



CONSULTANCY SERVICES

TERMS OF REFERENCE (TOR)

FOR

**GAP AND NEED ASSESSMENT FOR DEPARTMENT OF MACRO-FISCAL AND
DEVELOPMENT FINANCE (DMDF), MINISTRY OF FINANCE (MOF) AS THE NATIONAL
DESIGNATED AUTHORITY (NDA) TO MEET GREEN CLIMATE FUND (GCF) POLICY
REQUIREMENTS AND STANDARDS**



Assignment Title: Consultancy Service for Gap and Need Assessment for Department of Macro-Fiscal and Development Finance (DMDF), MoF as a National Designated Authority (NDA) to meet Green Climate Fund (GCF) Policy Requirements and Standards.

Type of Contract: National Consultant (Individual)

Duration: 60 working days

Start Date: 3rd March 2025

End Date: 28th May 2025

Location/duty station: Thimphu

1. Background

The Department of Macro-Fiscal and Development Finance (DMDF), Ministry of Finance (MoF) is the National Designated Authority (NDA) to Green Climate Fund (GCF) in Bhutan. Besides the GCF's regular fully developed projects, DMDF has been coordinating the implementation of GCF readiness grant projects as well. The Bhutan Trust Fund for Environmental Conservation (BTF) as the Direct Access Entity (DAE) of Green Climate Fund (GCF) in partnership with NDA is implementing the GCF Readiness Project BTN-RS-005, 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 including NDA, DAE and CSOs.

2. Objective

The objective of the national consultant services is to conduct gap and need assessments for the NDA and develop policy documents to meet GCF policy/standard requirements.

3. Scope of work:

Output 1: Conduct Readiness gap and need assessment for NDA that will allow for future programmatic approaches in addressing readiness gaps.



Output 2: Conduct and prepare GCF Financial Management Capacity Assessment (FMCA) for NDA.

Output 3: Preparation of user-friendly manual/guideline on GCF policies and standards.

Output 4: Develop National Stakeholder Engagement Mechanism (SEM);

4. Specific Tasks of Consultant

Under the guidance and supervision of the DMDF and BTF, the consultant shall deliver the following activities/deliverables under each output:

Output 1: Conduct Readiness gap and need assessment for NDA that will allow for future programmatic approaches in addressing readiness gaps:

- Conduct Readiness needs assessment accounting for lessons learned from existing assessments conducted for NDC and NAP and prepare need assessment report that will meet requirements for GCF's multi-year programmatic readiness;
- Conduct workshop to validate the need assessment report - validation report and final need assessment report.

Output 2: Preparation of Financial Management Capacity Assessment (FMCA) Report:

- Conduct meeting/workshop with DMDF to collect information for FMCA;
- Assessment of FMCA and preparation of FMCA Report.

Output 3: Preparation of user-friendly manual/guideline on GCF policies and standards:

- Manual/guidelines on accreditation focusing on how to upgrade or institute and operationalize new organizational policies for compliance with GCF standards posted to the NDA platform based on the past lessons learned;
- GCF Concept note development guide for climate finance stakeholders in Bhutan.

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Output 4: Develop National Stakeholder Engagement Mechanism (SEM):

- Conduct stakeholder workshop to identify and assess the gaps and needs of the existing Country Coordination Mechanism and prepare need analysis report;
- Develop a Stakeholder Engagement Mechanism (SEM) based on needs identified;
- Conduct 2 trainings on the updated mechanism for NDA, DAE, DA applicants, executing entities and implementing partners in Bhutan - two training completion reports including pre-and post-training knowledge assessment results.

5. Expected Deliverables

Deliverables	Target Due Date
5.1 Inception Report (describing specific methodologies, workflow, structure of deliverables, output delivery timeline, consultation plans, and any other items).	Within 7 days of award of contract
5.2 Submission and presentation of the following reports for outputs 1, 2 and 3 mentioned in clause 4: (i) Conduct readiness needs assessment accounting for lessons learned from existing assessments conducted for NDC and NAP and prepare need assessment report. (ii) conduct workshop to validate and finalize the need assessment report and submission of final need assessment report. (iii) Assessment of FMCA and preparation of FMCA report. (iii) Preparation of user-friendly manual/guideline on GCF policies and standards.	(i) Within 20 days of award of contract (ii) within 25 days of award of contract (iii) within 35 days of award of contract (iii) Within 40 days of award of contract
5.3 Submission and presentation of the following reports for output 4 mentioned in clause 4: (i) Conduct stakeholder workshop to co-identify and co-assess the gaps and needs of the existing Country Coordination Mechanism and prepare need analysis report;	(i) Within 45 days of award of contract

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(ii) Develop a Stakeholder Engagement Mechanism (SEM) based on needs identified endorsed by DMDF;	(ii) Within 55 days of award of contract
(iii) Conduct 2 trainings on the updated mechanism for NDA, DAE, DA applicants, executing entities and implementing partners in Bhutan - two training completion reports including pre-and post-training knowledge assessment results	(iii) Within 60 days of award of contract

6. Institutional Arrangements

With guidance and support of the DMDF and BTF, the consultant shall, where necessary ensure that the assignment is in coherence with the client’s requirements.

The consultant will be responsible to deliver the expected outputs of the assignment and shall report to DMDF as the NDA and BTF as the PMU.

7. Duration of Assignment

Expected duration of consultancy is 60 working days. In case of any delays in achieving the expected output, the consultant shall notify the DMDF and BTF Secretariat in advance, for necessary steps and actions.

8. Duty Station

The duty station for the assignment shall be DMDF and BTF office, Thimphu.

9. Qualifications & Experiences

9.1 Education:

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

9.2 Work experience:

- Minimum of three (3) years’ experience in consultancy services;
- Minimum of two (2) related GCF consultancy tasks undertaken;
- Domain expertise in GCF policy requirements and standards.

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10. 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 ***

a. Schedule of Payments

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

1. 20% of the contract amount shall be released upon submission of Inception Report;
2. 40% shall be released upon completion of output 1 and 2 mentioned above after incorporating DMDF and BTF's comments if any;
3. 40% shall be released upon completion of output 3 and 4 mentioned above after incorporating DMDF and BTF's comments if any.

11. Application Procedure

Qualified national consultant shall submit their proposal package addressed to **Managing Director, BTF** with the Subject: Consultancy for "Gap and Need Assessment for Department of Macro-Fiscal and Development Finance (DMDF), MoF as a National Designated Authority (NDA) to meet Green Climate Fund (GCF) Policy Requirements and Standards."

The application should contain:

- **Cover letter** - describing why you are the most suitable candidate for the assignment and how you will approach and conduct the work.
- **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



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details, please refer Section on "Scope of Price Proposal and Schedule of Payments".

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

12. 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:

12.1 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.

12.2 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.

a. Technical Criteria (80)

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

- Education – 15 points
- Experience – 50 points
- Work Plan & Methodology –15

b. 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.

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- 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 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 (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;
[(Lowest Price/Bidder's Price) X 100]

13. Method of Selection

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

14. Reporting and Management

The overall draft/final report shall be presented to the DMDF and BTF for validation, comments and acceptance.

15. Termination of the Contract

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

16. Confidentiality Statement

All data and information received by the consultant for the purpose of this assignment shall be treated confidentially and shall only be used in connection with the execution of the contract.

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

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