



# **Ministry of Environment**

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

### **Selection of National Consultant for MRV (Measurement, Reporting and Verification)**

**Ministry of Environment**

**June 2023**

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## Letter of Invitation

RFP No. ENV/ CC/04/04/02/01/121 CBIT NC MRV

Date: 23/06/2023

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**Dear Sir/Madam,**

**Selection of National Consultant for MRV (Measurement, Reporting and Verification) 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 MRV
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	<p><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></p> <p><b>A. Qualifications and working experience</b> <span style="float: right;"><b>50</b></span></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>B. Methodological approach</b> <span style="float: right;"><b>35</b></span></p> <p>i). The ways and means of developing a national institutional and legal framework for establishment of AFOLU-MRV system (12 Marks) ii). The major determinants for establishing an AFOLU sector online ETF-related information portal (11 Marks) iii). Opinions on a MRV system to be functioned continuously and its sustainability (12 Marks)</p> <p><b>C. Interview</b> <span style="float: right;"><b>15</b></span></p> <p style="text-align: right;">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 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 explain the ways and means of developing a national institutional and legal framework for establishment of AFOLU-MRV system? (Max. 300 words)
- ii). What are the major determinants for establishing an AFOLU sector online ETF-related information portal? (Max. 300 words)
- iii). What are your opinions for a MRV system to be functioned continuously and its sustainability? (Max. 300 words)

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

### **Section 3:**

### **Terms of Reference (TOR)**

#### **National Consultant for Measurement, Reporting and Verification (MRV) 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 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 the 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.

At present, Sri Lanka has developed an integrated MRV system under the Climate Mitigation Action Support Project implemented through the Partnership for Market Readiness (PMR). Currently, it has been deployed at the CCS and is expected to be deployed in the ICTA server.

#### **2. Objectives of the Service of Consultant**

- a) Reviewing the existing MRV system and other information systems of CCS for viability to extend for the need of ETF for AFOLU sector and designing required new information system
- b) Enhancing the institutional arrangements to prepare required report related to ETF of AFOLU sector
- c) Strengthening the capacity to report and assess the emissions and removals from AFOLU sector
- d) Strengthening the capacity to monitor and report adaptation activities in AFOLU sector
- e) Designing and monitoring emission reduction activities in AFOLU sector as specified in Article 13 of Paris Agreement and Sri Lanka's NDC document
- f) Establish a monitoring and reporting framework to enhance reporting capacity related to adaptation in AFOLU sector
- g) Preparing a Measurement, Reporting and Verification system for ETF of AFOLU sector

#### **3. Scope of the Service of Consultant**

National Consultant for MRV will be hired on contact basis fulltime until 31<sup>st</sup> December 2024. The National Consultant for MRV will be stationed in the Climate Change Secretariat (CCS) under the Ministry of Environment and is responsible for coordination of project execution and daily operations of roles and responsibilities in the Section 4. The National Consultant for MRV has to facilitate the International MRV Expert for the implementation of project activities. The National Consultant for MRV reports to the National Consultant for ETF and the Director (Climate Change)/Project Director (PD), and works in close collaboration with National Consultant for ETF, National Consultant for Mitigation, National Consultant for Adaptation, Decision Support Specialist, Finance & Procurement

Consultant, and Project Administrator including Technical Working Groups, National Expert Committees of Mitigation and Adaptation.

Further, National Consultant for MRV will have to bear the responsibility of implementing the guidance provided by the Project Steering Committee (PSC) chaired by the Secretary of Ministry of Environment.

#### **4. Roles and Responsibilities**

- i. Creating an online portal for ETF-related information on CCS with mobile uploading capability through a contractual service;
- ii. Gathering and documenting specifications for required software and hardware for procurement to the ETF+MRV system of AFOLU sector;
- iii. Coordination throughout the full software development life cycle with the IT service providers and vendors;
- iv. Ensure all IT related procurements to be taken place timely;
- v. Assist National Consultant for ETF and Finance & Procurement Consultant to prepare the Terms of References (TORs) for the International MRV Expert and recruitment in consultation with the CCS, national consultants and FAO;
- vi. Support to conduct workshops, prepare workshop reports and detailed work plan for the MRV related activities of the project in consultation with relevant stakeholders;
- vii. Support the National Consultant for ETF to establish Technical Working Group for ETF+MRV;
- viii. Review and recommend the deliverables associated with AFOLU ETF+MRV system;
- ix. Assist to National Consultant for ETF to conduct a stakeholder coordination mapping for AFOLU sector;
- x. Development of a dedicated ICT infrastructure for parallel updating by stakeholder and partner institutions with necessary authorization;
- xi. Liaise directly with relevant officials of Ministry of Environment, other ministries and government organizations, private sector and NGOs in order to ensure national involvement in project actions as well as to facilitate the gathering of information required for analysis and assessments and conduct necessary meetings and workshops with the relevant stakeholders in order for ensuring project output will be derived efficiently and timely;
- xii. Participate as the Project Steering Committee (PSC), Technical Working Groups and table the issues/matters related to ETF+MRV system and follow up actions on the decisions taken;
- xiii. Ensure the preparation and signing the relevant agreements related to ETF+MRV with designated implementing agencies and responsible parties;
- xiv. Ensure the deliverables of ETF+MRV relevant agreements signed with designated implementing agencies and responsible parties including consultants / experts / service providers are provided timely;
- xv. Assessing AFOLU climate change mitigation component of CBIT Tracking Tool Indicator, Quality of MRV systems/IPCC MRV assessment tool; MRV portal functionality;
- xvi. Serve as a representative of the project, during review meetings and technical evaluation committees and ensure the relevant reports are timely produced;
- xvii. Monitor the results-based outputs and resolve outstanding operational issues including the constrains and challenges, as appropriate;
- xviii. Ensure the timely mobilization and utilization of project resources, personnel, subcontracts, trainings and equipment in relation to the ETF+MRV system;
- xix. Assist in mobilizing additional resources to ensure the MRV system is efficiently and effectively functioned;
- xx. Any other work/duties related to this project entrusted by the Secretary, Additional Secretary (Environment Development), Director (Climate Change), National Consultant for ETF or FAO Representative.

#### **5. Qualification and Working Experience**

- i. A bachelor degree in computer science/ software engineering/ IT/electronic/ network engineering;



- ii. A post graduate qualification in the fields of Climate Change/ Environmental Science/ GIS & remote sensing/ Geoinformatics/ Engineering/ Information Technology/ Agriculture/ Natural Resources Management/ or related fields to the subject of the project;
- iii. Professional experience in Project Management or Business Analysis in an IT driven environment;
- iv. Experience in procuring and deploying Information Systems and hardware for MRV systems;
- v. Minimum of 10 year working experience in environment related projects and at least 02 years in working on climate change related fields;
- vi. Knowledge and experience on Greenhouse Gas Inventory preparation and MRV system development;
- vii. Demonstrated experience in working with government structures at national level and wider stakeholders;
- viii. Working experience in UNFCCC processes and climate change field will be an added advantage;
- ix. Outstanding Knowledge of UNFCCC and Paris Agreement reporting requirements for BTR and National Communications (NCs).

#### 6. Other requirement

- Good knowledge of computer applications and software;
- Good understanding of issues related to environment and climate change in Sri Lanka;
- Excellent communication (written and oral) skills in English;
- 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;
- Ability in problems solving and conflict resolution;
- Ability to work towards specific goals and objectives;
- Ability to develop and interpret financial statements;
- Age should be below 64 years.

#### 7. Timeframe of 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. 5,100,000.00

#### 9. Deliverables and payment schedule

No	Deliverable	Time*	Payment
1	a. Signing the agreement and submission the work plan including methodologies of the consultant; b. Situational analysis report of the existing MRV systems and data sharing network of CCS; c. A report on parameters needed for the AFOLU-MRV System; d. Report on best practices and lessons learnt related to MRV systems developed for other NDC sectors as well as from global Capacity Building Initiative for Transparency (CBIT) projects; e. Monthly physical progress and next month work plan;	4 <sup>th</sup> week	6%
2	a. Presentation to the 1 <sup>st</sup> Present Steering Committee; b. A report on data availability and data gaps including data collecting, data entering authorities, data collecting frequency and data collecting units for estimation of emission for AFOLU sector in consultation with National Consultants for Mitigation and Adaptation;	8 <sup>th</sup> week	5%

	<ul style="list-style-type: none"> <li>c. A template to develop ICT framework for data entry requirement for Agriculture sector including livestock sector;</li> <li>d. An awareness workshop for relevant data entry and collecting authorities on data entry requirements and ETF MRV system;</li> <li>e. A report on AFOLU climate change mitigation component of CBIT Tracking Tool Indicator, Quality of MRV systems/IPCC MRV assessment tool; MRV portal functionality;</li> <li>f. Inputs for the ToRs of the Technical Working Group of ETF+MRV;</li> <li>g. Inputs for preparation of agreements related to ETF+MRV with designated implementing agencies and responsible parties;</li> <li>h. Inputs for the draft stakeholder mapping for AFOLU sector;</li> <li>i. Monthly physical progress and next month work plan;</li> </ul>		
3	<ul style="list-style-type: none"> <li>a. A data entry format on data gaps for AFOLU sector (data entry authority, what kind of data needs to collect, data authorization, data frequency);</li> <li>b. A meeting of Technical Working Groups to identify methodologies and key indicators and inter institutional consultation for inter sectoral data storage together with National Consultant for ETF;</li> <li>c. Preliminary report on preparation of a national ETF compliant MRV protocol;</li> <li>d. A draft report on data sharing protocol;</li> <li>e. Develop measurement protocols for MRV system through a stakeholder consultation;</li> <li>f. 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> <li>g. Finalized estimates of resource requirements and sources for initial and sustained support (e.g., technology, personnel, funding, etc.) for MRV of mitigation and M&amp;E of adaptation activities in consultation with National Consultant ETF;</li> <li>h. Provide technical inputs to the National Consultant for ETF to finalize TORs and bidding documents for the contracts on creating an online ETF related information portal with mobile uploading capability;</li> <li>i. Monthly physical progress and next month work plan;</li> </ul>	12 <sup>th</sup> week	6%
4	<ul style="list-style-type: none"> <li>a. A draft of AFOLU ETF data provision guidelines through stakeholder consultation;</li> <li>b. A report to National Consultant for ETF on the required equipment and software necessary for decentralized data collection, storage, and uploading in line with data-provision guidelines including specifications;</li> <li>c. A report of all estimates of resource requirements and sources including hardware and software for the sustainability of the MRV system and M&amp;R of adaptation measures;</li> <li>d. A preliminary report on the need of develop a dedicated ICT infrastructure for parallel updating by stakeholder and partner institutions with appropriate security;</li> <li>e. Draft report on preparation of a national ETF compliant MRV protocol through stakeholder consultation;</li> <li>f. A study report on integration of AFOLU sector MRV system into the Integrated MRV System developed by the of CCS;</li> <li>g. Specifications/standards prepared for hardware and software required to establishment of AFOLU-MRV system;</li> </ul>	16 <sup>th</sup> week	5%

	<ul style="list-style-type: none"> <li>h. A report of initial skeleton of AFOLU-MRV System;</li> <li>i. Finalized TORs and bidding documents for the contract 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;</li> <li>j. Prepare an ETF compliant MRV protocol;</li> <li>k. Evaluate EOIs received and recommend qualified candidate for developing AFOLU-MRV Assessment Framework;</li> <li>l. A draft progress report on the degree of completion in various MRV cycle;</li> <li>m. Data sharing Agreements/Memos/contracts between data providers and the UNFCCC national focal point;</li> <li>n. Signing of data sharing agreements with relevant stakeholders together with National Consultant for ETF,</li> <li>o. Monthly physical progress and next month work plan;</li> </ul>		
5	<ul style="list-style-type: none"> <li>a. Terms of References (TORs) for the MRV Expert (International) and other service providers with National Consultant ETF;</li> <li>b. Final report on preparation of a national ETF compliant MRV protocol (including M&amp;R for adaptation) through stakeholder consultation;</li> <li>c. The preliminary draft of data entry templates for ETF-MRV system of AFOLU sector in matching with national GHG Inventory/reporting requirements;</li> <li>d. Preliminary report on QC protocol for collecting, managing, and archiving data;</li> <li>e. A draft of detailed report on the need of develop a dedicated ICT infrastructure through stakeholder consultation;</li> <li>b. Draft training materials on MRV of AFOLU sector on associated technologies and QC protocols;</li> <li>c. Report of pilot test of measurement protocols and revised protocols and recommendations;</li> <li>d. Evaluate and provide recommendation for the 1<sup>st</sup> draft of AFOLU-MRV Assessment Framework;</li> <li>e. Stakeholder consultation for the initial skeleton of AFOLU-MRV System;</li> <li>f. Final report of data sharing protocol;</li> <li>g. Monthly, quarterly physical progress and next month work plan;</li> </ul>	20 <sup>th</sup> week	6%
6	<ul style="list-style-type: none"> <li>a. The national ETF compliant MRV protocol with formal endorsements of relevant stakeholders for AFOLU sector aligning with the UNFCCC reporting;</li> <li>b. Stakeholder workshop on use of an efficient technological and operational approach, equipment and software needs for MRV ETF system;</li> <li>c. A meeting of TWGs to establish QC protocols for data collection, management and data archiving;</li> <li>d. The 1<sup>st</sup> bi-annual feedback session for ETF lessons learned to monitor, capture, scale up, share from AFOLU sector;</li> <li>e. 1<sup>st</sup> bi-annual feedback report;</li> <li>f. Final report on the need of dedicated ICT infrastructure through stakeholder consultation;</li> <li>g. Finalized training materials on MRV of AFOLU sector, including materials for training of trainers, for associated</li> </ul>	24 <sup>th</sup> week	5%

	<p>technologies and QC protocols through stakeholder consultation;</p> <p>h. The draft of data entry templates for ETF-MRV system of AFOLU sector in matching with national GHG Inventory /reporting requirements through stakeholder consultation;</p> <p>i. A preliminary draft of operational manual on ICT system;</p> <p>j. A report of finalized ETF compliant MRV protocol for the AFLOU sector aligning with national communications;</p> <p>k. Stakeholder consultation for the 1<sup>st</sup> draft of AFOLU-MRV Assessment Framework;</p> <p>l. Review and provide comments for the preliminary design of online ETF-related information portal with mobile uploading capability;</p> <p>m. Finalized AFOLU ETF data provision guidelines through stakeholder consultation;</p> <p>n. Monthly physical progress and next month work plan;</p>		
7	<p>a. Draft report on QC protocol for collecting, managing, and archiving data through stakeholder consultation;</p> <p>b. A manual/publication of national ETF compliant MRV Protocol;</p> <p>c. Hands on training of tests of measurement protocols and revised protocols;</p> <p>d. The first capacity building programme to CCS to train stakeholders to generate data requirement for reporting;</p> <p>e. Evaluate and provide recommendation for the 2<sup>nd</sup> draft of AFOLU-MRV Assessment Framework;</p> <p>f. A demonstration / trial of information systems on climate change adaptation priorities for relevant stakeholders together with the National Adaptation Consultant;</p> <p>g. Monthly physical progress and next month work plan;</p>	28 <sup>th</sup> week	6%
8	<p>a. Finalized report on QC protocol for collecting, managing, and archiving data through stakeholder consultation;</p> <p>b. A preliminary report of National ETF compliant MRV Monitoring and Reporting Roadmap;</p> <p>c. Finalization of data entry templates for ETF-MRV system of AFOLU sector in matching with national GHG Inventory/reporting requirements through stakeholder consultation;</p> <p>d. Develop a dedicated ICT infrastructure for parallel updating by stakeholder and partner institutions with appropriate security;</p> <p>e. Draft operational manual on ICT system through a stakeholder consultation and experts opining;</p> <p>f. The second capacity building programme to CCS to train stakeholders to generate data requirement for reporting;</p> <p>g. Stakeholder consultation for the 2<sup>nd</sup> draft of AFOLU-MRV Assessment Framework;</p> <p>h. The progress report on the degree of completion in various MRV cycle;</p> <p>i. A training workshop for ministries and line agencies to improve the technical capacities to familiarize with QC protocols for AFOLU sectors;</p> <p>j. Monthly, quarterly physical progress and next month work plan;</p>	32 <sup>nd</sup> week	5%

9	<ul style="list-style-type: none"> <li>a. Draft report of a peer-reviewed AFOLU sector ETF-compliant MRV document concurrently with National Communications through stakeholder consultation;</li> <li>b. A draft of National ETF compliant MRV Monitoring and Reporting Roadmap through stakeholder consultation;</li> <li>c. Evaluate and provide recommendations for the final draft of AFOLU-MRV Assessment Framework;</li> <li>d. Demonstration of developed dedicated ICT infrastructure for parallel updating by stakeholder and partner institutions with appropriate security;</li> <li>e. The third capacity building programme to CCS to train stakeholders to generate data requirement for reporting;</li> <li>f.</li> <li>g. finalized operational manual on ICT system through a stakeholder consultation and experts opining;</li> <li>h. The third building programme to CCS to train stakeholders to generate data requirement for reporting;</li> <li>i. An effective QC protocols officialized system for ministries and line agencies;</li> <li>j. Technical inputs for the preparation of EOI, RFP and relevant procurement document to Finance and Procurement Consultant for conducting pilot studies of proxy measures including updating frequency of proxy measures;</li> <li>k. Validation workshop for the progress report on the degree of completion in various MRV cycle;</li> <li>l. Monthly physical progress and next month work plan;</li> </ul>	36 <sup>th</sup> week	6%
10	<ul style="list-style-type: none"> <li>a. Finalized data entry templates for ETF-MRV system of AFOLU sector;</li> <li>b. Finalized National ETF compliant MRV Monitoring and Reporting Roadmap through stakeholder consultation;</li> <li>c. A preliminary draft of operational manual for the effective implementation of MRV system for AFOLU sector;</li> <li>d. Stakeholder consultation for the final draft of AFOLU-MRV Assessment Framework;</li> <li>e. The 1<sup>st</sup> hands on training on ICT system;</li> <li>f. The fourth capacity building programme to CCS to train stakeholders to generate data requirement for reporting;</li> <li>g. Final validated progress report on the degree of completion in various MRV cycle with National Consultant -ETF;</li> <li>h. Monthly physical progress and next month work plan;</li> </ul>	40 <sup>th</sup> week	5%
11	<ul style="list-style-type: none"> <li>a. A test run of the developed AFOLU-MRV System and operationalization established;</li> <li>b. Establish final data entry templates together with National ETF consultant to match with national GHG Inventory/reporting cycles;</li> <li>c. A training of relevant stakeholders including training of trainers, to enable measurements in line with data provision guidelines together with National Consultants for Mitigation and Adaptation;</li> <li>d. The fifth capacity building programme to CCS to train stakeholders to generate data requirement for reporting;</li> <li>e. A draft of operational manual for the effective implementation of MRV system for AFOLU sector through stakeholder consultation;</li> </ul>	44 <sup>th</sup> week	6%

	f. Monthly, quarterly physical progress and next month work plan;		
12	<p>a. A feedback session after operationalized the AFOLU-MRV System together with all the data entry and verification authorities;</p> <p>b. A report on feedbacks made by the data sharing authorities at feedback session on operationalization of AFOLU-MRV System;</p> <p>c. Final report of a peer-reviewed AFOLU sector ETF compliant MRV document concurrently with National Communications through stakeholder consultation;</p> <p>d. The sixth capacity building programme to CCS to train stakeholders to generate data requirement for reporting;</p> <p>e. A training of relevant stakeholders including training of trainers on MRV, QC Protocol with national consultant mitigation and adaptation;</p> <p>f. The 1<sup>st</sup> ToT training programme on QC and associated technologies with national consultant mitigation and adaptation;</p> <p>g. A compatibility report on information system on climate change adaptation priorities at national and local levels by development initiatives as a preliminary adaptation safeguards check for development projects against to MRV system developed;</p> <p>h. Monthly physical progress and next month work plan;</p>	48 <sup>th</sup> week	5%
13	<p>a. The seventh capacity building programme to CCS to train stakeholders to generate data requirement for reporting;</p> <p>a. The 2<sup>nd</sup> hands on training on ICT system;</p> <p>b. Finalized operational manual for the effective implementation of MRV system for AFOLU sector through stakeholder consultation;</p> <p>c. A need assessment of mobilizing additional resources required to ensure the MRV related activities to be implemented efficiently and effectively;</p> <p>d. Monthly physical progress and next month work plan;</p>	52 <sup>nd</sup> week	6%
14	<p>a. The final test of measurement protocols on GHG Inventory and M&amp;R of adaptation;</p> <p>b. A monitoring report of results-based outputs of the ETF+MRV system and measures to resolve outstanding operational issues including constrains and challenges prevailing;</p> <p>c. Monthly, quarterly physical progress and next month work plan;</p>	56 <sup>th</sup> week	5%
15	<p>a. The 2<sup>nd</sup> ToT training programme on QC and associated technologies with national consultant mitigation and adaptation;</p> <p>b. Monthly physical progress and next month work plan;</p>	60 <sup>th</sup> week	6%
16	<p>a. A validated report of GHG Inventory and M&amp;R adaptation activities consolidated into the ETF-MRV Framework of AFOLU sector through a stakeholder Consultation and expert opinions;</p> <p>b. Monthly physical progress and next month work plan;</p>	64 <sup>th</sup> week	5%
17	a. Validated pilot studies of proxy measures including updating frequency for proxy measures together with service provider through stakeholder consultation;	68 <sup>th</sup> week	6%

	b. The 3 <sup>rd</sup> ToT training programme on QC and associated technologies with national consultant mitigation and adaptation; c. Monthly, quarterly and annual physical progress;		
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\*weeks from signature of the Agreement

## 10. Payment Terms

National Consultant for MRV will be paid as per the deliverables of the TOR indicated in the above section 9 and after receiving of valid invoice signed by the consultant. The payment will be released after deep technical evaluation of the deliverable by the respective Ministry Constants Procurement Committee and their recommendations.

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 National Consultant for MRV and the Secretary, Ministry of Environment on the contract for before commencing the implementation of project.