

Terms of Reference for Recruitment of Local/National Consultant

Assignment Title: Gap Analysis and Training Need Assessment of the Tarayana Foundation, Bhutan Youth Development Fund (YDF), Bhutan Ecological Society (BES) and the Royal Society for Protection of Nature (RSPN) to enable planning, programming and implementation of GCF funded activities in line with GCF policies and standards.

Duration: 60 days

Start Date: December 2024

Location/duty station: RSPN 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 habitat 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. RSPN is currently managing and executing the Readiness Grant of the Green Climate Fund (GCF). As part of Readiness Program support, RSPN is seeking consultancy services from the potential national individuals or firms to improve the capacity of the relevant stakeholders such as Tarayana Foundation, BES, YDF and RSPN to support planning, programming and implementation of GCF funded activities in line with GCF policies and standards.

2. Scope of work:

The scope of the assignment is to:

1. Conduct gap analysis and need assessment of Tarayana Foundation, BES, YDF and RSPN's capacity to plan, program and implement GCF funded activities in line with GCF policies and standards;
2. Train staff of Tarayana Foundation, BES, YDF and RSPN in planning, programming and implementation of GCF funded activities, development of concept notes and funding proposals.

3. Deliverables

- i. Identify the capacity gaps and needs of the Tarayana, BES, YDF and RSPN with regard to the GCF accreditation requirements;
- ii. Identify the capacity gaps and needs of Tarayana Foundation, BES, YDF and RSPN with regard to development of concept note and full proposal in line with GCF policies and standards. Notwithstanding others, the gap and need assessment should also cover the following documents:
 - a. Gender Policy;
 - b. Internal control frameworks including Project management, Monitoring and Evaluation (M&E), Anti-Money Laundering/Countering Financing Terrorism (AML/CFT), Audit, Financial and Procurement Rules and Regulation; and
 - c. Environmental and Social safeguards including Indigenous People (Definition of IP depending on country context while at the same time fulfilling GCF requirement).
- iii. Submit an assessment report on the above organization.
- iv. Build capacity of the above organizations to support planning, programming and implementation of GCF funded activities in line with GCF policies and standards.
- v. Build capacity on development of high quality concept notes and funding proposals.

4. Institutional Arrangements

The National/Local consultant shall be based at 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 (SRR) 2022 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.
- 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 addressed to the Executive Director of RSPN. The sealed envelope containing the application should be titled “***Gap Analysis and Training Need Assessment***”. 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.

The submission deadline for this consultancy service is latest by November 30, 2024, 4:00 PM. 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.