



Ministry of Environment

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

**Request for Proposal for
Selection of IT Consultant for
Measurement, Reporting and Verification**

March - 2025

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Letter of Invitation

Date 14-03- 2025

Dear Sir/Madam,

Selection of IT Consultant for MRV (Measurement, Reporting and Verification) for the Project of Enhanced Transparency Framework for Agriculture, Forestry and Other Land Use Sector (ETF for AFOLU sector)

1. Ministry of Environment 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)
4. Clarifications may be requested within the 05 days of the date of publishing the paper notice. Answers on clarifications and any amendments will be uploaded to the web sites of www.climatechange.lk and www.env.gov.lk on 20th March, 2025.
5. 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 p m on 28th March, 2025. The name of the post should be indicated in the upper left corner of the envelope.
6. Late submissions will not be accepted.

Thank You,

**Secretary
Ministry of Environment**

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: IT Consultant for Measuring, Reporting & Verification
3	Working Place : Ministry of Environment (Office based)
4	<p>The client's representative: Director (Climate Change),</p> <p>Address: Climate Change Secretariat, Ministry of Environment, "Sobadam Piyasa", No.416/C/1, Robert Gunawardana Mawatha, Battaramulla.</p> <p>Telephone No. 0112034192 Fax No: 0112879978</p> <p>Email: leelr2001@yahoo.com, dircc@env.gov.lk</p>
5	<p>The client will provide the following inputs and facilities:</p> <p>a) Facilitate to coordinate with relevant institutions and stakeholders (signing letters, official communication etc.)</p> <p>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.</p>
6	Proposal must remain valid for 60 days
7	<p>Clarifications may be requested within the 05 days of the date of publishing the paper notice. Answers on clarifications and any amendments will be uploaded to the web sites of www.climatechange.lk and www.env.gov.lk on 20th March, 2025.</p> <p>Contact details for requesting clarifications is:</p> <p>Director, Climate Change Secretariat, Ministry of Environment, "Sobadam Piasa" No.416/C/1, Robert Gunawardana Mawatha, Battaramulla.</p> <p>Tel. No: 0112034192</p> <p>Facsimile :0112879978</p> <p>Email:leelr2001@yahoo.com, dircc@env.gov.lk</p>

8.	Consultant must submit the original completed documents in English language with a copy in a sealed envelope. The copy of the amendment/addendum to the Request for Proposal published by the Ministry of Environment also attached to the proposal as a proof of seen and consider it when preparing the proposal.																								
9	<p>The proposal submission:</p> <p>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 28th March, 2025. The name of the post applying should be indicated on the top left corner of the Envelop.</p> <p>Late submission will be rejected.</p>																								
10	<p>The criteria, sub-criteria and point system for the evaluation of proposals are: (Documentary evidence are required)</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; width: 20%;"><u>Points</u></th> </tr> </thead> <tbody> <tr> <td>A. Qualifications and working experience</td> <td style="text-align: right;">50</td> </tr> <tr> <td> i). Educational and professional qualifications (20)</td> <td></td> </tr> <tr> <td> ii). Experience in relevant fields (20)</td> <td></td> </tr> <tr> <td> iii). Project management experience (05)</td> <td></td> </tr> <tr> <td> iv). Language skills (05)</td> <td></td> </tr> <tr> <td>B. Methodological approach</td> <td style="text-align: right;">35</td> </tr> <tr> <td> i). The ways and means of developing a national institutional and legal framework for establishment of AFOLU-MRV system (12 Marks)</td> <td></td> </tr> <tr> <td> ii). The major determinants for establishing an AFOLU sector online ETF related information portal (11 Marks)</td> <td></td> </tr> <tr> <td> iii). Opinions on a MRV system to be functioned continuously and its sustainability (12 Marks)</td> <td></td> </tr> <tr> <td>C. Interview</td> <td style="text-align: right;">15</td> </tr> <tr> <td> Total</td> <td style="text-align: right;"><u>100</u></td> </tr> </tbody> </table> <p>The minimum technical score required to pass is 70 points.</p>		<u>Points</u>	A. Qualifications and working experience	50	i). Educational and professional qualifications (20)		ii). Experience in relevant fields (20)		iii). Project management experience (05)		iv). Language skills (05)		B. Methodological approach	35	i). The ways and means of developing a national institutional and legal framework for establishment of AFOLU-MRV system (12 Marks)		ii). The major determinants for establishing an AFOLU sector online ETF related information portal (11 Marks)		iii). Opinions on a MRV system to be functioned continuously and its sustainability (12 Marks)		C. Interview	15	Total	<u>100</u>
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11	Expected date for commencement of consulting service: Date of signing the contract Agreement																								

Section 2

Conditions of the Contract

No	Conditions
1	The Effectiveness of the contract will be the date of 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 as set forth in the agreement.
5	<p>Disputes shall be settled by arbitration in accordance with the following provisions.</p> <ol style="list-style-type: none"><li data-bbox="373 1070 1501 1317">1. Selection of Arbitrators: Each dispute submitted by a party to arbitration shall be heard by a sole arbitrator: The parties may agree to appoint a sole arbitrator or if failing agreement on the identity of a such sole arbitrator within 30 days after receipt by the other party of the proposal of a name for such an appointment by the party who initiated the proceeding, either party may apply to high court of Sri Lanka to nominate the arbitrator for the matter in dispute.<li data-bbox="373 1361 1501 1440">2. Substitute Arbitrators: If for any reason an arbitrator is unable to perform his function, a substitute shall be appointed in the same manner as the original arbitrator.<li data-bbox="373 1485 1501 1608">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 3

Proposal Submission Formats

1. Proposals Submission Form.

(insert name & address of the Consultant)

.....

.....03-2025

Secretary
Ministry of Environment
“Sobadam Piyasa”, No.416/C/1
Robert Gunawardana Mawatha, Battaramulla
Sri Lanka

Recruitment of IT Consultant Measuring, Reporting & Verification

I hereby declare that:

1. I, the undersigned, express my interest to provide the above consulting service in accordance with the Instructions to consultant, Terms of Reference and the Budget.
2. All the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to my disqualification.
3. I understand Ministry of Environment Sri Lanka is not bound to accept any Proposal receive.

Thank You,

.....

Signature of the Consultant Date:

2. 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

3. Technical Proposal

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

- i). How do you explain the ways and means of developing a national institutional and legal framework for establishment of AFOLU-MRV system? (Max. 300 words)
- ii). What are the major determinants for establishing an AFOLU sector online ETF-related information portal? (Max. 300 words)
- iii). What are your opinions for a MRV system to be functioned continuously and its sustainability? (Max. 300 words)

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

Section - 4

Terms of Reference (TOR)

IT Consultant for Measurement, Reporting and Verification (MRV) for the project of Enhanced Transparency Framework for Agriculture, Forestry and Other Land Use Sector Ministry of Environment

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 the Food and Agricultural Organization (FAO) in Sri Lanka under the financial support of the Global Environment Facility. This project aims to assist the continuity of UNFCCC reporting process and strengthen Sri Lanka's MRV system in the AFOLU sector in order to fulfil Sri Lanka's climate transparency commitments and improve the level of climate-related decision-making at all levels.

At present, Measurement, Reporting and Verification system with mobile application for AFOLU Sector is being developed under this project implemented by Climate Change Secretariat of the Ministry of Environment.

2. Objectives of the Service of Consultant

- a) To review the current Measurement, Reporting and Verification system for ETF of AFOLU sector which is being developed by the AFOLU Project and provide technical inputs required to improve the system
- b) To coordinate and strengthen the institutional arrangements to provide data and information through AFOLU MRV System with mobile application
- c) To strengthen the capacity of data providers to collect, assess, verify and report the emissions and removals of AFOLU sector
- d) To strengthen the capacity of relevant stakeholders to track, monitor and report adaptation activities in AFOLU sector
- e) To strengthen and monitor the M & R section of the AFOLU MRV System which is being developed by AFOLU Project
- f) To identify all resources required for collection, management, sharing and achieving data to the AFOLU MRV System

3. Scope of the Service of Consultant

IT Consultant for MRV will be hired on contact basis fulltime until 31st December 2025. The IT Consultant for MRV will be stationed in the Climate Change Secretariat (CCS) under the Ministry of Environment and is responsible for roles and responsibilities in the Section 4. The IT Consultant for MRV has to facilitate the International Consultant for MRV to implement the activities assigned him or her. The IT Consultant for MRV reports to the National Consultant for ETF and the Director (Climate Change)/Project Director (PD), and works in close collaboration with project team.

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

4. Roles and Responsibilities

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

5. Qualification and Working Experience

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

Or

i. A bachelor degree in Climate Change/Environment Science/GIS & Remote Sensing/ Geo-informatics / Agriculture/Natural Resources Management or related field, with post graduate qualification in IT/ computer science/software engineering/electronic/network engineering;

And

ii. Professional experience in Project Management or Business Analysis in an IT driven environment (Minimum 05 year experience);

iii. Experience in designing, specifying and deploying Information Systems and hardware;

Additional Qualifications

iv. Knowledge and experience on Greenhouse Gas Inventory preparation and MRV system development;

v. Working experience in environment related projects or climate change related fields;

vi. Experience in working with government structure at national level and wider stakeholders;

6. Other requirement

- i Excellent communication (written and oral) skills in English;
- ii Self-motivated and ability to work under tight deadlines;
- iii Team-oriented, possesses a positive attitude and works well with wider stakeholders;
- iv Ability in problems solving and conflict resolution;
- v Ability to work towards specific goals and objectives;
- vi Age should be below 64 years.

7. Timeframe of the Service of Consultant

This consultant should complete below deliverables in the Section 9 within the project period and begins immediately after signing of the contract agreement until 31st December of 2025.

8. Allocated Budget: Rs. 2,550,000.00

9. Deliverables and payment schedule

No	Deliverable	Time*	Payment
1	a. Signing the agreement and submission of the work plan of the Consultant; b. Identification of all resource requirements and sources including hardware and software to run the AFOLU MRV system and a report prepared together with National Consultant for ETF; c. A progress review meeting on AFOLU MRV System with IT service provider and it report; d. Asist to National Consultant for ETF to obtain the consent for data sharing agreements and resource requirements with the heads of data providing institutions; e. A meeting of TWG to strengthen institutional arrangement for data collection, management and data archiving with National Consultant for ETF;	04 th week	11%

No	Deliverable	Time*	Payment
	<ul style="list-style-type: none"> f. Improve QC protocols for data collection, management and data archiving through stakeholder consultation and its report; g. The 1st Testing the trial version of AFOLU MRV System together with all stakeholders, National Consultant for ETF and International Consultant and its report; h. An initial meeting to organize the AFOLU Symposium and Global Best Practices Sharing Workshop with all consultants and relevant officials; i. Provide a final review and proof reading for the knowledge management products and training materials j. A preliminary draft of operational manual on AFOLU MRV System in consultation with IT Service provider; k. Review and provide suggestions for the 2nd deliverable of AFOLU MRV System developed by the IT service provider together with NC-ETF; l. A review report on the draft data sharing protocol; m. Monthly physical progress report; n. Next month work plan of the Consultant; 		
2	<ul style="list-style-type: none"> a. Evaluate EOIs received and recommend qualified candidate for developing AFOLU-MRV Assessment Framework together with NC-ETF and Finance & Procurement Consultant; b. Make necessary arrangement to sign the Agreement with qualified bidder for developing AFOLU-MRV Assessment Framework; c. Improve the draft data sharing protocol developed by the project through stakeholder consultation together with NC-ETF; d. The 2nd testing the trial version of AFOLU MRV System together with all stakeholders, National Consultant for ETF and International Consultant for MRV; e. A review report to improve the draft AFOLU sector ETF-Compliant MRV document concurrently with TNC and BTR1; f. Participate and collaborate at the 5th Project Steering Committee (PSC) and follow up the decision taken; g. Provide technical inputs for calling quotation for all resource requirements and sources including hardware and software for the sustainability of the AFOLU MRV system together all consultants; h. Make an arrangement for signing of data sharing agreements with relevant stakeholders and its progress report; i. Review and provide technical inputs for the training manual developed on AFOLU MRV System by IT Service provider; j. An improved draft report on data sharing protocol; k. Draft document of National ETF Compliant MRV Protocols*; l. Review and provide inputs for the Narrative Report of LOA3; 	08 th week	11%

No	Deliverable	Time*	Payment
	<ul style="list-style-type: none"> m. A meeting to organize the AFOLU Symposium and Global Best Practices Sharing Workshop with all consultants; n. Participate and collaborate to the signatory event for signing of data sharing MoU with relevant stakeholders and its progress report; o. Review and comment the 1st deliverables of additional projects implemented by the stakeholder institutions; p. Next month work plan; q. Monthly physical progress of the Consultant; 		
3	<ul style="list-style-type: none"> a. Evaluate and provide comments for the 1st draft of AFOLU-MRV Assessment Framework together with National Consultant for ETF; b. Update the National ETF Compliant MRV Protocols together with National Consultant for ETF through stakeholder consultation; c. Draft operational manual on AFOLU MRV System through a stakeholder consultation and experts' opinion; d. Provide technical inputs to prepare the 1st monitoring report of AFOLU Project; e. The progress report on the degree of completion in various MRV cycle; f. A training workshop for data providers to improve the technical capacities to familiarize with measurement, QC, data sharing, MRV protocols for AFOLU sector; g. A meeting of TWG with National Consultant for ETF to finalize Quality Control (QC) protocols for data collection, management and archiving; h. Stakeholder consultation for validation of the GHG inventory prepared through AFOLU MRV System with mobile uploading capability with National Consultant for ETF; i. The improved draft of AFOLU sector ETF-Compliant MRV document concurrently with TNC and BTR1; j. A meeting to organize the AFOLU Symposium and Global Best Practices Sharing Workshop with all consultants; k. Review and provide comments for the 3rd deliverable of AFOLU MRV System developed by the IT service provider; l. A meeting with FAO, MOE and project consultants on the event to share and up-scale relevant AFOLU-MRV best practices and lessons learned with the CBIT Global Projects; m. Review and comment the 2nd deliverables of additional projects implemented by the stakeholder institutions; n. Monthly physical progress Report; o. Next month work plan of the Consultant; 	12 th week	12%
4	<ul style="list-style-type: none"> a. Finalized National ETF Compliant MRV Protocols through stakeholder consultation and experts' opinion together with National Consultant for ETF; b. A report to National Consultant for ETF on the required estimates of resources requirements including hardware and software necessary for AFOLU MRV System; 	16 th week	11%

No	Deliverable	Time*	Payment
	<ul style="list-style-type: none"> c. A report of pilot tests of measurement protocols and revised protocols; d. Stakeholder consultation to review the 2nd draft of AFOLU-MRV Assessment Framework with National Consultant for ETF and its report; e. A meeting to organize the AFOLU Symposium and Global Best Practices Sharing Workshop with all consultants; f. Review and provide inputs for the Narrative Report of LOA4; g. Monthly physical progress Report; h. Next month work plan of the consultant; 		
5	<ul style="list-style-type: none"> a. Validated final report of the peer-reviewed AFOLU sector ETF-compliant MRV document concurrently with TNC and BTRs through a stakeholder consultation; b. Sharing best practices and lesson learnt for up scaling AFOLU-MRV Systems at the event to share experiences of implementing Global CBIT Projects; c. Validation of National ETF Compliant MRV Protocols, and National ETF Compliant MRV Monitoring & Reporting Roadmap through stakeholder consultation and published the National ETF Compliant MRV Protocols with National Consultant for ETF; d. A meeting to organize the AFOLU Symposium and Global Best Practices Sharing Workshop with all consultants; e. Stakeholder consultation for the 3rd draft of AFOLU-MRV Assessment Framework; f. A demonstration of AFOLU MRV System for parallel updating by stakeholders with appropriate security clearance; g. finalized operational manual on AFOLU MRV System through a stakeholder consultation and experts' opinion; h. A preliminary report on the established AFOLU data sharing processes that proof the AFOLU MRV system is functioned very effectively and efficiently; i. Monthly physical progress Report; j. Review and comment the 3rd deliverables of additional projects implemented by the stakeholder institutions; k. Next month work plan of the Consultant; 	20 th week	11%
6	<ul style="list-style-type: none"> a. Evaluate and provide comments for the final draft of AFOLU-MRV Assessment Framework; b. A report on compiled AFOLU-MRV best practices with relation to similar practices in other NDC sectors through expert opinion together with National Consultant for ETF; c. Review and provide inputs for Narrative Report of LOA4; d. A draft report on the established AFOLU MRV System that proof the system is functioned very effectively and efficiently through stakeholder consultation; e. The 1st testing report of AFOLU MRV System generated through AFOLU-MRV Assessment Framework; f. Validation of the AFOLU-MRV Assessment Framework through stakeholder consultation in collaboration with National Consultant for ETF; 	24 th week	11%

No	Deliverable	Time*	Payment
	<ul style="list-style-type: none"> g. A meeting to organize the AFOLU Symposium and Global Best Practices Sharing Workshop together with National Consultant for ETF; h. Monthly physical progress report; i. Next month work plan of the Consultant; 		
7	<ul style="list-style-type: none"> a. Provide technical inputs for the 2nd Monitoring Report of AFOLU MRV System; b. Final report on the established AFOLU MRV System that proof the system is functioned very effectively and efficiently through stakeholder consultation; c. Launching of major deliverables/outputs related to AFOLU MRV System produced by the project together with National Consultant for ETF; d. Final validated progress report on the degree of completion in various MRV cycle with National Consultant for ETF; e. Launch and publish the report of a peer-reviewed AFOLU sector ETF-compliant MRV document concurrently with TNC and BTR1 together with National Consultant for ETF; f. Draft report on the established AFOLU data sharing processes that proof the AFOLU MRV system is functioned very effectively and efficiently through stakeholder consultation together with National Consultant for ETF; g. Monthly physical progress report; h. Next month work plan of the consultant; 	28 th week	11%
8	<ul style="list-style-type: none"> a. A test run of the AFOLU MRV System and optimum operationalization to be ensured together with all consultants and CCS officials; b. A hands on training on AFOLU MRV System for the data providers to the system; c. A TOT programme for trainers of AFOLU Sector related training institutions on climate change & its impacts, GHG Inventory preparation, MRV cycles and vulnerability assessment; d. A feedback session after operationalized the AFOLU-MRV System together with all the data entry and verification authorities; e. A demonstration on safeguard check list of climate change adaptation with development of projects prepared by this project; f. Validated pilot studies of proxy measures and frequency for proxy measures together with National Consultant for ETF through stakeholder consultation; g. Final report on the established AFOLU data sharing processes that proof the AFOLU MRV system is functioned very effectively and efficiently through stakeholder consultation together National Consultant for ETF; h. A report on the feedback session; i. Monthly physical progress report; j. Next month work plan of the Consultant; 	32 nd week	11%
9	<ul style="list-style-type: none"> a. A training for relevant stakeholders on MRV and MRV related protocols developed by the project, data provision guidelines, GHG Inventory preparation and MRV cycles; 	36 th week	11%

No	Deliverable	Time*	Payment
	<ul style="list-style-type: none"> b. The final test of measurement protocols on GHG Inventory and M&R of adaptation together with stakeholders and National Consultant for ETF; c. A monitoring report of results-based outputs of the AFOLU MRV System and measures to resolve outstanding operational issues including constrains and challenges prevailing; d. A validated report of GHG Inventory and M&R adaptation activities consolidated into the AFOLU MRV System through a stakeholder Consultation; e. Monitor and supervise the Project closure and its report; f. Project termination reports; g. Review and provide inputs for Annual Performance Report of the project; h. Review and provide inputs for Annual Performance Report of the project; i. Review and provide inputs for the Narrative Report of LOA5; j. Any other report/document required to submit to the MOE and FAO; k. Monthly physical progress of the Consultant; 		

*weeks from signature of the Agreement

*QC Protocol, Measurement Protocol, MRV Protocol and Data Sharing Protocol

10. Payment Terms

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

Relevant Government tax policy will be applied.

10% from each payment will retain as an assurance to obtain the service of the consultant until end of the project period. The retained amounts will be paid with the payment for final deliverable of the consultant. If the consultant terminates the service before the contract period, the retained amounts will not be released.

Attendance of the month will be considered and the payment will be deducted accordingly.

11. The Agreement

An Agreement will be signed between the IT Consultant for MRV and the Secretary, Ministry of Environment on the contract for before commencing the implementation of project.