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Bhutan Trust Fund
for Environmental Conservation

P.O.Box:520 | Thimphu Bhutan

☎ 00975-2-339861/ 62

📠 00975-2-339863

🌐 www.bhutantrustfund.bt

TERMS OF REFERENCE (TOR)

FOR

DEVELOPMENT OF BT FEC STRATEGY PLAN IV (SP IV)



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Project Title	Development of BT FEC Strategy Plan IV
Type of Contract	National Individual Consultant
Duration	20 working days (spread over two months)
Commencement Date	24 April 2020
End Date	23 June 2020
Location/duty station	Thimphu

1. Background

The Bhutan Trust Fund for Environmental Conservation (BT FEC) was established in 1992 for the purpose of supporting the conservation of environment and biodiversity in the country. Since the inception, the BT FEC has funded more than 225 projects to the tune of more than Nu. 1,600 million. Bhutan’s varied altitudinal and climatic conditions has made it home for extremely rich biological diversity. It also serves as the last refuge of many species of flora and fauna that have vanished elsewhere in the Himalayan region due to habitat destruction associated with rapidly expanding human populations. Determined to prevent the envisaged environmental degradation due to rapidly expanding social and economic development, the Royal Government of Bhutan (RGOB) declared through its Constitution that at least 60 percent of its land remain under forest cover, and has set aside more than 50 percent of its land mass under protected areas.

BT FEC is the first environmental conservation trust fund in the world involving a partnership of the government and donors who had specifically committed to environmental conservation. Therefore, it is very important that BT FEC has a strategy plan that will guide its effort in bearing the leadership in conservation by succinctly spelling out its visions and strategic actions for funding in the conservation effort of the nation. BT FEC’s initiative in prioritizing conservation threats and opportunities, working with partners to conceive the programs that would best address these priorities, encourage the creation of indigenous capacity to design, manage and monitor programs and provide funding for program implementation.

Strategy Plan I (1997) BT FEC provided substantial funding (US\$ 11 million) to the Ministry of Agriculture & Forest, Ministry of Education, National Environment Commission, Grassroot communities and a Civil Society Organization to help achieve these significant gains in preserving Bhutan’s environment and biodiversity through creation of protected area system, formulation of management plans, staff capacity building, research and educational programs.

Strategy Plan II (2010 – 2015), expanded BT FEC’s objectives. While continuing to support the conservation goals embedded in the Charter, the plan acknowledged that accelerating changes in Bhutan society were negatively impacting the natural environment, both within and outside the protected areas. Impacts included those resulting from climate change, demand for roads and electricity, greater income disparity, increased waste contamination of water and soils, dam and mine construction, illegal logging and poaching and limited efforts to integrate development and environmental protection.

In order to manage, mitigate and minimize these impacts, BT FEC decided to increase its funding for a broader range of conservation activities. Strategy Plan II also envisioned greater involvement by



impacted rural populations, a more accessible application process, strengthened monitoring and evaluation of funded projects and improved organizational effectiveness.

Strategy Plan III (2015 to 2020) presents an opportunity for BT FEC to develop a clear and focused program to fund critical conservation challenges and engage additional partners in the effort. A total sum of Nu.450 million has been allocated for the plan.

Through the implementation of Strategy Plan III, BT FEC aspires to address critical environmental issues with effective utilization of resources. The plan would address to improve rural livelihoods through environmental conservation, sustainable forest management with community involvement, promote water conservation and management, and improve urban environment through proper waste management.

2. Scope of Work

BT FEC sees it essential to come up with a best fit Strategy Plan IV (2020-2025) which will be strategically focusing on biodiversity conservation; environmental management and climate change; integrated conservation and livelihood enhancement, aligning to the national priorities and other environmental challenges through appropriate interventions.

On the whole, the Strategy Plan IV (2020 - 2025) must clearly spell out the direction towards which the BT FEC must progress after due consideration of the implementation of the Strategy Plan III (2015 – 2020). This plan must also clearly indicate the priority program focus areas. The plan must indicate stages of implementation with clearly accorded responsibilities, accountabilities and timeline. It is expected to have a strategic plan consisting of components demonstrating noticeably parts such as, program improvement, sustainability and its implementation modalities, areas of conservation focus and priorities. The Plan must also clearly demonstrate the process by which BT FEC can bring about efficiency and effectiveness in its deliverables.

The following are the scope of the work.

- 2.1 BT FEC's SP III and PONs
- 2.2 Review RGoB 12th five year plan document
- 2.3 National Environment Strategy, NDC, NBSAP, UNFCCC documents, AF and GCF documents
- 2.4 Facilitate the stakeholder consultation workshop in order to stock-take environmental issues of the country and the extent of impact it has on the eco-system and community livelihoods
- 2.5 Analyze the issues and impacts of issues identified from the stakeholder consultation workshop
- 2.6 Conduct bilateral meetings with relevant agencies for additional information and consensus
- 2.7 Present the analyzed report to expert group for endorsement
- 2.8 Develop SP IV document

3. Expected outputs /deliverables:

The consultant will deliver the following output.

Strategy Plan IV (2020-2025) document including, but not limited to:

TOR for Development of Strategy Plan IV (SP IV)



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- Prioritized thematic areas based on the scope of work
- Strategize monitoring and evaluation for the thematic areas identified
- Strategy for knowledge and communication Management

Deliverables/output	Target Due Date	Certifying/ Authorizing Officer
Inception Report (describing specific methodologies, work flow, structure of deliverables, output delivery timeline, consultation plans, inputs required from national experts and stakeholders, and any other items)	1 May 2020 (within 5 days of award of contract)	Director (CEO)
Submission and presentation of draft report (with findings and recommendations)	8 June 2020	-do-
Final Report (two clean version hard copy and soft copy-email)	23 June 2020	-do-

4. Administrative and Institutional Arrangement

For the assignment, the consultant will:

- a) Work closely with the BTFEC Management Team and relevant staffs;
- b) Consult relevant individuals, stakeholders and agencies, in consultation with the BTFEC.

The BTFEC will arrange and finance the consultation workshop. The venue of the workshop shall be arranged outside Thimphu – probably Paro, Punakha and Wangdue Dzungkhags. The list of participants shall be jointly prepared and agreed by BTFEC and the consultant. The workshop shall be facilitated by the consultant. The appointments with officials/agencies shall be arranged by BTFEC. Consultant's travel within and outside Thimphu has to be quoted in lump sum in the financial proposal.

5. Duration of Assignment

The total number of days for the consultancy service is 20 days spread over two months. In case of any delays in achieving the expected output, the consultant shall notify the BTFEC Secretariat in advance, for the later to take necessary steps.

6. Duty Station

The duty station for the assignment is Thimphu, Bhutan.

7. Qualification & experiences of the individual consultant

7.1. Education:

- Master's Degree in Environment, Natural Resource Management and/or Social Sciences.

7.2. Work experience:

- Minimum of three years' experience in consultancy services
- Minimum of five strategy development task undertaken successfully

Preference will be given for additional knowledge and experience in the following areas:

- Project cycle management.
- Good knowledge on Trust Funds and their business environment
- Flexible and adaptable in their work approach, be able to work individually or as a team.

TOR for Development of Strategy Plan IV (SP IV)



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- Excellent knowledge of English as well as superior written and verbal communication skills.

8. Scope of Price Proposal and Schedule of Payments

The Financial Proposal must include “Lump Sum Amount” that is closely linked to deliverables. It must be “all-inclusive” and shall take account of various expenses incurred by the consultant during the contract period (e.g. fee, office costs and any other relevant expenses related to the performance of services)

All envisaged travel costs must be included in the financial proposal.

8.1. Schedule of Payments

Payment shall be **inclusive of all taxes and charges**. The payments shall be made only upon confirmation of BT FEC on the delivery of the contract obligations in a satisfactory manner:

1. 40% of the total cost after delivery of Inception Report;
2. Balance 60% shall be released upon successful completion and acceptance of the final report by the BT FEC, incorporating BT FEC comments.

9. Application Procedure

Qualified individual consultant shall submit their proposal package addressed to:

The Director /CEO, BT FEC, Near Nazhoen Pelri Complex, Thimphu, with Subject: **Consultancy for Development of BT FEC Strategy Plan IV.**

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 the lump sum amount (number of working days – in home office and local travel, and any other possible costs).

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 will be evaluated on the basis of the weight 70:30 (70 for Technical and 30 for the Financial proposal)

The evaluation will be performed in two (2) stages:

1. Stage One (Technical Evaluation): All Individual Consultant’s proposal comprising the information/documentation provided will be evaluated to ascertain the suitability of the individual consultants to carry out the assignment. The consultant that obtain minimum of 50



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points of the 70 points will be considered technically compliant and their financial evaluations will be evaluated thereafter.

2. Stage Two (Financial Evaluation): The financial proposals of the consultant who pass stage one will be evaluated. The maximum 30 points will be allotted to the lowest financial bid, and all other bids shall receive points in inverse proportion to the lowest fee e.g. $[30 \text{ Points}] \times [\text{Nu. lowest}] / [\text{Nu. other}] = \text{points for other Proposer's fees}$. The award of contract shall be based on the consultant who receives the highest cumulative score.

10.1. Technical Criteria (70)

The following criteria will be used to evaluate the consultant's technical proposal:

- Qualification and competence for the assignment – 25 points
- Work experience and relevance of the assignment– 35 points
- Work Plan & Methodology - 10

10.2. Financial Evaluation (30)

- Technical Proposals that do not meet the minimum qualifying mark or were considered non-responsive to the TOR, their financial proposals will be returned unopened.
- The BT FEC shall prepare and maintain minutes of the Evaluation for future reference.
- The Evaluation Committee shall review the financial proposals. If there are any arithmetical errors, they shall be corrected and the corrected figure will be considered for evaluation.
- The Proposals with the lowest cost shall be given a financial score of 100 and other proposals given financial score that are inversely proportional to their prices;
 $[(\text{Lowest Price}/\text{Bidder's Price}) \times 100]$

11. Selection

The Quality and Cost Based (QCBS) selection shall be followed.

12. Reporting and Management

The Draft Report shall be presented to the Management Team, BT FEC for validation, comments and acceptance for Final Report subsequently.

13. Termination of the Contract

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

14. Confidentiality Statement

All data and information received from the BT FEC 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 BT FEC.

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