



**Government of Nepal
Ministry of Forests and Environment**

**Building National Capacities of Nepal to Meet Requirements of the Enhanced
Transparency Framework of the Paris Agreement
(CBIT Project)**

Terms of Reference (ToR)

**Carry Out Sector-Specific Capacity Assessment on Current Capacities, Gaps,
Priorities, and Opportunities for Improvement of GHG Inventory in All Emission
Sectors**

1. Background

Nepal, as a Party to the United Nations Framework Convention on Climate Change (UNFCCC) and a signatory to the Paris Agreement, is required to prepare and communicate regular national reports, including a national inventory report of emissions by sources and removals by sinks of greenhouse gases (GHGs). Article 13 of the Paris Agreement established the Enhanced Transparency Framework (ETF), which requires improved institutional and technical capacity for data collection, management, analysis, and reporting.

The Capacity Building Initiative for Transparency (CBIT) project supports Nepal in strengthening its institutional and technical capacities to meet ETF requirements. A robust, accurate, and sustainable GHG inventory system is central to these efforts. However, challenges remain in terms of sector-specific data quality, institutional arrangements, technical expertise, and coordination mechanisms.

Against this backdrop, this assignment aims to carry out a comprehensive sector-specific capacity assessment across all emission sectors (Energy, IPPU, AFOLU, and Waste) to identify current capacities, gaps, priorities, and opportunities for strengthening Nepal's GHG inventory system.

2. Objective of the Assignment

As a party to the UNFCCC, Nepal has demonstrated its commitment to contributing to global collaboration on climate change actions by ratifying the Paris Agreement in 2016. As per the agreement, Nepal must regularly prepare and communicate its national GHG inventory, mitigation efforts, climate change impacts, adaptation actions, and support needed and received to the UNFCCC. To strengthen Nepal's reporting system on GHG emissions inventory, this assignment has the following objectives:

- Assess current institutional, technical, and human resource capacities for preparing GHG inventories in all sectors.
- Identify key gaps, barriers, and challenges related to data collection, reporting, and quality assurance/quality control (QA/QC).
- Map existing sectoral arrangements and coordination mechanisms.

- Identify sector-specific priorities and opportunities for strengthening inventory preparation and sustainability.
- Provide recommendations for capacity development, institutional strengthening, and technical support to improve Nepal's GHG inventory system.

3. Scope of Work

The consultant must work within the scope outlined below to achieve the above-desired goal of the assignment. The consultant must ensure that the project deliverables under this contract meet the objective and outcome of the CBIT project.

- I. **Review of Current Practices:** Assess the existing GHG inventory system in each emission sector (Energy, IPPU, AFOLU, Waste). Review methodologies, data sources, institutional roles, and reporting mechanisms.
- II. **Capacity Assessment:** Evaluate institutional arrangements, technical expertise, and available resources. Assess the capacity of line ministries, provincial entities, and other stakeholders engaged in data collection and inventory compilation.
- III. **Gap and Needs Identification:** Identify major barriers in terms of data availability, methodological application, human resources, and institutional coordination. Highlight inconsistencies with IPCC guidelines and ETF requirements.
- IV. **Priorities and Opportunities:** Identify priority interventions for improving accuracy, transparency, completeness, consistency, and comparability (TACCC) of inventory data. Suggest opportunities for sector-specific improvements (e.g., digitalization, QA/QC systems, institutional mandates).
- V. **Recommendations:** Provide actionable recommendations for strengthening institutional, technical, and legal frameworks. Suggest capacity development strategies, training needs, and resource mobilization plans.

4. Deliverables

- Inception Report (methodology, work plan, stakeholder engagement strategy).
- Sector-Specific Capacity Assessment Reports for Energy, IPPU, AFOLU, and Waste.
- Consolidated Gap and Needs Assessment Report with cross-sectoral analysis.
- Recommendations Report outlining priorities, opportunities, and a roadmap for improving Nepal's GHG inventory system, integrating with NDC and ETF requirements.
- A comprehensive presentation of findings to share in the different forums. This should include capacity development and training plans (suggestive sessions, targeted audience, delivery modalities, and timelines)

4. Workplan/Timeline

The consultancy shall complete the task within four months of the time frame from the date of the contract and/or as mentioned in the agreement. The assignment consists of a series of consultation meetings, policy analysis, and stakeholder consultation to identify the gap and provide appropriate recommendations for capacity development, institutional strengthening, and technical support.

Activities/Deliverables	Weeks															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Submission of Inception Report (including detailed methodology, work plan, and stakeholder engagement strategy)																
Sectoral consultations, meetings, and workshops at the ministry level, and stakeholder consultations																
Submission of draft sector-specific capacity assessment report.																
Validation workshop at the Ministry of Forests and Environment																
Submission of Final Report (Consolidated capacity assessment and recommendations report)																

5. Coordination and Reporting

The consultant shall work under the supervision of the National Project Manager of the CBIT project in Nepal, following the timeline above.

The report, data collected, materials related to project must be copyrighted to © MoFE/ WWF Nepal and cannot be shared or published without prior approval from the PMU Office.

6. Team Composition and Qualifications

The assignment requires a multidisciplinary team with expertise in:

- Team Leader (GHG Inventory Expert): Minimum Master's degree; 7+ years of experience in climate change and GHG inventory systems; experience with IPCC guidelines, National Communications, BUR/BTR.
- Sectoral Experts (Energy, AFOLU, IPPU, Waste): At least a master's degree with 5 years of sector-specific experience; prior work on GHG inventory preparation or related data systems.
- Data/Institutional Analyst: Experience in institutional capacity assessment, data systems, and stakeholder engagement.

7. Proposal Submission

Interested VAT-registered Nepal-based organizations are requested to submit a proposal electronically to: proposalsubmission@wwfnepal.org. The proposal must include the following documents submitted in the same email:

1. Technical proposal

2. Relevant past work samples
3. Financial Proposals

The financial proposal should include the following:

1. Organization Registration and latest renewal
2. VAT registration certificate
3. Latest tax clearance certificate
4. Registration with the Social Welfare Council (applicable to NGO)
5. Tax Exemption Certificate (applicable to NGO)
6. Latest audit report
7. CVs of team members involved in the project

The proposal must be submitted by 5:00 pm Nepal Standard Time on **17th October, 2025**. Please mention '**PROPOSAL-CBIT**' as the subject in your email. Only organizations selected for further consideration will be contacted. Telephone inquiries will not be entertained.

8. Mode of Payment

The payment will be made as per WWF Nepal norms and upon submission of satisfactory deliverables. Note that payments are subject to tax deduction as per prevailing government rules.

Annex: Budget Template

S. N	Description	Unit	Quantity	Rate	Total	Remarks
1	Fees					
1.1	Team Leader					
1.2	Thematic Experts					
1.3	Technical Assistance					
2	Meeting/Consultation/Workshops					
2.1	(if any)					
3	Other Cost					
3.1	Stationaries					
3.2	Communication					
	Sub-Total					
	VAT					
	Total					

Note: Please add/edit rows as required