



**Request for Expression of Interests (REOI)**  
**DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA**  
**Ministry of Environment**  
**Project on Enhanced Transparency Framework (ETF) for Agriculture, Forest**  
**& Other Land Use Sector (AFOLU)**

**Developing a Measurement, Reporting, and Verification (MRV) System**  
**with Android Mobile Uploading Facility for**  
**Agriculture, Forest and Other Land Use Sector**

1. The Democratic Socialist Republic of Sri Lanka has received a grant from the Global Environmental Facility and intends to apply this grant for Developing a MRV System with Mobile Uploading Facility for AFOLU Sector in Sri Lanka.

Sri Lanka is a party to the United Nations Framework Convention on Climate Change (UNFCCC) since 1993 and ratified the Paris Agreement in 2016. Article 13 of the Paris Agreement indicates planned ETF for MRV to be developed. Modalities, Procedures and Guidelines (MPGs) for ETF that have been adopted by the UNFCCC. Accordingly, the Ministry of Environment being the national focal point to the UNFCCC expects to develop a web-based software solution including a react responsive admin database with mobile uploading facility, to manage data related to AFOLU sector with analytical and reporting facilities.

2. The Ministry Consultants Procurement Committee (CPCM) on behalf of the +Secretary to the Ministry of Environment now invites from consultancy firms, consortiums or joint ventures (JV) which individually or jointly has provided consultancy services in the field of Information Technology during the period of last 10 years to express their interest in providing the following service.

<b>Name of the Consultancy &amp; Contract No.</b>	<b>Duration of the Consultancy</b>	<b>Closing Date of Submission of Proposal</b>
Developing a Measuring, Reporting & Verification System with Android Mobile Uploading Facility for Agriculture, Forest and Other Land Use Sector.	06 months	29-04-2024

3. Consultancy firm, consortium or JV will be selected Quality & Cost Based Selection method in accordance with the procedures set out in the Government Procurement Guideline of Selection and Employment of Consultants of August 2007.
4. Interested consultancy firms, consortiums or JV should provide following information in given formats with proof documents indicating that they are qualified to perform the service as set forth in the Terms of Reference (ToR).
  - a. Profile of the consultancy firm, consortiums or JV including experience, qualifications, scope of the services/business, legal status, administrative and financial capacity, etc.,
  - b. Academic & professional qualifications of team of experts in the relevant discipline.
  - c. Experience of the team of experts in the relevant discipline.
  - d. Description on technical approach including methodology, work plan for the consultancy (it should be in line with the scope of the consultancy service, deliverables and time plan given in the ToR)
5. The ToR of the consultancy service, REOI and other relevant documents could be downloaded from [www.climatechange.lk](http://www.climatechange.lk) and [www.env.gov.lk](http://www.env.gov.lk) during the period of 16<sup>th</sup> to 28<sup>th</sup> April, 2024.

6. Interested consultancy firms, consortiums or JV may obtain further information from the Financial & Procurement Consultant from the project on ETF for AFOLU sector via [cfpafolu@gmail.com](mailto:cfpafolu@gmail.com) or +94 726400738.
7. Proposals of Expression of Interest (EOI) should be prepared in English language and submitted in 02 (two) copies. Duly completed EOIs should be enclosed in a sealed envelope and could be placed in the Tender Box kept in the address below or to be reached by registered post on or before 2.30 p.m. on 29<sup>th</sup> April, 2024. The name of the consultancy service should be indicated on the top left corner of the envelope.

Director (CC)  
Climate Change Secretariat, 06<sup>th</sup> Floor  
Ministry of Environment,  
“Sobadam Piyasa”, No.416/C/1,  
Robert Gunawardana Mawatha,  
Battaramulla.

8. Late submissions will not be accepted.

Chairman  
Ministry Consultant Procurement Committee  
Ministry of Environment

**1. Expression of Interest Submission Form.**

**(insert name & address of the Consultant**

.....

.....2024

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

**Developing a Measurement, Reporting, and Verification (MRV) System with Mobile**

**Uploading Facility for AFOLU Sector - Contract Number:**

**ENV/AFOLU/01/2024**

We hereby declare that:

1. We, the undersigned, express our interest to provide the above consulting service in accordance with your Terms of Reference.
2. We are hereby submitting our Expression of Interest in two copies.
3. All the information and statements made in this EOI are true and accept that any misinterpretation contained in it may lead to our disqualification.
4. We understand you are not bound to accept any Proposal you receive.

Thank You,

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**Lead Firm – Signature of the Authorized representative -**

Name:

Position:

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**Associate/Partner - Signature**

Name:

Position:

Official Stamp

**2. Management Competence**

**(Please answer each question in one paragraph of 5-7 sentences) - 05 marks**

- 2.1 If you are proposing a Consortium or a JV, outline the rationale for and benefits of the “association.” Outline proposed management coordination of the “association,” including the role of each firm. [Attach JV agreement or MOU along with the EOI]

- 2.2 Does your Firm/Consortium/JV consist:
- (1) standard policies, procedures and
  - (2) industrial certified practices in place that promote quality in the workplace, your interaction with clients, and the outputs you produce? If yes, describe briefly. In case of a Consortium or a JV, please submit relevant information (Part (1) and (2)) for each party.

2.3 (1) Does your Firm/Consortium/JV parties consist a dedicated unit or staff solely responsible for Quality Assurance (QA)?

(2) Describe your internal QA policies, procedures and processes briefly.

In case of a Consortium or a JV, please submit relevant information above (Part (1) and (2)) for each party.

2.4 What (1) communication protocols, (2) escalation management and (3) complain resolution processes are in place in your Firm/Consortium/JV for dealing with any complaints concerning the performance of the staff or the quality of the work submitted for this consulting assignment? In case of a Consortium or a JV, please submit relevant information for each party.

2.5 How will you ensure the quality of your Firm's/Consortium's/JV's performance over the life of this assignment?

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[Signature of authorized representative ]

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Date-----

**3. General Qualification of the Firm/Consortium/JV - (05 marks)**

3.1 Name of the Firm/Consortium/ JV:

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3.2 Business registration No/Nos: Copies of the Business registrations, profiles and Organizational structures etc of each firm’s should be attached.)

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3.3 Nature of the Firm/Consortium/JV:.....

3.4 Firm’s Core business and well established unit/s to conduct this type of assignment:

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3.5 Financial strength of the Firm/ Consortium/JV:

An average turnover of the last 03 yrs of the Firm should be Rs.6 Mn. If a Consortium/JV, an average turnover of the last 03 yrs of the Lead Partner should be more than Rs. 4mn. (Audited Financial statements of last 03 years of each Firm’s should be attached)

Turn over	2021 Rs.	2022 Rs.	2023 Rs.	average turnover of the last 03 yrs Rs.
Firm/Lead Partner				
Associate Partner				

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[Signature of authorized representative of the Firm]

Date-----

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4. Technical & managerial capacity of the Firm (Lead Firm and Consortium/ Joint ventures) staff’s strengths, capabilities, appropriate skills and relevant qualifications should be submitted in following format: (Availability of Staff either from Lead firm or Consortium/Joint ventures), Key Staff and Task Assignments of the Firm/ Consortium/JV (05 marks)

**Technical & managerial capacity of the Firm**

<b>Professional Staff</b>			
<b>Name of the Officer</b>	<b>Area of Expertise</b>	<b>Position Assigned</b>	<b>Task/s Assigned</b>

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[Signature of authorized representative of the Firm]

Official Stamp

Date-----



**5. Technical Qualifications including experience : (20 marks)**

## Project Reference Sheet

1.	Project Name			
2.	Name of Client			
3.	Client Reference (Contact Name & Contact No)			
4.	Participation As lead firm			As lead firm
	As associate firm			As associate firm
5.	Cost of the project	LKR		
6.	Source of Financing (GOSL/Foreign)			
7.	Consultancy Services (should specifically indicate associate firm's staff allocations)			
	7.1	Total no. of staff		
	7.2	No. of staff by the firm		
	7.3	Total no. of person months		
	7.4	No. of staff months by the firm		
8.	Length of Consultancy Assignment			
9.	Start Date (dd/mm/yyyy)			
10.	Completion Date (dd/mm/yyyy)			
11.	Names of Associate Firms (if any)			
12.	No. of Person-Months of Professional Staff Provided by Associated Firm(s)			
13.	Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed. (should specifically indicate associate firm's staff involvement)			
14.	Description of the Project :			
15.	Description of the actual services provided by your firm.			

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 [Signature of authorized representative of the Firm]

Date-----

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**Important:** By using the above Project Reference Sheet, please explain maximum projects / assignments that carried out by the Firm/s Consortium//JV (within last 05 (five) years and each project value should be over Rs. 3 million). Out of them 03 projects /assignment (minimum) should be fit to the similar scope, complexity and nature of the proposed assignment.

**Completion letters shall be submitted** for each reference project, issued by the respective client with client's reference including contact addresses and telephone numbers.

**6. Methodology and Work Plan (15 marks)**

**Submit brief methodology and work plan including software tools and platform which are going to be used for conducting this project/assessment**

**(Max 5 pages):**

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[Signature of authorized representative of the Firm]

Date-----

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**7. Proposed Team Composition – (50 marks)**

(Curriculum Vitae of proposed consultants should be submitted in given format of Annex 8)

Name of the Consultant	Capacity

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[Signature of authorized representative of the Firm]

Date-----

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**CURRICULUM VITAE FOR PROPOSED PROFESSIONAL STAFF**

- 1. Proposed Position : -----
- 2. Name of Firm : -----
- 3. Name of Staff : -----
- 4. Date of Birth : ----- Nationality: -----
- 5. Educational Qualifications : -----
- 6. Membership of Professional Associations: -----
- 7. Other Relevant Qualifications: -----
- 8. Languages : -----
- 9. Employment Record ::  
From [Year]: to [Year]: -----  
Employer: -----  
Positions held (with brief description): -----
- 10. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

----- Date-----  
[Signature of staff member]

----- Date-----  
[Signature of authorized representative of the Firm]  
Official Stamp