



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 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.

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	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 piyasa" No.416/C/1, Robert Gunawardana Mawatha, Battaramulla. Tel. No: 0112034192 Facsimile :0112879978 Email: leelr2001@yahoo.com , dircc@env.gov.lk

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="384 987 1490 1066">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 1368 1490 1485">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 1541 1490 1657">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 (Measurement, 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 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 untill 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 years of 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 requirements

- Ability to +1600prepare, 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

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. 4,000,000/-

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.