

Terms of Reference (TOR) of National/Local Consultant(s)

Assignment Title: *Strengthening of RSPN's strategic frameworks, associated documents and standards for Accreditation with Climate Finance*

Type of Consultant: Local (Individual/Firm)

Duration: 40 Days

Location/duty station: RSPN Head Office, Thimphu

1. Background

Royal Society for Protection of Nature (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 (SDGs).

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 Implementing Entity (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 Readiness Program support, RSPN is seeking consultancy services from the potential national individuals or firms to review, collate and revise its relevant policies taking into account accreditation requirements of 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 following existing documents of Environmental and Social Safeguards (ESS), Gender, Indigenous People (IP) policy, Grievance Redressal Mechanism (GRM) and Anti-Money Laundering (AML)/Countering Financing Terrorism (CFT) by incorporating the relevant standards and requirements of RGoB, RSPN and Climate Finance such as GCF, AF, and Multilateral Agencies in consultation with international consultants. This consultancy service entails two packages. Package one comprises strengthening of ESS, Gender and IP policies while package two requires improving and reinforcing GRM and AML/CFT policies.

Package 1

Environmental and Social Safeguards Policy (ESS), Gender and IP Policy (Please note that IP definition should be country context while at the same time fulfill the requirements of climate finance).

- 1.1. Review and analyze the gaps, weaknesses and strength of the existing ESS, Gender and IP policies of RSPN keeping into account the standards and requirements of Climate Finance, RGoB and other recent developments;
- 1.2. While reviewing these documents, among others, ensure to review grievance mechanisms relating to ESS, functioning of grievance mechanisms in redressing ESS and gender complaints, mainstreaming gender concerns and assessment of projects from gender lens at a project entry level;
- 1.3. Assist International Consultant to conduct consultation workshops with relevant agencies such as National Agencies, National Implementing Entity (AF-NIE) of Adaptation Fund in the country, National Designated Authority (NDA) of GCF, Designated Authority (DA) of AF, Local Government, NGOs, CSOs, etc;
- 1.4. Liaise closely with the International Consultant and ensure that this assignment is comprehensive, explicit, coherent and in line with the national policies and international laws and conventions where Bhutan is party to;
- 1.5. Assist International Consultant to develop training materials and train and sensitize RSPN staff and relevant stakeholders on the revised ESS, Gender and IP policies.

Package 2

Grievance Redressal Mechanism (GRM), Anti-Money Laundering/Countering Financing Terrorism (AML/CFT)

- 2.1. Review and analyze the gaps, weaknesses and strength of the existing GRM and AML/CFT policies of RSPN;
- 2.2. The revised AML/CFT policy should encapsulate Standard Operating Procedure (SOP) and screening against sanction list, breaches to be handled (by whom and how) and investigation mechanism, non-compliance by staff and how to handle;
- 2.3. Review, collate and analyze RGoB policies, standards, requirements, grievance mechanism and any other new developments relating to accreditation and recommend incorporating the best practices into revised GRM and AML/CFT policies. The recommendation must also relate to making grievance mechanisms functioning;

- 2.4. Assist International Consultant to conduct consultation workshops with relevant agencies such as National Agencies, National Implementing Entity (AF-NIE) of Adaptation Fund in the country, National Designated Authority (NDA) of GCF, Designated Authority (DA) of AF, Local Government, NGOs, CSOs, etc;
- 2.5. Assist International Consultant to conduct capacity development and sensitization on new policy frameworks and standards to RSPN and stakeholders;
- 2.6. Liaise closely with the International Consultant and ensure that this assignment is comprehensive, explicit, coherent and in line with the national policies and international laws and conventions where Bhutan is party to.

3. Expected Deliverables

The expected deliverables include improved: ESS, Gender Policy, IP Policy, GRM and AML/CFT policies and capacity building on these revised policies.

- Prepare the approach, roadmap and outline of the report and present it to RSPN for endorsement.
- Prepare the zero draft report and present to RSPN for comments and direction.
- Prepare the first draft report and present them to RSPN after incorporating comments received on the zero draft.
- Prepare the second draft report and present them to RSPN after incorporating the comments received on the first draft.
- Prepare the final draft report and present it to RSPN and seek endorsement of the report. In case the final draft is substandard, RSPN may desire further inputs and improvement from the consultant(s). The report is considered final only upon the endorsement from the RSPN Management and Climate Finance such as GCF and AF. RSPN may require Power Point Presentation of the above reports for better comprehension and process information effectively.
- Given that there is overlap between the work of National/Local and International Consultant, the National/Local Consultant should be in position to liaise and work closely with the International Consultant.

4. Institutional Arrangements

The National/Local consultant shall be based at the RSPN head office, Thimphu. He /She 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 or higher-level in Environmental Management, Natural Resources Management, Project Management, Social Science, Public Policy, Law or any other relevant fields from a recognized university (Attach relevant credentials and certificates).

Professional Experience:

- A minimum of three years of working experience in environmental and Climate Finance.
- Familiarity and knowledge on the GCF project development process, readiness support program, policies and standards and GCF accreditation process is essential. Likewise, knowledge on the policies, frameworks, funding modalities and accreditation standards of Climate Finance such as AF is essential.
- Strong command over the English language especially with excellent report writing skills (*able to communicate effectively using simple language*) and compliance 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 and sound IT skills.
- Experience in working with government agencies and stakeholders.
- Application from women with relevant qualifications 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: ***Strengthening of RSPN's Strategic Frameworks, Associated documents and Standards for Accreditation with Climate Finance.***

Submit the application in hard copy with a sealed envelope including any other documents to Administration and Finance Division (AFD) of RSPN. For any further clarification, kindly contact syarpheh@rspnbhutan.org/17891115 or sdorji@rspnbhutan.org/17746914.

The submission deadline for this consultancy service is latest by **4:00 PM, November 25, 2024**. Applications submitted after the deadline 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.