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Bhutan Trust Fund for Environmental Conservation

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INTERNATIONAL CONSULTANCY SERVICES

TERMS OF REFERENCE (TOR)

For

CAPACITY ENHANCEMENT OF DIRECT ACCESS ENTITY (DAE) AND DAE APPLICANTS ON MEETING GREEN CLIMATE FUND (GCF) ACCREDITATION STANDARDS AND GCF RELATED PROJECT PROPOSAL DEVELOPMENT

Tommy *CoP*



Terms of Reference for International Consultant

Assignment title: Capacity Enhancement of Direct Access Entity (DAE) and DAE applicants on meeting Green Climate Fund (GCF) accreditation standards and GCF related project proposal development

Type of Contract	International Consultant (Individual)
Duration	30 working days
Start Date	15 July 2024
End Date	13 August 2024
Location/Duty Station	Thimphu (BTF office)

1. Background

The Ministry of Finance is the National Designated Authority (NDA) for Green Climate Fund (GCF) in Bhutan and the Bhutan Trust Fund for Environmental Conservation (BTF) is Direct Access Entity (DAE) to GCF. The NDA has outsourced BTF 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, DAEs and CSOs.

2. Objectives

The objective of the International Consultant is to provide technical expertise to enhance and strengthen the institutional capacities of DAE (BTF) and DAE applicants (Bhutan Development Bank Limited, Bhutan National Bank Limited and Bank of Bhutan Limited) on meeting GCF accreditation standards and developments of GCF related project proposal including the development of project concept notes. The following are the objectives under this consultancy service:

- (i) Capacity of the DAE (BTF) is improved to enable them to develop high-quality concept notes and funding proposals and comply with the policies and standards of the GCF;
- (ii) Capacity of the 3 DAE applicants is improved to enable them to comply with GCF’s accreditation standards and develop high-quality concept notes and funding proposals and comply with the policies and standards of the GCF.

 



3. Scope of the Work

The international consultant is expected to provide high quality service. Based on the gaps identified and the action plan for the DAE and DAE applicants prepared by local consultant, and in reference to the national documents and policies related to climate change (e.g., NAP 2023, Climate Policy, Third National Communication and 13th Five-year plan, etc.), the consultant shall carry out institutional and capacity building programs to meet GCF accreditation standards and GCF related project funding proposal developments.

The capacity development plan shall be developed for meeting the requirements of GCF's accreditation and meeting the GCF's policies and standards for the development of high-quality GCF concept note and funding proposals. Notwithstanding others, the training program should cover the following areas:

- i. Key GCF project design elements
 - a. Key project funding proposal requirements – step wise approach
 - b. Results Management Framework
 - c. Interim Environmental and Social Safeguards
 - d. Gender Policy and Gender Action Plan
 - e. Indigenous Peoples Policy
 - f. Stakeholder consultation and engagement
 - g. Independent Redress Mechanism
 - h. Environmental and social policy
 - i. Project implementation, monitoring and evaluation
- ii. Process and requirement for accreditation to GCF.

4. Expected Outputs/Deliverables

Supported by the national consultant, the international consultant is expected to deliver the following outputs:

- (i) Inception report detailing clear approach, workplan, deliverables and list of additional documents to be reviewed, organizations and individuals to be consulted;
- (ii) Review Gap assessment reports;
- (iii) Develop a capacity building plan with timeline based on the Gaps identified and action plan formulated;
- (iv) Develop training module and materials as appropriate;
- (v) Carry out capacity building/ training for DAE and DAE applicants;
- (vi) Training Completion Reports.
 - a. Training completion report for DAE including pre and post training knowledge assessment results.
 - b. Three separate training completion reports for DAE applicants including pre and post training knowledge assessment results.

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Expected deliverables/output

Deliverables/output	Target Date	Due	Certifying/ Authorizing Officer
Inception Report (describing specific methodologies, workflow, structure of deliverables, output delivery timeline, consultation plans, and any other items).	Within 3 days of award	of contract	Managing Director
Developed Capacity development program for BTF and 3 DAE applicants.	Within 12 days of award	of contract	Managing Director
Conduct Capacity Development training for BTF and 3 DAE applicants.	Within 25 days of award	of contract	Managing Director
i.i. Two training completion reports including pre and post-training knowledge assessment results for BTF;	Within 30 days of award	of contract	Managing Director
i.ii. Training completion reports including pre and post-training knowledge assessment results for each DAE applicants.			

5. Institutional Arrangements

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

The BTF will arrange the venue and finance the capacity development training program from the readiness project. The training shall be facilitated by the consultants.

The international consultant shall report to the BTF Management for contractual and administrative purposes.

6. Duration of the Assignment

The assignment is for 30 working days.

7. Duty Station

The duty station for the assignment is Thimphu, Bhutan.

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8. Qualifications & Experiences

i. Education:

- Postgraduate degree (Master's degree) or above in Natural Resource Management, Project Management, Environment management, Economics, Social Science, or any other relevant area.

ii. Work experience:

- Minimum of 10 years of professional experience in international climate and environmental finance project design & management;
- Knowledge on GCF project development process, policies and standards and GCF accreditation process;
- Minimum of three (3) years' experience in consultancy services;
- Minimum of three (3) similar tasks undertaken successfully.

iii. Preference may be given for additional knowledge and experience in the following areas:

- Strong analytical skills; exceptional ability in communication.
- experience in developing training course and materials and proven skills in delivering training programs.
- Knowledge in project cycle management.
- Working experience with the GCF on accreditation and project proposal development program development would be added value.

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. 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, travel, logistic and any other relevant expenses related to the performance of services).

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

9.1 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. 20% of the contract amount upon submission and approval of the inception report.
2. 30% of the contract amount upon submission of the capacity development program for BTF and 3 DAE applicants.
3. 50% of contract amount after successfully conducting training and submission of training completion reports including pre and post-training knowledge assessment results for BTF and DAE applicants;



10. Application Procedure

Qualified International consultant shall submit their proposal addressed to **The Managing Director, BTF, Thimphu** with the Subject: Consultancy for “Capacity enhancement of DAE and DAE applicants on meeting GCF accreditation standards and GCF Related Project Proposal Developments” via email: ugyen@bhutantrustfund.bt on/before 12 noon, 20th June 2024.

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 , logistic– local, per diems and any other possible costs). For more details, please refer Section 9: “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)

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 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.

11.1 Technical criteria (80)

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

Proposals will be evaluated based on the following criteria:



- Relevance of experience and qualifications to the consultancy objectives.
- Clarity and feasibility of the proposed approach.

Demonstrated understanding of Green Climate Fund accreditation standard and policy requirements. The following criteria will be used to evaluate the individual's technical proposal

- Education – 25
- Semilar work experiences – 45
- Work plan and Methodology – 10

11.2 Financial criteria (20)

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

- Technical proposal that do not meet the minimum qualifying mark or were considered non-responsive to the TOR.
- 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 USD.
- 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;
 $((\text{Lowest Price}/\text{Bidder's Price}) \times 100)$

The BTF reserves the right to accept or reject any proposal and to cancel the selection process at any time prior to contract award, without thereby incurring any liability to the affected applicant(s) or any obligation to inform the affected applicant(s) of the grounds for BTF's action.

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 draft / final report shall be presented to the Management Team, BTF 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 collected 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.