Terms of Reference (ToR)

Local/National Consultant for the Development of a GCF Concept Note on Waste Management through Public-Private Partnership (PPP) Model

1. Background

The Royal Society for the Protection of Nature (RSPN) has completed a pre-feasibility study on sustainable waste management using a Public-Private Partnership (PPP) model. The study demonstrates significant potential for both climate change mitigation and adaptation benefits through improved waste management systems that promote resource recovery, circular economy, and private sector engagement.

To mobilize finance for this initiative, RSPN intends to develop and submit a Concept Note to the Green Climate Fund (GCF). Accordingly, RSPN seeks to recruit a qualified national consultant to lead the preparation of the Concept Note in alignment with the pre-feasibility study, GCF requirements, and Bhutan's national climate priorities.

2. Objective

The primary objective of this consultancy is to develop a comprehensive GCF Concept Note on sustainable waste management through a PPP model, incorporating a robust climate rationale, and ensuring alignment with Bhutan's national policies, climate strategies, and RSPN's six thematic areas.

3. Scope of Work

Under the guidance of RSPN, the consultant will carry out the following tasks:

3.1. Review and Analysis

- Review the pre-feasibility study and other relevant national and international documents, including Bhutan's Nationally Determined Contributions (NDCs), National Adaptation Plan (NAP), and national waste management policies.

3.2. Stakeholder Consultations

- Conduct consultations with key stakeholders such as the National Designated Authority (NDA), relevant government agencies, private sector entities, civil society organizations (including SELWA), and RSPN to gather insights and ensure inclusive input.

3.3 Concept Note Development

- Identify and articulate the climate rationale, mitigation and adaptation potential, and co-benefits of the proposed intervention.
- Define project components, implementation arrangements, and financing mechanisms under the PPP model.
- Prepare the Concept Note in the GCF template, covering but not limited to:
    - Project rationale and objectives
    - Context and baseline information
    - Climate change rationale and context
    - Theory of Change (ToC)
    - Expected outcomes, impacts, and indicators
    - Risk assessment and mitigation plan
    - Alignment with GCF investment criteria
    - Budget and financing plan
    - Implementation and monitoring framework
    - Gender and Environmental & Social Safeguards (ESS)
    - Sustainability, scalability, and replicability

3.4. Validation and Finalization

- Present the draft Concept Note in a validation workshop to gather feedback from stakeholders.
- Incorporate inputs and finalize the Concept Note for submission to the GCF through RSPN.

4. Deliverables and Timeline

Deliverable	Timeline	Description
Inception Report	Within 10 days of contract signing	Detailing the consultant’s approach, methodology, logical framework, work plan, list of documents to be reviewed, and stakeholders to be consulted.
Draft GCF Concept Note	Within 40 days of contract signing	Draft version of the Concept Note addressing all GCF requirements and incorporating findings from consultations and literature review.
Validation Workshop	To be scheduled jointly by RSPN and consultant	Conduct a workshop to present the draft Concept Note and gather feedback. All participant costs (travel, per diem, logistics) will be borne by RSPN.
Final Concept Note	Within 8 weeks of contract signing	Final Concept Note incorporating feedback and ready for submission to the GCF.

5. Duration

The consultancy is expected to be completed within **eight (8) weeks** from the date of contract signing.

6. Institutional Arrangements

The consultant will work under the supervision and guidance of the Department of Program and Climate Change Coordination (DPCCC) of RSPN.

- All administrative and financial matters will adhere to the RSPN Financial Rules and Regulations (FRR) 2022.
- The DPCCC will review progress, provide feedback, and ensure quality control throughout the assignment.
- The consultant will liaise closely with the RSPN team and seek management guidance as needed.

7. Qualifications and Experience

The consultant should possess the following qualifications:

- Advanced degree in Environmental Science, Environmental Engineering, Waste Management, Climate Finance, Public Policy, or a related field.
- Proven experience in developing GCF Concept Notes or similar proposals with PPP models.
- Familiarity with national and international policies, frameworks, and strategies related to climate change and waste management.
- Demonstrated ability to coordinate and facilitate stakeholder engagement across government, civil society, and private sectors.
- Excellent writing, analytical, and communication skills with attention to clarity and coherence.

8. Financial Proposal

The financial proposal shall:

- Clearly state the total lump-sum amount (in Ngultrum), broken down by deliverables.
- Be all-inclusive, covering consultancy fees, communication, travel, office costs, logistics, and any other expenses incurred during the assignment.
- Be structured in line with the deliverables outlined above.

9. Application Procedure

Interested and qualified national consultants should submit their applications to RSPN by **5:00 PM, 31st October 2025**, with the subject line: ***"Consultancy: Development of GCF Concept Note on Waste Management through PPP Model."***

The application package must include:

1. Cover Letter – Addressed to: *The Executive Director, Royal Society for the Protection of Nature (RSPN), Thimphu, Bhutan.*

2. Technical Proposal – Outlining the consultant's understanding of the assignment, methodology, and proposed work plan.

3. Financial Proposal – Providing a detailed breakdown of the proposed lump-sum budget aligned with deliverables.

4. Curriculum Vitae (CV) – Highlighting relevant qualifications, experience, and previous assignments.

10. Evaluation of Proposals

All proposals will be evaluated in accordance with RSPN’s Procurement Rules and Regulations. Evaluation will be based on:

- Relevance and quality of the technical proposal;
- Relevant qualifications and experience;
- Cost-effectiveness and clarity of the financial proposal.

RSPN reserves the right to disqualify the proposals that do not meet the RSPN’s policy requirements or safeguards