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Bhutan Trust Fund for Environmental Conservation

P.O.Box:520 | Thimphu Bhutan

☎ 00975-2-339861/62

☎ 00975-2-339863

🌐 www.bhutantrustfund.bt

CONSULTANCY SERVICES

TERMS OF REFERENCE (TOR)

For

**GAP ANALYSIS ON GREEN CLIMATE FUND (GCF) ACCREDITATION STANDARDS AND GCF
RELATED PROJECT DEVELOPMENTS**

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Assignment Title: Gap Analysis on Green Climate Fund (GCF) Accreditation Standards and GCF Related Project Developments.

Type of Contract: National Consultant (Individual)

Duration: Total of 120 working days, split in two phases spread over five months;

Start Date: 5th February 2024

End Date: 31st July 2024

Location/duty station: Thimphu

1. Background

The Ministry of Finance is the National Designated Authority (NDA) for Green Climate Fund (GCF) in Bhutan and Bhutan Trust Fund for Environmental Conservation (BT FEC) is Direct Access Entity (DAE) of Green Climate Fund (GCF). The NDA has outsourced BT FEC to coordinate the management of the GCF Readiness Project titled ***“Building the Capacity of National Stakeholders to Address Climate and Disaster Related Risks”***. The project aims to build the capacity of national stakeholders to address climate induced disaster risks and to strengthen the capacity of Government Agencies, DAE and CSOs.

2. Objective

The objective of the national consultant services is to improve the capacity of the **Direct Access Entity (DAE)** and **3 DAE applicants** in terms of developing high-quality concept notes and funding proposals in line with GCF policies and standards, and on meeting and maintaining GCF’s accreditation standards.

The Direct Access Entity is **BT FEC** and 3 DAE applicants are **(i) Bhutan Development Bank Limited, (ii) Bhutan National Bank Limited and (iii) Bank of Bhutan Limited**.

3. Scope of work:

Output 1: Capacity of the DAE (BT FEC) is improved to enable them to develop high-quality concept notes and funding proposals and comply with the policies and standards of the GCF;

Output 2: Capacity of the 3 DAE applicants is improved to enable them to comply with GCF’s accreditation standards as they develop and implement concept notes and funding proposals.

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4. Deliverables

The national consultant is expected to deliver the above-mentioned outputs in two phases (I and II). The outputs and deliverables under phase II are expected to deliver jointly with the international consultant. The task, deliverables and timelines under each phase is outlined below:

4.1. Phase I:

4.1.1 Tasks:

Based on the overall guidance and supervision of BT FEC and NDA, the national consultant is expected to undertake the tasks described below:

Output 1:

- i. Solicit inputs from BT FEC;
- ii. Identify the existing gaps and needs of BT FEC with regard to GCF funding proposal requirements and GCF policies and standards. Notwithstanding others, the gap and need assessment should cover the following:
 - a. gender assessment;
 - b. environmental and social safeguards;
 - c. funding proposal development and implementation including the concept note proposal development in line with GCF policies and standards.
- iii. Prepare need assessment report with action plans.

Output 2:

- i. Solicit input from DAE applicants;
- ii. Identify the existing Gaps and Needs of DAE applicants with regard to the GCF accreditation requirements;
- iii. Prepare need assessment reports with action plans.

4.1.2. Expected Output /Deliverables

- i. Need assessment report for BT FEC with action plan
- ii. Three need assessment reports for the 3 DAE applicants with action plans

4.1.3 Based on the need assessments and action plans, the local consultant in consultation with BT FEC shall develop the TOR for hiring international consultants. The international

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consultant shall be recruited to deliver the following tasks in collaboration with the local consultant in phase II:

- i. Provide technical leadership in designing a capacity assessment framework.
- ii. Guide the national consultants in conducting assessments and preparing reports.
- iii. Design capacity development programs and materials for the DAE, DA applicants.
- iv. Conduct training of the DAE, DA applicants.

4.1.4 Expected Output/ Deliverables

Deliverables/output	Target Due Date	Certifying/ Authorizing Officer
Inception Report (describing specific methodologies, workflow, structure of deliverables, output delivery timeline, consultation plans, and any other items).	(Within 10 days of award of contract)	Managing Director
Submission and presentation of draft report along with action plans: <ul style="list-style-type: none"> - Need assessment report for BT FEC - Need assessment report for each DAE applicant - ToR for Hiring of International Consultant 	Within 60 days (two months) of award of contract	Managing Director
Submission and presentation of final report along with action plans after incorporating BT FEC comments, if any: <ul style="list-style-type: none"> - Need assessment report for BT FEC - Need assessment report for each DAE applicant - ToR for Hiring of International Consultant 	Within 75 days (2 and half months) of award of contract	Managing Director

4.2. Phase II:

4.2.1. Tasks:

The deliverables to be achieved by the national consultant in consultation with international consultant is:

Output 1:

- i. Develop Capacity Development Programme with training modules focused on project design and implementation in alignment with GCF standards and policies. The national consultant shall provide support to international consultant in developing capacity development program.

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- ii. The national consultant shall provide support to international consultant in conducting training program to BTFEC staff to enhance the capacity of the DAE (BTFEC) to develop high-quality concept notes and funding proposals and comply with GCF policies and standards.
- iii. The training program shall focus on technical capacities as follows:
 - GCF project proposal design and financial structuring;
 - Project implementation, monitoring and evaluation;
 - Financial and business literacy;
 - Gender assessment;
 - Building the BTFEC staff capacity in the areas relating environmental and social safeguards (ESS).

Output 2:

- i. Develop Capacity Development Programme with training modules focused on meeting GCF accreditation standards and on project design and implementation in alignment with GCF policies. The national consultant shall provide support to international consultant in developing capacity development program.
- ii. The national consultant shall provide support to international consultant in conducting training program to DAE applicants to enhance their capacity in complying GCF accreditation standards and develop high-quality concept notes and funding proposals.

4.2.2. Expected Output /Deliverables

- Capacity development program for BTFEC and 3 DAE applicants
- Conduct trainings to BTFEC and 3 DAE applicants.
- Two training completion reports including pre-and post-training knowledge assessment results for BTFEC.
- Three training completion reports including pre-and post-training knowledge assessment results for 3 DAE applicants.

4.2.3 Expected Output/ Deliverables

Deliverables/output	Target Due Date	Certifying/ Authorizing Officer
Inception Report (describing specific methodologies, workflow, structure of deliverables, output delivery timeline, consultation plans, and any other items).	Within 10 days of award of contract	Managing Director
Developed Capacity development program for BTFEC and 3 DAE applicants	Within 40 days of award of contract	Managing Director

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Conduct Capacity Development training for BT FEC and 3 DAE applicants	Within 60 days (two months) of award of contract	Managing Director
i. Two training completion reports including pre and post-training knowledge assessment results for BT FEC; ii. Training completion reports including pre and post-training knowledge assessment results for each DAE applicant	Within 75 days (two and half months) of award of contract	Managing Director

5. Institutional Arrangements (BT FEC)

With guidance and support of the BT FEC management, NDA and three DAE applicants, the consultant shall, where necessary ensure that the assignment is in coherence with the client's requirements. The BT FEC as Project Management Unit (PMU) shall monitor the quality of the assignment periodically and provide other necessary support.

The BT FEC will arrange the venue and finance the capacity development training. The venue of the training shall be arranged outside Thimphu – probably Paro, Punakha and Wangdue Dzongkhags. The training shall be facilitated by the consultant. Consultant's travel within and outside Thimphu has to be quoted in lump sum in the financial proposal.

The consultant shall report to the BT FEC Management for contractual and administrative purposes.

6. Duration of Assignment

- a. Expected duration of consultancy: 120 working days in two phases spread over five months (60 working days spread over two and half months in each phase).
- b. Expected Commencement date:
 - Phase I: 5th February 2024
 - Phase II: 15th May 2024

In case of any delays in achieving the expected output, the consultant shall notify the BT FEC Secretariat in advance, for necessary steps and actions.

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7. Duty Station

The duty station for the assignment is Thimphu, Bhutan.

8. Qualifications & Experiences

1. Education:

- Postgraduate degree (Master's degree) in economics, social science, natural resource management, environment management or related field.

2. Work experience:

- Minimum of three (3) years' experience in consultancy services;
- Minimum of three (3) similar tasks undertaken successfully;
- Experience in moderating meetings.

Preference shall be given for additional knowledge and experience in the following areas:

- Strong analytical skills; exceptional ability in communication and networking, negotiations and report writing.
- Domain expertise in partnership and networking with development partners, GCF readiness support and accreditation with climate finance.
- Knowledge in project cycle management.

9. Scope of Price Proposal and Schedule of Payments

The Financial Proposal must include a "Lump Sum Amount" approach which is closely linked to deliverables and must be quoted Phases wise. It must be "all-inclusive" and shall take into account various expenses incurred by the consultant during the contract period (e.g., fee, office costs and any other relevant expenses related to the performance of services.

*** All envisaged travel costs must be included in the financial proposal ***

9.2. Schedule of Payments

Payment shall be *inclusive of all taxes and charges*. The payments shall be made only upon confirmation of BTFEC on the delivery of the contract obligations in a satisfactory manner:

9.2.1 Phase I:

1. 20% of the contract amount shall be released upon submission of Inception Report;
2. 30% shall be released upon submission of draft assessment reports, incorporating BTFEC's and 3 DAE applicant's comments if any.
3. 40% shall be released upon submission of final assessment reports.
4. Balance 10% shall be released upon successful competition of Phase II.



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9.2.2 Phase II:

1. 20% of the contract amount shall be released upon submission of Inception Report
2. 30% shall be released upon submission of draft Developed Capacity development program for BT FEC and 3 DAE applicants.
3. 30% shall be released upon Conducting Capacity Development training for BT FEC and 3 DAE applicants
4. Balance 20% shall be released upon submission of training completion reports including pre- and post-training knowledge assessment results;

10. Application Procedure

Qualified national consultant shall submit their proposal package addressed to **The Managing Director, BT FEC, Thimphu** with the Subject: **Consultancy for "Gap Analysis on Green Climate Fund (GCF) Accreditation Standards and GCF Related Project Developments."**

The application should contain:

- **Cover letter** - describing why you are the most suitable candidate for the advertised position and a brief methodology on how you will approach and conduct the work (if applicable).
- **Technical Proposal** - all deliverables must be reflected properly and succinctly with methodology clearly stated for the deliverables.
- **Financial Proposal*** - specifying total lump sum amount for the tasks specified in this announcement. The financial proposal shall include a breakdown of this lump sum amount (number of anticipated working days – in home office and on mission, travel – local, per diems and any other possible costs). For more details, please refer Section 14: "Scope of Price Proposal and Schedule of Payments".

Note: *Incomplete applications will not be considered. Please make sure you have provided all requested materials.*

11. Evaluation of Proposals

Proposals will be evaluated based upon the offer which gives the best value for money based on the lump sum proposal submitted. The Technical and the Financial Proposal submitted to by the Consultant will be evaluated on the basis of the weight **80:20** * (80 for Technical and 20 for the financial proposal)

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The evaluation will be performed in two (2) stages:

1. **Stage One** (Technical Evaluation): All proposal comprising the information/documentation provided will be evaluated to ascertain the suitability of the individual consultants to carry out the assignment. The individual that obtains minimum of 60 points of the 80 points will be considered technically compliant and their financial evaluations will be evaluated thereafter.
2. **Stage Two** (Financial Evaluation): The financial proposals of the individual who pass stage one will be evaluated. The maximum 20 points will be allotted to the lowest financial bid, and all other bids shall receive points in inverse proportion to the lowest fee e.g. $[20 \text{ Points}] \times [\text{Nu. lowest}] / [\text{Nu. other}] = \text{points for other Proposer's fees}$. The award of contract shall be based on the individual who receives the highest cumulative score.

11.2. Technical Criteria (80)

The following criteria will be used to evaluate the individual's technical proposal:

- Education – 25 points
- Experience – 40 points
- Work Plan & Methodology –15

11.3. Financial Evaluation (20)

- Technical Proposals that do not meet the minimum qualifying mark or were considered non-responsive to the TOR, their financial proposals will be returned unopened.
- The qualified individual will be simultaneously notified and the date for opening of financial proposals shall be defined, allowing sufficient time for individuals to make arrangements to attend, if interested.
- The Financial Proposals shall be opened in presence of interested individuals and/or representatives.
- The name of the individuals and the proposed prices shall be read out. The BT FEC shall prepare and maintain minutes of the bid opening for future reference.
- The Evaluation Committee shall review the financial proposals. If there are any arithmetical errors, they shall be corrected. For the ease of comparing proposals, the costs shall be submitted in Ngultrums (Nu.).
- The Proposals with the lowest cost shall be given a financial score of 100 and other proposals given financial score that are inversely proportional to their prices; $[(\text{Lowest Price}/\text{Bidder's Price}) \times 100]$



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12. Method of Selection

The *Quality and Cost Based Selection (QCBS)* method shall be followed for the selection of consultant.

13. Reporting and Management

The overall draft/final report shall be presented to the Management Team, BT FEC and 3 DAE applicants for validation, comments and acceptance.

14. Termination of the Contract

The contract shall be terminated if the selected consultant breaches any of the terms and conditions under the contract.

15. Confidentiality Statement

All data and information received from the BT FEC and 3 DAE applicants for the purpose of this assignment shall be treated confidentially and shall only be used in connection with the execution of the contract. All intellectual property rights arising from the execution of the contract shall be held by the BT FEC.

Note: Notwithstanding the above, BT FEC retains the right to cancel the Contract without any liability on its part.

BT