

STANDARD REQUEST FOR EXPRESSION OF INTEREST

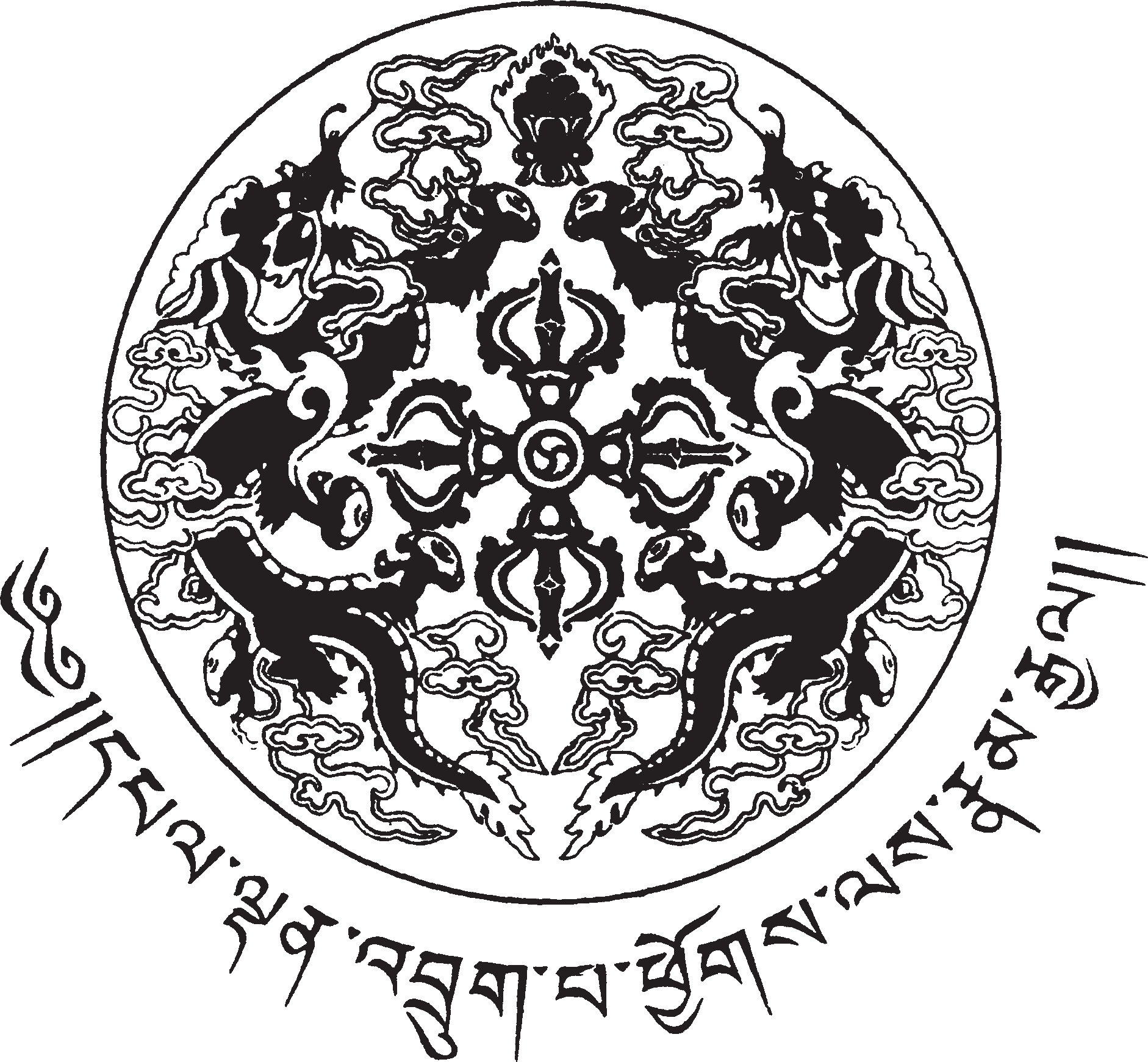
Procurement of Individual Consultants

Royal Government of Bhutan Ministry of Finance

2019

STANDARD REQUEST FOR EXPRESSION OF INTEREST

Procurement of Individual Consultants



Royal Government of Bhutan Ministry of Finance

2019

**PREFACE**

This Standard Request for Expression of Interest (SREoI) is based on the 2009 Procurement Rules and Regulations of the Royal Government of Bhutan. The SREoI must be used in the Procurement of Individual Consultants. This document will come into effect from 1st July, 2019.

To obtain further information on procurement you may contact:

Government Procurement and Property Management Division Department of National Properties

Ministry of Finance Royal Government of Bhutan

**TABLE OF CONTENTS**

[Request For Expression of Interest 1](#_TOC_250007)

[Invitation For Expression of Interest 2](#_TOC_250006)

[Section 1: Instructions to Consultant 3](#_TOC_250005)

[Section 2: Standard Forms 7](#_TOC_250004)

[Section 3: Terms of Reference 17](#_TOC_250003)

[Section 4: Standard Forms of Contract 18](#_TOC_250002)

[Annex I: Lump-Sum Contract 19](#_TOC_250001)

[Annex II: Time-Based Contract 24](#_TOC_250000)

# REQUEST FOR EXPRESSION OF INTEREST

**REoI # [insert: REoI number]**

### Project Name [Development of GCF Concept Note on improved resilience of

### water resources management in the Mo Chhu Sub Basin based on studies carried

### out to measure and analyze the primary sources, seasonal variations, and climate induced water inflows into the Mo Chhu Sub Basin for submission to GCF.]

### Procuring Agency [National Centre for Hydrology and Meteorology]

### Title of Consulting Services [Individual Consultant]

**INVITATION FOR EXPRESSION OF INTEREST**

*NCHM/PRO-01/2024-2025/197 4th/12/2024*

*(Consulting Services- Individual consultant))*

The National Centre for Hydrology and Meteorologyinvites expression of interest to provide the following consulting Services to Development of GCF Concept Note on improved resilience of water resources management in the Mo Chhu Sub Basin based on studies carried out to measure and analyze the primary sources, seasonal variations, and climate induced water inflows into the Mo Chhu Sub Basin for submission to GCF. More details on the services are provided in the Terms of Reference.

Interested individual consultant may obtain further information at the address given below from 0900 to 1700 hrs during working days. The details are provided in the Terms of Reference (ToR), which is available below in Section 3 and it can also be downloaded from [www.nchm.gov.bt](http://www.nchm.gov.bt).

The expression of interest shall be properly sealed in envelopes and must be delivered to the following address by no later than 1PM on 18th Dec, 2024.

**Address of Procuring Agency**

**Procurement Division,**

**NCHM Thimphu, Bhutan**

**Contact # 17332940**

The procedural requirements for responding to this invitation are provided in the complete REoI document, which includes the following:

**Section 1: Instructions to Consultants Section 2: Standard Forms**

**Section 3: Terms of Reference**

**Section4: Standard Form of Contract [select** *Lump sum Contract or Time Based Contract]*

Yours sincerely,

***(Ugyen Dema, Asst. Procurement Officer, NCHM)***

# SECTION 1: INSTRUCTIONS TO CONSULTANT

|  |  |
| --- | --- |
| **1. Scope of assignment** | 1.1 The Employer has received a budget from Green Climate Fund Project and intends to select an Individual Consultant for the specific assignment as specified in the Terms of Reference in Section 4. |
| **2. Qualifications of the Consultant** | 2.1 Prospective Individuals shall demonstrate in their EoI that they meet the required qualifications and experiences and are fully capable of carrying out the assignment. |
| **3. Conflict of Interest** | 3.1 The Consultant shall hold the Procuring Agency’s interest’s paramount, without any consideration for future work, and strictly avoid conflict with other assignments or its own corporate interests. For this purpose, the provisions of the Procurement Rules and Regulations on Conflict of Interest shall apply. |
| **4. Unfair Advantage** | 4.1 If a Consultant could derive a competitive advantage from having provided Consulting Services related to the assignment in question, the Procuring Agency shall make available to all Consultants together with this REoI all information that would in that respect give such Consultant any competitive advantage over competing Consultants. |
| **5. Fraud and Corruption** | 5.1 It is RGoB policy to require that Consultants, observe the highest standards of ethics during the procurement and execution of contracts.1 In addition, as a condition of admission to eligibility, the Consultant shall execute and attach to their Proposals an Integrity Pact Statement in the form provided in **Form 4 of Section 3.** |
| **6. Preparation of EoI** | * 1. EoI shall be typed or written in indelible ink in English lan*guage* and shall be signed by the Consultant. Consultants are required to complete the following Forms:      1. Form 1: Submission of Expression of Interest;      2. Form 2: CV of the Consultant; and      3. Form 3: Integrity Pact |
| **7. Submission of EoI** | 7.1 The prospective Consultant can deliver their EoI by hand, mail, courier service to the address mentioned in the REoI. |
|  | 7.2 EoI shall be properly sealed in envelopes addressed to the Procuring Agency as mentioned in the REoI advertisement and bear the name & address of the Consultant as well as the name of the assignment. |
|  | 7.3 The closing date for submission of EoI is *[insert date]* up to *[insert time]* EoI must be submitted within this deadline. Any EoI received after the deadline for submission of EoI shall be declared late, and returned unopened to the Consultant. |

1. In this context, any action taken by a Consultant to influence the procurement process or contract execution for undue advantage is improper.

|  |  |
| --- | --- |
| 7.4 EoI may be modified or substituted before the deadline for  submission. | |
| 7.5 The Procuring Agency may at its sole discretion, extend the deadline for submission of EoI. | |
| 7.6 At any time prior to the deadline for submission of EoI the Procuring Agency for any reason or on its own initiative may revise the REoI Document by issuing an Addendum which shall form an integral part of the Document. | |
| **8. Evaluation of EoI** | * 1. Suitability of the Consultants shall be evaluated on the basis of criteria specified in the sub clause 8.2   2. **Refer Terms of Reference (ToR)** for points to be given under each of the evaluation criteria. |
|  | * 1. Immediately after the closing date and time for submission the Procuring Agency shall open all EoI documents, including any substitutions accompanied by a properly authorized substitution notice.   2. Following the opening of the EoI, and until the Contract is signed, no Consultant shall make any unsolicited communication to the Procuring Agency. Such an attempt to influence the Procuring Agency in its decisions on the examination, evaluation, and comparison of either the EoI or Contract award may result in the rejection of the EoI.   3. After the evaluation, the highest-ranked Consultant shall be asked to submit a financial proposal, which shall be subject to negotiation. The financial proposal shall be submitted as per the Form 3 provided in Section 3. |

|  |  |
| --- | --- |
| **9. Negotiations** | 9.1 The first-ranked Consultant shall then be invited for negotiations. If  negotiations fail, the Procuring Agency shall inform the Consultant in writing of the reasons for termination of the negotiations and then shall invite the Consultant who’s EoI was ranked second to negotiate a Contract. Once negotiations commence with the second ranked Consultant the Procuring Agency shall not reopen the earlier negotiations. |
|  | 9.2 During negotiations, the Procuring Agency and the Consultant shall finalize the “Terms of Reference”, work schedule, logistics and reporting schedule etc. These documents shall then be incorporated into the Contract as Description of Services” |
|  | 9.3 The Financial negotiations will involve the remuneration and other reimbursable cost to be paid to the Consultant. |
|  | 9.4 Negotiations will conclude with a review of the draft Contract. To complete negotiations, the Procuring Agency and the Consultant will finalize the agreed Contract. |
| **10. Award of Contract** | * 1. The Procuring Agency shall award the Contract to the selected Consultant, and:      1. as soon as possible notify unsuccessful Consultants, and      2. publish a notification of award on the Employer’s website.   2. The notifications to all unsuccessful Consultants, and the notification on the Employer’s website, shall include the following information:      1. the assignment reference number;      2. the name of the winning Consultant and total price it offered; and      3. the date of the award decision.   3. Following the decision to award the Contract to the selected Consultant, the parties shall enter into a written Contract binding on both parties. The Contract shall be compatible with the Applicable Laws of Bhutan. The Contract shall be signed by the duly authorized representatives of the parties and shall bear the date of signature.   4. Where both the parties do not sign the Contract simultaneously,      1. The Procuring Agency shall send to the selected Consultant two original copies of (1) the full agreed Contract and (2) the letter of acceptance (notification of award), each signed by its duly authorized representative together with the date of signature;      2. The letter of acceptance shall indicate the deadline by which it must be accepted, which shall not be more than 15 days from the date of its receipt by the Consultant; |

* 1. The Consultant, if he agrees to conclude the Contract, shall sign and date all original copies of the Contract and the letter of acceptance and return one copy of each to the Procuring Agency before the expiry of the deadline indicated in the letter of acceptance;
  2. In case the selected Consultant fails to sign the Contract agreement within the deadline specified in the letter of acceptance the Procuring Agency may negotiate with the second ranked Consultant.

10.5 The Consultant is expected to commence the assignment on [1st January, 2024] at NCHM, Thimphu. The duration of the contract shall be [2 and half Months] from the date of commencement.

# SECTION 2: STANDARD FORMS

[*Comments in brackets* [ ] *provide guidance to the Consultants for the preparation of their Expression of Interest Document; they should not appear on the EoI to be submitted.*]

FORM-1 Expression of Interest Submission Form FORM-2 Consultant’s Curriculum Vitae

FORM-3 Remuneration and Reimbursable FORM-4 Integrity Pact

**Form 1A: Expression of Interest Submission Form**

Date:

To:

*[Address of Procuring Agency]*

Dear Sir/Madam:

I, hereby submit my EoI to provide the consulting Services for [Insert title of assignment] in strict accordance with your Request for EoI dated [dd/mm/yy].

I declare that I was not associated, nor have been associated in the past, directly or indirectly, with a Consultant or any other entity that has prepared the design, specifications and others doc- uments in accordance with Clause 3.

I have not been declared ineligible by the Royal Government of Bhutan on charges of engaging in corrupt, fraudulent, collusive or coercive practices in accordance with Clause 5.

If selected, I undertake to commence the consulting Services for the assignment not later than the date indicated in Clause 10.5.

I understand that the Procuring Agency reserves the right to accept or reject any EoI at any time prior to contract award.

Yours Sincerely,

Signature

Name:

Address:

Tel:

Attachment: *[List attachments]*

**Form 1B- Consultant’s Information Sheet**

1. **Consulting Services Data**

|  |  |
| --- | --- |
| Name of the consulting services |  |
| Assignment (Brief Description) |  |

1. **Consultant Data**

|  |  |
| --- | --- |
| \* Name |  |
| \* Country of Nationality |  |
| \* Address of consultant | |
| \* E-mail and contact No. of consultant | |

1. **Assignment Specific Qualifications and Experience**

|  |
| --- |
| \* Assignment Specific Experience (Provide information demonstrating your ability, skills and experience to undertake advertised assignment and deliver inputs/ outputs required under the TOR-add additional sheet if required |
| \* Please provide summary of your qualifications and attach your Curriculum Vitae (CV)\*\*\* |
|  |

1. **Eligibility Declaration**

I, the undersigned, certify to the best of my knowledge and belief

» The CV I attached correctly describes my qualifications and my experience

» I am not part of the team who wrote the terms of reference for this consulting services assignment.

» I have not been convicted of an offense or crime related to theft, corruption or fraud.

» I understand that it is my obligation to notify Procuring Agency should I become ineligible to work with.

» I understand that it is my obligation to notify Procuring Agency, or should I be convicted of an offense related to theft, corruption or fraud.

|  |  |
| --- | --- |
| » Completed by (Name) |  |
| Date (dd/mm/yyyy) |  |

**Form 2- Curriculum Vitae (CV) of the Consultant**

1. Name [*Insert full name*]:
2. Date of Birth: Nationality:
3. Education [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]:
4. Membership of Professional Associations:
5. Other Training [*Indicate professional training relevant to the project \*]:
6. Countries of Work: [*List countries where staff has worked in the last ten years*]:
7. Languages [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:
8. Employment Record [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [*Year*]: To [*Year*]: Employer: Positions held:

9. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[*Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.*]

Name of assignment or project: Year: Location: Procuring Agency or Procuring Agency: Main project features: Positions held: Activities performed:

Note: Attach the work experience certificate

10. Declaration :

I, the undersigned, declare that to the best of my knowledge and belief, this CV correctly describes me, my qualifications and my experience. I understand that any willful misstatement herein may lead to my disqualification or dismissal, if engaged.

Date:

*[Name & Signature of the consultant] Day/Month/Year*

**Form 3- Remuneration and Reimbursable**

The highest ranked Consultant shall be asked to submit this form after the evaluation of the EoI. After negotiations, Remuneration & Reimbursable will be part of the total cost as per agreed deliverables in the contract.

1. **Remuneration**

|  |  |  |
| --- | --- | --- |
| **Rate**  **(per month/ per day)** | **Time spent (person-months)** | **Total** |
|  |  |  |
|  |  | Sub-Total (1) |

1. **Reimbursable**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Unit** | **Qty** | **Rate** | **Total** |
| (a) Per Diem |  |  |  |  |
| (b) Travel cost |  |  |  |  |
| (c) Visas, resident permits, airport taxes and incidental travel costs (at cost) |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  | Sub-Total (2) |

Total Cost: Sub-Total (1) + Sub-Total (2)

**Consultants’ Representations Regarding Costs and Charges**

I, hereby confirm that the basic salary indicated in the contract are taken from my payroll records and reflect the current salary rate **exempt taxes** and which have not been raised other than within the normal annual salary increase anticipated due to inflation, etc. If required I can provide the relevant copies of the latest contract papers upon which the rates are based.

(*Name, Signature and date*)

**Form 4- Integrity Pact**

**INTEGRITY PACT**

1. **General:**

Whereas *(Name of head of the procuring agency or his/her authorized representative, with power of attorney)* representing the (*Name of procuring agency*), Royal Government of Bhutan, hereinafter referred to as the **“Employer”** on one part, and *(Name of bidder or his/her authorized representative, with power of attorney)* representing M/s. (*Name of firm*), hereinafter referred to as the **“Bidder”** on the other part hereby execute this agreement as follows:

This agreement shall be a part of the standard bidding document which shall be signed by the bidder during the bid submission and employer shall sign during the bid opening time. on both the parties from This IP is applicable only to “**large**” scale works, goods and services, the threshold of which will be announced by the government from time to time. The signing of the IP shall not apply to framework contracting such as annual office supplies etc.

1. **Objectives:**

Whereas, the Employer and the Bidder agree to enter into this agreement, hereinafter referred to as IP, to avoid all forms of corruption or deceptive practice by following a system that is fair, transparent and free from any influence/unprejudiced dealings in the **bidding process2** and **contract administration3**, with a view to:

* 1. Enabling the Employer to obtain the desired contract at a reasonable and competitive price in conformity to the defined specifications of the works or goods or services; and
  2. Enabling bidders to abstain from bribing or any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also refrain from bribing and other corrupt practices.

1. **Scope:**

The validity of this IP shall cover the bidding process and contract administration period.

1. **Commitments of the Employer:**

The Employer Commits itself to the following:-

* 1. The Employer hereby undertakes that no officials of the Employer, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favor or any material or immaterial benefit or any other advantage from the Bidder, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process and contract administration.
  2. The Employer further confirms that its officials shall not favor any prospective bidder in any form that could afford an undue advantage to that particular bidder in the bidding process and contract administration and will treat all Bidders alike.

1. Bidding process, for the purpose of this IP, shall mean the procedures covering tendering process starting from bid preparation, bid submission, bid processing, and bid evaluation.
2. Contract administration, for the purpose of this IP, shall mean contract award, contract implementation, un-authorized sub-contract- ing and contract handing/taking over.
   1. Officials of the Employer, who may have observed or noticed or have reasonable suspicion shall report to the head of the employing agency or an appropriate government office any violation or attempted violation of clauses 4.1 and 4.2.
   2. Following report on violation of clauses 4.1 and 4.2 by official (s), through any source, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings shall be initiated by the Employer and such a person shall be debarred from further dealings related to the bidding process and contract administration.
3. **Commitments of Bidders**

The Bidder commits himself/herself to take all measures necessary to prevent corrupt prac- tices, unfair means and illegal activities during any stage of the bidding process and contract administration in order to secure the contract or in furtherance to secure it and in particular commits himself/herself to the following :-

* 1. The Bidder shall not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Employer, connected directly or indirectly with the bidding process and contract administration, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding process and contract administration.
  2. The Bidder shall not collude with other parties interested in the contract to manipulate in whatsoever form or manner, the bidding process and contract administration.
  3. If the bidder(s) have observed or noticed or have reasonable suspicion that the provisions of the IP have been violated by the procuring agency or other bidders, the bidder shall report such violations to the head of the procuring agency.

1. **Sanctions for Violation:**

The breach of any of the aforesaid provisions shall result in administrative charges or penal actions as per the relevant rules and laws.

* 1. The breach of the IP or commission of any offence (forgery, providing false information, mis- representation, providing false/fake documents, bid rigging, bid steering or coercion) by the Bidder, or any one employed by him, or acting on his/her behalf (whether with or without the knowledge of the Bidder), shall be dealt with as per the terms and conditions of the contract and other provisions of the relevant laws, including De-barment Rules.
  2. The breach of the IP or commission of any offence by the officials of the procuring agency shall be dealt with as per the rules and laws of the land in vogue.

1. **Monitoring and Administration:**
   1. The respective procuring agency shall be responsible for administration and monitoring of the IP as per the relevant laws.
   2. The bidder shall have the right to appeal as per the arbitration mechanism contained in the relevant rules.

We, hereby declare that we have read and understood the clauses of this agreement and shall abide by it.

The parties hereby sign this Integrity Pact at *(place)* on *(date)*

Affix Legal Stamp

Affix Legal Stamp

EMPLOYER BIDDER/REPRESENTATIVE

|  |
| --- |
| CID : |
| CID : |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

Witness: Witness:

Name: Name:

|  |
| --- |
| CID : |
| CID : |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

# SECTION 3: TERMS OF REFERENCE

**CONSULTANCY SERVICES**

**TERMS OF REFERENCE (TOR)**

**FOR** **Development of GCF Concept Note on improved resilience of water resources management in the Mo Chhu Sub Basin based on studies carried out to measure and analyze the primary sources, seasonal variations and climate-induced water inflows into the  Mo Chhu Sub Basin.**

**Assignment Title:** **Development of GCF Concept Note on improved resilience of water resources management in the Mo Chhu Sub Basin based on studies carried out to measure and analyze the primary sources, seasonal variations, and climate induced water inflows into the  Mo Chhu Sub Basin for submission to GCF.**

**Type of Contract:** National Consultant (Individual)

**Duration:**          2.5 Months      Total of 75   working days

**Start Date:**         1st Jan, 2024

**End Date:**  By 16 March 2025.

**Location/duty station:** Thimphu

1. **Background**

The objective of the Green Climate Fund (GCF) Readiness Programme titled “Building the Capacity of Bhutan’s National Stakeholders to Address Climate and Disaster related risks” is building the capacity of the National Designated Authority (NDA), Direct Access Entity (DAE), Direct Access (DA) applicants, civil society organizations (CSOs), private sector, local governments, and other relevant stakeholders is a continuing necessity to improve understanding of the general population and to formulate and implement highly targeted projects to address these threats and impacts of climate change for the sustainable development of Bhutan.

This readiness project seeks to strengthen further the institutional and technical capacity of the NDA and key partners (e.g., DAE, 3 DA applicants, and potential executing entities (EEs) and implementing partners) to fulfill their roles and responsibilities to access and implement climate finance. This improved capacity will help Bhutan address climate-induced and disaster-related risks through improved data for decision-making and enhanced capability for project pipeline development.

As an implementing partner, the National Centre for Hydrology and Meteorology is carrying out the second part of **Outcome 4.3: Studies on climate-related disaster risks for the southern belt and Mo Chhu sub-river basin will be prepared to develop two concept notes that will bring needed investment in these two areas.** NCHM conducted a study that aims to quantify the contribution of glacier melt to river runoff. This gives an understanding of the importance of source waters in the basin vulnerable to climate change and will help to strategize climate change adaptation and water resource planning. The study will generate data and information on the seasonal and annual contributions to surface runoff from various sources such as rain, groundwater, springs, streams, and meltwater from snow and glaciers. The outcome of this project is anticipated to support multiple sectors in decision-making. This data in the Mo Chhu watershed will be available as evidence to support the development of climate investments. Lastly, a concept note that aims to improve the resilience of water resources management in the Mo Chhu sub-basin needs to be designed and validated.

1. **Objective**

The main objective for hiring the consultant will be to prepare a project concept note for applying to the Green Climate Fund (GCF). Some of the objectives of this agreement are for the consultant to prepare:

 A draft concept note (in GCF concept format) along with all supporting documents using technologies prioritized in the TNA project for submission to GCF

The concept note should be prepared along the lines of the GCF concept note template (as attached) detailing:

• Project/programme information

• Project/program details including its scope

• Financing/cost information (including budget estimates and in-country contributions)

• Brief rationale for GCF involvement and exit strategy

• Risk Analysis

• Institutional arrangement

• Multi-Stakeholder Engagement

• Status of project/program

• Remarks (Any other comments/information)

Supporting documentation to accompany the concept note should include:

• Location map of the project/program

• Financial model (Including revenue sources and project financing)

• Pre-feasibility study

• Any other documents that may be required depending on the funding agency

1. **Scope of Work**

The agreement covers various tasks to be performed in coordination with NCHM, and any other sources such as the Indian Institute of Science Education and Research, Kolkata which is the partner laboratory where water samples are analyzed and reports generated. The specific activities to be carried out by the consultant are described below. A detailed work plan including relevant description, deliverables, and budget is provided below. The final set of deliverables is as follows:

* Draft concept note in the template of GCF  in an acceptable quality and approved by The Ministry of Finance,the National Designated Authority (NDA) for Green Climate Fund (GCF) in Bhutan and Bhutan Trust Fund for Environmental Conservation (BTFEC) ,Direct Access Entity (DAE) of Green Climate Fund (GCF).

Specific Activities:

The consultant will develop a project concept note in the GCF format for a project on "Improved resilience of water resources based on the study carried out in Mo Chhu Basin”. The content of the concept note should include but not be limited to:

• Detailing of the project boundaries and geographic scope of implementation

• Mapping of the enabling framework (for example, regulations, subsidy policy, etc.)

• Detailing activities and defining budgets for proposal development, implementation, operation, and maintenance

• Clarification of institutional arrangements for implementation clearly defining responsibilities, mandates

• Illustrating the transformational impact of the project activities i.e., how the project would lead to a wider national policy or expand its geographic scope (using theory of change diagram or logical framework as per funder requirement)

• Financial models with details of opportunities for leveraging private investments, user and in country contributions, revenue generation etc.

• Socio-economic impact assessments based on existing data or preliminary surveys

• Details on how the project would contribute towards adaptation.

1. **Consultant Qualifications and Experiences**

**Essential**

1. Education:

Advanced degree (PhD or Master's) in economics, agriculture, social sciences, environmental science, climate finance, engineering, natural sciences, or related disciplines.

1. Work Experience

●       Minimum of three (3) years’ experience in consultancy services;

●       Minimum of three (3) similar tasks undertaken successfully;

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

* Strong analytical skills; exceptional ability in communication and networking, negotiations and report writing.
* Domain expertise in partnership and networking with development partners, GCF readiness support and accreditation with climate finance.
* Experience in moderating meetings.
* Knowledge in project cycle management and stakeholder consultations.
* Experience in climate change adaptation, environmental and public policy.
* Experience in climate finance and developing financial models.
* Experience in estimation of socio-economic impacts
* Written and spoken fluency in English is preferred.
* Experience with climate change related program/projects funded by multilateral donors;
* Experience in country Technology Needs Assessment (TNA) programmes is preferred
* Prior experience with one of the United Nations institutions or another international organization, would be a considerable asset;
* Previous experience in providing technical assistance to government institutions is an asset.
* Written and spoken fluency in English is preferred.

1. **Language**

All outputs should be prepared and submitted in English language.

1. **Working Arrangement**

* The consultant will be retained on a contract based on deliverable output. They would be required to be available for the timely delivery of milestones over the duration of the project
* The consultant's engagement with relevant stakeholders will be facilitated by NCHM.

1. **Scope of Price Proposal and Schedule of Payments**

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

**\* All envisaged travel costs must be included in the financial proposal \***

7.1. **Schedule of Payments**

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

1. 20% of the contract amount shall be released upon submission of Inception Report;

2. 30% shall be released upon submission of draft assessment reports, incorporating NCHM  and MoF & BTFEC’s comments if any.

3. 40% shall be released upon submission of final assessment reports.

4. A balance of 10% shall be released upon successful competition of all tasks.

1. **Expected Output/Deliverables**

|  |  |  |  |
| --- | --- | --- | --- |
| *Sr. No.* | *Deliverable* | *Time (From contract signing)* | *Certifying/Authorizing Authority* |
| 1 | Preparation of inception report based on initial discussions with NCHM and report from IISER to finalize the scope for concept note (describing specific methodologies, workflow, structure of deliverables, output delivery timeline, consultation plans, and any other items). | Within 15 days of the award of the contract | Director,  NCHM |
| 2 | Preparation of concept note (in GCF template) along with supporting documents | | |
| 2a | Submission and presentation of the 1st draft of concept note and supporting documents in reporting template of GCF submitted to NCHM and accredited entity (MOF & BTFEC) | Within 30 days (1 month) of the award of the contract | Director,  NCHM |
| 2b | Submission and presentation of the 2nd draft of concept note | Within 45 days (1½ months) of the award of the contract | Director,  NCHM |
| 2c | Submission and presentation of final Concept Note after incorporating comments from NCHM, MOF, BTFEC, if any: | Within 75 days (2 ½ months) of award of contract | Director,  NCHM |
| 3 | Submit concept note by NDA for NCHM and Príncipe to GCF |  | BTFEC |

In case of any delays in achieving the expected output, the consultant shall notify the NCHM in advance, for necessary steps and actions.

The overall draft/final report shall be presented to the Management Team, NCHM, the GCF’s National Designated Authority (NDA) and The Direct Access Entity, BTFECfor validation, comments, and acceptance.

**9. 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 based on the weight 80:20 \* (80 for the Technical and 20 for the financial proposal).

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

1. Stage One (Technical Evaluation): All proposals comprising the information/documentation provided will be evaluated to ascertain the suitability of the individual consultants to carry out the assignment. The individual that obtains a minimum of 80 points of the 100 points will be considered technically compliant and their financial evaluations will be evaluated thereafter.

1. Stage Two (Financial Evaluation): The financial proposals of the individual who pass stage one will be evaluated. The maximum 20 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. [20 Points] x [Nu. lowest] / [Nu. other] = points for other Proposer’s fees.  The award of contract shall be based on the individual who receives the highest cumulative score.

**A . Technical Criteria**

The following criteria will be used to evaluate the individual’s technical proposal:

1. Qualification of individual consultant– 40 points

2. Experience –40 points

-General Experience(Minimum of three (3) years’ experience in consultancy services);- 20

-Specific Experience(Minimum of three (3) similar tasks undertaken successfully);-20

3. Work Plan & Methodology –20

-Technology approach and methodology-15

-Workplan-5

**B. Financial Evaluation**

● Technical Proposals that do not meet the minimum qualifying mark or were considered non-responsive to the TOR, their financial proposals will be NOT considered.

● The Evaluation Committee shall review the financial proposals. If there are any arithmetical errors, they shall be corrected. For the ease of comparing proposals, the costs shall be submitted in Ngultrums (Nu.).

● 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;

[(Lowest Price/Bidder’s Price) X 100]

**10.**   **Method of Selection**

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

**11.**             **Termination of the Contract**

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

**12.**            **Confidentiality Statement**

All data and information received from NCHM and IISER for 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 NCHM.

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

# SECTION 4: STANDARD FORMS OF CONTRACT

[*Text in brackets provides guidance to the Procuring Agency for the preparation of the REoI; it should not appear on the final REoI to be delivered to the Consultants*

The standard forms of contract are provided: Lump-Sum Contract

Note: The attached Form of Contract shall be used.

**ANNEX I: LUMP-SUM CONTRACT**

**SAMPLE CONTRACT FOR INDIVIDUAL CONSULTANTS**

**LUMP-SUM CONTRACT**

**CONTRACT**

THIS CONTRACT (“Contract”) is entered into this *[insert starting date of assignment]*, by and between [*insert Procuring Agency’s name]* (“the Procuring Agency”) having its principal place of business at *[insert Procuring Agency’s address]*, and *[insert Consultant’s name]* (“the Consultant”) having its principal office located at *[insert Consultant’s address].*

WHEREAS the Procuring Agency wishes to have the Consultant perform the services hereinafter referred to, and

WHEREAS the Consultant is willing to perform these services, NOW THEREFORE THE PARTIES hereby agree as follows:

|  |  |
| --- | --- |
| **1. Services** | 1. The Consultant shall perform the services specified in Annex A, “Terms of Reference and Scope of Services,” which is made an integral part of this Contract (“the Services”). 2. The Consultant shall submit to the Procuring Agency the reports in the form and within the time periods specified in the Terms of Reference. |
| **2. Term** | The Consultant shall perform the Services during the period commencing *[insert starting date]* and continuing through *[insert completion date]*, or any other period as may be subsequently agreed by the parties in writing. |
| **3. Payment** | 1. Ceiling   For Services rendered pursuant to Annex A, the Procuring Agency shall pay the Consultant an amount not to exceed *[insert amount]*. This amount has been established based on the understanding that it includes all of the Consultant’s costs and profits as well as any tax obligation that may be imposed on the Consultant.   1. Schedule of Payments   The schedule of payments is specified below:4  *[insert amount and currency]* upon the Procuring Agency’s receipt of a copy of this Contract signed by the Consultant;  *[insert amount and currency]* upon the Procuring Agency’s receipt of the draft report, acceptable to the Procuring Agency; and  *[insert amount and currency]* upon the Procuring Agency’s receipt of the final report, acceptable to the Procuring Agency.  *[insert amount and currency]* Total |

1. Modify, in order to reflect the output required, as described in Annex C.

|  |  |
| --- | --- |
|  | C. Payment Conditions  Payment shall be made in *[specify currency]*, no later than 30 days following submission by the Consultant of invoices in duplicate to the Coordinator designated in paragraph 4. |
| **4. Project**  **Administration** | 1. Coordinator.   The Procuring Agency designates Mr./Ms. *[insert name]* as the Procuring Agency’s Coordinator; the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Procuring Agency and for receiving and approving invoices for the payment.   1. Reports.   The reports listed in the Terms of Reference shall be submitted in the course of the assignment, and will constitute the basis for the payments to be made under paragraph 3. |
| **5. Performance Standards** | The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Procuring Agency considers unsatisfactory. |
| **6. Confidentiality** | The Consultant shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Procuring Agency’s business or operations without the prior written consent of the Procuring Agency. |
| **7. Ownership of Material** | Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Procuring Agency under the Contract shall belong to and remain the property of the Procuring Agency. The Consultant may retain a copy of such documents and software.5 |
| **8. Consultant Not to be Engaged in Certain Activities** | The Consultant agrees that, during the term of this Contract and after its termination, the Consultant shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services. |
| **9. Insurance** | The Consultant will be responsible for taking out any appropriate insurance coverage. |
| **10. Assignment** | The Consultant shall not assign this Contract or sub-contract any portion of it without the Procuring Agency’s prior written consent. |
| **11. Law Governing Contract and Language** | The Contract shall be governed by the laws of Bhutan, and the language of the Contract shall be English. |

1. Restrictions about the future use of these documents and software, if any, shall be specified at the end of paragraph 7.

|  |  |
| --- | --- |
| **12. Dispute**  **Resolution6** | Any dispute arising out of the Contract, which cannot be amicably  settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of Bhutan. |
| **13. Termination** |  |
| **13.1. By the**  **Procuring Agency** | The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause GC 13.1. In such an occurrence the Procuring Agency shall give not less than thirty (30) days written notice of termination to the Consultant, or sixty (60) days in the case of the event referred to in paragraph (e) of this Clause GC 13.1.   1. If the Consultant does not remedy a failure in the performance of its obligations under the Contract within thirty (30) days after being notified or within any further period as the Procuring Agency may have subsequently approved in writing. 2. If the Consultant becomes insolvent or bankrupt. 3. If the Consultant, in the judgment of the Procuring Agency has engaged in corrupt or fraudulent practices in competing for or in executing the Contract. 4. If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days.   (a) If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.  (e) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GC 12 hereof. |
| **13.2. By the**  **Consultant** | The Consultant may terminate this Contract, by not less than thirty (30) days written notice to the Procuring Agency, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (c) of this Clause GC 13.2:   1. If the Procuring Agency fails to pay any money due to the Consultant pursuant to this Contract and not subject to dispute pursuant to Clause GC 8 hereof within forty-five (45) days after receiving written notice from the Consultant that such payment is overdue. 2. If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days. 3. If the Procuring Agency fails to comply with any final decision reached as a result of arbitration pursuant to Clause GC 12 hereof. |

1. In the case of a Contract entered into with a foreign Consultant, the following provision may be substituted for paragraph 12: “Any dispute, controversy or claim arising out of or relating to this Contract or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules as at present in force.”

|  |  |
| --- | --- |
| **13.3. Payment upon**  **Termination** | Upon termination of this Contract pursuant to Clauses GC 13.1 or GC  13.2, the Procuring Agency shall make the following payments to the Consultant:   1. payment pursuant to Clause GC 3 for Services satisfactorily performed prior to the effective date of termination; 2. except in the case of termination pursuant to paragraphs (a) through 3. and (f) of Clause GC 13.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel. |

FOR THE PROCURING AGENCY FOR THE CONSULTANT

Signed by Signed by

Designation: Designation:

Witness: Witness:

Name: Name:

Designation: Designation: