



Ministry of Environment

**The project on
Enhanced Transparency Framework (ETF)
for Agriculture, Forest and Other Land Use
(AFOLU) Sector**

Request for Proposal

for

**Selection of National Consultant for
Enhanced Transparency Framework**

March -2025

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Letter of Invitation

Date: 14-03-2025

Dear Sir/Madam,

Selection of National Consultant Enhanced Transparency Framework 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.

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: National Consultant for Enhanced Transparency Framework
3	Working site: 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 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 piyasa" No.416/C/1, Robert Gunawardana Mawatha, Battaramulla.</p> <p>Tel. No: 0112034192 Facsimile :0112879978 Email:leelr2001@yahoo.com, dircc@env.gov.lk</p>

8	<p>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.</p>																								
9	<p>The proposal submission: 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 envelope.</p> <p>Late submissions 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 ETF Compliant MRV Protocol for AFOLU Sector (12 Marks)</td> <td></td> </tr> <tr> <td> ii). As the National Consultant for ETF, how the stakeholder coordination mapping for AFOLU sector (11 Marks)</td> <td></td> </tr> <tr> <td> iii). National Consultant for ETF as the team leader of this project, how the other consultants and works are coordinated to achieve the ultimate outputs of the project (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 ETF Compliant MRV Protocol for AFOLU Sector (12 Marks)		ii). As the National Consultant for ETF, how the stakeholder coordination mapping for AFOLU sector (11 Marks)		iii). National Consultant for ETF as the team leader of this project, how the other consultants and works are coordinated to achieve the ultimate outputs of the project (12 Marks)		 C. Interview	 15	Total	<u>100</u>
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11	<p>Expected date for commencement of consulting service: The date of signing the contract Agreement</p>																								

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="384 1003 1489 1090">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="384 1395 1489 1518">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="384 1574 1489 1697">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 National Consultant Enhanced Transparency Framework

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 ETF Compliant MRV Protocol for Agriculture, Forest and Other Land Use sector?
(Max. 300 words)
- ii) As the National Consultant for ETF, how the stakeholder coordination mapping for AFOLU sector will be conducted?(Max. 300 words)
- iii). As the team leader of this project, how do you coordinate the other consultants and works to achieve the ultimate outputs of the project?(Max. 300 words)

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

Terms of Reference (TOR)

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

1. Background

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

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

Article 13 of the Paris Agreement describes an Enhanced Transparency Framework (ETF) for Measurement, Reporting and Verification (MRV) to be developed by each party. Modalities, Procedures and Guidelines (MPGs) for the ETF have been adopted 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) To implement the action plan of the project together with the project team
- b) To ensure the physical and financial progress of the project timely
- c) To strengthen the institutional arrangements to provide data and information through AFOLU MRV System with mobile application
- d) To strengthen and monitoring the Measurement, Reporting and Verification system for ETF of AFOLU sector
- e) To strengthen the capacity of relevant stakeholders to assess, monitor and report the emissions and removals of AFOLU sector
- f) To strengthen the capacity of relevant stakeholders to assess, monitor and report adaptation activities in AFOLU sector
- g) To implement potential emission reduction and adaptation activities in AFOLU sector
- h) To strengthen and monitor the M & R section of the AFOLU MRV System which is being developed by AFOLU Project
- i) To provide the leadership and guidance for the project team to implement their respective responsibilities

3. Scope of the Service of the Consultant

The National Consultant for ETF is hired on contract basis fulltime until 31st December 2025. The National Consultant for ETF will be stationed in the Climate Change Secretariat (CCS) under the Ministry of Environment and will be responsible for implementation of project activities, overall coordination of project execution and daily operations. The National Consultant for ETF shall report to the Secretary of the MoE and FAO Country Representative through Additional Secretary (Environment Development) of the Ministry of Environment and works in close collaboration with the Director (Climate Change)/Project Director (PD). National Consultant for ETF is responsible for day-to-day management, administration, co-ordination and supervision of project activities and other consultancy services. Further, National Consultant for ETF will have to bear the responsibility of implementing the guidance provided by the Project Steering Committee (PSC).

The National Consultant for ETF should provide a leadership for the implementation of project activities together with the project team.

4. Roles and Responsibilities

- i. Overall management and administration of the project including office facilities and services, and achieving the set targets timely and efficiently with proper delegation of responsibilities among the project team;
- ii. Conduct workshops, prepare workshop reports and a detailed project work plan for the project in consultation with other consultants and relevant stakeholders;
- iii. Implement and supervise the project work plan in consistence with the project document and the approval of Project Steering Committee (PSC) and ensure the timely implementation of the project work plan;
- iv. Coordinate the works of national/international consultants and other relevant stakeholders in order to come up with quality outputs;
- v. Provide necessary guidance and administrative support to national and international consultants in the execution of expected deliverables as appropriately;
- vi. Review and recommend the deliverables produced by the consultants and respective service contractors;
- vii. Update the stakeholder coordination mapping for AFOLU sector;
- viii. Update the dedicated ICT infrastructure for parallel updating by stakeholder and partner institutions with appropriate security clearances and necessary authorization;
- ix. Review and recommend the deliverables associated with AFOLU MRV system;
- x. Review and recommend the deliverables associated with AFOLU MRV Assessment Framework;
- xi. Liaise directly with relevant officials of Ministry of Environment, other ministries and government organizations, private sector and NGOs in order to ensure the national involvement in project activities as well as facilitate the gathering of information required for analysis and assessments;
- xii. Convene the Project Steering Committee (PSC) quarterly, Technical Working Group monthly and preparing minutes/reports and follow up actions on decisions taken;
- xiii. Ensure the preparation and signing the agreements with designated implementing agencies and responsible parties including consultants / experts / service providers timely;
- xiv. Ensure the completion of deliverables of all agreements signed with designated implementing agencies and responsible parties including consultants / experts / service providers timely;
- xv. Act as the principal representative of the project during project review meetings and evaluations and ensure the relevant reports are timely produced;
- xvi. Undertake oversight missions to monitor the results-based budget and resolve outstanding operational issues relating to administration, procurement and consultancies, as appropriately;
- xvii. Ensure the timely mobilization and utilization of project resources, personnel, subcontracts, trainings and equipment in relation to the AFOLU-MRV system;
- xviii. Assist in mobilizing additional resources to ensure the MRV system is efficiently and effectively functioned;
- xix. Table the constrains and challenges of implementing the project to the PD/PSC for appropriate actions, as required;
- xx. Provide a leadership and assist for the development of AFOLU sector MRV system;
- xxi. Support the preparation of Project Implementing Reports (PIRs), joint supervision missions, final evaluation and terminal report and get them timely prepared;
- xxii. Serve as the convener of PSC and report the financial and physical progress, and ensure timely circulate minutes of the PSC;
- xxiii. Conduct necessary meetings and workshops with the relevant stakeholders in order for ensuring project outputs will be derived efficiently and timely;
- xxiv. Undertake and manage the necessary due diligence, risk analysis and mitigation in the structuring and implementation of project activities
- xxv. Identify necessary follow-up activities to ensure synergies between project activities and other ongoing initiatives in the AFOLU sector;
- xxvi. Mobilizing additional resources to ensure the project implementation is efficiently and effectively taken placed in extent possible;
- xxvii. Any other work/duties entrusted related to this project by the Secretary, Additional Secretary (Environment Development), Director (Climate Change) or FAO Representative

5. Qualification and Working Experience

- A Master Degree or equivalent in the fields of Climate Change/ Environment/ Science/ Engineering/ Agriculture/ Economics/ Geography/ Natural Resources Management or related fields to the subject of the project;
- Professional experience in Project Management or Business Analysis in an IT driven environment (Minimum 05 years experience);
- Experience in designing, specifying and deploying Information Systems and hardware;
- Minimum of 12 year experience in Project Management and 05 years in working in field related to climate change;
- Knowledge and experience on Greenhouse Gas Inventory preparation and MRV system development specifically for AFOLU sector;
- Good understanding of issues related to environment and climate change in Sri Lanka;
- Experience in working with government structure at national level and wider stakeholders;
- Working experience related to the UNFCCC processes and climate change field will be an added advantage;
- Outstanding Knowledge of the UNFCCC and Paris Agreement reporting requirements for BTR and National Communications (NCs);

6. Other requirement

- Ability to prepare, review and reports and analyze statistical formula;
- 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 communication (written and oral) skills in English;
- Excellent interpersonal skills;
- Outstanding presentation skills;
- Good knowledge in computer application 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 by 31st December 2025 and begins immediately after signing of the contract agreement.

8. Allocated Budget: Rs. 4,000,000.00 approximately

9. Deliverables and Payment Schedule

No	Deliverable	Time*	Payment
	a. Signing the agreement and submission of the work plan of the Consultant; b. Obtain the relevant deliverables of all consultancies due for this month to review and recommend for the payments; c. A progress review meeting with the Forest Department for updating forest cover maps and forest reference levels; d. Identification of all resource requirements and sources including hardware and software to run the AFOLU MRV system and a report together with IT consultant for MRV; e. A meeting to obtain the consent for data sharing agreements and resource requirements with the heads of data providing institutions and its report; f. A meeting of TWG to strengthen institutional arrangement for data collection, management and data archiving, prepare minute and follow up the decisions taken;	4 th week	10%

	<ul style="list-style-type: none"> g. Review and provide suggestions for the 2nd deliverable of AFOLU MRV System developed by the IT service provider together with IT Consultant for MRV and its report; h. The 1st testing the trial version of AFOLU MRV System together with all stakeholders, IT Consultant for MRV and International Consultant for MRV and its report; i. An initial meeting to organize the AFOLU Symposium and Global Best Practices Sharing Workshop with all consultants and relevant officials; j. An initial discussion with experts of GHG Inventory preparation to identify proxy measures used for GHG Inventory of BTR1 and prepare RFP document to conduct studies on identified proxy measures; k. Provide a final review and proof reading for the knowledge management products and training materials; l. Review the 2nd progress report of country specific emission factors developed by USJP and its report; m. Next month work plan; n. Monthly physical progress of the NC-ETF; 		
2	<ul style="list-style-type: none"> a. Provide technical inputs to the Finance and Procurement Consultant to prepare and call EOI/RFP and relevant procurement documents on conduct pilot studies of proxy measures including updating frequency of proxy measures; b. Conduct the 5th Project Steering Committee (PSC) and circulate minutes of the 5th PSC; c. Update the stakeholder mapping for AFOLU sector in accordance with new government portfolio changed; d. Calling quotation for all resource requirements and sources including hardware and software for the sustainability of the AFOLU MRV system together with Finance and Procurement Consultant; e. Evaluate and recommend qualified bidder to develop AFOLU-MRV Assessment Framework; f. Select a potential service provider to prepare an assessment report on proxy measures and the needs for updating emission estimations; g. Make necessary arrangement to sign the Agreement with qualified bidder and awarding the contract for developing AFOLU-MRV Assessment Framework; h. A meeting to organize the AFOLU Symposium and Global Best Practices Sharing Workshop with all consultants; i. A signatory event for signing of data sharing MoU with relevant stakeholders and its progress report; j. Establish a peer review panel for AFOLU sector ETF-Compliant MRV document concurrently with TNC and BTR1; k. A review report for the draft data sharing protocol developed by IT Consultant for MRV; l. The 2nd testing the trial version of AFOLU MRV System together with all stakeholders, IT Consultant for MRV and International Consultant for MRV; m. A report on the degree of completion in various MRV cycle of AFOLU Sector in BTR1; n. Review and provide technical inputs for the training manual developed on AFOLU MRV System by IT Service provider; o. Conduct a specific ToT programme on climate change impacts, GHG Inventory, vulnerability assessments and MRV with Training Institutions identified by Project Administrator; p. Review and recommend deliverables of all consultancies due for this month; 	8 th week	13%

<ul style="list-style-type: none"> q. Prepare procurement documents to call quotations for the AFOLU Symposium and Global Best Practices Sharing Workshop together with Finance and Procurement Consultants; r. 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; s. Review and provide inputs for the Narrative Report of LOA3; t. Review and recommend the 3rd deliverable of country specific emission factors developed by NBRO and its report; u. Evaluate and select RFP to conduct Gridded proxy measures together with Finance and Procurement Consultant; v. Review and comment the 1st deliverables of additional projects implemented by the stakeholder institutions; w. Next month action plan; x. Monthly physical progress of the NC-ETF; 		
<ul style="list-style-type: none"> a. Signing the agreement(s) with qualified service provider(s) to conduct pilot studies on identified proxy measures with the support of Finance and Procurement Consultant; b. Purchasing required all resource requirements and sources including hardware and software within the budget allocated following the government procurement procedures and inventoried together with Finance and Procurement Consultant; c. Review and recommend the 3rd deliverable of country specific emission factors developed by USJP and its report; d. Review and recommend the final deliverable of country specific emission factors developed by NBRO; e. Evaluate and provide comments for the 1st draft of AFOLU-MRV Assessment Framework together with IT Consultant for MRV; f. The 1st Monitoring Report of AFOLU MRV System; g. Review the draft report on opportunities for inter-sectoral efficiencies and reduce redundancies in measurement and primary data storage and its report; h. Maintain and update already established institutional set-up for AFOLU MRV System; i. Review and update the National ETF Compliant MRV Protocols* together with IT Consultant for MRV through stakeholder consultation; j. Update the stakeholder map for AFOLU sector in consultation with CCS and other consultants aligning with new government portfolio changes; k. A progress review meeting with the Forest Department for updating forest cover maps and forest reference levels and report; l. A meeting of TWG to finalize Quality Control (QC) protocols for data collection, management and archiving; m. A report of National ETF Compliant MRV Protocols for the AFLOU sector; n. Stakeholder consultation for validation of the GHG Inventory prepared through AFOLU MRV System with mobile uploading capabilities; o. Review and recommend deliverables of all consultancies due for this month; p. 1st hands on training for uploading real data into the AFOLU MRV System to generate GHG Inventory, M&R of adaptation activities, NDCs' progress, FTC of BTR1 of 	12 th week	13%

	<p>AFOLU sector with IT Service Provider through a stakeholder consultation and generate a report;</p> <p>q. Review reports of National ETF Compliant MRV Monitoring and Reporting Roadmap;</p> <p>r. Review report for the 1st deliverable of pilot studies of proxy measures and frequency of updating proxy measures and its report;</p> <p>s. Review and provide comments for the 3rd deliverable of AFOLU MRV System developed by the IT service provider;</p> <p>t. 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;</p> <p>u. Make necessary arrangement to sign the contract for conducting Gridded Proxy measures together with Finance and Procurement Consultant;</p> <p>v. Review and recommend the 1st deliverable of conducting Gridded proxy measures and report;</p> <p>w. Review and comment the 2nd deliverables of additional projects implemented by the stakeholder institutions;</p> <p>x. Next month work plan;</p> <p>y. Monthly physical progress of the NC-ETF;</p>		
	<p>a. Finalized National ETF Compliant MRV Protocols through stakeholder consultation and experts' opinion together with IT Consultant for MRV;</p> <p>b. Review the draft report on compiled AFOLU-MRV best practices in relation with similar practices in other NDC sectors;</p> <p>c. Finalized report on opportunities for inter-sectoral efficiencies and reduce redundancies in measurement and primary data storage through stakeholder consultation and its report;</p> <p>d. Conducting pilot tests of measurement protocols and recommend for revision of protocols, and review report;</p> <p>e. Stakeholder consultation for the 2nd draft of AFOLU-MRV Assessment Framework;</p> <p>f. Get a peer reviewed report of AFOLU sector ETF-compliant MRV document concurrently with TNC and BTR1;</p> <p>g. Review meeting with the Forest Department for updating forest cover maps and forest reference levels and draft updated maps and FRL and reports;</p> <p>h. A meeting with all consultants to organize the AFOLU Symposium and Global Best Practices Sharing Workshop and its related activities;</p> <p>i. A capacity building and conferencing platform for transparency improving modifications of MRV across sectors;</p> <p>j. Review and recommend deliverables of all consultancies due for this month;</p> <p>k. The 2nd hands on training for uploading real time data into the AFOLU MRV System to generate GHG Inventory, M&R of adaptation activities, NDCs' progress, FTC of BTR1 of AFOLU sector with IT Service Provider through a stakeholder consultation and generate a report;</p> <p>l. Finalized report on compiled AFOLU-MRV best practices with relation to similar practices in other NDC sectors through expert opinion;</p> <p>m. Distribution of equipment and software (inventoried) for decentralized data collection, storage, and uploading in line with data-provision guidelines among the relevant institutions as per the need assessment done;</p>	16 th week	13%

	<ul style="list-style-type: none"> n. Review report for the 2nd deliverable of pilot studies of proxy measures and frequency of updating proxy measures; o. Review and recommend the final deliverable of country specific emission factors developed by USJP; p. 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; q. Review and provide inputs for Narrative Report of LOA3; r. Review and recommend the 2nd deliverable of conducting Gridded proxy measures and report; s. A meeting with potential institutions to identify competent authority for validating or accrediting country specific emission factor and its report; t. Next month work plan; u. Monthly physical progress reports of the consultant; 		
	<ul style="list-style-type: none"> a. Review meeting with the Forest Department for updating forest cover maps and forest reference levels and updated maps and FRL and reports; b. Validation of GHG Inventory, M&R of adaptation activities, NDCs' progress, FTC of BTR1 of AFOLU sector with IT Service Provider through a stakeholder consultation and generate a report; c. Finalize the peer reviewed report of AFOLU sector ETF-compliant MRV document concurrently with TNC and BTR1 with the comments made by the review panel together with TWG; d. An event to share and up-scale relevant AFOLU-MRV best practices and lessons learned with the CBIT Global Projects; e. Validation of National ETF Compliant MRV Protocols, and National ETF Compliant MRV Monitoring & Reporting Roadmap through stakeholder consultation and publication of National ETF Compliant MRV Protocols; f. A meeting to arrange finalization of the AFOLU Symposium; g. Identification of mobilizing additional resources required to ensure the sustainability of AFOLU MRV System; h. Stakeholder consultation for the final version of AFOLU-MRV Assessment Framework; i. Review and provide comments for the final deliverables of AFOLU MRV System developed by the IT service provider and recommendation report; j. Review and recommend deliverables of all consultancies due for this month; k. Review and comment the 3rd deliverables of additional projects implemented by the stakeholder institutions; l. Next month work plan; m. Monthly physical report of the consultant; 	20 th week	10%
	<ul style="list-style-type: none"> a. Review meeting with the Forest Department for updating forest cover maps and forest reference levels and updated maps and FRL and reports; b. Validated final report of the peer-reviewed AFOLU sector ETF-compliant MRV document concurrently with TNC and BTR1 together stakeholder consultation; c. Final report on AFOLU-MRV Assessment Framework developed together with service provider; d. The 1st verification report of AFOLU MRV System generated through the AFOLU-MRV Assessment Framework; e. A capacity building workshop on National ETF Compliant MRV Protocols and National ETF Compliant MRV Monitoring and Reporting Roadmap; 	24 th week	11%

<ul style="list-style-type: none"> f. Review the preliminary report on the established AFOLU data sharing processes that proof the AFOLU MRV system is functioned very effectively and efficiently developed by IT Consultant for MRV; g. A report on compiled AFOLU-MRV best practices with relation to similar practices in other NDC sectors through expert opinion together with IT Consultant for MRV; h. Validation of the report AFOLU-MRV Assessment Framework through stakeholder consultation; i. Review and recommend deliverables of all consultancies due for this month; j. Conducting the AFOLU Symposium; k. Procuring of additional resources required to ensure the sustainability of AFOLU MRV System together with Finance and Procurement Consultant; l. Review and provide inputs for Narrative Report of LOA4; m. Review report for the 3rd deliverable of pilot studies of proxy measures and frequency of updating proxy measures; n. Review and recommend the 3rd deliverable of conducting Gridded proxy measures and report; o. Handing over country specific emission factors to get validations from competent authority identified; p. Next month work plan; q. Monthly physical report of the consultant; 		
<ul style="list-style-type: none"> a. A report of AFOLU Symposium proceedings; b. Launch and publish the report of the peer-reviewed AFOLU sector ETF-compliant MRV document concurrently with TNC and BTR1 together stakeholder consultation; c. The 2nd Monitoring Report of AFOLU MRV System; d. Review and recommend deliverables of all consultancies due for this month; e. Distribution of mobilizing additional resources required to ensure the sustainability of AFOLU MRV System is efficiently and effectively; 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 IT Consultant for MRV; g. Launch the AFOLU ETF data provision guideline through a stakeholder consultation; h. Review and update the 1st verification report of AFOLU MRV System generated through the AFOLU-MRV Assessment Framework; i. The final feedback session for major deliverables of the project and the feedback report; j. Launching of major deliverables/outputs related to AFOLU MRV System produced by the project together with IT Consultant for MRV; k. Review report for final deliverable of pilot studies of proxy measures and frequency of updating proxy measures; l. Review and recommend the final deliverable of conducting Gridded proxy measures and report; m. Review and comment the final deliverables of additional projects implemented by the stakeholder institutions; n. Next month work plan; o. Monthly physical reports of the consultant; 	28 th week	10%
<ul style="list-style-type: none"> a. A meeting of TWG to determine the sustainable way forward of major outputs of the project; 	32 nd week	10%

	<ul style="list-style-type: none"> b. The 2nd verification report address the gaps of AFOLU MRV System generated through the AFOLU-MRV Assessment Framework; c. Review the deliverables of all consultancies due for this month; d. Major stakeholders' forum including data providers to establish a sustainable mechanism for the AFOLU ETF MRV System; e. A capacity building and conferencing platform for transparency improving modifications of MRV across sectors; f. An awareness workshop to demonstrate all major deliverables/ outputs of the project; g. Validation of pilot studies of proxy measures and frequency of updating proxy measures through stakeholder consultation; h. 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 IT Consultant for MRV; i. Next month work plan; j. Monthly physical reports of the consultant; 		
	<ul style="list-style-type: none"> a. The Final Project Steering Committee and circulated minute; b. Publish the validated pilot studies of proxy measures including updating frequency for proxy measures; c. An event for information dissemination of the project outputs for relevant stakeholders and media; d. Review and recommend deliverables of all consultancies due for this month; 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 the Narrative Report of LOA5; i. Any other report/document required to submit to the MOE and FAO; j. Final physical and financial progress report of the project together with all consultants; k. Monthly physical report of the consultant; 	36 th week	10%

* weeks from the Agreement signed

10. Payment Terms

National Consultant for ETF will be paid as per the deliverables of the TOR indicated in the above section 9 in accordance with the duly completion of set deliverables including a valid invoice signed by the consultant after reviewing and approving by the respective Ministry Consultants Procurement Committee.

Relevant Government tax policy will be applied.

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

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

11. The Agreement

A contract agreement will be signed between National Consultant for ETF and the Secretary, Ministry of Environment for the implementation of project activities in this TOR.