



**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)
Standardize Guidelines and Formats to Track and Report Climate Finance**

1. Background

Nepal, as a Party to the UNFCCC and a signatory to the Paris Agreement, is committed to transparently reporting on climate actions, including mitigation, adaptation, and support (finance, technology transfer, and capacity-building). Article 13 of the Paris Agreement established the Enhanced Transparency Framework (ETF), which requires countries to report on support needed and received, including climate finance flows.

Tracking and reporting climate finance remains a critical challenge in Nepal due to fragmented data systems, varied methodologies, a lack of standardized guidelines, and weak institutional coordination. In response, the Capacity Building Initiative for Transparency (CBIT) project is supporting Nepal to strengthen institutional arrangements, enhance technical capacity, and establish standardized systems for transparency in climate finance.

This assignment seeks to develop standardized guidelines, tools, and formats to track and report climate finance in line with international requirements (UNFCCC, ETF, and IPCC guidance) while ensuring alignment with Nepal's national systems and reporting obligations (BTR, NDC, and NAP).

2. Objective of the Assignment

- Develop standardized guidelines and formats to track and report climate finance in Nepal.
- Ensure alignment with UNFCCC ETF requirements and good international practices.
- Assess existing practices, tools, and systems for tracking and reporting climate finance in Nepal.
- Recommend institutional arrangements for data collection, reporting, and validation of climate finance information.
- Build a system that ensures consistency, comparability, transparency, and completeness of reported climate finance data.

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 in the CBIT project document.

- I. Review international practices, UNFCCC guidelines, and existing frameworks for climate finance reporting, for example, CTF templates consistent with the BTR table.
- II. Conduct an assessment of Nepal's existing systems, institutional arrangements, and practices for tracking and reporting climate finance.
- III. Identify gaps, challenges, and opportunities in tapping climate finance, current data flows, and reporting mechanisms.
- IV. Develop standardized guidelines, tools, and reporting formats for climate finance (covering domestic, international, public, and private finance).
- V. Propose institutional arrangements and capacity development measures for effective implementation.
- VI. Organize stakeholder consultations (provincial and national) to validate findings and proposed formats.
- VII. Deliver a final package of standardized guidelines and formats for adoption by the Government of Nepal.

4. Deliverables

- Inception Report (methodology, work plan, stakeholder engagement strategy).
- Review Report on existing international and national practices for climate finance tracking and reporting.
- Draft standardized guidelines, tools, and formats for climate finance reporting.
- Stakeholder consultation workshops (national) and validation report.
- Final Guidelines and Formats for Climate Finance Tracking and Reporting (ready for adoption by the Government of Nepal). This should include QA/QC protocol for climate finance data, an institutional workflow describing the roles of the Ministry of Finance, Ministry of Forests and Environment, line ministries, and provincial government in providing/validating climate finance data.
- Presentation of results to the Ministry of Finance, the Ministry of Forestry and Environment, and stakeholders.

5. 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.

[illegible]

Activities/Deliverables	Weeks															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
tracking and reporting climate finance.																
Submission of standardized draft guidelines, tools, and formats																
Validation workshop at the Ministry of Forests and Environment																
Submission of Final Guidelines and Formats (ready for adoption)																

6. 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.

7. Team Composition and Qualifications

The assignment requires a multidisciplinary team with expertise in:

- Team Leader (Climate Finance/Transparency Expert): Master's degree or higher with at least 7 years of experience in climate finance tracking, reporting, and MRV systems; knowledge of UNFCCC, ETF, and climate finance architecture.
- Finance and Policy Expert: Strong expertise in financial flows, climate finance reporting systems, and institutional arrangements in Nepal.
- Data/Systems Analyst: Experience with financial data systems, transparency tools, and reporting mechanisms.

8. 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 Finance**' 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	Climate Finance and Policy Expert					
1.3	Data Analyst					
2	Meeting/consultations /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