

के पर्वेता-रदावध्याव्यक्तानेत्याक्ष्यका विद्युत्वित्या निर्वाता

Bhutan Trust Fund

for Environmental Conservation

P.O.Box:520 | Thimphu Bhutan

200975-2-339861/62

00975-2-339863

www.bhutantrustfund.bt

TERMS OF REFERENCE (TOR)

FOR

STRATEGY PLAN I - 2025-2030 BTF ROADMAP 2040





तर्वेया. र ट त्रधुष याष्ट्र केटमा केषमा सेट से स्वीत से देश

Bhutan Trust Fund for Environmental Conservation

P.O.Box:520 | Thimphu Bhutan

200975-2-339861/62

00975-2-339863

www.bhutantrustfund.bt

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

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 though 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

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.





७ वर्षा रत्यविव गवय स्रत्य क्रयस्य स्रुत्ते गहर्य र द्वा

Bhutan Trust Fund

for Environmental Conservation

P.O.Box:520 | Thimphu Bhutan

200975-2-339861/62

00975-2-339863

www.bhutantrustfund.bt

The Strategy Plan shall clearly spell out strategic achievement of the governance, program and financial outcomes highlighted in the roadmap, particularly the four Program Objects mandated by the Royal Charter 2021 and that aligns to national priorities and other environmental challenges through appropriate interventions.

This plan must also clearly indicate the priority program focus areas. The plan must indicate stages of implementation with clearly accorded responsibilities, accountabilities and timeline. It is expected to have a strategic plan consisting of components demonstrating noticeably parts such as, program improvement, sustainability and its implementation modalities, areas of conservation focus and priorities. The Plan must also clearly demonstrate the process by which BTF can bring about efficiency and effectiveness in its deliverables.

The following are the scope of the work.

- 2.1 Refer BTF Roadmap 2040
- 2.2 Refer BTF's Strategy Plans
- 2.3 Refer BTF Operational Manual and PONs
- 2.4 Refer RGoB 13th Five Year Plan document
- 2.5 Refer most recent relevant national strategies and documents:
 - National: National Environment Strategy, NAP, NDC, NBSAP, Protected Area and Conservation Plans, Human-wildlife conflict Strategy, and any other important and relevant strategies and documents.
 - International: Kunming-Montreal Global Biodiversity Framework, SDG, Paris Agreement, AF and GCF, and any other important and relevant strategies and documents.
- 2.6 Facilitate a national stakeholders consultation workshop in order to stock-take environmental and conservation issues and opportunities.
- 2.7 Conduct bilateral meetings with key partners of the BTF for additional information and consensus
- 2.8 Analyze the issues, impacts of issues and opportunities identified from the stakeholder consultation workshop and bilateral meetings
- 2.9 Present the analyzed report to the management team for endorsement
- 2.10 Develop the Strategy Plan document

3. Expected outputs /deliverables:

The consultant will deliver the Strategy Plan I - 2025-2030 document including, but not limited to:

- Prioritized indicators and outputs based on outcomes defined for governance, program management and sustainable financing in the roadmap.
- · Strategies for knowledge and communication Management
- Strategies for monitoring and evaluation

Deliverables/output	Target Due Date	Certifying/ Authorizing Officer
Inception Report (describing specific methodologies, work flow, structure of deliverables, output delivery timeline, consultation plans, inputs required from national experts and stakeholders, and any other	Within 5 days of award of contract	Managing Director





न वर्वेता.रट.वर्षुष.वोष्या.केंट्य.वेश्व.वीट्यू.वोट्ट.या.टेट्या।

Bhutan Trust Fund

for Environmental Conservation

P.O.Box:520 | Thimphu Bhutan

2 00975-2-339861/62

00975-2-339863

www.bhutantrustfund.bt

27 March 2025	-do-
10 April 2025	-do-
	27 March 2025 10 April 2025

Administrative and Institutional Arrangement

For the assignment:

- a) The consultant will work closely with the BTF Management Team and relevant staffs;
- b) The consultant will consult relevant individuals, stakeholders and agencies, in consultation with the BTF.
- c) The consultant shall facilitate the stakeholders consultation workshop.
- d) The BTF will arrange and finance the national stakeholders consultation workshop. The venue of the workshop shall be arranged in consultation with BTF. The list of participants shall be jointly prepared and agreed by BTF and the consultant.
- The appointments with officials/agencies shall be arranged by BTF. Consultant's travel within and outside Thimphu has to be quoted with detailed breakdown in the financial

Duration of Assignment

The total number of days for the consultancy service is 30 working days spread over 45 days. In case of any delays in achieving the expected output, the consultant shall notify the BTF Secretariat in advance, for the later to take necessary steps.

Duty Station

The duty station for the assignment is Thimphu, Bhutan.

Qualification & experiences of the individual consultant

- Education:
- Master's Degree in Environment, Natural Resource Management, Sustainable Development, Business/Public Administration.

Work experience:

- Minimum of three years' experience in consultancy services
- Similar strategy development tasks undertaken successfully

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

- Project cycle management.
- Good knowledge on Trust Funds business environment
- Flexible and adaptable in their work approach, be able to work individually or as a team.
- Excellent knowledge of English as well as superior written and verbal communication

Scope of Price Proposal and Schedule of Payments

The Financial Proposal must include total of daily rate for the consultancy period and any other foreseen costs including related travel, attendance of meetings, etc.





अ यनुगारम्यविष्णावस्याध्रम्याक्षस्याध्रम्याञ्चरत्त्रीं गहन्सान्द्रिया

Bhutan Trust Fund

for Environmental Conservation

P.O.Box:520 | Thimphu Bhutan

200975-2-339861/62

00975-2-339863

www.bhutantrustfund.bt

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 Points] x [Nu. lowest] / [Nu. other] = 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





पर्विमा र ट्याबेब माबस संरम के अस सिट्सी मान् र स र दिया।

Bhutan Trust Fund

for Environmental Conservation

P.O.Box:520 | Thimphu Bhutan

2 00975-2-339861/62

00975-2-339863

www.bhutantrustfund.bt

Financial Evaluation (30)

- 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 BTF shall prepare and maintain minutes of the Evaluation for future reference.
- The Evaluation Committee shall review the financial proposals. If there are any arithmetical errors, they shall be corrected and the corrected figure will be considered
- 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

The Quality and Cost Based (QCBS) selection shall be followed.

12. Reporting and Management

The Draft Report shall be presented to the Management Team, BTF for validation, comments and acceptance for Final Report subsequently.

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

Note: Notwithstanding the above, BTF retains the right to cancel the Contract without any

