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)
Developing an MRV IT System Requirements and Advisory Document to Support GHG and Other Climate-Relevant Data Management and Archiving

1. Background

Nepal, as a Party to the UNFCCC and a signatory to the Paris Agreement, is obligated to regularly report on its greenhouse gas (GHG) emissions, mitigation actions, adaptation measures, and the support it needs and receives. Article 13 of the Paris Agreement establishes the Enhanced Transparency Framework (ETF), which requires all Parties to strengthen transparency systems and institutional capacities to enable accurate, consistent, and comparable climate reporting through Biennial Transparency Reports (BTRs).

The Capacity-Building Initiative for Transparency (CBIT) project supports Nepal in building institutional, technical, and systemic capacities to meet ETF requirements. One critical component is the development of a robust Measurement, Reporting, and Verification (MRV) online platform for managing GHG and other climate-relevant data across sectors. This platform will be guided by the National MRV framework recently published by the Ministry of Forests and Environment.

Currently, Nepal's data management for GHG inventory and climate actions is fragmented across ministries and sectors, with limited interoperability, archiving mechanisms, and data-sharing protocols. Therefore, developing a comprehensive MRV IT System Requirements and Advisory Document is essential to guide the design, architecture, and operationalization of a functional digital platform suited to Nepal's national context, institutional arrangements, and NDC commitments.

WWF Nepal seeks the services of a consultant to develop a comprehensive "MRV IT System Requirements, and Advisory Document" that provides technical, functional, and institutional specifications for establishing an integrated digital MRV platform to support GHG and other climate-relevant data management in Nepal.

2. Objective of the Assignment

The specific objectives of the assignment include:

- Review existing digital systems, tools, and databases relevant to GHG and climate data in Nepal and other neighboring countries

- Centralize all information related to National Greenhouse Gas Inventory, NDC Implementation, Adaptation Actions, and Climate Finance through effective stakeholder engagement.
- Develop an interactive MRV IT system aligned with the National MRV framework, ETF, BTR, and NDC processes.
- Allows general users or the public to easily browse and access a wide range of resources, including data, graphs, and reports related to GHG inventory, NDC tracking, Adaptation, and Support tracking.

3. Scope of Work

The consultant must work within the scope outlined below to achieve the goal described in this assignment.

I. Review existing data systems and digital tools (e.g., GHG inventory databases, climate action tracking systems, statistical portals).
II. Map institutional mandates and data-sharing arrangements relevant to MRV.
III. Taking a reference from the Bangladesh Climate Change MRV system or other relevant examples from other countries, propose a complete design of the MRV IT system for Nepal, which should integrate the data from Nepal's first BTR, and design an interactive data dashboard. The portal will be hosted on the official website of the Ministry of Forests and Environment.
IV. A key function of the platform shall be the development of a template/registry and a user interface for entering data that will be used to generate GHG emission estimates, track mitigation and adaptation actions, and track climate finance.
V. Develop a phased implementation plan (short-, medium-, and long-term actions). Include indicative costs, timelines, and potential partnerships for the development and deployment of the system.

4. Deliverables
- Inception Report (methodology and detailed work plan).
- Design an MRV IT system in close coordination with the Ministry of Forests and Environment and the Project Management Unit-CBIT, which includes a sectoral (GHG Inventory, Mitigation, Adaptation, and Climate Finance Tracker) dashboard with interactive visualization. The prototype consultant must use the data from the BTR report of Nepal.
- Produce a user manual which includes functional and technical specifications, data entry, and visualization tools.
- Advisory Report on Implementation and Governance (Recommendations on governance structure, sustainability, and phased implementation roadmap).
- Final Consolidated Report and Presentation

5. Workplan/Timeline

The consultancy shall complete the task within the timeframe specified in the contract and/or as stated in the agreement, which is four months. However, based on the nature of the work and the need to operate the IT system, the contract can be extended with mutual understanding.

Activities/Deliverables	Weeks															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Inception Report (methodology and detailed work plan)	█	█														
Review and Mapping of Existing Systems			█	█	█											
Design an MRV IT system						█	█	█	█	█	█	█				
Validation workshop at the Ministry of Forests and Environment											█	█				
Submission of a user manual that includes functional and technical specifications, data entry, and visualization tools													█	█		
Final MRV system-fully integrated into the existing MoFE website															█	█
Final Consolidated Report and Presentation															█	█

6. Coordination and Reporting

The consultant/firm will work under the supervision of the National Project Manager (CBIT Project) at the Ministry of Forests and Environment. Close coordination with the designated focal points in the relevant line ministries and data-providing institutions is expected throughout the assignment.

7. Team Composition and Qualifications

The assignment requires a multidisciplinary team with expertise in:
- Team Leader (MRV/GHG Inventory system Expert): Minimum Master's degree; 7+ years of experience in climate change and GHG inventory systems; experience with IPCC guidelines, National Communications, BUR/BTR.
- IT System Architect/Data Engineer and Web Designer: Master's in computer science, Data Systems, or IT Engineering with 5+ years in database architecture, web-based systems
- Data management Specialist/ Data Analyst: Master's in information management, Statistics, or related field with 5+ years in data management.

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 **January 25, 2026.** 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.

9. Mode of Payment

The payment will be made in accordance with WWF Nepal's 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	IT System Architect					
1.3	Web Designer					
1.4	Data Management Specialist/ Data Analyst					
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