

## **Terms of Reference**

### **Recruitment of Local Consultant**

**Assignment:** Assessment of Emission Scenario and Trend Analysis for Bhutan

#### **1. Background**

Bhutan, a small landlocked country in the Eastern Himalayas, is globally recognized as net carbon-negative and has pledged to remain carbon neutral in perpetuity. However, its fragile mountainous ecosystem renders it highly vulnerable to climate-induced hazards such as landslides, windstorms, droughts, drying water sources, forest fires, pests, diseases, and Glacial Lake Outburst Floods (GLOFs). These risks threaten vital sectors including agriculture, livestock, energy, water, forests, biodiversity, human settlements, and health which is integral to livelihoods and ecosystem services.

Bhutan continues to pursue low-carbon and carbon-sequestering practices across these sectors. However, the Green Climate Fund (GCF) Country Work Program has identified significant capacity gaps, particularly in baseline data and technical expertise on climate change. These limitations hinder Bhutan's ability to advance sustainable development with low emissions and climate resilience. Addressing these challenges requires cross-sectoral collaboration and multi-stakeholder engagement to establish baseline conditions and forecast climate impacts.

Currently, scientific studies and research on climate change data and impacts in Bhutan are limited. The lack of robust historical data, future projections, and impact analyses impedes the country's ability to identify vulnerabilities and develop targeted climate investment strategies. This consultancy aims to assess existing climate data, conduct baseline and trend analyses, forecast future scenarios, identify data gaps, and generate insights to inform emissions reduction and environmental sustainability strategies.

#### **2. Objectives**

To conduct a comprehensive assessment of Bhutan's current and historical emissions data, analyze trends, and develop projections that inform strategies for emissions reduction and environmental sustainability.

### **3. Scope of Services**

#### **3.1 Data Collection and Analysis**

- Assist international consultant to Collect and analyze emissions existing data from key sectors: industry, transportation, agriculture, livestock, forestry and waste
- Assist international consultant to Evaluate historical emission data and trend, comparison of emission for above sectors, projections for at least 5 years and strategies for emissions reduction and environmental sustainability.

#### **3.2 Trend Analysis for above six sectors**

- Identify long-term emissions trends.
- Apply statistical and modeling techniques to project future emissions based on historical data

#### **3.3 Stakeholder Engagement**

- Collaborate with government agencies, NGOs, and industry representatives to gather data and share findings.
- Coordinate consultation meetings, workshops, and conferences to present results and discuss emissions reduction strategies.

#### **3.4 Reporting and Documentation**

- Prepare reports on consultation meetings/workshops and conferences.
- Prepare detailed reports covering emissions assessments, data analysis, trends, and projections.
- Provide actionable recommendations for emissions reduction.

#### **3.5 Deliverables**

- **Inception Report:** Submitted within two weeks of contract signing, detailing reviewed documents, consulted stakeholders, and a work plan.
- **Consultative Workshop:** Conduct a workshop to validate methodology and scope. Submit a report documenting discussions and participant details (disaggregated by gender).
- **Comprehensive Emissions Assessment Report**
- **Trend Analysis Report:** Including projections and project recommendations.
- **Stakeholder Presentations and Workshops**

#### **4. Duration**

The assignment is expected to be completed within **45 days** from the date of contract signing

#### **5. Institutional Arrangements**

The consultant will work under the supervision of the Department of Program and Climate Change Coordination (DPCCC) of RSPN. Administrative and financial matters will be governed by RSPN's Service Rules and Regulations under the Administration and Finance Division. Guidance will be sought from RSPN Management as needed. Progress will be monitored by DPCCC.

The local consultant will collaborate closely with the international consultant recruited for the same assignment.

#### **5. Required Skills and Competencies**

##### **Qualifications**

- Master's degree or higher in Biodiversity, Environment Management, Environment Engineering, Waste Management, Climate Change, Natural Resource Management, Environmental Economics, or a related field.

##### **Experience**

- Minimum 10 years of professional experience, including at least 5 years in climate change, ecosystem valuation, or environmental economics.
- Experience in preparing national GHG inventories, NDC updates, or Biennial Transparency Reports (BTRs) in developing country contexts.
- Minimum 3 years of consultancy experience.
- Preference for candidates with prior experience in similar assignments, particularly in the Himalayan region or South Asian Context.
- Strong analytical, technical writing, and stakeholder facilitation skills.
- Expertise in socio-economic assessments (including cultural and traditional aspects), natural resource management, ecosystem services, and climate change adaptation.

#### **6. Financial Scope**

The Financial Proposal must specify a “Lump Sum Amount” with a detailed budget breakdown for each deliverable. The amount should be all-inclusive, covering fees, office costs, travel, logistics, and any other expenses incurred during the contract period.

## **7. Application Procedure**

Qualified national consultant shall submit their proposal package in hard copy addressed to **the Executive Director, RSPN** with the Subject: Assessment of Emission Scenario and Trend Analysis for Bhutan

**Deadline:** On or before 5:00 PM, February 15, 2026

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.*

## **8. 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 **70:30** \* (70 for Technical and 30 for the financial proposal)

## **9. Method of Selection**

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

## **10. Termination of the Contract**

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

## **11. 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 RSPN

*Note: Notwithstanding the above, RSPN retains the right to cancel the Contract without any liability on its part.*