024. The National Consultant for ETF will be stationed in the Climate Change Secretariat (CCS) under the Ministry of Environment and will be responsible for implementation of project activities, overall coordination of project execution and daily operations. The National Consultant for ETF shall report to the Secretary of the MoE and FAO Country Representative through Additional Secretary (Environment Development) of the Ministry of Environment and works in close collaboration with the Director (Climate Change)/Project Director (PD). National Consultant for ETF is responsible for day-to-day management, administration, co-ordination and supervision of project activities and other consultancy services. Further, National Consultant for ETF will have to bear the responsibility of implementing the guidance provided by the Project Steering Committee (PSC).

4. Roles and Responsibilities

- i. Overall management and administration of the project by setting up the project office including office facilities and services, and achieving the set targets timely and efficiently with proper delegation of responsibilities to other consultants;

- ii. Mobilize project finance to implement project activities timely and obtain advance provisions as early as possible from the Treasury and the FAO through the Director (Climate Change) and Chief Financial Officer of the MoE;
- iii. Ensure all procurement related to goods and services to be taken place timely;
- iv. Conduct workshops, prepare workshop reports and a detailed project work plan for the project in consultation with other consultants and relevant stakeholders;
- v. Implement and supervise the project work plan in consistence with the project document and the approval of Project Steering Committee (PSC) and ensure the timely implementation of the project work plan;
- vi. Prepare the Terms of References (TORs) for the experts/consultants (International and National) to be recruited and recruit them in consultation with the CCS and FAO;
- vii. Establish 03 thematic working groups and technical committees for ETF, MRV and monitoring and reporting;
- viii. Coordinate the works of national/international consultants and other relevant stakeholders in order to come up with quality outputs;
- ix. Provide necessary guidance and administrative support to national and international consultants in the execution of expected deliverables as appropriately;
- x. Review and approve the deliverables produced by the consultants;
- xi. Conduct a stakeholder coordination mapping for AFOLU sector;
- xii. Ensure the development of a dedicated ICT infrastructure to be updated parallely by stakeholders and partner institutions with appropriate security clearances;
- xiii. Liaise directly with relevant officials of Ministry of Environment, other ministries and government organizations, private sector and NGOs in order to ensure the national involvement in project activities as well as to facilitate the gathering of information required for analysis and assessments;
- xiv. Convene the Project Steering Committee (PSC) quarterly, Technical Working Groups and follow up actions on decisions taken;
- xv. Ensure the preparation and signing the agreements with designated implementing agencies and responsible parties including consultants / experts / service providers timely;
- xvi. Ensure the completion of deliverables of all agreements signed with designated implementing agencies and responsible parties including consultants / experts / service providers timely;
- xvii. Act as the principal representative of the project during project review meetings and evaluations and ensure the relevant reports are timely produced;
- xviii. Undertake oversight missions to monitor the results-based budget and resolve outstanding operational issues relating to administration, procurement and consultancies, as appropriately;
- xix. Ensure the timely mobilization and utilization of project resources, personnel, subcontracts, trainings and equipment;
- xx. Ensure timely preparation and submission of required reports, including technical, financial and physical progress and investigation reports to the Ministry of Environment and FAO monthly, quarterly and annually;
- xxi. Table the constrains and challenges of implementing the project to the PD/PSC for appropriate actions, as required;
- xxii. Supervise the development of AFOLU sector MRV system;
- xxiii. Support the preparation of Project Implementing Reports (PIRs), joint supervision missions, final evaluation and terminal report and get them timely prepared;
- xxiv. Serve as the convener of PSC and report the financial and physical progress, and ensure timely circulate minutes of the PSC;
- xxv. Conduct necessary meetings and workshops with the relevant stakeholders in order for ensuring project outputs will be derived efficiently and timely;
- xxvi. Undertake and manage the necessary due diligence, risk analysis and mitigation in the structuring and implementation of project activities;
- xxvii. Identify necessary follow-up activities to ensure synergies between project activities and other ongoing initiatives in the AFOLU sector;
- xxviii. Mobilizing additional resources to ensure the project implementation is efficiently and effectively taken placed in extent possible;

- xxix. Additional/alternative signatory for signing cheques;
- xxx. Prepare documents to obtain required funds for the scheduled activities for coming months from the Treasury through Account Division of the Ministry of Environment;
- xxxi. Any other work/duties entrusted related to this project by the Secretary, Additional Secretary (Environment Development), Director (Climate Change) or FAO Representative

5. Qualification and Working Experience

- A Master Degree or equivalent in the fields of Climate Change/ Environment/ Science/ Engineering/ Agriculture/ Economics/ Geography/ Natural Resources Management or related fields to the subject of the project;
- Minimum of 12 year experience in Project Management and 05 years in working in field related to climate change;
- Knowledge and experience on Greenhouse Gas Inventory preparation and MRV system development specifically for AFOLU sector;
- Good understanding of issues related to environment and climate change in Sri Lanka;
- Experience in working with government structure at national level and wider stakeholders;
- Working experience related to the UNFCCC processes and climate change field will be an added advantage;
- Outstanding Knowledge of the UNFCCC and Paris Agreement reporting requirements for BTR and National Communications (NCs);

6. Other requirement

- Ability to prepare, review and reports and analyze statistical formula;
- Ability to develop and interpret financial statements;
- Self-motivated and ability to work under a compression environment;
- Team-oriented, possesses a positive attitude and works well with wider stakeholders;
- Excellent communication (written and oral) skills in English;
- Excellent interpersonal skills;
- Outstanding presentation skills;
- Good knowledge in computer application 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 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 31st December of 2024.

8. Allocated Budget: Rs. 8,160,000.00

9. Deliverables and Payment Schedule

| No | Deliverable | Time* | Payment |
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| 1 | a. Signing the agreement and submission of the work plan of the Consultant; b. A draft activity plan of the project; c. Review and recommend deliverables of all consultancies due for this month; d. Next month work plan; e. Monthly physical and financial progress report; | 4 th week | 6% |
| 2 | a. The 1 st Project Steering Committee (PSC); b. Circulate minutes of the 1 st PSC; c. Inception workshop and Inception report; d. Project office set up with all consultants; | 8 th week | 5% |

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| | <ul style="list-style-type: none"> e. Draft stakeholder mapping for AFOLU sector; f. Establishment of 03 Technical Working Groups (TWGs) for AFOLU MRV (Institutional Arrangement, ETF+MRV, and Measurement and Reporting); g. A mechanism for CCS to obtain TWG support for ETF transition and management (a document); h. Signing the multi-party internal Agreements/Protocols/MoUs with relevant stakeholders for data sharing; i. Establishment of an institutional set-up and identification of salient features/characteristics for national ETF compliant MRV Protocol reports (mitigation and adaptation); j. Draft report on AFOLU - MRV Assessment Framework with MRV Consultant; k. Signing a contract 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; l. Review and recommend TOR, RFP and Agreement for the contact of “revalidating the agro-ecological zoning” to be signed with the Ministry of Agriculture/DOA; m. Signing the MOU/Agreement for the contact of “revalidating the agro-ecological zoning” with the Ministry of Agriculture/ DOA; n. Review and recommend deliverables of all consultancies due for this month; o. Next month action plan; p. Monthly, quarterly physical and financial progress report; | | |
| 3 | <ul style="list-style-type: none"> a. Project office fully set up to run with the consultants and all office facilities; b. Stakeholder consultation workshop to detail the project work plan; c. Finalized project work plan and procurement plan for the project period; d. A meeting of technical working group (Institutional Arrangement); e. A report of salient features/characteristics for national ETF compliant MRV Protocol reports (mitigation and adaptation); f. Finalized stakeholder mapping for AFOLU sector in consultation with CCS and other consultants; g. Finalized TORs and bidding documents for the contract on developing AFOLU-MRV Assessment Framework together with MRV Consultant and National Consultant for Mitigation; h. Calling EOIs for the contract on developing AFOLU-MRV Assessment Framework with Finance and Procurement Consultant; i. Calling EOIs for the contract on online ETF related information portal with mobile uploading capability including hands on training for data providers with Finance and Procurement Consultant; j. A capacity building workshop to produce national ETF compliant reports; k. A meeting of technical working groups to identify methodologies and key indicators and inter institutional consultation for inter sectoral data storage with MRV Consultant; l. Review and recommend the deliverables for revalidating agro-ecological zones with Ministry of Agriculture/DOA; | 12 th week | 6% |

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| | <ul style="list-style-type: none"> m. Preliminary Report on identified opportunities for inter-sectoral efficiencies and reduce redundancies in measurement and primary data storage; n. Review and recommend deliverables of all consultancies due for this month; o. Next month work plan; p. Monthly physical and financial progress report; | | |
| 4 | <ul style="list-style-type: none"> a. Signing of data sharing agreements with relevant stakeholders together; b. Evaluate and recommend qualified bidder to develop AFOLU-MRV Assessment Framework; b. Evaluate and recommend qualified service provider on an online ETF related information portal with mobile uploading capability together with Finance and Procurement Consultant; c. Signing the Agreement with qualified bidder and awarding the contract for developing AFOLU-MRV Assessment Framework for a period of 06 months; d. Review and finalize all resource requirements and sources including hardware and software for the sustainability of the MRV system and M&R of adaptation measures together all consultants; e. Calling EOIs to develop country specific emission factors with Finance and Procurement Consultant; f. A meeting of technical working group (Measurement & Reporting); g. A meeting of technical working group (ETF+MRV); h. All required MoUs, Agreements to be signed with data sharing parties; i. Draft report on national ETF compliant report through a stakeholder consultation; j. A preliminary report on compiled AFOLU-MRV best practices in relation with similar practices in other NDC sectors; k. A review report for the draft report on data sharing protocol of National MRV Consultant; l. A progress review meeting with the Forest Department for updating forest cover maps and forest reference levels; m. A progress review meeting with the Ministry of Agriculture for revalidating of agro-ecological zones; n. Review and recommend deliverables of all consultancies due for this month; o. Next month work plan; p. Quarter physical and financial progress report; | 16 th week | 5% |
| 5 | <ul style="list-style-type: none"> a. Signing the agreement with the qualified service provider for online ETF related information portal with mobile uploading capability including hands on training for data providers and awarding the contract for the period of 10 months; b. Evaluate and provide comments for the 1st draft of AFOLU-MRV Assessment Framework; c. A draft report on compiled AFOLU-MRV best practices in relation with similar practices in other NDC sectors through stakeholder consultation and expert opinion; d. Validation workshop for national ETF-compliant reports; e. Terms of References (TORs) for MRV Expert (International) and recruitment together with MRV Consultant; | 20 th week | 6% |

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| | <ul style="list-style-type: none"> f. Review EOIs and recommend suitable service providers in consultation with National Consultant for Mitigation to study on country specific emission factors in AFOLU sector; g. Signing the Agreement with suitable service providers in consultation with National Consultant for Mitigation to study on country specific emission factors in AFOLU sector; h. Review and recommend the deliverables for revalidating agro-ecological zones with Ministry of Agriculture/DOA; i. Finalized ETF compliant MRV protocol through stakeholder consultation and experts opinion together with MRV consultant; j. Conduct 2nd Project Steering Committee and circulate minutes of the 2nd PSC; k. A resource mobilization plan l. Evaluate EOIs and recommend appropriate/qualified academia and research institutes to conduct preliminary validation of proxy measures with National Consultant for Mitigation; m. Draft report on identified opportunities for inter-sectoral efficiencies and reduce redundancies in measurement and primary data storage through stakeholder consultation; n. Review and recommend deliverables of all consultancies due for this month; o. Next month work plan; p. Monthly, quarterly physical and financial progress report; | | |
| 6 | <ul style="list-style-type: none"> a. A meeting of technical working group (ETF+MRV) to establish Quality Control (QC) protocols for data collection, management and archiving; b. The 1st bi-annual feedback session for ETF lessons learned to monitor, capture, scale up, share in the AFOLU sector and the feedback report; c. Finalized report on compiled AFOLU-MRV best practices with relation to similar practices in other NDC sectors through expert opinion; a. Purchasing required resources within the budget allocated following the government procurement procedures and inventoried through Finance and Procurement Consultant; d. Calling EOIs to conduct preliminary validation of proxy measures from academia and research institutions together with Finance and Procurement Consultant; e. A progress review meeting with the Forest Department for updating forest cover maps and forest reference levels; f. Review and recommend the deliverables for revalidating agro-ecological zones with Ministry of Agriculture/DOA; g. Validation of final report of data sharing protocol of MRV consultant; h. A review report of pilot tests of measurement protocols and revised protocols; i. A report of finalized ETF compliant MRV protocol for the AFOLU sector aligning with national communications together with MRV consultant; j. Stakeholder consultation for the 1st draft of AFOLU-MRV Assessment Framework with the support of MRV Consultant; k. Review and provide comments for the preliminary design of online ETF-related information portal with mobile uploading capability; | 24 th week | 5% |

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| | <ul style="list-style-type: none"> l. A progress review meeting with the Ministry of Agriculture for revalidating of agro-ecological zones; m. A progress review meeting with the Forest Department for updating forest cover maps and forest reference levels; n. Review and recommend deliverables of all consultancies due for this month; o. Next month work plan; p. Monthly physical and financial progress report; | | |
| 7 | <ul style="list-style-type: none"> a. The 1st capacity building programme to CCS and relevant stakeholders to generate data requirement for reporting; b. A report on the degree of completion in various MRV cycle; c. A meeting of TWG (Institutional Arrangement); d. Finalized Agreements/MoUs on continuous ToT programmes with Training Institutions identified with Project Administrator; e. Review and recommend deliverables of all consultancies due for this month; f. Review and recommend the 1st deliverable of country specific emission factors; g. Printing of training materials on MRV system and ETF, GHG Inventory with Project Finance and Procurement Consultant; h. Evaluate and provide comments for the 2nd draft of AFOLU-MRV Assessment Framework; i. Stakeholder consultation for the preliminary design of online ETF-related information portal with mobile uploading capability; j. Evaluate EOIs and recommend qualified service providers to conduct preliminary validation of proxy measures with National Consultant for Mitigation; k. Review and recommend deliverables of all consultancies due for this month; l. Next month work plan; m. Monthly physical and financial progress report; | 28 th week | 6% |
| 8 | <ul style="list-style-type: none"> a. The 2nd capacity building programme to CCS and relevant stakeholders to generate data requirement for reporting; b. A progress review meeting with the Forest Department for updating forest cover maps and forest reference levels; c. A progress review meeting with the Ministry of Agriculture for revalidating of agro-ecological zones; d. Distribution of equipment and software (inventoried) for decentralized data collection, storage, and uploading in line with data-provision guidelines among the relevant institutions as per the need assessment done; e. Finalized report to identify opportunities for inter-sectoral efficiencies and reduce redundancies in measurement and primary data storage through stakeholder consultation; f. A meeting of technical working group (Measurement and Reporting); g. Signing the Agreements/MoUs on continuous ToT programmes with Training Institutions in consultation with the Secretary of MOE through CCS; h. Stakeholder consultation for the 2nd draft of AFOLU-MRV Assessment Framework; i. Signing the Agreement with qualified service providers to conduct preliminary validation of proxy measures; j. Review and recommend deliverables of all consultancies due for this month; | 32 nd week | 5% |

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| | <ul style="list-style-type: none"> k. Next month work plan; l. Monthly, quarterly physical and financial progress report; | | |
| 9 | <ul style="list-style-type: none"> a. The 3rd capacity building programme to CCS and relevant stakeholders to generate data requirement for reporting; b. Establish final data entry templates together with MRV consultant to match with national GHG Inventory/reporting; c. A meeting of technical working group (ETF+MRV); d. The 3rd Project Steering Committee and circulated minutes; e. Final draft on AFOLU-MRV Assessment Framework developed by service provider; f. Evaluate and provide comments for the final draft of AFOLU-MRV Assessment Framework; g. Review and recommend the 2nd deliverable of country specific emission factors h. Calling quotations for printing of all finalized knowledge products on climate change adaptation together with Finance and Procurement Consultant; i. Review and recommend deliverables of all consultancies due for this month; j. Next month work plan; k. Monthly physical and financial progress report; | 36 th week | 6% |
| 10 | <ul style="list-style-type: none"> a. A progress review meeting with the Forest Department for updating forest cover maps and forest reference levels; b. The 4th capacity building programme to CCS and relevant stakeholders to generate data requirement for reporting; c. A progress review meeting with the Ministry of Agriculture for revalidating of agro-ecological zones; d. A preliminary report on the established AFOLU data sharing processes that proof the system is functioned very effectively and efficiently; e. The 1st Testing the trial version of online ETF-related information portal with mobile uploading capability together with all stakeholders, National MRV Consultant, National Consultants for ETF; f. A meeting of technical working group (Institutional Arrangement); g. Reviewed report of technical inputs for the preparation of EOI, RFP and relevant procurement document prepared by MRV Consultant and National Consultant of Mitigation on conduct pilot studies of proxy measures and introduce updating frequency of proxy measures and recommend to Finance and Procurement Consultant to prepare and call EOIs; h. Stakeholder consultation for the final draft of AFOLU-MRV Assessment Framework; i. Establishment of inter-sectoral efficiency improvement and redundancies reduction mechanism; j. Review and recommend deliverables of all consultancies due for this month; k. Next month work plan; l. Monthly physical and financial progress report; | 40 th week | 5% |
| 11 | <ul style="list-style-type: none"> a. Draft report on the established AFOLU data sharing process that proof the system is functioned very effectively and efficiently through stakeholder consultation; b. Establish final data entry templates together with MRV consultant to match with national GHG Inventory/reporting; | 44 th week | 6% |

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| | <ul style="list-style-type: none"> c. Review and recommend the 3rd deliverable of country specific emission factors d. The 5th capacity building programme to CCS and stakeholders to generate data requirement for reporting together with National Consultants for Adaptation and Mitigation; e. A meeting of technical working group (Measurement & Reporting); f. Review and recommend deliverables of all consultancies due for this month; g. Validation workshop on national ETF compliant MRV Protocol, national ETF compliant MRV Monitoring and Reporting Roadmap and manual/publication of national ETF compliant MRV Protocol (mitigation and adaptation); h. Validation of the AFOLU-MRV Assessment Framework; i. Next month work plan; j. Monthly, quarterly physical and financial progress report; | | |
| 12 | <ul style="list-style-type: none"> a. Launch the AFOLU ETF data provision guideline through a stakeholder consultation; b. The 6th capacity building programme to CCS and stakeholders to generate data requirement for reporting together with National Consultants for Adaptation and Mitigation; c. A progress review meeting with the Forest Department for updating forest cover maps and forest reference levels; d. A progress review meeting with the Ministry of Agriculture for revalidating of agro-ecological zones; e. Final report on the established AFOLU data sharing process that proof the system is functioned very effectively and efficiently through stakeholder consultation; f. The 2nd bi-annual feedback session for ETF lessons learned to monitor, capture, scale up, share in the AFOLU sector; g. A meeting of technical working group (ETF+MRV); h. The 1st ETF compliant report generated through the AFOLU-MRV Assessment Framework; i. A capacity building workshop on national ETF compliant MRV Protocol, National ETF compliant MRV Monitoring and Reporting Roadmap and manual/publication of national ETF compliant MRV Protocol; j. Conduct 4th Project Steering Committee and circulate minutes; k. Review and recommend deliverables of all consultancies due for this month; l. Next month work plan; m. Monthly physical and financial progress report; | 48 th week | 5% |
| 13 | <ul style="list-style-type: none"> a. Signing the agreement with the qualified service providers to conduct pilot studies of proxy measures and updating frequency of proxy measures with the support of Finance and Procurement Consultant; b. An initial discussion with the service provider to prepare the assessment report on proxy measures used and the needs for updating emission estimations; c. Review and recommend the 4th deliverable of country specific emission factors d. The 7th capacity building programme to CCS and stakeholders to generate data requirement for reporting together with National Consultants for Adaptation and Mitigation; | 52 nd week | 6% |

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| | <ul style="list-style-type: none"> e. A meeting of technical working group (Institutional Arrangement); f. A report of mobilizing additional resources required to ensure the project implementation is efficiently and effectively; g. Review and recommend deliverables of all consultancies due for this month; h. Next month work plan; i. Monthly physical and financial progress report; | | |
| 14 | <ul style="list-style-type: none"> a. A meeting of technical working group (Measurement and Reporting); b. Review and recommend deliverables of all consultancies due for this month; c. Preliminary validation of proxy measures together with selected academia and research institutes; d. A progress review meeting with the Forest Department for updating forest cover maps and forest reference levels; e. Publish preliminary validation of proxy measures; f. A plan of next 3 months for mobilizing additional resources required to ensure the project implementation is efficiently and effectively; g. Next month work plan; h. Monthly, quarterly physical and financial progress report; | 56 th week | 5% |
| 15 | <ul style="list-style-type: none"> a. Peer reviewed report of AFOLU sector ETF-compliant MRV document concurrently with National Communications and BTRs; b. Mobilizing additional resources as per the plan; a. Validation of country specific emission factors together with National Consultant Mitigation through stakeholder consultation; b. Stakeholder consultation for validation of the GHG inventory of the AFOLU sector prepared through online ETF-related information portal with mobile uploading capability; c. A progress review meeting with the Ministry of Agriculture for revalidating of agro-ecological zones; d. The 5th Project Steering Committee and circulated minutes; e. A meeting of technical working group (ETF+MRV); f. Review and recommend deliverables of all consultancies due for this month; g. Next month work plan; h. Monthly physical and financial progress report; | 60 th week | 6% |
| 16 | <ul style="list-style-type: none"> a. Mobilizing additional resources as per the plan; b. Validation of GHG Inventory and M&R adaptation activities consolidated into the ETF-MRV Framework of AFOLU sector through a stakeholder consultation and expert opinions; c. Validated final report of the peer-reviewed AFOLU sector ETF-compliant MRV document concurrently with National Communications and BTRs through a stakeholder consultation; d. An event to share and up-scale relevant AFOLU-MRV best practices and lessons learned with the CBIT Global Projects; e. A meeting of technical working group (Institutional Arrangement); f. Review and recommend deliverables of all consultancies due for this month; g. Next month work plan; h. Monthly physical and financial progress report; | 64 th week | 5% |

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| 17 | <ul style="list-style-type: none"> a. Mobilizing additional resources as per the plan; b. Launch and publish the report of a peer-reviewed AFOLU sector ETF-compliant MRV document concurrently with National Communications and BTRs; c. A progress review meeting with the Ministry of Agriculture for revalidating of agro-ecological zones; d. The 2nd ETF compliant report generated through the AFOLU-MRV Assessment Framework; e. A meeting of technical working group (ETF+MRV); f. Review and recommend deliverables of all consultancies due for this month; g. The 3rd bi-annual feedback session for ETF lessons learned to monitor, capture, scale up, share from AFOLU sector bi-annual feedback session for ETF lessons learned to monitor, capture, scale up, share from AFOLU sector; h. A capacity building and conferencing platform for transparency improving modifications of MRV across sectors; i. Publish the validated pilot studies of proxy measures including updating frequency for proxy measures; j. The 6th Project Steering Committee and circulate minutes; k. A meeting of technical working group (Measurement and Reporting); l. Review and recommend deliverables of all consultancies due for this month; m. Monthly/ Quarterly physical and financial progress report; n. Project termination reports; o. Any other report/document required. | 68 th week | 6% |
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* weeks from the Agreement signed

10. Payment Terms

National Consultant for ETF 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

A contract agreement will be signed between National Consultant for ETF and the Secretary, Ministry of Environment for the implementation of project activities in this TOR.