



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

Contents

Letter of Invitation	3
Section 1: Instructions to the Consultants	4-5
Section 2: Conditions of the Contract	6
Section 3: Proposal Submission Format	7-8
Section 4: Terms of Reference (TOR).....	9-12

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	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: 0112879978 Email: leelr2001@yahoo.com , dircc@env.gov.lk
5	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.
6	Proposal must remain valid for 60 days
7	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 20 th March, 2025. Contact details for requesting clarifications is: Director, Climate Change Secretariat, Ministry of Environment, "Sobadam Piasa" No.416/C/1, Robert Gunawardana Mawatha, Battaramulla. Tel. No: 0112034192 Facsimile :0112879978 Email: leelr2001@yahoo.com , dircc@env.gov.lk
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) <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). 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)</p> <p>C. Interview 15</p> <p>Total <u>100</u></p> <p>The minimum technical score required to pass is 70 points.</p>
11	<p>Expected date for commencement of consulting service: 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 1025 1493 1249">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 1294 1493 1361">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 1406 1493 1518">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)

.....

.....

.....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)

3. 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, Sri Lanka has developed an integrated MRV system under the Climate Mitigation Action Support Project implemented through the Partnership for Market Readiness (PMR). Currently, it has been deployed at the CCS and is expected to be deployed in the ICTA server.

2. Objectives of the Service of Consultant

- a) Reviewing the existing MRV system and other information systems of CCS for viability to extend for the need of ETF for AFOLU sector and designing required new information system
- b) Enhancing the institutional arrangements to prepare required report related to ETF of AFOLU sector
- c) Strengthening the capacity to report and assess the emissions and removals from AFOLU sector
- d) Strengthening the capacity to monitor and report adaptation activities in AFOLU sector
- e) Designing and monitoring emission reduction activities in AFOLU sector as specified in Article 13 of Paris Agreement and Sri Lanka's NDC document

- f) Establish a monitoring and reporting framework to enhance reporting capacity related to adaptation in AFOLU sector
- g) Preparing a Measurement, Reporting and Verification system for ETF of AFOLU sector

3. Scope of the Service of Consultant

IT Consultant for MRV will be hired on contact basis fulltime until 31st December 2024. The IT Consultant for MRV will be stationed in the Climate Change Secretariat (CCS) under the Ministry of Environment and is responsible for coordination of project execution and daily operations of roles and responsibilities in the Section 4. The IT Consultant for MRV has to facilitate the International MRV Expert for the implementation of project activities. 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 National Consultant for ETF, National Consultant for Mitigation, National Consultant for Adaptation, Decision Support Specialist, Finance & Procurement Consultant, and Project Administrator including Technical Working Groups, National Expert Committees of Mitigation and Adaptation.

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. Creating an online portal for ETF-related information on CCS with mobile uploading capability through a contractual service;
- ii. Gathering and documenting specifications for required software and hardware for procurement to the ETF+MRV system of AFOLU sector;
- iii. Coordination throughout the full software development life cycle with the IT service providers and vendors;
- iv. Ensure all IT related procurements to be taken place timely;
- v. Assist National Consultant for ETF and Finance & Procurement Consultant to prepare the Terms of References (TORs) for the International MRV Expert and recruitment in consultation with the CCS, national consultants and FAO;
- vi. Support to conduct workshops, prepare workshop reports and detailed work plan for the MRV related activities of the project in consultation with relevant stakeholders;
- vii. Support the National Consultant for ETF to establish Technical Working Group for ETF+MRV;
- viii. Review and recommend the deliverables associated with AFOLU ETF+MRV system;
- ix. Assist to National Consultant for ETF to conduct a stakeholder coordination mapping for AFOLU sector;
- x. Development of a dedicated ICT infrastructure for parallel updating by stakeholder and partner institutions with necessary authorization;
- xi. 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;

- xii. Participate as the Project Steering Committee (PSC), Technical Working Groups and table the issues/matters to related to ETF+MRV system and follow up actions on the decisions taken;
- xiii. Ensure the preparation and signing the relevant agreements related to ETF+MRV with designated implementing agencies and responsible parties;
- xiv. Ensure the deliverables of ETF+MRV relevant agreements signed with designated implementing agencies and responsible parties including consultants / experts / service providers are provided timely;
- xv. Assessing AFOLU climate change mitigation component of CBIT Tracking Tool Indicator, Quality of MRV systems/IPCC MRV assessment tool; MRV portal functionality;
- xvi. Serve as a representative of the project, during review meetings and technical evaluation committees and ensure the relevant reports are timely produced;
- xvii. Monitor the results-based outputs and resolve outstanding operational issues including the constrains and challenges, as appropriate;
- xviii. Ensure the timely mobilization and utilization of project resources, personnel, subcontracts, trainings and equipment in relation to the ETF+MRV system;
- xix. Assist in mobilizing additional resources to ensure the MRV system is efficiently and effectively functioned;
- xx. Any other work/duties related to this project entrusted by the Secretary, Additional Secretary (Environment Development), Director (Climate Change), National Consultant for ETF or FAO Representative.

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/ Geoinformatics / 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 years 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;

5. Other requirements

- Excellent communication (written and oral) skills in English;
- Self-motivated and ability to work under tight deadlines;
- Team-oriented, possesses a positive attitude and works well with wider stakeholders;

- 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

Contract period will be expired on 31st December, 2025. The contract shall commence on the date of signing the agreement, The consultant should complete deliverables set forth in the agreement within the contract period.

8. Working Place : Office of the Ministry of Environment.

9. Allocated Budget: Rs. 2,500,000/-

10. Deliverables & Payment Terms

- i. Payments shall be made in installments based as per the agreement per 04 weeks. The relevant deliverables and payment ratios for each 04 weeks will be included in the Agreement. The consultant should submit the deliverables with an invoice within 10 days after each 04 weeks period. Payments shall be made after reviewing and approving by the respective Ministry Consultants Procurement Committee.
- ii. Relevant Government tax policy will be applied.
- iii. 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.
- iv. 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.