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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

CONSULTANCY SERVICES

TERMS OF REFERENCE (TOR)

For

Gender Expert for Climate Adaptation, Resilience and Engagement in Local Governments
(CARE-LG) Project

Assignment Title: Gender Expert
Type of Contract: Individual National Consultant
Duration: 180 working days (spread over four years and four months)
Start Date: 10 March 2025
End Date: 31 July 2029



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1. Background

The Bhutan Trust Fund for Environmental Conservation (BTF), as the Direct Access Entity (DAE) to Green Climate Fund (GCF) along with the Department of Local Government and Disaster Management (DLGDM), Ministry of Home Affairs (MoHA) and Department of Planning, Budget and Performance (DPBP), Ministry of Finance (MoF) as an Executing Entities (EE) is currently implementing the Project titled "Climate Adaptation, Resilience and Engagement in Local Governments (CARE-LG)" supported by the GCF. The project aims to strengthen climate resilience of most vulnerable local communities across Bhutan by building the technical, financial, and institutional capacity and mainstreaming local-level climate responsive adaptation planning and practices critical to their livelihoods. The project aims to ensure that local communities have reduced vulnerability and increased resilience in the face of climate variability and extremes, as well as adaptive capacity required to maintain sustainable development pathways across a range of potential climate futures.

The activities of the project are designed under the Project's two components:

- (1) Capacity-building of Local Government (LG) functionaries and communities in Climate Change Adaptation (CCA) planning and implementation, and adoption of climate responsive technologies and practices; and
- (2) Provision of grants for adaptation investments, accessible through performance-based criteria. The project will prioritize 120 Gewogs identified based on the climate vulnerability rating. Out of these 120 Gewogs, at least 60 Gewogs will receive CCA grants through a Performance-Based Grant (PBG) assessment and access mechanism to finance their adaptation proposals.

2. Scope of Work

The Gender Expert will be responsible for managing overall project compliance to Gender Action Plan (GAP) - Annex 4 of Funding Proposal. The Gender Expert shall oversee the implementation of GAP and coordinate with the Project Management Unit (PMU), Executing Entities and BTF to deliver the following activities:

Activity 1:

- 1.1 Develop training curriculum and materials on gender equality, gender mainstreaming, Sexual Exploitation, Abuse and Harassment (SEAH) for awareness program to local communities and LG functionaries. To deliver this activity, the Gender Expert will liaise with the consultant (who will be hired for developing and delivering training curriculum to local communities and local government functionaries on climate change adaptation planning, implementation and monitoring) to carry out needs assessment on the current level of understanding on gender related issues and gaps among local communities and Local Government (LG) functionaries;



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4. Expected outputs /deliverables:

Under the guidance of the PMU and in close consultation with BTF, EEs, Nation Designated Authority (NDA) and implementing agencies, the consultant shall deliver the following deliverables as mentioned in the table below within the specified deadlines¹:

Activities	2025	2026	2027	2028	2029	Total Days
Activity 1:						
1.1 Develop training curriculum and materials on gender equality, gender mainstreaming, Sexual Exploitation, Abuse and Harassment (SEAH) for awareness program to local communities and LG functionaries. To deliver this activity, the Gender Expert will liaise with the consultant (who will be hired for developing and delivering training curriculum to local communities and local government functionaries on climate change adaptation planning, implementation and monitoring) to carry out needs assessment on the current level of understanding on gender related issues and gaps by the local communities and Local Government (LG) functionaries.	20					20
1.2 Conduct training/awareness program for local communities, LG functionaries and project personnel ² .	20	10				30
Activity 2:						
2.1 Conduct screening of Gewog Adaptation Plan proposal as per the requirements of GAP, based on the Gewog Adaptation Plan proposals received in respective years.	20	10 ³				30

¹ Detailed year-wise engagement and delivery timeframe for engagement to be defined between the PMU/BTF/EEs and the Consultant as per the implementation progress of the project activities

² The number of days for workshop is subject to change based on the actual number of days required, as determined by PMU/BTF. If required, for travels, ESS expert will be paid DSA and mileage at BTF officer rate.

³ Subject to the Gewog Adaptation Plan proposals if received in the subsequent years or call made for Gewog Adaptation Plan proposal.



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2.2 Review and revise Gender Action Plan, if necessary, after screening of Gewog Adaptation Plan and support establishment of effective and transparent Grievance Redress Mechanisms (GRM) for all stakeholders.	5					5
Activity 3:						
3.1 Work with the BTF and PMU-DPBP M&E officer on the field visit to ensure effective monitoring and that gender related issues are addressed effectively ⁴ .			10	10		20
3.2 Oversee implementation of GAP in coordination with the PMU and BTF including compliance to Grievance Redress Mechanism (GRM). Ensure grievances are managed promptly, fairly, and communicated transparently.		5	5	5	5	20
3.3 Assist the PMU and BTF with the preparation of half-yearly GAP implementation reports.	3	3	3	3	3	15
3.4 Conduct an annual review/workshop with different project stakeholders on the GAP and other related compliance and mitigation plans if required and facilitate open communication and information sharing with GAP.	5	5	5	5	5	25
3.5 Preparation of annual reports on GAP compliance in collaboration with PMU and BTF for submission to the Project Steering Committee (PSC) and GCF Secretariat as part of the Annual Performance Report (APR).	3	3	3	3	3	15
Total number of days	76	36	26	26	16	180

5. Institutional Arrangements

With guidance and support of the BTF, PMU and EE, the consultant shall, where necessary ensure that the assignment is in coherence with the client's requirements. The BTF, PMU and

⁴ The number of days for field visit is excluding travel. Gender expert will be paid DSA and mileage for travel only at BTF officer rate. The number of days for field visit is subject to change based on the project field requirement determined by PMU/BTF.



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EE shall monitor the quality of the assignment periodically and provide other necessary support as and when required.

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

6. Duration of Assignment

6.1. The total number of working days for the consultancy service is 180 spread over 4 (four) years and 4 (four) months. However, any reduction or increase in number of input days for any particular year shall be discussed and detailed in the contract agreement. 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;

6.2 Annual Contract Agreement will be signed every year with detailed work plan for the specific period/year.

7. Duty Station

The duty station for the assignment shall be BTF and PMU office - DPBP, MoF, Thimphu, Bhutan.

8. Qualifications & Experiences of key person(s)

8.1 Education:

- Master's degree in Gender Studies, Social Science, Development or any other related field.

8.2 Work experience:

- Minimum of three (3) years' experience of which minimum of two (2) years of experience in the areas relating to gender aspects.
- Well versed with national gender regulations and compliance requirements.
- Experience in moderating meetings and conducting training program.
- Preference will be given to candidates having experience working for projects assisted or funded by the GCF or similar climate financing mechanism.

9. 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).



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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. $[20 \text{ Points}] \times [\text{Nu. lowest}] / [\text{Nu. other}] = \text{points for other Proposer's fees}$. The award of contract shall be based on the 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:

- Education – 25 points
- Experience – 40 points
- Work Plan & Methodology –15

11.2 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.



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- 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]

12. Selection (*Procurement's work*)

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

13. Reporting and Management

The reports shall be presented to PMU and 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 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.