

Terms of Reference (ToR)

Assignment Title: Consultant to Develop a Proposal for the Green Climate Fund (GCF)

Readiness and Preparatory Support Programme (RPSP)- BTN-RS-008

Type of Contract: National Consultant (Individual/Firm)

Location/duty station: Thimphu

1. Background

Bhutan, as a climate-vulnerable Land Locked Developing Country, continues to strengthen its institutional capacity to access and manage climate finance. The Ministry of Finance, as the National Designated Authority (NDA) to the Green Climate Fund (GCF), plays a central role in coordinating national engagement with the GCF. In its role as NDA, the Ministry of Finance is responsible for strategic oversight, country programming, coordination with national stakeholders, and ensuring alignment of GCF support with national priorities. The Royal Society for Protection of Nature (RSPN), as one of the key national civil society organizations, supports climate-resilient development and environmental stewardship.

To enhance Bhutan's access to GCF support and enhance institutional ecosystem in climate governance, the NDA intends to submit a **GCF Readiness and Preparatory Support Proposal**. The Ministry of Finance therefore seeks to engage a qualified national consultant to support the preparation of the second high-quality Readiness Proposal for the GCF programming period 2024-2027.

To enhance national readiness and strengthen institutional systems, the NDA intends to jointly develop a proposal under the **GCF Readiness and Preparatory Support Programme (RPSP)**. To support this effort, a qualified consultant will be recruited to lead the design, drafting, and revision of a high-quality readiness proposal.

2. Objective of the Assignment

The primary objective is to **develop a complete, high-quality GCF Readiness and Preparatory Support Proposal**, aligned with GCF guidelines and Bhutan's national climate priorities through a participatory approach involving technical agencies, primarily the NDA. Overarching principles in the consultant's deliverables include:

- Developing a complete readiness proposal
- Aligning with national climate priorities
- Ensuring compliance with GCF requirements

3. Scope of Work

The consultant will undertake the following tasks:

3.1 Inception and Review

- Conduct a preliminary discussion with NDA and relevant stakeholders for guidance on strategic direction, programming area, stakeholder mapping and hold an inception meeting with the stakeholders identified.
- Review and stock-take relevant national policies, strategies, and institutional frameworks for the programming area identified.
- Prepare an inception report outlining methodology, work plan, and timelines in line with GCF's EPSP template.

3.2 Stakeholder Consultations

- Identify and engage key stakeholders including government agencies, CSOs, academia, and development partners.
- Facilitate consultation workshops and bilateral meetings with stakeholders.
- Document stakeholder needs, capacity gaps, and identify priority readiness areas.

3.3. Design of GCF Readiness Activities

- Define clear readiness objectives, outcomes, outputs, activities and budget plan, in the form of the Theory of Change (TOC) and prescribed template of the GCF's RPSP;
- Identify roles and responsibilities of stakeholders;

3.4 Proposal Development

- Draft the full GCF Readiness Proposal using the latest GCF templates.
- Develop the logical framework, budget, implementation plan, procurement plan, and M&E framework.
- Ensure the proposal addresses:
 - Institutional strengthening
 - Climate finance coordination
 - Stakeholder engagement
 - Knowledge management

- Gender and social inclusion
- Integrate GCF's gender policy and environmental and social safeguards.
- GCF proposal drafting
- Gender and safeguards integration

3.4 Validation and Finalization

- Present the draft proposal to NDA, RSPN, and stakeholders.
- Facilitate a validation workshop.
- Incorporate feedback and comments from stakeholders and GCF and finalize the proposal for submission to GCF for approval.
- Proposal validation

4. Deliverables

The consultant will deliver the following:

Deliverable	Description	Timeline	Payment Schedule
Inception Report	Methodology, work plan, and timeline	Week 1-2	20%
Stakeholder Consultation Report	Summary of consultations, findings, and identified gaps	Week 3-5	-
Draft GCF Readiness Proposal	Full proposal using GCF templates	Week 6-7	30%
Validation Workshop Report	Summary of feedback and workshop proceedings	Week 8	
Final GCF Readiness Proposal	Complete, submission-ready proposal, acceptable by NDA	Week 8-9	40%

Revisions and Re submission	Ensure the revisions of the concept note as per the feedback of the GCF Secretariat	Pro-bono	-
Final Approval of the GCF RPSP	NDA and RSPN informed by the GCF the approval of the final RPSP proposal	-	10%

5. Duration of Assignment

The assignment is expected to be completed within **8–10 weeks** from the contract signing date.

6. Required Qualifications and Experience

Academic Qualifications

- Master's degree in climate change, environmental science, development studies, public policy, project management or a related field.

Professional Experience

- Minimum 7 years of experience in climate finance, climate policy, or project development.
- Proven experience preparing GCF Readiness or GCF-funded project proposals.
- Strong understanding of Bhutan's climate policies and institutional landscape.
- Experience working with government agencies and CSOs.
 - Climate finance expertise
 - Experience with GCF processes

Skills and Competencies

- Excellent analytical and writing skills.
- Strong facilitation and stakeholder engagement skills.

- Ability to work independently and deliver high-quality outputs under tight timelines.

7. Reporting and Coordination

The consultant will report to the **NDA Secretariat, Department of Macro-fiscal and Development Finance, Ministry of Finance**, and work closely with the **RSPN project team**.

8. Payment Schedule

Payments will be made upon submission and approval of deliverables:

- 20% upon approval of inception report
- 30% upon submission of draft proposal
- 40% upon submission and acceptance of final proposal
- 10% upon the approval of the RPSP proposal by GCF

9. Application Procedure

Qualified national consultant shall submit their proposal package addressed to **the Executive Director, RSPN and copy to Director General, Department of Macro-fiscal and Development Finance, Ministry of Finance**, with the Subject: Consultant to Develop a Proposal for the Green Climate Fund (GCF) Readiness and Preparatory Support Programme (RPSP).

The deadline for submission is **9th February 2026, 5:00 PM**.

The application should contain:

- **Cover letter** - describing why you are the most suitable candidate for the advertised position and a brief methodology on how you will approach and conduct the work (if applicable).
- **Technical Proposal** - all deliverables must be reflected properly and succinctly with methodology clearly stated for the deliverables.
- **Financial Proposal*** - specifying total lump sum amount for the tasks specified in this announcement. The financial proposal shall include a breakdown of this lump sum amount.

***Note:** Incomplete applications will not be considered. Please make sure you have provided all requested materials.*

10. Evaluation of Proposals

Proposals will be evaluated based upon the offer which gives the best value for money based on the lump sum proposal submitted. The Technical and the Financial Proposal submitted by the

Consultant will be evaluated on the basis of the weight **80:20** (80 for Technical and 20 for the financial proposal)

11. Method of Selection

The *Quality and Cost Based Selection (QCBS)* method shall be followed for the selection of consultant.

12. Termination of the Contract

The contract shall be terminated if the selected consultant breaches any of the terms and conditions under the contract.

13. Confidentiality Statement

All data and information received for the purpose of this assignment shall be treated confidentially and shall only be used in connection with the execution of the contract. All intellectual property rights arising from the execution of the contract shall be held by the NDA.

Note: Notwithstanding the above, MoF-NDA retains the right to cancel the Contract without any liability on its part.