



Ministry of Environment

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

Selection of National Consultant to Mitigation

Ministry of Environment

June 2023

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Letter of Invitation

RFP No. ENV/ CC/04/04/02/01/125 CBIT NCM

Date: 23 /06/2023

Dear Sir/Madam,

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

10	<p>The criteria, sub-criteria and point system for the evaluation of proposals are: (Documentary evidence are required) <u>Points</u></p> <p>A. Qualifications and working experience 50</p> <p>i). Educational and professional qualifications (20) ii). Experience in relevant fields (20) iii). Project management experience (05) iv). Language skills (05)</p> <p>B. Methodological approach 35</p> <p>i). Explain the ways and means of establishing GHG Inventory preparatory system in the AFOLU sector in consultation with all relevant stakeholders (12 marks) ii). As the National Consultant for Mitigation, what sorts of technical inputs to be provided to establish an AFOLU sector online ETF-related information portal (11 marks) iii). How to conduct meta-analysis studies and pilot test of measurement protocols (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	Expected date for commencement of consulting service: 01 st August 2023 immediately after signing of the contract Agreement

Conditions of the Contract

No	Conditions
1	The Effectiveness of the contract will be just after signing the Contract Agreement.
2	The date for the commencement of service is the date of signing of the Contract Agreement.
3	The Consultant shall not use these documents for purposes unrelated to this Contract without the prior written approval of the Client.
4	Payments shall be made in installments, based on successful submission of deliverables in accordance with section 9 of the TOR.
5	<p>Disputes shall be settled by arbitration in accordance with the following provisions.</p> <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

Please add more rows if required

C). Project experience (05 marks)

Project	Position	Job description	Period

Please add more rows if required

D). Language skills (05 marks)

Language qualifications	University/institute	Grade /marks obtained	Year

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

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

- i). How do you explain the ways and means of establishing GHG Inventory preparatory system in the AFOLU sector? (Max. 300 words)
- ii). As the National Consultant for Mitigation, what are the technical inputs provided to establish an AFOLU sector online ETF-related information portal? (Max. 300 words)
- iii). How are the meta-analysis studies and pilot test of measurement protocols conducted? (Max. 300 words)

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

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

1. Background

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

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

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

2. Objectives of the Consultancy

- a) Implementation of project activities related to climate change mitigation
- b) Ensure the capacity built and systems developed to function the ETF of AFOLU sector
- c) Establishing the GHG Inventory of AFOLU sector and facilitating for continuous GHG Inventory reporting system to the UNFCCC
- d) Building capacities of relevant stakeholders on GHG Inventory preparation and MRV system

3. Scope of the consultancy

The National Consultant for Mitigation (NCM) will be hired on contact basis fulltime until 31st December 2024. The NCM will be stationed in the Climate Change Secretariat (CCS) under the Ministry of Environment and shall be responsible for implementation of project activities related to climate change mitigation, building capacities to develop systems and to function the GHG Inventory reporting system and ETF of AFOLU sector for reporting continuously to the UNFCCC under the guidance and supervision of National Consultant for ETF and Project Director.

Further, the NCM shall provide 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 NCM shall closely work with National MRV Consultant, Decision Support Specialist, Project Administrator, and Finance & Procurement Consultant to perform the climate change mitigation related activities.

4. Roles and Responsibilities

- i. Establish a system for preparation of GHG Inventories for AFOLU sector;
- ii. Develop data entry templates and specify updating frequency for partner agencies to match with national GHG inventory/ reporting cycles, as per the latest and appropriate IPCC guidelines;
- iii. Develop partnerships to engage actively with relevant stakeholders to implement project activities related to mitigation effectively;
- iv. Prepare an inception report documenting all planned work related to mitigation activities, which must be approved by the National Consultant for ETF;
- v. Identify the potential risks, constraints and challenges to achieve the expected outputs of mitigation component of the project;
- vi. Undertake and manage the necessary due diligence and risks in implementation of mitigation related activities of the project;
- vii. Provide expertise to project executing partners on activity preparation on mitigation related project activities and implement them;
- viii. Provide technical inputs to conduct studies/research to generate required data and information for GHG Inventory preparation and functioning of ETF;
- ix. Estimate resources requirements and supports needed for development of Enhanced Transparency Framework and QC protocols;
 - x. Assist in preparing required list to National Consultant for ETF 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 a resource mobilization plan;
 - xi. Provide technical inputs to prepare Agreements/Contracts for various project activities to be implemented by stakeholder organization and individual consultants/experts;
 - xii. Conduct capacity development programmes for relevant stakeholders of AFOLU sector;
- xiii. Develop AFOLU ETF data provision guideline;
- xiv. Conduct trainings for relevant stakeholders including training of trainers to enable measurements in line with AFOLU ETF data provision guideline;
 - xv. Establish a regular and systematic documentation process for archiving to ensure accuracy and sustainability of the GHG inventory preparation including quality assurance and quality control;
- xvi. Provide technical inputs to develop a dedicated ICT infrastructure for parallel updating by stakeholder and partner institutions with appropriate security clearances;
- xvii. Produce training materials including materials for training of trainers for MRV and IT associated technologies and QC protocols;
- xviii. Provide technical inputs to the National Consultant for ETF for developing AFOLU-MRV Assessment Framework and online ETF-related information portal with mobile uploading capability;
- xix. Assist other consultants to deliver their deliverables timely where those are linked with deliverables of the NCM;
- xx. Provide technical inputs to update forest cover maps, develop algometric equations for updated estimates of the emission from sources and removals from sinks in forestry sector;
- xxi. Commission meta-analysis studies and review relevant research literature to determine provisional Tier-2 estimates in key categories to validate potential country specific emission factors which are more appropriately to national circumstances through stakeholder consultation;
- xxii. Provide inputs to prepare National ETF compliant MRV Monitoring and Reporting Roadmap;

- xxiii. Prepare materials for advocacy, dissemination and knowledge building on mitigation related activities of the project;
- xxiv. Provide technical inputs for relevant stakeholders to prepare and participate the conferences on CBIT for AFOLU sector;
- xxv. Conduct pilot tests of measurement protocols and revise protocols as needed;
- xxvi. Provide technical inputs to validate pilot studies of proxy measures and introduce an updating frequency for proxy measures;
- xxvii. Provide technical inputs to conduct preliminary validations of proxy measures;
- xxviii. Prepare GHG inventory reports of the AFOLU sector in consistence with the latest UNFCCC and IPCC Guidelines;
- xxix. Participate for project steering committees and progress review meetings;
- xxx. 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 fields of Environment/Climate Change/Agriculture/Forestry or related fields to the subject of the project;
- 12 years working experience on the fields of environment and out of at least 03 years working experience on climate change mitigation;
- Knowledge and experience on estimation of Greenhouse Gas emissions and removals, Enhanced Transparency and MRV systems development specially for AFOLU sector;
- Working experience on foreign funded projects is as an added advantage;
- Experience in working with the government structure at national level and wider stakeholders;
- Working experience in UNFCCC processes and climate change mitigation field will be an added advantage;

6. Other requirement

- Good understanding of environment issues and climate change mitigation activities in Sri Lanka;
- Outstanding Knowledge of UNFCCC and Paris Agreement reporting requirements for BTR, National Communications (NCs);
- Ability to prepare and 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 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. 6,630,000.00

9. Deliverables and payment schedule

No	Deliverable	Time*	Payment
1	<ul style="list-style-type: none"> a. Signing the agreement and submission the work plan of the consultant; b. A capacity building workshop on national commitments of AFOLU sector for stakeholders and workshop report; c. Inputs for TORs and other documents for the service provider to develop proxy measures and updating forest cover maps and forest reference level; d. The work plan for next month; e. Monthly physical progress report; 	4 th week	5%
2	<ul style="list-style-type: none"> a. An inception report on planned work related to mitigation activities; b. A preliminary report on potential data request from internal and external parties interested; c. 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 MRV Consultant; d. Provide technical inputs to establish an institutional setup and identification of salient features /characteristics for national ETF compliant reports related to mitigation activities; e. Draft data entry templates for national GHG inventory of AFOLU sector, as per 2006 IPCC guidelines; f. The 1st capacity building programme for agriculture; enteric fermentation, CH₄ emission from rice cultivation, urea application; g. Preliminary report on meta-analysis studies and review relevant research literature to determine provisional Tier-2 estimates in key categories to validate potential country specific emission factors which are more appropriately to national circumstances; h. A guiding report to the National Consultant for MRV and National Consultant for ETF to develop a dedicated ICT infrastructure; i. Inputs for the draft stakeholder mapping for AFOLU sector; j. The work plan for next month; k. Monthly and quarterly physical progress reports; 	8 th week	7%
3	<ul style="list-style-type: none"> a. Technical inputs to Finance and Procurement Consultant to prepare EOIs, RFP and bidding documents to conduct preliminary validation of proxy measures from academia and research institutions; b. The 1st capacity building programme for forest sector, above below ground mass, carbon gain in forest biomass, carbon loss in wood & fuel wood removal, carbon loss in disturbances (forest fires), carbon stock change in dead organic matter (DOM), carbon stock change in soil carbon, carbon stock changes in harvested wood products etc. and the workshop report; c. A draft report on meta-analysis studies and review relevant research literature to determine provisional Tier-2 estimates in key categories to validate potential country specific emission factors which are more appropriately to national circumstances through stakeholder consultation; d. A capacity building data request from internal and external parties interested of AFOLU sector; 	12 th week	7%

	<ul style="list-style-type: none"> e. A report of required parameters for GHG inventory and capacity building for relevant stakeholders of AFOLU sector; 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; g. Provide technical inputs to the National Consultant for ETF to finalize TORs and bidding documents for the contracts on creating online ETF-related information portal with mobile uploading capability; h. Estimate resources requirements and supports needed for development of Enhanced Transparency Framework, and QC protocols through stakeholder consultation; i. Technical inputs for the report of National Consultant for MRV on required equipment and software necessary for decentralized data collection, storage, and uploading in line with data-provision guidelines including specifications; j. A draft report on potential data request from internal and external parties interested through stakeholder consultation; k. An assessment on potential risks, constraints and challenges to achieve the expected outputs of mitigation component of the project; l. The work plan for next month; m. Monthly physical progress report; 		
4	<ul style="list-style-type: none"> a. Preliminary drafts on training materials on MRV system, ETF and GHG Inventory for AFOLU sector; b. A final report on potential data request from internal and external parties interested through stakeholder consultation; c. Finalized data entry templates through stakeholder consultation; d. A report on finalized data entry templates for national GHG Inventory for AFOLU sector; e. Technical inputs for updating forest cover maps and forest reference levels at the progress review meeting with the Forest Department; f. The 1st capacity building programme for other land use categories; g. Technical inputs for preparation of EOIs, RFP, Agreement and other necessary documents to procure suitable candidates in consultation with National Consultant for ETF to study on country specific emission factors in AFOLU sector to Finance and Procurement Consultant; h. Stakeholder consultation to draft the AFOLU ETF data provision guideline; i. A preliminary report on establishment of a regular and systematic documentation process for archiving to ensure accuracy and sustainability of the GHG inventory preparation including quality assurance and quality control; j. Evaluate EOIs received and recommend qualified candidate for developing AFOLU-MRV Assessment Framework; k. Final report on meta-analysis studies and review relevant research literature to determine provisional Tier-2 estimates in key categories to validate potential country specific emission factors which are more appropriately to national circumstances; through stakeholder consultation; l. Action plan with remedial measures to overcome the potential risks, constraints and challenges to achieve the expected outputs 	16 th week	7%

	<p>of mitigation component of the project through stakeholder consultation;</p> <p>m. The 1st meeting of TWGs of ETF+MRV to finalize the respective TORs and identify methodologies, key indicators and inter-institutional and inter-sectoral data storage;</p> <p>n. The work plan for next month;</p> <p>o. Monthly physical progress report;</p>		
5	<p>a. Establish a GHG Inventory preparatory system in the institutions related to AFOLU sector emissions and removals reporting;</p> <p>b. The Draft AFOLU ETF data provision guideline;</p> <p>c. Drafts training materials on MRV system, ETF and GHG Inventory for AFOLU sector through stakeholder consultation;</p> <p>d. A preliminary report on metadata parameters and QC measurement protocols for MRV system;</p> <p>e. Provide inputs to draft training manual on data entry templates, QC protocols, meta data parameters and MRV system and other mitigation related activities to National MRV Consultant;</p> <p>f. Evaluate and provide comments for the 1st draft of AFOLU-MRV Assessment Framework;</p> <p>g. A draft report on establishment of a regular and systematic documentation process for archiving to ensure accuracy and sustainability of the GHG inventory preparation including quality assurance and quality control through stakeholder consultation;</p> <p>h. A validation workshop on the potential data request from internal and external parties interested;</p> <p>i. Implement the action plan to overcome the potential risks, constraints and challenges to achieve the expected outputs of mitigation component of the project;</p> <p>j. The work plan for next month;</p> <p>k. Monthly and quarterly physical progress reports;</p>	20 th week	6%
6	<p>a. Final AFOLU ETF data provision guideline through stakeholder consultation;</p> <p>b. The 2nd meeting of TWGs of ETF+MRV for data template, ETF data provision guideline and metadata parameters and QC measurement protocols for MRV system;</p> <p>c. A draft report on metadata parameters and QC measurement protocols for MRV system through stakeholder consultation;</p> <p>d. Finalized training materials on MRV system and ETF, GHG Inventory for AFOLU sector in consultation with National Consultant for ETF and all consultants;</p> <p>e. Review and provide recommendations for the preliminary design of online ETF-related information portal with mobile uploading capability;</p> <p>f. A report on equipment and software needs identified at the stakeholder consultation to function the ETF-MRV system of AFOLU sector smoothly;</p> <p>g. Final report on establishment of a regular and systematic documentation process for archiving to ensure accuracy and sustainability of the GHG inventory preparation including quality assurance and quality control through opinions of National Expert committees;</p> <p>h. A validated report on potential data request from internal and external parties interested;</p>	24 th week	7%

	<ul style="list-style-type: none"> i. Technical inputs for updating forest cover maps and forest reference levels at the progress review meeting with the Forest Department; j. Inputs for the 1st bi-annual feedback session for ETF lessons learned to monitor, capture, scale up, share in the AFOLU sector and the feedback report; k. The work plan for next month; l. Monthly physical progress report; 		
7	<ul style="list-style-type: none"> a. Training materials for training of training of trainers on MRV, and QC and associated technologies through an expert consultation; b. The 1st capacity building programme to CCS and relevant stakeholders to generate data requirement for reporting together with National Consultant for Adaptation; c. The 2nd capacity building programme for agriculture; enteric fermentation, CH₄ emission from rice cultivation, urea application and workshop report; d. The 2nd capacity building programme for forest sector, above below ground biomass, forest fires and workshop report; e. The 2nd capacity building programme for other land use categories; f. Evaluate and provide comments for the 2nd draft of AFOLU-MRV Assessment Framework; g. Final report on metadata parameters and QC measurement protocols for MRV system through expert opinion; h. A capacity building workshop on data templates and data provision guideline of AFOLU sector for data providers; i. Establishment of the regular and systematic documentation process for archiving to ensure accuracy and sustainability of the GHG inventory preparation including quality assurance and quality control; j. Evaluate EOIs & RFP, and recommend qualified candidates to conduct preliminary validation of proxy measures with National Consultant for ETF; k. The work plan for next month; l. Monthly physical progress report; 	28 th week	7%
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. Review and recommend the 1st deliverable of country specific emission factors; c. Technical inputs for updating forest cover maps and forest reference levels at the progress review meeting with the Forest Department; d. Technical inputs to the preliminary draft of National ETF compliant MRV Monitoring and Reporting Roadmap developed by National MRV Consultant; e. Conduct pilot tests of measurement protocols and revise protocols as needed through stakeholder consultation; f. The work plan for next month; g. Monthly and quarterly physical progress reports; 	32 nd week	5%
9	<ul style="list-style-type: none"> a. The 3rd meeting of TWGs of ETF+MRV for the assessment/mobilization of ICT infrastructure; 	36 th week	5%

	<ul style="list-style-type: none"> b. The 3rd capacity building programme to CCS and relevant stakeholders to generate data requirement for reporting; c. Develop a ToT programme for identified stakeholders including trainers of training (institutions) on mitigation related data provision, QC and associated technologies; d. Technical inputs to the draft of National ETF compliant MRV Monitoring and Reporting Roadmap developed by National MRV Consultant; e. 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; f. Review and recommend the 1st deliverable of preliminary validations of proxy measures; g. A demonstration of the regular and systematic documentation process for archiving to ensure accuracy and sustainability of the GHG inventory preparation including quality assurance and quality control for stakeholders; h. Evaluate and provide comments for the final draft of AFOLU-MRV Assessment Framework; i. The report of pilot tests of measurement protocols and revised protocols; j. The work plan for next month; k. Monthly physical progress reports; 		
10	<ul style="list-style-type: none"> a. The 4th capacity building programme to CCS and relevant stakeholders to generate data requirement for reporting; b. The 3rd capacity building programme for agriculture; enteric fermentation, CH₄ emission from rice cultivation, urea application; c. The 3rd capacity building programme for forest sector, above below ground biomass, forest fires; d. The 3rd capacity building programme for other land use categories; e. Review and recommend the 2nd deliverable of country specific emission factors; f. Technical inputs for updating forest cover maps and forest reference levels at the progress review meeting with the Forest Department; g. Technical inputs for 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; h. Review and recommend the 2nd deliverable of preliminary validations of proxy measures; i. Implement the action plan to overcome the potential risks, constraints and challenges to achieve the expected outputs of mitigation component of the project; j. The work plan for next month; k. Monthly physical progress report; 	40 th week	5%
11	<ul style="list-style-type: none"> a. The 5th capacity building programme to CCS and stakeholders to generate data requirement for reporting together with National Consultants for ETF and Climate Change Adaptation; b. The 1st training of relevant stakeholders including training of trainers, to enable measurements in line with data-provision 	44 th week	5%

	<p>guidelines together with national consultant for adaptation and National MRV Consultant;</p> <p>c. The 1st hands on training on the online ETF-related information portal;</p> <p>d. The work plan for next month;</p> <p>e. Monthly and quarterly physical progress reports;</p>		
12	<p>a. The 4th meeting of TWGs of ETF+MRV for use of an efficient technological and operational approach, equipment and software of ETF-MRV system;</p> <p>b. 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;</p> <p>c. Conduct 6th capacity building programme to CCS and relevant stakeholders to generate data requirement for reporting;</p> <p>d. Review and recommend the 3rd deliverable of country specific emission factors;</p> <p>e. Technical inputs for updating forest cover maps and forest reference levels at the progress review meeting with the Forest Department;</p> <p>f. The 1st output of the regular and systematic documentation process for archiving to ensure accuracy and sustainability of the GHG inventory preparation including quality assurance and quality control;</p> <p>g. Review and recommend the 3rd deliverable of preliminary validations of proxy measures;</p> <p>h. The 2nd training of relevant stakeholders including training of trainers, to enable measurements in line with data-provision guidelines together with National Consultant for Adaptation and National MRV Consultant;</p> <p>i. Technical inputs for the 2nd 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;</p> <p>j. The 1st ToT programme on data provisions, QC and associated technologies;</p> <p>k. The 2nd hands on training on the online ETF-related information portal;</p> <p>l. Inputs for the 2nd Bi-annual feedback session for ETF lessons learned to monitor, capture, scale up, share in the AFOLU sector and the feedback report;</p> <p>m. The work plan for next month;</p> <p>n. Monthly physical progress reports;</p>	48 th week	7%
13	<p>a. The 7th capacity building programme to CCS and relevant stakeholders to generate data requirement for reporting;</p> <p>b. The 4th capacity building programme for agriculture; enteric fermentation, CH₄ emission from rice cultivation, urea application;</p> <p>c. Review and recommend the 4th deliverable of preliminary validations of proxy measures;</p> <p>d. The 4th capacity building programme for forest sector, above below ground mass, forest fires;</p> <p>e. The 4th capacity building programme for other land use categories;</p> <p>f. Conduct the pilot tests for emission estimation of AFOLU sector;</p>	52 nd week	5%

	<ul style="list-style-type: none"> g. The 3rd hands on training on the online ETF-related information portal; h. A need assessment of mobilizing additional resources required to ensure the mitigation related activities to be implemented efficiently and effectively; i. The work plan for next month; j. Monthly physical progress report; 		
14	<ul style="list-style-type: none"> a. Review and recommend the 4th deliverable of country specific emission factors; b. Review and recommend the 1st deliverable of pilot studies of proxy measures and updating frequency of proxy measures; c. The final test of measurement protocols on GHG Inventory and M&R of adaptation; d. Technical inputs for updating forest cover maps and forest reference levels at the final progress review meeting with the Forest Department; e. A GHG Inventory report of AFOLU sector using online ETF-related information portal; f. Review and recommendation for the test report of the online ETF-related information portal (by the contractor) and draft GHG inventory of AFOLU sector together with National MRV Consultant; g. A national and sectoral GHG inventory reports of AFOLU sector; h. The work plan for next month; i. Monthly and quarterly physical progress reports; 	56 th week	5%
15	<ul style="list-style-type: none"> a. The 5th meeting of TWGs of ETF+MRV for the assessment/mobilization of ICT infrastructure; b. The 2nd ToT programme on data provisions, QC and associated technologies; c. The 2nd output of the regular and systematic documentation process for archiving to ensure accuracy and sustainability of the GHG inventory preparation including quality assurance and quality control; d. Review and recommend the 2nd deliverable of pilot studies of proxy measures and updating frequency of proxy measures; e. Technical inputs and recommendation for validation of the GHG inventory of the AFOLU sector prepared through online ETF-related information portal with mobile uploading capability; f. Implement the action plan to overcome the potential risks, constraints and challenges to achieve the expected outputs of mitigation component of the project; g. The work plan for next month; h. Monthly physical progress reports; 	60 th week	5%
16	<ul style="list-style-type: none"> a. Review and recommend the 5th deliverable of country specific emission factors; b. Review and recommend the final deliverable of pilot studies of proxy measures and updating frequency of proxy measures; c. A validated report of GHG Inventory and M&R adaptation activities consolidated into the ETF-MRV Framework of AFOLU sector together with National Consultant for Adaptation; d. A status report on sufficiency of technical and human capacities of AFOLU sector to enact climate change mitigation related QC protocols for AFOLU sector; 	64 th week	5%

	<ul style="list-style-type: none"> e. The 5th capacity building programme for agriculture; enteric fermentation, CH₄ emission from rice cultivation, urea application; f. The 5th capacity building programme for forest sector, above below ground mass, forest fires; g. The 5th capacity building programme for other land use categories; h. The work plan for next month; i. Monthly physical progress report; 		
17	<ul style="list-style-type: none"> a. The 6th meeting of TWGs of ETF+MRV for the assessment/mobilization of ICT infrastructure; b. The work plan for next month; c. The 3rd ToT programme on data provisions, QC and associated technologies; d. The 3rd output of the regular and systematic documentation process for archiving to ensure accuracy and sustainability of the GHG inventory preparation including quality assurance and quality control; e. Inputs for the 3rd bi-annual feedback session for ETF lessons learned to monitor, capture, scale up, share in the AFOLU sector and the feedback report; f. The GHG Inventory of AFOLU sector; g. Final physical progress report of climate change mitigation related activities; h. Monthly physical progress report; 	68 th week	7%

* weeks from the Agreement signed

10. Payment Terms

National Consultant for Mitigation 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 National Consultant for Mitigation and the Secretary of Ministry of Environment for the implementation of project activities in this TOR.