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**Bhutan
Trust Fund**
For Environmental Conservation



+975-2-339861/62

+975-2-339863

info@bhutantrustfund.bt

www.bhutantrustfund.bt

Genyen Lam, Thimphu, Bhutan

CONSULTANCY SERVICES

TERMS OF REFERENCE (TOR)

for

**Translation of Gender Action Plan, Environmental and Social Management Plan and
Monitoring & Evaluation Plan into Dzongkha**

"Securing Water & Enhancing Climate Resilience in Thimphu (Rural) District, Bhutan"

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Investing in a Legacy for Nature





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Assignment Title: Translation of Gender Action Plan, Environmental and Social Management Plan and Monitoring & Evaluation Plan into Dzongkha

Specific Activities:

1. Translation of the Gender Action Plan (GAP) into Dzongkha.
2. Translation of the Environmental and Social Management Plan (ESMP) into Dzongkha.
3. Translation of the Monitoring & Evaluation (M&E) Plan into Dzongkha.

Project Title: "Securing Water & Enhancing Climate Resilience in Thimphu (Rural) District, Bhutan"

Type of Contract: Individual Consultant

Duration: [20] working days spread across [one] month.

Start Date: 02 November 2026

End Date: 02 December 2026

Location/duty station: Thimphu

1. BACKGROUND

The Bhutan Trust Fund for Environmental Conservation (BTF), as the National Implementing Entity (NIE) of the Adaptation Fund (AF), and the Department of Macro-fiscal and Development Finance (DMDF) as the Designated Authority, secured a Project Formulation Grant (PFG) to prepare the full project proposal: "*Securing Water & Enhancing Climate Resilience in Thimphu (Rural) District, Bhutan*".

The project aims to enhance water security, promote climate-resilient livelihoods, and strengthen the resilience of rural communities in five Gewogs (Chang, Kawang, Mewang, Dagala and Genyen) of Thimphu Dzongkhag.

Under the PFG, a Gender Action Plan (GAP), an Environmental and Social Management Plan (ESMP) and a Monitoring & Evaluation (M&E) Plan have been prepared in English. The AF Environmental and Social Policy and Gender Policy require that safeguard and gender information be disclosed to affected communities in a timely manner, in a language and form they can understand.

To meet these disclosure requirements and enable meaningful participation of local communities, Gewog and Dzongkhag officials, and other stakeholders, BTF seeks a qualified translator to translate the GAP, ESMP and M&E Plan into Dzongkha.

2. OBJECTIVES OF THE ASSIGNMENT

The overall objective of this consultancy is to produce accurate, culturally appropriate and accessible Dzongkha versions of the project's safeguard and gender instruments by:



- Translating the Gender Action Plan (GAP) from English into Dzongkha.
- Translating the Environmental and Social Management Plan (ESMP), including its grievance redress mechanism, from English into Dzongkha.
- Translating the Monitoring & Evaluation (M&E) Plan from English into Dzongkha.
- Ensuring technical terms related to gender, environmental and social safeguards, climate change adaptation and water management are rendered consistently, using standard Dzongkha terminology.
- Facilitating disclosure of these documents to project communities and stakeholders in line with AF and BTF requirements.

3. SCOPE OF WORK

The consultant will perform the following:

A. Translation of Documents

Translate the following final English documents into Dzongkha (estimated total of approximately [185] pages:

Document	Estimated length
Gender Action Plan (GAP), including gender analysis summary, action plan matrix and indicators	[70] pages
Environmental and Social Management Plan (ESMP), including mitigation measures, roles and responsibilities, and grievance redress mechanism	[69] pages
Monitoring & Evaluation (M&E) Plan, including indicator framework, reporting timelines and responsibilities	[46] pages

The translation shall cover all text, tables, matrices, figure captions and annexes, unless otherwise agreed with BTF. The number of pages may increase or decrease by few pages.

B. Terminology and Quality Assurance

- Use standard Dzongkha terminology and orthography in line with the guidelines of the Dzongkha Development Commission (DDC).
- Ensure the translation is faithful in meaning, complete, and written in clear language that is understandable by rural communities and local officials.
- Retain the structure, numbering, headings and table layouts of the original documents.

C. Review and Finalization

- Incorporate comments from BTF, and other reviewers designated by BTF.



- Participate in a review/validation session, if organized by BTF, to clarify terminology and resolve comments.
- Deliver final, print-ready Dzongkha documents in editable and PDF formats.

4. TASKS

The consultant is expected to:

- Review the English GAP, ESMP and M&E Plan and clarify any unclear content with BTF before translation.
- Prepare a short work plan.
- Translate the documents and format them in standard Dzongkha Unicode fonts mirroring the original layout.
- Carry out internal proofreading and back-checking of key sections to ensure accuracy.
- Address comments and feedback from BTF and other designated reviewers until the translations are accepted.
- Work closely with BTF to ensure the translated documents are suitable for disclosure to communities in the five project Gewogs.

NOTE: The consultant shall be required to address any comments or feedback from BTF until the translated documents receive final acceptance.

5. REPORTING AND COORDINATION LINE

The consultant will report directly to the Project Specialist at BTF and work closely with other reviewers designated by BTF.

6. KEY OUTPUTS & DELIVERABLES

The key outputs and timeline are as follows:

Deliverable	Description	Timeline	Certifying/ Authorizing Officer
Work Plan	Brief work plan.	Within [3] working days of contract signing	Managing Director, BTF
Draft Dzongkha Translations	Complete draft Dzongkha translations of the GAP, ESMP and M&E Plan, formatted to mirror the original documents.	Within [20] working days of contract signing	Managing Director, BTF



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Deliverable	Description	Timeline	Certifying/ Authorizing Officer
Final Dzongkha Translations	Final translations of the GAP, ESMP and M&E Plan incorporating all comments, submitted in editable (Word) and PDF formats, with the final glossary.	Within [30] working days of contract signing	Managing Director, BTF

7. INSTITUTIONAL ARRANGEMENT

With guidance and support of BTF the consultant shall ensure that the assignment is in coherence with the client's requirements.

BTF will provide the final English versions of the GAP, ESMP and M&E Plan in editable format, along with any relevant reference materials. If a review/validation session is required, BTF will arrange the venue and finance the session. The consultant shall report to the BTF Management through the Project Specialist for contractual and administrative purposes.

8. DUTY STATION

The duty station for the assignment is the Bhutan Trust Fund office, Thimphu, Bhutan. The consultant may work from their own office, and shall attend meetings at BTF as required.

9. REQUIRED QUALIFICATIONS AND EXPERIENCES

a. Education

- Bachelor's degree in Dzongkha Language and Literature, Language and Culture Studies, or a related field. A Master's degree will be an added advantage.

b. Work experience

- Minimum of five (5) years of professional experience in English–Dzongkha translation, and must have undertaken at least three (3) similar assignments.
- Proven familiarity with standard Dzongkha terminology and orthography, including Dzongkha Development Commission (DDC) guidelines.
- Experience translating documents on environment, natural resources, climate change, gender, or social development will be an added advantage.
- Proficiency in Dzongkha Unicode typing and document formatting.
- Excellent command of written English and Dzongkha.

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10. DURATION & TIMELINE

The consultancy will be effective from 02 November 2026 till 02 December 2026, for a total of [20] working days, as per the agreed work plan.

11. SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

A financial proposal shall accompany the technical proposal. It must be "all-inclusive", covering all necessary costs related to personnel, translation, proofreading, formatting, printing of review copies (if any), local travel, and any other expenses incurred during the consultancy period. Prices shall be quoted as rate per page (page shall be considered as: font – Times New Roman, font size- 12, margin-normal with 1.15 spacing).

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:

Milestone	Payment
Signing of Contract	10%
Submission and acceptance of draft Dzongkha translations (GAP, ESMP and M&E Plan)	30%
Submission and acceptance of final Dzongkha translations	60%

12. APPLICATION PROCEDURE

Eligible national individual consultants shall submit their proposal package addressed to the Managing Director, BTF, Thimphu, with the Subject "**Translation of Gender Action Plan, ESMP and M&E Plan into Dzongkha**".

The application should contain:

- **Cover letter** describing why you are the most suitable candidate for the assignment.
- **Technical Proposal** – approach to translation and quality assurance, work plan, CV(s) of the translator(s), and samples or references of at least three similar English–Dzongkha translation assignments.
- **Financial Proposal** – specifying the total lump sum amount, with a breakdown (rate per page or per word, number of working days, and any other costs). For more details, please refer to Section 11: "Scope of Price Proposal and Schedule of Payments".

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



13. EVALUATION OF PROPOSALS

Proposals will be evaluated based on the offer that gives the best value for money. The Technical and Financial Proposals will be evaluated based on the weight 80:20 (80 for the Technical and 20 for the Financial proposal). The evaluation will be performed in two (2) stages:

13.1. Stage One (Technical Evaluation): All proposals will be evaluated to ascertain the suitability of the consultants to carry out the assignment. Consultants who obtain a minimum of 60 of the 80 points will be considered technically competent, and their financial proposals will be evaluated thereafter.

13.2. Stage Two (Financial Evaluation): The financial proposals of consultants 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, i.e., [20 Points] x [Nu. Lowest] / [Nu. Other]. The award of the contract shall be based on the consultant who receives the highest cumulative score.

13.1.1. Technical Criteria (80)

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

- Consultant's qualification– 20 points
- Consultant's Experience– 50 points
- Work plan & approach (including quality assurance) – 10 points

13.2.1. Financial Evaluation (20)

- Financial proposals of technical proposals that do not meet the minimum qualifying mark, or were considered non-responsive to the TOR, will be returned unopened.
- The qualified consultants will be simultaneously notified of the date for opening of financial proposals, allowing sufficient time to attend, if interested.
- The financial proposals shall be opened in the presence of interested consultants and/or representatives. The names and proposed prices shall be read out, and BTF shall maintain minutes of the bid opening for future reference.
- The Evaluation Committee shall review the financial proposals and correct any arithmetical errors. For ease of comparing proposals, costs shall be submitted in Ngultrum (Nu.).

14. SELECTION

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

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

All documents, data and information received from BTF for this assignment shall be treated confidentially and shall only be used in connection with the execution of the contract. All translated documents and materials generated under this consultancy shall remain the property of BTF and shall not be shared without prior written consent. Similarly, all intellectual property rights arising from the execution of the contract shall be held by BTF.

The consultant is expected to adhere to the highest professional and ethical standards, and to take into account social and cultural contexts in rendering the translation.

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

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