



Ministry of Environment

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

Selection of Project Administrator

Ministry of Environment
June 2023

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Letter of Invitation

RFP No. ENV/ CC/04/04/02/01/123 CBIT Admin

Date: 23/06/2023

Dear Sir/Madam,

Selection of Project Administrator 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: Project Administrator
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)</p> <p style="text-align: right;"><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). Organizing arrangement made to conduct over 15 workshops within a month (12 marks) ii). As the Project Administrator, what managerial and administrative skills are required for stakeholder coordination for effective engagement (11 marks) iii). Optimum administrative and institutional arrangement required for effective implementation of the project of ETF for AFOLU sector (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> <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)

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 make organizing arrangements to conduct over 15 workshops within a month? (Max.300 words)
- ii). As the Project Administrator, what are the managerial and administrative skills required for stakeholder coordination for effective engagement? (Max.300 words)
- iii). What are the optimum administrative and institutional arrangement required for effective implementation of the project of ETF for AFOLU sector? (Max.300 words)

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

Section 3:

Terms of Reference (TOR)

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

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

2. Objectives of the service of the Consultant

- a) Ensuring the effective administrative management and daily operations to implement the project activities timely
- b) Ensuring the recruitment of all consultants, awarding contracts and services to support for implementing project activities efficiently and effectively
- c) Maintaining attendance, progress reviewing, files management and record keeping and reporting

3. Scope of the service of the Consultant

The Project Administrator will be hired on contact basis fulltime until 31st December 2024. The Project Administrator will be stationed in the Climate Change Secretariat (CCS) under the Ministry of Environment and is responsible for the administrative management of the project activities and assists in the preparation of monthly, quarterly and annual work plans and progress reports for reviewing by the National Consultant for Enhanced Transparency Framework (ETF) and to be submitted to the policy planning & monitoring division and accounts division of the Ministry of Environment and the FAO. The Project Administrator should work closely with National Consultants, Decision Support Specialist and Finance and Procurement Consultant.

4. Roles and Responsibilities

Project Administrator provides supports to the National Consultant for ETF and Finance and Procurement Consultant for the day-to-day management and administration of the project including

- i. Overall management and administration of the project by setting up the project office and achieving the set targets timely and effectively with proper delegation of responsibilities to staff, including office facilities and services;
- ii. Provide general administrative support to the National Consultant for ETF of the Project by setting up and managing the project timely and efficiently;

- iii. Prepare and implement project work plan in consistence with project document with the approval of Project Steering Committee (PSC) and supervise and ensure the timely implementation of the project activities as per Annual Work Plans;
- iv. Take possible initiatives and perform daily works in compliance with annual work schedules;
- v. Organize training workshops, awareness and capacity building programmes including logistical arrangements, and other project related meetings and minutes;
- vi. Assist project management in performing budget cycle: planning, preparation and revisions;
- vii. Assist project team in drafting quarterly project progress reports concerning financial issues;
- viii. Provide assistance in all logistic arrangements concerning project implementation;
- ix. Prepare the contract agreements in close collaboration with local consultants and take follow up actions needed;
- x. Draft correspondence related to project actions: make clarifications, follow ups and provide response to requests for information;
- xi. Assume overall responsibility for administration and procurement of works such as maintenance of project files and registries;
- xii. Monitor the Project in close collaboration with the consultants, relevant stakeholders and other officers of the project;
- xiii. Monitor and contribute to regular reports at the request of the FAO and Project Steering Committee;
- xiv. Perform all other administrative related duties, upon request by the National Consultant for ETF;
- xv. Prepare relevant documents for internal and external audits and other reports;
- xvi. Prepare documents to obtain required funds for the scheduled activities of coming months from the Treasury through Account Division of the Ministry of Environment;
- xvii. 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 Experience

- A university degree in Human Resources Management/ Public Administration/ Business Administration or an Environment related field;
- A minimum of 10 year working experience in government projects and out of at least 03 year in project administration;
- Experience in working with government structure and wider stakeholders;

6. Other requirement

- Team-oriented, possesses a positive attitude and works well with wider stakeholders;
- Excellent interpersonal skills;
- Excellent communication (written and oral) skills in English;
- Outstanding presentation skills;
- Good knowledge in computer literacy;
- Ability to work towards specific goals and objectives;
- Self-motivated and ability to work under a compression environment;
- Age should be below 64 years;

7. Timeframe of the Consultant

Project Administrator 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. 5,100,000.00

9. Deliverables and payment schedule

No	Deliverable	Time*	Payment
1	<ul style="list-style-type: none"> a. Signing the Agreement and submission of the work plan of the consultant; b. Compilation of annual, quarterly and monthly work plans of all consultancies and submission for the approval of National Consultant for ETF; c. Organize the capacity building workshop on national commitments of AFOLU sector; d. Monthly physical progress report and next month work plan; 	4 th week	5%
2	<ul style="list-style-type: none"> a. A list of stakeholders for PSC and summon 1st PSC and preparation of minute of 1st PSC and circulate it; b. Organize an Inception Workshop in consultation with National Consultant for ETF; c. Drafts of multi-party internal Agreements/MoUs for relevant data sharing; d. Organize the 1st capacity building programme for agriculture, enteric fermentation, CH4 emission from rice cultivation, urea application; e. Organize the 1st stakeholder consultation to generate a typology of adaptation processes in AFOLU sectors using expertise in adaptation-related sciences and multi-disciplinary expertise; f. Organize the 1st capacity building programme for development of land use policy and regulations to reduce land and environmental degradation; g. Organize an awareness workshop for relevant data entry and collecting authorities on data entry requirements and ETF MRV system; h. Monthly physical progress report and next month work plan; 	8 th week	5%
3	<ul style="list-style-type: none"> a. Project office fully set up to run with the consultants and all office facilities in consultation with National Consultant for ETF; b. Organize a meeting of technical working group (Institutional Arrangement); c. Activities related to call EOIs for the contracts on AFOLU-MRV assessment framework and online ETF related information portal together with National Consultant ETF and Project Finance and Procurement Consultant; d. Organize a stakeholder consultation workshop to detail the project work plan, finalized project work plan for two years and Procurement plan; e. Organize a workshop to produce the national ETF compliant report; f. Organize a meeting with technical working groups to identify methodologies and key indicators and inter institutional consultation for inter sectoral data storage with MRV Consultant; g. Organize 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.; h. Organize a stakeholder consultation for developing measurement protocols for MRV system; 	12 th week	5%

	<ul style="list-style-type: none"> i. Organize a stakeholder consultation to prepare the zero draft of analytical framework to assess adaptation challenges and opportunities in AFOLU sector; j. Organize the 2nd capacity building programme for development of land use policy and regulations to reduce land and environmental degradation; k. Organize a stakeholder consultation to draft the report on meta-analysis studies and reviewed relevant research literature to determine provisional Tier 2 estimates in key sub categories and studies on country specific emission factors; l. Organize a stakeholder consultation for a draft report on potential data requirement from internal and external parties interested; m. Organize a stakeholder consultation for the estimate of resource requirements and sources for initial and sustained support for MRV and M&R of adaptation activities in AFOLU sector; n. Monthly physical progress report and next month work plan; 		
4	<ul style="list-style-type: none"> a. Organize a stakeholder consultation to draft the report on national ETF compliant report; b. Organize 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; c. Organize a stakeholder consultation to draft the report on preparation of a national ETF compliant MRV protocol; d. Organize a stakeholder consultation to finalize the draft data entry template for national GHG Inventory for AFOLU sector; e. Organize the 1st Capacity building programme for other land use categories; f. Organize a stakeholder consultation to draft the AFOLU ETF data provision guideline g. Organize a stakeholder consultation for the draft report on capacity building needs of AFOLU sector; h. Organize a stakeholder consultation of meta-analysis studies and reviewed relevant research literature to determine provisional Tier 2 estimates in key sub categories; i. Organize a stakeholder consultation for final report on potential data request from internal and external parties interested; j. Organize a meeting of technical working group (Monitoring & Reporting); k. Organize a progress review meeting with the Forest Department for updating forest cover maps and forest reference levels and the Ministry of Agriculture for revalidating of agro-ecological zones; l. Organize the 2nd stakeholder consultation to generate a typology of adaptation processes in AFOLU sectors using expertise in adaptation-related sciences and multi-disciplinary expertise; m. Organize a stakeholder consultation for a draft report on analytical framework to assess adaptation challenges and opportunities in AFOLU sector; n. Organize the 3rd capacity building programme for development of land use policy and regulations to reduce land and environmental degradation; o. Organize a stakeholder consultation to develop the draft Good Practice Guidelines for land use planning; p. Organize a stakeholder consultation to improve the draft of the Measurement Framework. 	16 th week	7%

	<p>q. Organize a stakeholder consultation to draft the report on options for analyses and data visualizations efficiently tailored to stakeholders' needs;</p> <p>r. Organize a stakeholder consultation to improve draft report on pragmatic/practical and cost-efficient options for measurement and data-provision, especially for proxy measures;</p> <p>s. Monthly physical progress report and next month work plan;</p>		
5	<p>a. Organize a stakeholder consultation for the initial skeleton of AFOLU-MRV System;</p> <p>b. Organize a stakeholder workshop for validation of national ETF compliant report,</p> <p>c. Organize a stakeholder consultation to finalize the report on preparation of a national ETF compliant MRV protocol;</p> <p>d. Organize a stakeholder for drafting training materials on MRV system, ETF and GHG Inventory, M&R for AFOLU sector;</p> <p>e. Organize a workshop for a draft report on identified opportunities for inter-sectoral efficiencies and reduce redundancies in measurement and primary data storage;</p> <p>f. Organize a session for stakeholder consultation and expert opinion on compiled AFOLU-MRV best practices in relation with similar practices in other NDC sectors;</p> <p>g. Organize a stakeholder consultation to the final report on of analytical framework to assess adaptation challenges and opportunities in AFOLU sector;</p> <p>h. Organize the 4th capacity building programme for development of land use policy and regulations to reduce land and environmental degradation;</p> <p>i. Organize a session to conduct 1st pilot test of measurement protocols and revised protocols;</p> <p>j. Organize a stakeholder and expert consultation for a need assessment report on training materials, including materials for training of trainers, for QC and associated technologies;</p> <p>k. Organize a stakeholder consultation for draft of the need of develop a dedicated ICT infrastructure;</p> <p>l. Organize a stakeholder consultation to draft 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>m. Organize a validation workshop on the potential data request from internal and external parties interested;</p> <p>n. Organize a stakeholder consultation for the final report on capacity building needs of AFOLU sector;</p> <p>o. Organize a stakeholder consultation to finalize the draft Good Practice Guidelines for land use planning;</p> <p>p. Organize a stakeholder consultation to draft report on pragmatic/practical and cost-efficient options for measurement and data-provision, especially for proxy measures;</p>	20 th week	7%
6	<p>a. Organize a meeting of technical working group (ETF+MRV) to establish Quality Control (QC) protocols for data collection, management and archiving</p>	24 th week	7%

	<ul style="list-style-type: none"> b. Organize a stakeholder consultation for draft report to identify opportunities for inter-sectoral efficiencies and reduce redundancies in measurement and primary data storage; c. Organize an expert opinion to finalize the report on compiled AFOLU-MRV best practices in relation to similar practices in other NDC sectors; d. Organize 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; e. Organize the stakeholder consultation for the 1st draft of AFOLU-MRV Assessment Framework; f. Organize a stakeholder consultation for finalizing training materials on MRV, including materials for training of trainers, for associated technologies and QC protocols; g. Organize a progress review meetings with the Forest Department for updating forest cover maps and forest reference levels and the Ministry of Agriculture for revalidating of agro-ecological zones; h. Organize a stakeholder consultation for the draft knowledge-management plan including knowledge products and demonstration schedule; i. Organize a stakeholder consultation to identify the need of equipment and software to function the MRV ETF system of AFOLU sector; j. Organize a stakeholder consultation for the draft report on metadata parameters and QC measurement protocols for MRV system; k. Draft Agreements/MoUs on continuous ToT programmes with Training Institutions identified; l. Organize a session to conduct 2nd pilot test of measurement protocols and revise protocols as needed; m. Organize a validation workshop for the final data sharing protocol; n. Organize the demonstration of analytical framework to assess adaptation challenges and opportunities in AFOLU sector; o. Organize a stakeholder consultation for final report on the need of dedicated ICT infrastructure; p. Organize a stakeholder consultation to finalize the AFOLU ETF data provision guideline; q. Organize a stakeholder consultation for the draft of data entry templates for ETF-MRV system of AFOLU sector in matching with national GHG Inventory /reporting requirements; r. Organize the 1st feedback session for ETF lessons learned to monitor, capture, scale up, share from AFOLU sector; s. Monthly physical progress report and next month work plan; 		
7	<ul style="list-style-type: none"> a. Finalized Agreements/MoUs on continuous ToT programmes with Training Institutions identified with National Consultant for ETF; b. Organize a capacity building workshop on data templates and data provision guideline of AFOLU sector for data providers; c. Organize the 2nd capacity building programme for agriculture, enteric fermentation, CH₄ emission from rice cultivation, urea application; d. Organize the 2nd 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 	28 th week	7%

	<p>(forest fires), carbon stock change in dead organic matter (DOM), carbon stock change in soil carbon, carbon stock changes in harvested wood products etc.;</p> <p>e. Organize the 2nd Capacity building programme for other land use categories;</p> <p>f. Organize a session to conduct 3rd pilot test of measurement protocols and revised protocols;</p> <p>g. Organize a stakeholder consultation for draft report on QC protocol for collecting, managing, and archiving data;</p> <p>h. Organize the first capacity building programme to CCS and relevant stakeholders to generate data requirement for reporting;</p> <p>i. Organize a progress review meeting with the Forest Department for updating forest cover maps and forest reference levels and the Ministry of Agriculture for revalidating of agro-ecological zones;</p> <p>j. Calling quotations and awarding the job to the selected service providers for printing of training materials with Finance and Procurement Consultant;</p> <p>k. Organize the hands on training of tests of measurement protocols and protocols;</p> <p>l. Organize an awareness programme on the typology of adaptation process;</p> <p>m. Organize the partnership forum for relevant government and non-government organizations to implement the best practices of adaptation related to AFOLU sector;</p> <p>n. Organize an expert opinion session for final report on metadata parameters and QC measurement protocols for MRV system;</p> <p>o. Organize an expert opinion session to Finalize knowledge-management plan including knowledge products and demonstration schedule;</p> <p>p. Organize a demonstration / trial of information systems on climate change adaptation priorities for relevant stakeholders together with the National Adaptation Consultant;</p> <p>q. Organize an expert consultation for training materials for training of trainers and QC and associated technologies;</p> <p>r. Organize a stakeholder consultation for the preliminary design of online ETF-related information portal with mobile uploading capability;</p> <p>s. Monthly physical progress report and next month work plan;</p>		
8	<p>a. Organize a training workshop for ministries and line agencies to improve the technical capacities to familiarize with QC protocols for AFOLU sectors;</p> <p>b. Organize the 2nd capacity building programme to CCS and relevant stakeholders to generate data requirement for reporting;</p> <p>c. Organize a meeting of bi (Monitoring & Reporting);</p> <p>d. Finalization of training materials for training of trainers and QC and associated technologies through stakeholder consultation;</p> <p>e. Organize a stakeholder consultation for Final report to identify opportunities for inter-sectoral efficiencies and reduce redundancies in measurement and primary data storage;</p> <p>f. Organize a progress review meeting with Ministry of Agriculture and Forest Department;</p> <p>g. Organize a stakeholder consultation to finalize report on QC protocol for collecting, managing, and archiving data;</p> <p>h. Organize a stakeholder consultation for finalization of data entry templates for ETF-MRV system;</p>	32 nd week	7%

	<ul style="list-style-type: none"> i. Organize a stakeholder consultation to conduct pilot tests of measurement protocols for mitigation and adaptation priorities; j. Organize a stakeholder consultation for the draft operational manual on ICT system; k. Organize a stakeholder consultation for the 2nd draft of AFOLU-MRV Assessment Framework; l. Organize a stakeholder consultation to improve the draft knowledge products; m. Organize a stakeholder workshop to review draft report on relevant research literature to determine provisional estimates where possible and conduct uncertainty assessments for estimates for key indicators; n. Monthly physical progress report and next month work plan; 		
9	<ul style="list-style-type: none"> a. Organize a stakeholder consultation for the draft of information system on climate change adaptation priorities at national and local levels by development initiatives as a preliminary adaptation safeguards check for development projects; b. Organize a validation workshop for the progress report on the degree of completion in various MRV cycle; c. Organize the 3rd meeting of TWGs of ETF+MRV for the assessment/ mobilization of ICT infrastructure; d. Stakeholder consultation to draft the report of a peer-reviewed AFOLU sector ETF-compliant MRV document concurrently with National Communications; e. Organize a session to demonstrate 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; f. Organize stakeholder consultation to finalize the operational manual on ICT system; g. Organize a stakeholder consultation to finalize the Measurement Framework; h. Organize a demonstration for ICT Infrastructure; i. Organize the 3rd capacity building programme to CCS and relevant stakeholders to generate data requirement for reporting; j. Organize a stakeholder consultation to draft of National ETF compliant MRV Monitoring and Reporting Roadmap; k. Monthly physical progress report and next month work plan; 	36 th week	5%
10	<ul style="list-style-type: none"> a. Organize the 1st testing the trial version of online ETF-related information portal with mobile uploading capability; b. Organize a stakeholder consultation for proposed initiatives as a preliminary adaptation safeguards check for development projects in line with the MRV system; c. Organize a workshop for preliminary validation of proxy measures together with selected academia and research institutes; d. Organize the 1st training programme on capacity and technology upgrade in relevant institutions to strengthen M&R for adaptation priorities identified in the NDC for the AFOLU sectors; e. Organize the 1st hands on training on ICT system; f. Organize 2nd training programme on capacity and technology upgrade in relevant institutions to strengthen M&R for adaptation priorities identified in the NDC for the AFOLU sectors; g. Organize the 4th capacity building programme to CCS and relevant stakeholders to generate data requirement for reporting; 	40 th week	7%

	<ul style="list-style-type: none"> h. Organize a progress review meeting with the Forest Department for updating forest cover maps and forest reference levels and the Ministry of Agriculture for revalidating of agro-ecological zones; i. Organize 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; j. Organize a stakeholder consultation to finalize the National ETF compliant MRV Monitoring and Reporting Roadmap; k. Organize the 3rd Capacity building programme for agriculture, enteric fermentation, CH₄ emission from rice cultivation, urea application; l. Organize the 3rd capacity building programme for forest sector, above below ground mass, forest fires; m. Organize the 3rd capacity building programme for other land use categories; n. Organize a meeting of technical working group (Institutional Arrangement); o. Organize the demonstration of the Measurement Framework in consultation with National Consultant for Adaptation; p. Monthly physical progress report and next month work plan; 		
11	<ul style="list-style-type: none"> a. Organize a stakeholder consultation for draft report generated through the established AFOLU data sharing process that proof the system is functioned very effectively and efficiently; b. Organize the 1st training of relevant stakeholders including training of trainers, to enable measurements in line with data-provision guidelines together with national consultants for mitigation and MRV; c. Organize a meeting of technical working group (Monitoring & Reporting); d. Organize the 5th capacity building programme to CCS and relevant stakeholders to generate data requirement for reporting; e. Organize the 1st training for relevant stakeholders including training of trainers, to enable measurements in line with data-provision guidelines; f. Organize a stakeholder consultation to draft report on the established AFOLU data sharing process; g. Organize the 3rd training programme on capacity and technology upgrade in relevant institutions to strengthen M&R for adaptation priorities identified in the NDC for the AFOLU sector; h. Organize a workshop for validating and piloting relevant measures of adaptation priorities; i. Organize the 1st hands on training on the online ETF-related information portal; j. Organize the 1st hands on training of the Measurement Framework; k. Organize a stakeholder consultation for a draft of operational manual for the effective implementation of MRV system for AFOLU sector; l. Monthly physical progress report and next month work plan; 	44 th week	5%
12	<ul style="list-style-type: none"> a. Organize the 2nd testing the trial version of online ETF-related information portal with mobile uploading capability; b. A training of relevant stakeholders including training of trainers on MRV, QC Protocol with national consultant mitigation and adaptation; 	48 th week	7%

	<ul style="list-style-type: none"> c. Organize the 4th meeting of TWGs of ETF+MRV for use of an efficient technological and operational approach, equipment and software needs for MRV ETF system; d. Organize the stakeholder consultation to finalize the report of a peer-reviewed AFOLU sector ETF-compliant MRV document concurrently with National Communications; e. Organize the stakeholder consultation to launch AFOLU ETF data provision guidelines; f. Organize a workshop to conduct the 1st ToT training programmes on QC and associated technologies; g. Organize the 4th training programme on capacity and technology upgrade in relevant institutions to strengthen M&R for adaptation priorities identified in the NDC for the AFOLU sector; h. Organize 2nd hands on training on the online ETF-related information portal; i. Organize the 2nd training for relevant stakeholders including training of trainers, to enable measurements in line with data-provision guidelines; j. Organize the progress review meeting with the Forest Department for updating forest cover maps and forest reference levels and the Ministry of Agriculture for revalidating of agro-ecological zones; k. Organize a stakeholder consultation on national ETF compliant MRV Protocol, National ETF compliant MRV Monitoring and Reporting Roadmap and manual/publication of national ETF compliant MRV Protocol; l. Organize the 6th capacity building programme to CCS and relevant stakeholders to generate data requirement for reporting; m. Organize the 1st ToT training programme on QC and associated technologies; n. Organize the 2nd feedback session for ETF lessons learned to monitor, capture, scale up, share from AFOLU sector bi-annual feedback session for ETF lessons learned to monitor, capture, scale up, share from AFOLU sector o. Organize a stakeholder consultation to finalize the established AFOLU data sharing process; p. Organize a stakeholder consultation for the report on estimates of uncertainty assessment conducted for relevant measures of adaptation priorities identified in NDCs of AFOLU sector for decision-making with a sense of the degree of precision the estimates afford for pragmatic decisions; q. Organize a stakeholder consultation to Finalize the draft annual project implementation review for the period of 01 July 2023 to 30 June 2024; r. Monthly physical progress report and next month work plan; 		
13	<ul style="list-style-type: none"> a. Organize the 7th capacity building programme to CCS and relevant stakeholders to generate data requirement for reporting; b. Organize the 2nd hands on training on ICT system; c. Organize the 4th capacity building programme for agriculture, enteric fermentation, CH4 emission from rice cultivation, urea application; d. Organize the 4th capacity building programme for forest sector, above below ground mass, forest fires; e. Organize the 4th capacity building programme for other land use categories; 	52 nd week	5%

	<ul style="list-style-type: none"> f. Organize the 3rd hands on training on the online ETF-related information portal; g. Organize the 5th training programme on capacity and technology upgrade in relevant institutions to strengthen M&R for adaptation priorities identified in the NDC for the AFOLU sector; h. Organize a stakeholder consultation to finalize operational manual for the effective implementation of MRV system for AFOLU sector; i. Organize the 1st awareness workshop as per the knowledge-management plan; j. Organize the pilot test of the Measurement Framework for relevant stakeholders; k. A meeting of technical working group (Institutional Arrangement); l. Monthly physical progress report and next month work plan; 		
14	<ul style="list-style-type: none"> a. Organize a stakeholder consultation to finalize the compendium to share knowledge on lessons learned from public and private sector operations and emerging best practices in M&R of adaptation activities in AFOLU sector; b. Organize the 2nd awareness workshop as per the knowledge-management plan; c. Organize the 2nd hands on training of the Measurement Framework; d. Organize a meeting of technical working group (Monitoring & Reporting); e. Organize the final progress review meetings with the Forest Department for updating forest cover maps and forest reference levels and the Ministry of Agriculture for revalidating of agro-ecological zones; f. Organize a forum to facilitate the dissemination and broader use of the project's best practices and lessons learned; g. Monthly physical progress report and next month work plan; 	56 th week	5%
15	<ul style="list-style-type: none"> a. Organize a workshop to conduct the 2nd ToT training programme on QC and associated technologies; b. Organize the 5th meeting of TWGs of ETF+MRV for the assessment/ mobilization of ICT infrastructure; c. Organize a stakeholder consultation for the peer -reviewed report of AFOLU sector ETF-compliant MRV document concurrently with National Communications; d. Organize the 2nd training of relevant stakeholders including training of trainers, to enable measurements in line with data-provision guidelines together with national consultants for mitigation and MRV; e. Organize a stakeholder consultation for the validation of country specific emission factors together with National Consultant Mitigation through stakeholder consultation; f. Organize a stakeholder consultation for validation of the GHG inventory for the AFOLU sector prepared through online ETF-related information portal with mobile uploading capability; g. Monthly physical progress report and next month work plan; 	60 th week	5%
16	<ul style="list-style-type: none"> a. Organize a stakeholder consultation for a validated report of GHG Inventory and M&R adaptation activities consolidated into the ETF-MRV Framework of AFOLU sector; 	64 th week	5%

	<ul style="list-style-type: none"> b. Organize a stakeholder consultation to validate final report of the peer-reviewed AFOLU sector ETF-compliant MRV document concurrently with National Communications; c. Organize the 5th capacity building programme for agriculture, enteric fermentation, CH₄ emission from rice cultivation, urea application; d. Organize the 5th Capacity building programme for forest sector, above below ground mass, forest fires; e. Organize the 5th Capacity building programme for other land use categories; f. Organize a stakeholder consultation for validation of proxy measures for M&R of adaptation actions through relevant stakeholders and experts opinions; g. Organize the 6th training programme on capacity and technology upgrade in relevant institutions to strengthen M&R for adaptation priorities identified in the NDC for the AFOLU sector; h. Organize an event to share and up-scale relevant AFOLU MRV best practices and lessons learned with the CBIT Global Projects; i. Organize an event on knowledge-management for relevant stakeholders and media; j. Organize a meeting of technical working group (Institutional Arrangement); k. Monthly physical progress report and next month work plan; 		
17	<ul style="list-style-type: none"> a. Organize an event to launch and publish the report of a peer-reviewed AFOLU sector ETF-compliant MRV document; b. Organize a stakeholder consultation for validating pilot studies of proxy measures including updating frequency for proxy measures together with service provider; c. The 7th training programme on capacity and technology upgrade in relevant institutions to strengthen M&R for adaptation priorities identified in the NDC for the AFOLU sector; d. Organize a meeting of technical working group (Monitoring & Reporting); e. Organize the 6th meeting of TWGs of ETF+MRV for the assessment/ mobilization of ICT infrastructure; f. Organize a forum for dissemination and broader use of the project's best practices and lessons learned in collaboration with other consultants; g. Organize the 3rd feedback session for ETF lessons learned to monitor, capture, scale up, share from AFOLU sector; h. Organize a stakeholder consultation for a capacity building and conferencing platform for transparency improving modifications of MRV across sectors; i. Organize a workshop to conduct the 3rd ToT training programme on QC and associated technologies; j. Monthly physical progress report; k. Project Closer Report; l. Final Project Inventory including all deliverables and files; 	68 th week	6%

* weeks from the Agreement signed

11. Payment Terms

Project Administrator will be paid as per the deliverable identified in the TOR in the above section 9 in accordance with the duly completion of set deliverables after reviewing and approving by the respective Ministerial 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.

12. The Agreement

An Agreement will be signed between the Project Administrator and the Secretary of Ministry of Environment for the implementation of project activities in this TOR.