



**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)

**Develop and institutionalize data collection templates and processes for all sectors
based on national circumstances in coordination with the relevant sectoral
ministries and other line agencies**

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 the requirements of the ETF. A robust, accurate, and sustainable GHG inventory system is central to these efforts. As a step forward, the government has already endorsed a National MRV Framework. Similarly, a comprehensive needs assessment exercise is ongoing. The outcome from the need assessment will further guide the development and institutionalization of standardized, sector-specific data collection templates and processes aligned with national circumstances. These templates and processes are essential to ensure consistent, reliable, and timely data flows from sectoral ministries and line agencies for national GHG inventories, BTRs, National Communications (NCs), and other climate reporting requirements. However, challenges remain regarding sector-specific data and data quality.

2. Objective of the Assignment

The overall objective of this consultancy is to develop, test, and support the institutionalization of harmonized data collection templates and standard operating processes for all relevant sectors, in close coordination with sectoral ministries and line agencies, ensuring alignment with Nepal's national circumstances, existing MRV arrangements, and ETF requirements.

3. Scope of Work

The consultancy should synthesize and build existing tools, templates, databases, and institutional arrangements developed under previous and ongoing initiatives, such as the

National MRV Framework, NCs, BURs/BTRs, NAP, and NDC, rather than designing everything from scratch. The scope explicitly allows methodologies and templates to be iteratively refined based on emerging lessons, stakeholder feedback, and evolving sectoral requirements, recognizing them as living tools rather than fixed, one-off products. The consultant will undertake, but not be limited to, the following tasks:

1. Stakeholder Mapping and Consultation
 - Identify key data providers, custodians, and users across sectoral ministries, departments, and line agencies.
 - Conduct structured consultations and coordination meetings with relevant stakeholders to understand data availability, gaps, institutional mandates, and constraints.
 - Ensure coordination with national entities responsible for MRV, transparency, and statistics (e.g., designated national MRV entity, statistical agencies, and climate change coordination bodies).
2. Development of Sector-Specific Data Collection Templates
 - Taking the reference of the National MRV framework design, standardized, sector-specific data collection templates tailored to Nepal's national circumstances and sectoral realities.
 - Ensure templates clearly define: Data parameters and variables; Units, definitions; methodologies; Data sources and responsible agencies; and Frequency of data collection and reporting timelines
 - Ensure alignment of templates with national GHG inventory needs and broader transparency requirements (mitigation, adaptation, and support, where relevant).
3. Development of Data Collection Processes and SOPs
 - Develop clear and practical data collection and reporting processes, including roles and responsibilities of involved institutions.
 - Prepare Standard Operating Procedures (SOPs) to guide data generation, compilation, validation, submission, storage, and archiving.
 - Define data flow diagrams illustrating institutional coordination and information pathways.
4. Testing, Validation, and Refinement
 - Pilot test the draft templates and processes in selected sectors or agencies.
 - Collect feedback from sectoral stakeholders and incorporate revisions accordingly.
 - Ensure the templates are user-friendly, practical, and adaptable to future ETF reporting cycles.
5. Institutionalization and Capacity Support
 - Support the formal endorsement and institutionalization of the finalized templates and processes within relevant ministries and agencies.
 - Develop guidance notes and training materials to support effective implementation.
 - Conduct orientation or training sessions for sectoral data providers, as required under the CBIT Project.

4. Deliverables

The consultant is expected to deliver the following:

- Inception Report, including detailed methodology, work plan, and stakeholder engagement plan.
- Draft sector-specific data collection templates (hard copy and soft copy ready to integrate in the MRV IT portal) for all relevant sectors.
- Draft SOPs and data collection process documentation, including data flow diagrams.
- Pilot testing and consultation report with feedback and revisions.
- Finalized and institutional-ready data collection templates and SOPs.
- Capacity support training and materials (guidelines, manuals, and training presentations) to the sectoral ministries.
- Final Consultancy Report summarizing activities, results, lessons learned, and recommendations.

4. Workplan/Timeline

The consultancy shall complete the task within the time frame specified in the contract and/or the agreement. The assignment consists of a series of consultation meetings, policy analysis, and stakeholder consultations to identify gaps and provide appropriate recommendations for capacity development, institutional strengthening, and technical support.

Activities/Deliverables	Timeline
Submission of Inception Report (including detailed methodology, work plan, and stakeholder engagement strategy)	Within two weeks of signing the contract
Sectoral consultations, meetings, and workshops at the ministry level, and stakeholder consultations	Within 30 days of the submission of the inception report
Draft sector-specific data collection templates	Within 30 days of the consultation meeting and workshops
Validation workshop with the sectoral ministries	Within 15 days of submission of draft templates
Pilot testing in the MRV Web portal and consultation report with feedback and revisions.	Within 10 days of the validation workshop
Draft SOPs and data collection process documentation, including data flow diagrams	Within 4 months of the assignment
Provide Capacity support to the sectoral ministry (provide capacity building training to understand guidelines, manuals, and training presentations).	Within 5 months of the assignment
Submission of the final document with sectoral data collection template, SOPs, and capacity support documents/guidelines	15 days prior to the termination of the contract

Activities/Deliverables	Timeline
Final Consultancy Report summarizing activities, results, lessons learned, and recommendations.	10 days prior to the termination of the contract

5. Coordination and Reporting

The consultant will report to the CBIT Project Management Unit and work under the overall guidance of the National Project Manager of the CBIT project in close coordination with MoFE, the designated coordinating entity. All key deliverables will be subject to review and approval by the CBIT Project Management Unit or by the Steering/Technical Committee.

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, ETF requirements, National Communications, BUR/BTR proven experience working with government institutions and facilitating multi-stakeholder coordination
- **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 system demonstrated experience in developing data collection systems, templates, or SOPs at the national or sectoral level.
- **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 proposals in a sealed envelope, with a separate sealed file for the financial and technical proposals, to the WWF Nepal office at **Baluwatar, Kathmandu, by February 25, 2026**. Proposal submission through a joint venture is also acceptable; however, all payments shall be made only to the Nepal VAT-registered firm/company. The proposal must include the following documents:

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 in the properly sealed hard copy by 5:00 pm Nepal Standard Time on **February 25, 2026**. Please mention '**PROPOSAL-CBIT**' as the subject in the envelope. **ONLY SEALED HARDCOPY WILL BE ACCEPTED**. Only organizations selected for further consideration will be contacted. Telephone inquiries will not be entertained.

8. 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.

9. Confidentiality and Ownership

All data, documents, and outputs produced under this assignment shall remain the property of the Government of Nepal and the CBIT Project. The consultant shall maintain strict confidentiality of all information obtained during the assignment

Annex: Budget Template

S. N	Description	Unit	Quantity	Rate (Per Day)	Total	Remarks
1	Fees					
1.1	Team Leader					
1.2	Thematic Experts (4)					
1.3	Data Analyst (2)					
1.4	IT Expert					
2	Meeting/Consultation/Workshops					
2.1	Sectoral Consultation Meetings/Workshops					
2.2	Validation workshops					
2.3	Capacity building training for the sectoral ministries					
3	Other Cost					
3.1	Stationaries					
3.2	Communication					
	Sub-Total					
	VAT					
	Total					

Note: Please add/edit rows as required