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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

TERMS OF REFERENCE (TOR)

FOR

STRATEGY PLAN I - 2025-2030

BTF ROADMAP 2040

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Project Title	Development of Strategy Plan I - 2025-2030, BTF Roadmap 2040
Type of Contract	National Individual Consultant
Duration	30 working days (spread over 45 days)
Commencement Date	1 March 2025
End Date	15 April 2025
Location/duty station	Thimphu

1. Background

Established in 1991, the Bhutan Trust Fund for Environmental Conservation (BTF) has been a global pioneer in environmental conservation by supporting innovative projects for sustainable development across the country, particularly in the communities. Since its inception, BTF has consistently endeavoured to harness innovation, establish partnerships, and enhance financing for much needed projects in fulfilling its core mandate of promoting social welfare through environmental conservation. The Trust Fund has so far disbursed USD 35 million in grants to 277 projects. These initiatives not only reflect Bhutan's commitment to conservation, which is a core tenet of Gross National Happiness, are also a powerful demonstration of self-reliance.

BTF was granted the Royal Charter in 1996 by His Majesty the 'the Great Fourth'. Inspired by this prescient vision, the Royal Charter 2021 was granted by His Majesty the King on 8th September 2021 with an enhanced mandate for "keeping present needs and ensure relevance and role of BTF to meet future challenges". Accordingly, in addition to biodiversity preservation and environment protection, the Royal Charter bestows on BTF expanded objectives that include climate action and enabling human-wildlife-coexistence.

At this time of emerging environmental challenges exacerbated by climate change, BTF launched its 'Roadmap 2040' with the ambition of harnessing opportunities to serve the Royal Vision of His Majesty the King for sustainable development in the pursuit of Gross National Happiness (GNH). Guided by the compass of our Royal Charter, BTF commits itself to closely collaborating with all its partners on a path set by the Roadmap 2040 to advance environmental conservation for social welfare of the country.

The BTF has previously completed implementation of three strategy plans, spanning the period from 1997-2015. It is intended that the fourth strategy will now be formulated in line with the Roadmap 2040, and targeted at achievement of the outcomes defined therein. The strategy plan should guide BTF's strategic efforts through identification of indicator targets and outputs attuned to the outcomes defined in the roadmap for effective governance, targeted programs backed by sustainable financing options.

2. Scope of Work

The Bhutan Trust Fund Roadmap 2040 charts a course towards achieving the overarching vision of the Trust. This Roadmap acknowledges current environmental challenges, anticipate future demands on the nation's natural resources, and recognizes that environmental challenges will continue to evolve over time. It also acknowledges that investments in biodiversity entail extended timelines to yield sustainable results. This will only be possible through strategic partnerships with people and organizations who share a common vision and long-term commitment to conserve nature and the environment.



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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 cost after delivery of Inception Report;
2. Balance 60% shall be released upon successful completion and acceptance of the final report by the BTF, incorporating BTF comments.

9. Application Procedure

Qualified individual consultant shall submit their proposal package addressed to: The Managing Director, BTF, Genyen Lam SW, Thimphu, with Subject: **Consultancy for Development of BTF Strategy Plan I.**

The application should contain:

- Cover letter describing why you are the most suitable candidate for the consultancy and a brief methodology on 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 of all costs for the tasks specified in this announcement. The financial proposal shall include a breakdown of the total amount (number of working days – in home office and local travel, and any other possible costs).

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 for the task. The Technical and the Financial Proposals submitted will be evaluated on the basis of the weight 70:30 (70 for technical and 30 for the financial proposals).

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

1. Stage One (Technical Evaluation): All Individual Consultant's proposals comprising the information/documentation provided will be evaluated to ascertain the suitability of the individual consultants to carry out the assignment. The consultant who obtains a minimum of 50 points of the 70 points will be considered technically compliant and their financial evaluations will be evaluated thereafter.
2. Stage Two (Financial Evaluation): The financial proposals of the consultants who pass stage one will be evaluated. The maximum 30 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. $[30 \text{ Points}] \times [\text{Nu. lowest}] / [\text{Nu. other}] = \text{points for other Proposer's fees}$. The award of contract shall be based on the consultant who receives the highest cumulative score.

10.1. Technical Criteria (70)

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

- Qualification and competence for the assignment – 25 points
- Work experience and relevance of the assignment– 35 points
- Work Plan & Methodology - 10

