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Bhutan Trust Fund for Environmental Conservation

P.O.Box:520 | Thimphu Bhutan

☎ 00975-2-339861/ 62

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CONSULTANCY SERVICES

TERMS OF REFERENCE (TOR)

For

Environment & Social Safeguards and Gender Expert for the Adaptation to Climate-induced Water Stresses through Integrated Landscape Management in Bhutan

Assignment Title:	Environment & Social Safeguards and Gender Expert
Type of Contract:	Individual National Consultant
Duration:	260 working days (spread over <u>five years</u>)
Start Date:	20 May 2024
End Date:	30 June 2028



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1. Background

The Bhutan Trust Fund for Environment Conservation (BTF), is the implementing entity for the project titled “Adaptation to Climate-induced Water Stresses through Integrated Landscape Management in Bhutan’ through funding support of the Adaptation Fund Board Secretariat (AF). The Ministry of Finance is the National Designated Authority (NDA) for Adaptation Fund Board Secretariat in Bhutan and the Project Management Unit for the project is housed at the Department of Water, under the Ministry of Energy and Natural Resources. The project aims to improve water management in the country and build resilience to the impacts of climate change. It focuses on water availability and uses throughout the watershed, sustainability and beneficiary participation. Specifically, the objective of the project is to build resilience to climate change and adaptive capacity of water stressed communities in the Dzongkhags of Paro, Dagana and Tsirang. The project beneficiaries include local communities in 13 Gewogs of these three Dzongkhags. These gewogs have been identified as priorities for the intervention under the government’s “water flagship programme” due to their specific vulnerabilities exacerbated by climate change that need to be specifically addressed through targeted water and agricultural adaptation activities.

2. Scope of Work

As per the Adaptation Fund Social and Environment Management and Gender Policy, the Environmental and Social Management Plan (ESMP) and Gender Action Plan (GAP) is an essential prerequisite for the project proposal submission and as well an indispensable tool for project’s environmental and social risk assessment and gender compliance throughout implementation. To meet this objective, an expert shall be hired to review, update and align the project’s ESMP and GAP in the course of project implementation and as well conduct periodic monitoring, ensure compliance, and produce its implementation report in collaboration and consultation with NIE (BTF), Project Management Unit (PMU), the Executing Entities (EE) and Project Implementation Units (PIU).

The primary objectives of the consultancy are as follows:

- i. Review and update the project Environmental and Social Management Plan (ESMP) and Gender Action Plan (GAP) and GRM
- ii. Review and prepare Environment and Social Safeguard, and Gender (ESG) training material and implementation tools.
- iii. Review, prepare and submit (Environment and Social Safeguards (ESS) & Gender Action Plan Implementation Report (Quarterly, Semi-annual, Annual)
- iv. Update and prepare the ESMP and GAP Annual Progress Report
- v. Review, monitor and prepare report Environment and Social Impact Assessment (ESIA) & ESMP Implementation



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3. Expected outputs /deliverables:

Under the guidance of PMU and in close consultation with NIE, NDA, EE and PIU'S, the consultant shall deliver the following deliverables as mentioned in the table below within the specified deadlines*:

SN	Activity	Y1	Y2	Y3	Y4	Y5	Total Days
1	Update the project ESMP and GAP	30					30
2	Monitor & Report ESIA & ESMP Implementation	15	15	15	15	15	75
3	Preparation of ESG training material and implementation tools	15		15			30
4	Preparation and submission of ESS & Gender Action Plan Implementation Report	15	15	15	15	15	75
6	Update the Annual Progress Report related to ESMP and GAP	10	10	10	10	10	50
	Total number of days	85	40	55	40	40	260

**Detailed yearwise engagement and delivery timeframe for engagement to be defined between the PMU and the Consultant*

4. Institutional Arrangements (BTF)

With guidance and support of the NIE (BTF) and Project Management Unit, the consultant shall, where necessary ensure that the assignment is in coherence with the client's requirements. The NIE and PMU shall monitor the quality of the assignment periodically and provide other necessary support as and when required.

The BTF will arrange the venue and finance the capacity development training. The venue of the training shall be arranged in or outside Thimphu. 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 BTF Management through PMU for contractual and administrative purposes.



5. Duration of Assignment

The total number of days for the consultancy service is 260 working days spread over 5 (five) years. In case of any delays in achieving the expected output, the consultant shall notify the BTF Secretariat in advance through the PMU, to take necessary steps.

6. Duty Station

The duty station for the assignment is Project Management Unit, housed at the Department of Water, the Ministry of Energy and Natural Resources, Thimphu, Bhutan.

7. Qualifications & Experiences of key person(s)

7.1 Education:

- Master's degree in Environment Management Planning or Social Science or Natural Resource Management.

7.2 Work experience:

- Minimum of Five (5) years' experience of which minimum of 3 years of professional experience should be in preparation of Environmental Impact Assessment (EIA) and Environmental Management Plan (EMP);
- Should also be well versed with national and local environmental, social and gender regulations and compliance requirements including work experience in gender mainstreaming.

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

- Candidates having experience working for projects assisted or funded by the Adaptation Fund or similar climate financing.
- Ability to interact with and motivate/guide stakeholder to carry out due diligence for environmental, social and gender activities.
- Candidates possessing good written and verbal communication and analytical skills, with ability to work with interdisciplinary team.

7.3 Proposals from consultancy firms will not be entertained and only proposals from individual national consultants shall be eligible.

8. Scope of Price Proposal and Schedule of Payments

The Financial Proposal must include "Lump Sum Amount" approach which is closely linked to deliverables. It must be "all-inclusive" and shall consider 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 **



8.1. Schedule of Payments

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

1. 40% of the total contract amount for any given contract year shall be disbursed on signing of the contract.
2. The remaining 60% of the contract amount for any deliverable in any given year shall be disbursed upon completion of work and acceptance of the final report jointly by the BTF and Project Management Unit.

9. Application Procedure

Qualified individual national consultants shall submit their proposal package addressed to **The Managing Director, BTF, Thimphu** with the Subject: **Consultancy for Environment & Social Safeguards and Gender Expert for Adaptation Fund Water Project**.

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 8: “Scope of Price Proposal and Schedule of Payments”.

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

10. 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)

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



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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 Points] x [Nu. lowest] / [Nu. other] = points for other Proposer's fees. The award of contract shall be based on the individual who receives the highest cumulative score.

10.1. *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

10.2. *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 BTF 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.
- 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;
[(Lowest Price/Bidder's Price) X 100]

11. Selection (*Procurement's work*)

The *Quality and Cost Based Selection (QCBS)* method shall be followed for the final selection and award of work. Under this method, the firm/individual with the *lowest price/most responsive* shall be selected, understanding that all proposals above the minimum qualifying mark compete only on "cost".

12. Reporting and Management

The reports shall be presented to the Management Team, BTF for validation, comments and acceptance.

TOR for Environment & Social Safeguards and Gender Expert



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13. Termination of the Contract

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

14. Confidentiality Statement

All data and information received from the BTF 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 BTF.

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