

## **Terms of Reference (ToR) for a National Consultant to Develop Service Rules and Regulation of Royal Society for Protection of Nature (RSPN)**

**Assignment Title:** *Developing Service Rules and Regulation (SRR), RSPN*

**Type of Consultant:** National (Individual/Firm)

**Duration:** 30 Days

**Location/duty station:** RSPN Head Office, Thimphu

### **1. Background**

RSPN is one of the oldest citizen-based Non-Governmental Environmental Organizations (NGO) established in 1987 with an aim to conserve the country's pristine natural heritage and rich biodiversity. In the past 35 years since its inception, RSPN had made a considerable stride in the area of nature conservation, local community livelihood enhancement and increasing resilience to climate change based on active and mutual partnership between the RSPN and its partners: donors, foundations, government agencies and local communities. The work of RSPN is guided by the vision of its strategic plan, which is characterized by six thematic areas such as (1) Species and habitats conservation (2) Wetlands and freshwater (3) Climate change mitigation and adaptation (4) Waste and pollution (5) Sustainable livelihoods and (6) Environmental education. The thematic areas are closely intertwined with the country's Five-Year Plan, emerging national priorities and Sustainable Development Goals.

Drawing inspiration from the vision of its strategic plan, RSPN is embarking on strengthening its goodwill and mutual partnership with Climate Finance and other relevant multilateralism. Along this line, RSPN is working towards accessing climate finance directly for the country through direct access modality and gaining accreditation with Adaptation Fund (AF) as the first National NIE NGO and with the Green Climate Fund (GCF) as a Delivery Partner (DP). RSPN is currently managing and executing the Readiness Grant Packages of GCF and AF. As part of AF Readiness Program support, RSPN is seeking consultancy services from the potential national individuals or firms to review, collate and revise its Service Rules and Regulation (SRR), 2022 taking into account accreditation requirements of the above discussed climate finances and other relevant internal policies and regulations.

### **2. Scope of Work**

The key objective of the assignment is to review, collate, analyze and improve RSPN's existing SRR by incorporating the relevant standards and requirements of the GCF, Adaptation Fund, RGOB, RSPN and Multilateral Agencies. The revised SRR should be prepared in a manner that it aligns with the Bhutan Civil Service Rules and Regulation (BCSR), 2023, Labor and Employment Act of Bhutan.

The scope of the work, among others, include the following:

- Review and assess the gaps of existing RSPN's SRR, 2022 and strengthen it by incorporating relevant provisions of the Bhutan Civil Service Rules and Regulation (BCSR), 2023 and Labor and Employment Act of Bhutan.
- Review the CSO Act, 2022 and other relevant documents and ensure that this assignment is in coherence with this act and other relevant policies and rules and regulations.

- Review and collate the GCF and AF accreditation policies, standards and requirements, and incorporate relevant provisions into RSPN's SRR and ultimately ensure that the revised SRR of RSPN meets the GCF and AF standards and requirements.
- Conduct a series of bilateral meetings and consultations with RSPN staff, Administrative and Finance Division (AFD) and Management team so that the revised SRR is in line with the relevant national policies, acts and principles of good governance characterized by accountability, efficiency, transparency, equity and inclusiveness, fairness and rule of law, among others.
- Conduct meetings and consultations with relevant agencies (National agencies, Local Government, NGOs, CSOs etc.) and draw challenges, lessons and recommend incorporating the best and workable practices into the revised RSPN's revised SRR.
- Prepare training materials and train and sensitize RSPN staff on the revised SRR.

### **3. Expected Deliverables**

The expected deliverables include:

- Prepare the approach, roadmap and outline of the report and present it to RSPN for endorsement.
- Prepare the zero draft reports and present to RSPN for comments and direction.
- Prepare the first draft reports and present them to RSPN after incorporating comments received on the zero draft.
- Prepare the second draft reports and present them to RSPN after incorporating the comments received on the first draft.
- Prepare the final draft reports and present it to RSPN and seek endorsement to the reports. In case the final draft is substandard, RSPN may desire further inputs and improvement from the consultant(s). The reports are considered final only upon the endorsement from the RSPN Management. Where desirable, RSPN may require Power Point Presentation of the above reports for better comprehension and process information effectively.
- Train and sensitize RSPN staff on the revised SRR.

### **4. Institutional Arrangements**

The national consultant shall work under the direct supervision and support of the Department of Program Coordination and Climate Change (DPCCC). All administrative and financial works, especially in conducting meetings outside and within Thimphu shall be governed by the prevailing Service Rules and Regulation of RSPN. For any inquiry, reporting or logistics relating to this consultancy services, the consultant shall directly contact the designated focal officer at DPCCC. With a view to keep the work on track and resolve problems, if any, in a timely manner, the DPCCC shall monitor the consultancy work on a regular basis and facilitate the work through provision of necessary logistic support.

### **5. Educational Qualifications**

- Postgraduate Degree, Master's Degree or above in Human Resource Management, Business Administration (Major in HR), Public Administration or Law, Economics, or any other relevant fields from a recognized university (Attach relevant credentials and certificates).

### **Professional Experience:**

- A minimum of 5 years of working experience in the Human Resource Development/Management or Law and policy development.
- Previous professional experience of drafting SRR or other related documents.
- Familiarity and knowledge on the RGoB's SRR are essential. Likewise, knowledge on the policies, frameworks, funding modalities and accreditation standards of climate finance such as GCF and AF is essential.
- Strong command over English language especially with excellent report writing skills (*able to communicate effectively using simple language*) and legal, HR, risk, organizational and operational analytical skills is essential to undertaking this assignment.
- Excellent skills in organizing and coordinating meetings, analytical thinking, ability to work in a team with initiative and resourcefulness.
- Critical thinking, sound IT skills, and knowledge on Human Resource Management and policy development.
- Experience in working with government agencies.
- Application from women with relevant qualification and experiences are encouraged.

#### **6. Scope of financial proposal**

- A financial proposal with detailed budget breakdown must be prepared based on deliverables. It shall take into account all expenses to be incurred by the consultant during the contract period (*Example: fee, office rent, travel cost, logistics and any other relevant expenses related to the contract*).

#### **7. Expression of Interest/Application Procedure**

Qualified national consultant(s) interested in commissioning this assignment must submit a formal application to the RSPN, addressed to the Executive Director. The sealed envelope containing the application should be titled: ***Development of Service Rules and Regulations of RSPN***. Submit the application in hard copy including any other documents to Administration and Finance Division (AFD) of RSPN. For any further clarification, kindly contact [syarphele@rspnbhutan.org](mailto:syarphele@rspnbhutan.org)/17891115 or [sdorji@rspnbhutan.org](mailto:sdorji@rspnbhutan.org)/17746914.

The submission deadline for this consultancy service is latest by 4:00 PM, November 15, 2024. Application submitted after the dateline will not be considered. The application should encapsulate the following:

- Cover letter - Addressed to the Executive Director, RSPN, Thimphu, Bhutan.
- Technical Proposal, describing the approaches, key tasks to be undertaken under each deliverable.
- Financial Proposal, describing each activity under each deliverable with detailed budget breakdown.
- Supporting Documents: CV of the consultant(s), (*particularly mentioning if a similar assignment on the same topic has been carried out in the recent past*), valid Trade License and Tax Clearance Certificate.

#### **8. Evaluation of Proposals**

For the bid evaluation, qualifications and relevant work experience shall be assigned a weight of 70% and financial quoted price a weight of 30%.

**9. Confidentiality and proprietary rights**

The consultant shall not, either during the term or after the completion of the assignment, disclose confidential or proprietary information relating to this consultancy without prior written consent from the RSPN. Proprietary interests on all materials and documents prepared by the consultant under this assignment shall become and remain properties of RSPN.