

**GUIDELINES FOR CONSORTIUM OF EXPERTS  
2020**



**ROYAL SOCIETY FOR PROTECTION OF NATURE**







༄༅། ། རྒྱལ་འཛོལ་རང་བཞིན་སྤྱང་སྐྱོབ་ཚོགས་སྡེ།  
**Royal Society for Protection of Nature**

Under the Royal Patronage of Her Majesty Gyaltsuen Jetsun Pema Wangchuck

Inspiring personal responsibility and actively involving the people of Bhutan in  
Conservation of the Kingdom's Environment

## **GUIDELINES FOR CONSORTIUM OF EXPERTS**

### **1. The Consortium of Experts**

The establishment of the Consortium of Experts was approved by the Board of Directors during its 37th board meeting held on September 25, 2014. RSPN Consortium of Experts shall comprise of external experts selected on the basis of set criteria and procedures.

The Criteria and Procedures for Establishment of RSPN Consortium of Experts – Annexure -18 is revised to the Guidelines for Consortium of experts on April 17, 2020.

### **2. Purpose**

The consortium is instituted to help deliver tasks/projects of specialized nature that are not within the capacity of RSPN or are required to be delivered within a stipulated time frame.

### **3. Authority of recruitment**

The Executive Director shall have the signatory discretion in the selection, recruitment, separation, fixation of remuneration, and the amendment of guidelines for Consortium of Experts based on the recommendation of the Human Resource Committee (HRC).



# ལྷོ། ། རྒྱལ་འཛོལ་རང་བཞིན་སྐྱེས་སྐྱོབ་ཚོགས་སྡེ། Royal Society for Protection of Nature

Under the Royal Patronage of Her Majesty Gyaltsuen Jetsun Pema Wangchuck

Inspiring personal responsibility and actively involving the people of Bhutan in  
Conservation of the Kingdom's Environment

## 4. Eligibility criteria

Any individual fulfilling the required qualification and experience is eligible to apply for enrollment in the RSPN Consortium of Experts.

An applicant shall:

- 4.1 be a citizen of the Kingdom of Bhutan. Under special circumstances, the HRC may recommend foreign experts to the Management Team for enrollment.
- 4.2 have a minimum qualification of Master Degree with minimum 5 years of experience.
- 4.3 be at least first author of two publications (in an international peer reviewed journal/dissertation) or at least co-author of three other publications (books or peer reviewed journals or reports).
- 4.4 not a member of political party and not be involved in any criminal records.

## 5. Application

- 5.1 Application may be accepted upon fulfillment of the above eligibility criteria.





# ལྷན་ཁག་གི་རྒྱལ་ཁབ་འཛུགས་སྐྱོབ་སྐྱོབ་ཚོགས་པ། Royal Society for Protection of Nature

Under the Royal Patronage of Her Majesty Gyaltsuen Jetsun Pema Wangchuck

Inspiring personal responsibility and actively involving the people of Bhutan in  
Conservation of the Kingdom's Environment

**5.2** All applications for enrollment in the Consortium of Experts shall be addressed to the Executive Director of RSPN and submitted to Adm/HR Division.

**5.3** A Registration fee of Nu.1500/-(Non refundable) shall be charged along with the application.

**5.4** An application (Form 1) shall be accompanied by the following relevant documents:

- a) Curriculum vitae (CV),
- b) Citizenship identity card (CID),
- c) Security clearance,
- d) Academic transcripts and certificates,
- e) Proof of publications,
- f) Copy of consultancy license (if any).

**5.5** Upon receiving an application, Adm/HR Division shall submit it to the HRC for selection.

## **6. Selection and enrollment process**

**6.1** Adm/HR Division shall organize the HRC meeting and submit all the applications received to the HRC for the selection process.

**6.2** HRC shall review all the application and submit the selection report to the Management Team for endorsement.

**6.3** The Management Team shall then finalize the enrollment of expert/s.



༄༅། ། རྒྱལ་འཛོལ་རང་བཞིན་སྲུང་སྐྱོབ་ཚོགས་སྡེ།

## Royal Society for Protection of Nature

Under the Royal Patronage of Her Majesty Gyaltsuen Jetsun Pema Wangchuck

Inspiring personal responsibility and actively involving the people of Bhutan in  
Conservation of the Kingdom's Environment

6.4 The HRC shall determine the limits for enrollment in each particular field of expertise.

6.5 The Adm/HR Division shall maintain and update the list of experts.

6.6 RSPN shall enroll the expert/s for a period of three years.

### 7. Selection Criteria for enrollment.

The HRC shall adopt the following criteria in the selection of the application:

7.1 Verify that the application meets the minimum requirements as per article 4.

7.2 Verify the authenticity of transcripts, certificates and documents.

7.3 Assess the academic background and experience.

### 8. Engagement of Consortium of Expert

8.1 The respective department shall submit the requisition for engagement of expert/s to Adm/HR Division who shall then submit it to the HRC.

8.2 The HRC shall select the expert from the list and submit it to the Management Team for approval.





# ། རྒྱལ་འཛོལ་རང་བཞིན་སྐྱུང་སྐྱོབ་ཚོགས་སྐྱེ། Royal Society for Protection of Nature

Under the Royal Patronage of Her Majesty Gyaltsuen Jetsun Pema Wangchuck

Inspiring personal responsibility and actively involving the people of Bhutan in  
Conservation of the Kingdom's Environment

**8.3** Upon approval from the Management Team, ADM/HRD shall immediately inform the selected expert/s for his/her availability and acceptance to carry out the work.

**8.4** In the event, the selected expert is unavailable or doesn't accept the work, the re-selection (amongst the shortlisted expert) may be undertaken. Further, if the re-selection is also not feasible, then the work may be outsourced through open market bidding.

**8.5** Upon acceptance of the assignment by the expert/s a contract agreement with defined Terms of Reference (ToR) shall be signed with the expert/s.

## **9. The remuneration and deductions**

- a) The remuneration shall be fixed by the Management Team.
- b) RSPN shall charge 10% overhead fee on the total contract amount.
- c) For consultancy license holders, a 2 % TDS shall be deducted.
- d) For non license holder, taxes on PIT shall be deducted.
- e) The deductions shall be calculated in accordance with **annexure – I.**



། རྒྱལ་འཛོལ་རང་བཞིན་སྲུང་སྐྱོབ་ཚོགས་སྡེ།  
**Royal Society for Protection of Nature**

Under the Royal Patronage of Her Majesty Gyaltsuen Jetsun Pema Wangchuck

Inspiring personal responsibility and actively involving the people of Bhutan in  
Conservation of the Kingdom's Environment

**10. Renewal and Separation from Consortium of Experts  
membership**

- a) The term for consortium expert may be renewed every three years based on the assessment by the HRC.
- b) The renewal fee of Nu. 1500 (non refundable) shall be charged.
- c) The Management Team may terminate the membership of expert/s upon recommendation from the HRC.

6





༄༅། ། རྒྱལ་འཛམ་རང་བཞན་སྤྱང་སྐྱབ་ཆགས་སྒྲ།

## Royal Society for Protection of Nature

Under the Royal Patronage of Her Majesty Gyaltsuen Jetsun Pema Wangchuck

Inspiring personal responsibility and actively involving the people of Bhutan in  
Conservation of the Kingdom's Environment

### Annexure - I

#### Calculation of Consortium of expert's remuneration

##### For license holder:

For example:

The Total allocated contract amount is Nu. 50,000.

##### Less:

- 1) Overhead fees (10%) = Nu. 5000
- 2) TDS (2%) of Nu. 45,000 = Nu. 900

##### Net payment:

Nu. 50000 – Nu. 5000 = Nu. 45000

Nu. 45000 – Nu. 900 = Nu. **44,100**

**Net payment = Nu. 44,100**

##### For non-license holder:

The monthly expert fee is Nu. 50,000.

##### Less:

- 1) Overhead fees (10%) = 5000
- 2) PIT of Nu. 45,000 = 5,208

##### Net payment:

Nu. 50000 – Nu. 5000 = Nu. 45000

Nu. 45000 – Nu. 5,208 = Nu. 39,792

**Net payment = Nu. 39,792**

**Royal Society for Protection of Nature**

P.O. Box: 325, Building No: 25

Lhado Lam, Kawajangsa | Thimphu 11001, Bhutan

Phone: +975-2-322056/326130 | Fax: +975-2-323189

Website: [www.rspnbhutan.org](http://www.rspnbhutan.org) | E-mail: [rspn@rspnbhutan.org](mailto:rspn@rspnbhutan.org)