



# **Ministry of Environment**

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

### **Selection of Decision Support Specialist**

**Ministry of Environment**  
**June 2023**

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## Letter of Invitation

RFP No. ENV/ CC/04/04/02/01/124 CBIT DSS

Date: 23/06/2023

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**Dear Sir/Madam,**

**Selection of Decision Support Specialist 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: Decision Support Specialist
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)</p> <p style="text-align: right;"><b><u>Points</u></b></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). Explanation of how the Decision Support Specialist could support to the CCS/Ministry of Environment/FAO/GEF and project consultancy team for decision making on effective project implementation (12 marks)</p> <p>ii). How assess the stakeholders understanding on issues and precautionary measures and the need of information for ETF+MRV system of AFOLU sector (11 marks)</p> <p>iii). Importance of having an Enhanced Transparency for AFOLU sector (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	Expected date for commencement of consulting service: 01 <sup>st</sup> August 2023 immediately after signing of the contract Agreement

### Conditions of the Contract

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

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

A). Educational qualifications (20 marks)

<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 Decision Support Specialist's support to the CCS/Ministry of Environment/FAO/GEF and project consultancy team for decision making on effective project implementation (Max. 300 words)
- ii). How assess the stakeholders understanding on issues and precautionary measures and the need of information for ETF+MRV system of AFOLU sector (Max. 300 words)
- iii). What is the importunacy of having an Enhanced Transparency for AFOLU sector (Max. 200 words)

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

**Decision Support Specialist 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 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. Objective of the service of the Consultant**

- a. Ensure the effective coordination and implementation of the project activities.
- b. Ensure the capacities and systems developed to produce real time data and information of AFOLU sector for reporting to UNFCCC.
- c. Facilitating for decision driven approaches for the overall outcome of the project.

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

The Decision Support Specialist will be hired on contact basis fulltime until 31<sup>st</sup> December 2024 and stationed primarily in the Climate Change Secretariat (CCS) under the Ministry of Environment and will be responsible for implementation of project activities in timely. He/she will report to the National Consultant for ETF and will provide expertise for decision making to achieve overall project's outputs, including ETF-MRV system, adaptation-related Monitoring and Reporting Framework, National ETF Monitoring and Reporting Roadmap and revalidation of agro-ecological zones based on the vulnerability, updated Forest Reference Level and Forest Maps. The Decision Support Specialist will help to ensure that capacities and systems are developed to produce action-oriented information that efficiently enables stakeholders to achieve national and local climate-related goals of NDCs for AFOLU sector.

Decision Support Specialist should work in close collaboration with National Consultant for ETF, National Consultant for Mitigation, National Consultant for Adaptation, National MRV Consultant, Finance & Procurement Consultant, and Project Administrator.

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

- i. Prepare reports for the requirements of the Government of Sri Lanka, FAO and GEF.
- ii. Monitor and review the status of project implementation to ensure that activities are carried out in line with the work plan and the approved project document; when necessary, propose corrective measures to overcome operational constraints.
- iii. Identification of pragmatic/realistic and cost-efficient options for measurement and data-provision, especially for proxy measures.
- iv. Ensure the relevant sections of the Field Programme Management Information System of FAO (FPMIS of FAO) is up to date at all times (logical framework and work plan, etc.).
  - v. Assist to National Consultant for ETF in drafting various reports of the project, with specific reference to the review of project results matrix and indicators, and the preparation of annual work plan; drafting relevant requirements of LOAs and contracts.
- vi. Assist to National Consultant for ETF and National MRV Consultant to structure the online portal.
- vii. Drafting technical reports to the GOSL and FAO, where necessary.
- viii. Planning and advocacy of project activities and overseeing the progress monitoring.
- ix. Engage with stakeholders to understand the issues and precautionary measures and the need of information.
  - x. Propose options for analyses and data visualizations efficiently tailored to stakeholders' needs.
- x. Facilitate the dissemination and broader use of the project's best practices and lessons learned.
- xii. Prepare and implement the M&E plan of the project, provide support in evaluating the compliance of project outputs with the relevant indicators.
- xiii. Review the progress of activities against indicators/targets, assess the quarterly performance of the project activities in term of efficiency, effectiveness and relevance, based on the findings.
- xiv. Draft the Project Implementation Reports (PIR), and Quarterly Project Reports.
- xv. Anticipate and report any issue which may hinder the achievement of the relevant project indicators and propose solutions.
- xvi. Any other work/duties entrusted related to this project by the Secretary, Additional Secretary (Environment Development), Director (Climate Change) or FAO Representative.

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

- i. A Master Degree in the fields of Environment/Science/Agriculture/Forestry/Project Management/Business Administration or related fields to the subject of the project;
- ii. Minimum of 12 years working experience in the fields of Environment and 8 years working experience directly in the field of climate change;
- iii. Knowledge and experience on Greenhouse Gas Inventory preparation, Enhanced Transparency Framework and MRV system development specifically for AFOLU sector;
- iv. Experience in working with government structures at national level with wider stakeholders;
- v. Working experience in UNFCCC reporting and climate change mitigation will be an added advantage;



## 6. Other requirements

- Outstanding Knowledge of UNFCCC and Paris Agreement reporting requirements for BTR and National Communications (NCs).
- Good understanding of environment and climate change issues in Sri Lanka;
- Excellent communication (written and oral) skills in English;
- Ability to prepare, review and editing technical reports
- 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 interpersonal skills;
- Good knowledge of computer applications and software;
- Ability in problems solving and conflict resolution;
- Ability to work towards specific goals and objectives;
- Age should be below 64 years.

## 7. Timeframe of the service of the Consultant

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

**8. Allocated Budget:** Rs. 6,120,000.00

## 9. Deliverables and payment schedule

No	Deliverable	Time*	Payment
1	a. Signing the Service Contract Agreement; b. Submission of the work plan of the consultancy; c. Draft the 2 <sup>nd</sup> Letter of Agreement to obtain funds from FAO d. A meeting with all consultants to streamline the activities planned for the next month and up to date progress, and meeting minutes; e. Draft the composition, roles and responsibilities of 03 TWGs f. A matrix of training programmes, workshops, meetings and technical working groups, and other stakeholder consultations including cost estimation; g. Monitoring and Evaluation Plan of the Project Work Plan h. Monthly Progress Report; i. Next month work plan;	4 <sup>th</sup> week	5%
2	a. The report on the consistency of work plans of all consultancies, procurement plan and project activity plan in line with the project document and propose any amendments to be done if required; b. Draft the Inception Report of the project; c. A meeting with all consultants to streamline the activities planned for the next month and up to date progress, and meeting minutes;	8 <sup>th</sup> week	7%

	<ul style="list-style-type: none"> <li>d. An initial report on pragmatic/practical and cost-efficient options for measurement and data-provision, especially for proxy measures;</li> <li>e. An assessment report of stakeholders understanding on issues and precautionary measures and the need of information for ETF+MRV system of AFOLU sector;</li> <li>f. A preliminary report on options for analyses and data visualizations efficiently tailored to stakeholders' needs;</li> <li>g. A monthly progress report to FAO against to the LOA signed;</li> <li>h. Monthly Progress Report;</li> <li>i. Next month work plan;</li> </ul>		
3	<ul style="list-style-type: none"> <li>a. Uploading Inception Report into the Field Project Management Information System (FPMIS) of FAO;</li> <li>b. A monthly progress report to FAO against to the LOA signed;</li> <li>c. Meeting minutes of technical working groups to identify methodologies and key indicators and inter institutional consultation for inter sectoral data storage;</li> <li>d. A meeting with all consultants to streamline the activities planned for the next month and up to date progress, and meeting minutes;</li> <li>e. A preliminary report on capacity building needs of AFOLU sector stakeholders;</li> <li>f. Technical Working Group/ coordination meeting report;</li> <li>g. CCS and Technical Working Groups consultation report/minute;</li> <li>h. Multi party data arrangement report/minute;</li> <li>i. ETF portal report/minute;</li> <li>j. The 1<sup>st</sup> quarter monitoring and evaluation report;</li> <li>k. An initial report on pragmatic/practical and cost-efficient options for measurement and data-provision, especially for proxy measures;</li> <li>l. Monthly Progress Report;</li> <li>m. Next month work plan;</li> </ul>	12 <sup>th</sup> week	7%
4	<ul style="list-style-type: none"> <li>a. A draft report on capacity building needs of AFOLU sector through stakeholder consultation;</li> <li>b. A meeting with all consultants to streamline the activities planned for the next month and up to date progress, and meeting minutes;</li> <li>c. A compilation report of 03 working Groups meetings;</li> <li>d. 1<sup>st</sup> progress review report against to the achievement of the relevant project indicators including solutions to be overcome the hinders;</li> <li>e. Draft report on options for analyses and data visualizations efficiently tailored to stakeholders' needs through stakeholder consultation;</li> <li>f. A monthly progress report to FAO against to the LOA signed;</li> <li>g. An improved draft report on pragmatic/practical and cost-efficient options for measurement and data-provision,</li> </ul>	16 <sup>th</sup> week	7%

	<p>especially for proxy measures through stakeholder consultation;</p> <p>h. Monthly Progress Report;</p> <p>i. Next month work plan;</p>		
5	<p>a. The final report on capacity building needs of AFOLU sector through stakeholder consultation;</p> <p>b. A meeting with all consultants to streamline the activities planned for the next month and up to date progress, and meeting minutes;</p> <p>c. Final report on the options for analyses and data visualizations efficiently tailored to stakeholders' needs;</p> <p>d. A monthly progress report to FAO against to the LOA signed;</p> <p>e. A draft report on pragmatic/practical and cost-efficient options for measurement and data-provision, especially for proxy measures through stakeholder consultation;</p> <p>f. Monthly Progress Report;</p> <p>g. Next month work plan;</p>	20 <sup>th</sup> week	5%
6	<p>a. A meeting with all consultants to streamline the activities planned for the next month and up to date progress, and meeting minutes;</p> <p>b. Arrange a meeting with National Expert Committees to finalize the 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;</p> <p>c. A monthly progress report to FAO against to the LOA signed;</p> <p>d. An expert opinion to finalize the report on pragmatic/practical and cost-efficient options for measurement and data-provision, especially for proxy measures;</p> <p>e. The 2<sup>nd</sup> quarter monitoring and evaluation report;</p> <p>f. Monthly Progress Report;</p> <p>g. Next month work plan;</p>	24 <sup>th</sup> week	6%
7	<p>a. A meeting with all consultants to streamline the activities planned for the next month and up to date progress, and meeting minutes;</p> <p>b. Bi-annual Project Progress Report to FAO</p> <p>c. A compilation report of 03 working Groups meetings;</p> <p>d. 2<sup>nd</sup> progress review report against to the achievement of the relevant project indicators including solutions to be overcome the hinders;</p> <p>e. Initial meeting with all consultants to draft PIR;</p> <p>f. A monthly progress report to FAO against to the LOA signed;</p> <p>g. The report on pragmatic/practical and cost-efficient options for measurement and data-provision, especially for proxy measures;</p>	28 <sup>th</sup> week	7%

	h. Monthly Progress Report; i. Next month work plan;		
8	a. A meeting with all consultants to streamline the activities planned for the next month and up to date progress, and meeting minutes; b. Organize a meeting to conduct the Mid Term Review (MTR); c. Initial draft of Project Implementation Report; d. A monthly progress report to FAO against to the LOA signed; e. Monthly Progress Report; f. Next month work plan;	32 <sup>nd</sup> week	5%
9	a. A meeting with all consultants to streamline the activities planned for the next month and up to date progress, and meeting minutes; b. The 3 <sup>rd</sup> quarter monitoring and evaluation report; c. A meeting with TWGs to improve the initial draft of project implementation report; d. A monthly progress report to FAO against to the LOA signed; e. Monthly Progress Report; f. Next month work plan;	36 <sup>th</sup> week	5%
10	a. A meeting with all consultants to streamline the activities planned for the next month and up to date progress, and meeting minutes; b. A compilation report of 03 working Groups meetings; c. 3 <sup>rd</sup> progress review report against to the achievement of the relevant project indicators including solutions to be overcome the hinders; d. A stakeholder consultation for the improved initial draft of project implementation report; e. A monthly progress report to FAO against to the LOA signed; f. Monthly Progress Report; g. Next month work plan;	40 <sup>th</sup> week	5%
11	a. A meeting with all consultants to streamline the activities planned for the next month and up to date progress, and meeting minutes; b. A draft of annual project implementation report; c. A monthly progress report to FAO against to the LOA signed; d. Monthly Progress Report; e. Next month work plan;	44 <sup>th</sup> week	5%
12	a. A meeting with all consultants to streamline the activities planned for the next month and up to date progress, and meeting minutes; b. Annual Project Implementation Report; c. The 4 <sup>th</sup> quarter monitoring and evaluation report; d. Finalize the annual project implementation report for the period of 01 July 2023 to 30 June 2024 through stakeholder consultation;	48 <sup>th</sup> week	5%

	<ul style="list-style-type: none"> <li>e. A monthly progress report to FAO against to the LOA signed;</li> <li>f. Monthly Progress Report;</li> <li>g. Next month work plan;</li> </ul>		
13	<ul style="list-style-type: none"> <li>a. A meeting with all consultants to streamline the activities planned for the next month and up to date progress, and meeting minutes;</li> <li>b. Bi-annual Project Progress Report to FAO</li> <li>c. A compilation report of 03 working Groups meetings;</li> <li>d. Drafting the Project Implementation Report (PIR) together with consultants and CCS;</li> <li>e. 4<sup>th</sup> progress review report against to the achievement of the relevant project indicators including solutions to be overcome the hinders;</li> <li>f. A monthly progress report to FAO against to the LOA signed;</li> <li>g. Monthly Progress Report;</li> <li>h. Next month work plan;</li> </ul>	52 <sup>nd</sup> week	7%
14	<ul style="list-style-type: none"> <li>a. A meeting with all consultants to streamline the activities planned for the next month and upto date progress, and meeting minutes;</li> <li>b. Draft Project Implementation Report (PIR) and submit to the FAO;</li> <li>c. A meeting to conduct the final evaluation of the project;</li> <li>d. A monthly progress report to FAO against to the LOA signed;</li> <li>e. Monthly Progress Report;</li> <li>f. Next month work plan;</li> </ul>	56 <sup>th</sup> week	5%
15	<ul style="list-style-type: none"> <li>a. A meeting with all consultants to streamline the activities planned for the next month and up to date progress, and meeting minutes;</li> <li>b. The 5<sup>th</sup> quarter monitoring and evaluation report;</li> <li>c. A meeting to initiate the final evaluation of the project with MOE, FAO and the project consultants;</li> <li>d. A forum for dissemination and broader use of the project's best practices and lessons learned in collaboration with other consultants;</li> <li>e. A monthly progress report to FAO against to the LOA signed;</li> <li>f. Monthly Progress Report;</li> <li>g. Next month work plan;</li> </ul>	60 <sup>th</sup> week	5%
16	<ul style="list-style-type: none"> <li>a. A meeting with all consultants to streamline the activities planned for the next month and upto date progress, and meeting minutes;</li> <li>b. A review report on capacities and systems developed to produce real time data and information of AFOLU sector for reporting to UNFCCC;</li> <li>c. A compilation report of 03 working Groups meetings;</li> <li>d. A meeting to discuss the progress of final evaluation of project with MOE, FAO and the project consultants;</li> </ul>	64 <sup>th</sup> week	7%

	<ul style="list-style-type: none"> <li>e. 5<sup>th</sup> progress review report against to the achievement of the relevant project indicators including solutions to be overcome the hinders;</li> <li>f. A monthly progress report to FAO against to the LOA signed;</li> <li>g. Monthly Progress Report;</li> <li>h. Next month work plan;</li> </ul>		
17	<ul style="list-style-type: none"> <li>a. A meeting with all consultants to streamline the activities planned for the next month and up to date progress, and meeting minutes;</li> <li>b. A meeting to review the progress of final evaluation of project with MOE, FAO and the project consultants;</li> <li>c. A report on project best practices and lessons learned;</li> <li>d. A meeting with all consultants to streamline the activities planned for the next month and up to date progress, and meeting minutes;</li> <li>e. Coordination of and inputs for the project termination report;</li> <li>f. The 6<sup>th</sup> quarter monitoring and evaluation report;</li> <li>g. A monthly progress report to FAO against to the LOA signed;</li> <li>h. A meeting to finalize the final evaluation of project with MOE, FAO and the project consultants;</li> <li>i. Monthly Progress Report;</li> <li>j. Inputs for the Project Termination Report</li> </ul>	68 <sup>th</sup> week	7%

\* weeks from the Agreement signed

## 10. Payment Terms

Decision Support Specialist 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 after reviewing and approving by the respective Ministerial Consultancy 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 Decision Support Specialist and the Secretary, Ministry of Environment for the implementation of project activities in this TOR.