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TERMS OF REFERENCE (TOR)

National Consultant to draft the National Adaptation Plan (NAP)

GENERAL INFORMATION

Services/Work Description: National Consultant

Project Title: Preparation of a National Adaptation Plan (NAP) for Bhutan, with a focus on the water sector

Type of the Contract: Individual Contract

Scope of Advertisement: National

Duration: 45 working days

Expected Start Date: 21st April 2021

I. BACKGROUND ON NAP READINESS PROJECT

The Kingdom of Bhutan launched its NAP process in 2015 with the definition of a national NAP road-map and an update of the 2012 NAPA. In addition to financial limitations, Bhutan faces barriers related to coordination, learning and awareness, technical capacity for climate information, systematic identification and appraisal of adaptation options, and monitoring and evaluation. To enhance adaptation planning, all these challenges need addressing.

The NAP process supports the Royal Government of Bhutan (RGoB) by building on existing capacities and enhancing institutions already in place for adaptation planning through the following outcomes:

- (1) Enhanced coordination, learning and knowledge management for an iterative NAP process;
- (2) Technical capacity enhanced for the generation of climate scenarios and impact assessment;
- (3) Vulnerability assessments undertaken, and adaptation options appraised and prioritized; and
- (4) NAP formulated and capacity for implementation and monitoring established.

These outcomes will address identified barriers to adaptation planning in Bhutan through the formulation of a National Adaptation Plan and the strengthening of institutional frameworks and systems to enable long-term decision making for climate change adaptation.

II. OBJECTIVE OF THE ASSIGNMENT

The objective of this assignment is to develop the first National Adaptation Plan (NAP) document. The NAP will outline Bhutan's key vulnerabilities in the four prioritized sectors of Water, Agriculture, Forests and Biodiversity, and Health by building adaptive capacity and resilience. The NAP aims to strengthen holistic integration of climate change adaptation in Bhutan's long-term development pathway, supported by effective institutions and governance structures, finance for implementation and capacity development and integration among different sectors. The NAP and its implementation will be guided by the principles of participation, coherent interventions, stakeholder empowerment, gender sensitivity, equitable implementation, and partnership. To start, the NAP will outline the following:

a. Introductory section

- Objectives of the NAP
- Country situation, institutions etc.
- Past adaptation actions
- Process in NAP preparation

b. Vulnerability and Adaptation (V&A) section

- Climate Change and Socioeconomic scenarios
- Vulnerabilities by sector, scale, region, or other approaches

c. Adaptation needs

- Priority adaptation needs and costs
- Capacity needs

d. Implementation strategy

- Roles and responsibilities and milestones
- Financing strategy and resource mobilization
- Integration and linkages with Five Year Plans

e. Monitoring and Review

- Monitoring and review methodology
- Roles and responsibilities of the agencies in monitoring and review
- Revision and updating process
- Evaluation of NAP implementation

III. KEY TASKS

The following are the key tasks under this assignment:

1. Conduct consultations with the NAP Drafting Committee comprised of TWG members from the key players in NAP process such as academia, CSO, Government agencies and the private sector for clarity on the contents of the NAP;
2. Review relevant national strategies such as, but not limited to, Nationally Determined Contributions (2021), Climate Change Policy of the Kingdom of Bhutan, 2020, Strategic Program for Climate Resilience (SPCR) , Long Term Strategy for Low GHG Emissions and Climate Resilient Development , National Adaptation Programme of Action (NAPA) document, Bhutan’s Country Work Program for Green Climate Fund, “Declaration of the Kingdom of Bhutan- The Land of Gross National Happiness to Save our Planet” and other documents on adaptation to draw synergies and linkages with NAP;
3. Review NAPs of the countries that have submitted their NAP such as Sri Lanka, Ethiopia, Sudan to draw guidance from;
4. Present the draft NAP at the regional and central level to invite inputs from the multi-level consultations to refine the NAP;
5. Compile and consolidate the inputs from consultations and incorporate them in the NAP,
6. Review the ongoing climate change risk assessments on the four prioritized sectors of water, agriculture, forests & biodiversity, and health and build the chapters on Vulnerability and Adaptation (V&A) in the NAP as outlined in Section II above.
7. Assess and propose the integration possibilities of the NAP into the development plans, particularly the Five-Year Plans.
8. Assess and propose the financing mechanism for the adaptation plan.
9. Write the NAP after compiling all the inputs.

IV. PAYMENT SCHEDULE

The Consultant shall receive his/her lump sum service fees upon certification of the completed activities/deliverables satisfactorily, as per the following payment schedule:

Activities/Deliverables	Target Due Dates	Schedule of Payments
Submission and acceptance of the workplan	Fourth week of April 2021	30% of the contract amount
Submission of draft NAP after presentation at the regional and central level	First week of August 2021	40% of the contract amount
Submission of the final NAP	Fourth week of September 2021	30 % of the contract amount

V. APPROACH OF THE WORK

The Consultant will strictly follow the work plan and the time schedule agreed with UNDP in undertaking the contract assignment. He/she is expected to work closely with the NAP Drafting Committee. Please refer Annexure 1 on ToR for the NAP Drafting Committee. Considering the current COVID-19 situation, the Consultant is expected to use innovative solutions for stakeholder consultation, where face-to face meetings and group discussions are not possible.

VI. DURATION AND TIMEFRAME OF THE WORK

- i. The duration of contract shall be for 45 working days spread over from third week of April to Fourth week of September 2021; and
- ii. Delay in submission of the report as per the agreed time schedule may be liable for penalty as per the contract agreement.

VII. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The National Consultant shall work under the direct supervision of Project Manager/Technical Coordinator, NAP Project, UNDP on day-to-day activities and submit reports as required and agreed in the work plan/time schedule. The Consultant will also be required to consult the NAP Drafting Team as and when required as part of the assignment.

VIII. DUTY STATION

The assignment will be mostly home-based but, some travel might be necessary as part of the regional consultations and will be guided by the Government's guideline on social distancing on COVID 19 pandemic.

IX. QUALIFICATION

The proposed assignment shall be carried out by the Consultant as per the key tasks outlined in the section III of this ToR.

The Consultant should have the following qualifications:

- Master's degree in climate change, climate finance, conservation, public policy, natural resource management, sustainable development, or relevant fields;
- At least 5 years of relevant experience in developing roadmaps and strategy documents on climate change.
- Demonstrated capacity for strategic thinking and analysis; and
- Good analytical and report writing skills.

X. RECOMMENDED PRESENTATION OF PROPOSAL

The Consultant will indicate the cost of services for each deliverable in Ngultrum when applying for this consultancy. In accordance with UNDP rules, all-inclusive fixed total contract price and all other travel related costs (such as professional fees, transportation, communications, etc.), supported by a breakdown of costs must be submitted.

The Technical Proposal document must be submitted along with the following documents:

- A brief background of the applicant and a letter of intent;
- Evidence of experience in undertaking similar works (provide examples and referees);
- Technical proposal: A summary of the methodology and timelines for ensuring completion of work by required time;
- CV of the consultant; and
- Financial proposal (all-inclusive fixed total contract with cost breakdown)

Interested individuals are requested to submit proposals in electronic format through procurement.bt@undp.org before midnight of 21st April 2021, Bhutan Standard Time.

XI. CRITERIA FOR THE SELECTION OF THE BEST OFFER

The selection of the best offer will be based on Combined Scoring method – where the qualifications and methodology will be weighted a maximum of 70% and combined with the price offer which will be weighted a maximum of 30% as per the following table:

Criteria	Weight	Maximum Point
Technical	70	
The technical assessment will be based on the following criteria:		
Academic qualification and specialization of the National Consultant		15
Technical competency of the National Consultant (prior consulting experience)		25
Quality of technical proposal (methodology).		30
Sub-Total A. (Technical)		70
Financial	30	30
Sub-Total B. (Financial)		30
Total (A+B)		100

Annexure 1: TERMS OF REFERENCE (TOR) FOR THE NATIONAL ADAPTATION PLAN(NAP) DRAFTING COMMITTEE

I. BACKGROUND OF THE NAP READINESS PROJECT

The Kingdom of Bhutan launched its NAP process in 2015 with the definition of a national NAP road-map and an update of the 2012 NAPA. In addition to financial limitations, Bhutan faces barriers related to coordination, learning and awareness, technical capacity for climate information, systematic identification and appraisal of adaptation options, and monitoring and evaluation. To enhance adaptation planning, all these challenges need addressing.

The NAP process supports the Royal Government of Bhutan (RGoB) by building on existing capacities and enhancing institutions already in place for adaptation planning through the following outcomes:

- (1) Enhanced coordination, learning and knowledge management for an iterative NAP process
- (2) Technical capacity enhanced for the generation of climate scenarios and impact assessment
- (3) Vulnerability assessments undertaken, and adaptation options appraised and prioritized, and
- (4) NAP formulated and capacity for implementation and monitoring established.

These outcomes will address identified barriers to adaptation planning in Bhutan through the formulation of a NAP and the strengthening of institutional frameworks and systems to enable long-term decision making for climate change adaptation.

II. OBJECTIVE OF ENGAGING THE TECHNICAL WORKING GROUP (TWG) MEMBERS

Establishing and maintaining the national–sub-national linkages for NAP Process ensures that local realities are reflected in the NAP process and that the national-level process enables adaptation at sub-national levels, including at local or community levels. While priorities may be identified through a nationally driven process, implementing actions to address them will inevitably involve sub-national actors such as local authorities and civil society organizations. Without these actors, it will be difficult to achieve adaptation outcomes on a broad scale.

The TWG for the NAP Readiness Project was constituted on August 2019 through vide no. letter NEC/CCD/NAP/01/2474 dated December 10, 2019 for the following primary roles:

1. Provide data and information
2. Identify and appraise adaptation options for the various sectors and prepare the NAP document and
3. The TWG will oversee the drafting of the NAP document.

The fourth outcome of the NAP Readiness Project is to formulate NAP and establish capacity for implementation and monitoring. In line with this outcome the first National Adaptation Plan

(NAP) will be formulated through a consultative process guided by the NAP drafting committee as outlined in the section below.

III. NAP DRAFTING APPROACH

In line with the requirements of the Project and as specified in the Project Document, NAP Drafting Committee will be formed. It will consist of two teams – NAP Drafting and NAP Review Teams comprised of key representatives from the Government Agencies, Academia, Civil Society Organization, and the Private Sector will be supported by a National Consultant selected through a competitive process. The NAP will outline Bhutan’s key vulnerabilities as assessed through the Climate change risk assessments in the four prioritized sectors of Water, Agriculture, Forests and Biodiversity, and Health by building adaptive capacity and resilience.

The planned aim is to strengthen holistic integration of climate change adaptation in Bhutan’s long-term development pathway, supported by effective institutions and governance structures, finance for implementation and capacity development and integration among different sectors.

The NAP and its implementation will be guided by the principles of participation, coherent interventions, stakeholder empowerment, gender sensitivity, equitable implementation, and partnership. The draft NAP will be presented at the regional and central level to invite inputs from the multi-level consultations to refine the NAP document.

The NAP will ensure synergies and linkages with national documents, such as but not limited to, Nationally Determined Contributions (2021), Climate Change Policy of the Kingdom of Bhutan, 2020, Strategic Program for Climate Resilience (SPCR) , The Third National Communication, the Long Term Strategy for Low GHG Emissions and Climate Resilient Development, National Adaptation Programme of Action (NAPA) document, Bhutan’s Country Work Program for Green Climate Fund, “Declaration of the Kingdom of Bhutan- The Land of Gross National Happiness to Save our Planet”.

The final draft will be presented and endorsed based on the existing practice of the obligation reporting process.

IV. TEAM COMPOSITION AND KEY ROLES

1. The team members in the NAP Drafting Committee will be the current NAP TWG members. Please refer to the list of members in the Review and Drafting Team.
2. The NAP Drafting Committee will guide National Consultant in writing the NAP document and assist in cost estimation for the adaptation plan implementation by the respective sectors.
3. The Drafting and Review team will explain the process and methodology used for the assessment for their respective sectors to the National Consultant.

4. The NAP Review Team will guide the National Consultant to prepare the different chapters as outlined below under Section IV through the timely peer review of the chapters, ensure incorporation of the relevant inputs from the regional and national consultations.
5. The Review Team will ensure that the adaptation needs of each sector are clearly listed and the cost estimates are realistic.
6. The NAP Drafting Committee will ensure NAP is guided by the principles of participation, coherent interventions, stakeholder empowerment, gender sensitivity, equitable implementation, and partnership.
7. The NAP Drafting Committee will be assisted by the National Consultant to draft the NAP.

The list of NAP TWG members and the team allocation is as presented in the table below:

Review Team		
Sl.No.	Names	Agency
1	Mr. Chador Wangdi	Engineering Division, Department of Public Health, Ministry of Health
2	Mr. Kinley Tshering	Forest Protection and Enforcement Division, Department of Forests and Park Services, Ministry of Agriculture and Forests
3	Ms. Sonam Deki	Preparedness and Response Division, Department of Disaster Management, Ministry of Home and Cultural Affairs
4	Dr. Karma Tenzin	Center for Research in Respiratory and Neuroscience, Khesar Gyalpo University of Medical Sciences of Bhutan
5	Ms. Dorji Wangmo	Flood Engineering and Management Division, Department of Engineering Services, Ministry of Works and Human Settlement
6	Mr. Tsheten Dorji	Sustainable Livelihood Division, Royal Society for Protection of Nature
7	Ms. Tshering Yangzom	Climate Change Division, National Environment Commission Secretariat

8	Ms. Tshewang Lhamo	Water Resources Coordination Division, National Environment Commission Secretariat
9	Mr. Kinley Rinchen	Department of planning and Resources, Royal University of Bhutan
10	Mr. Sangay Tenzin	Hydrology and Water Resources Services Division, National Center for Hydrology and Meteorology
11	Mr. Tshering Wangchen	Agriculture Research and Extension Division, Department of Agriculture, Ministry of Agriculture and Forests
12	Mr. Pema Namgay Ghalley	Association of Bhutanese Industries

Drafting Team

Sl.No.	Names	Agency
1	Ms. Chimi Dema	Planning Monitoring Coordination Division, Gross National Happiness Commission Secretariat
2	Ms. Yeshe Dema	Policy and Planning Division, Ministry of Finance
3	Mr. Sangay Dorji	Local Governance Development Division, Department of Local Governance, Ministry of Home and Cultural Affairs
4	Ms. Tashi Choden	Department of Hydropower and Power Systems, Ministry of Economic Affairs
5	Ms. Sonam Yangzom	Environment Section, Department of Roads, Ministry of Works and Human Settlement
6	Mr. Kencho Wangdi	National Herbarium Program, National Biodiversity Center
7	Mr. Karchen Dorji	Environment Unit, Department of Industry, Ministry of Economic Affairs
8	Ms. Monika Thapa	Department of Civil Engineering and Architecture, College of Science and Technology, Royal University of Bhutan
9	Ms. Karma Uden	Programme Division, Tarayana Foundation
10	Ms. Kinley Choden	Center for Water, Climate and Environment Policy, Ugyen Wangchuck Institute for Conservation and Environmental Research

8. OUTLINE OF THE NAP DOCUMENT

The NAP shall be strategic. Bhutan’s NAP should not only clearly articulate Bhutan’s adaptation priorities, but also define how they will be achieved, by whom, and over what time frame. Both in-country stakeholders and external actors—such as development partners and private sector investors—should see it as a guide for where adaptation investments are needed. The NAP will follow the following outline.

a. Introductory section

- Objectives of the NAP
- Country situation, institutions etc.
- Past adaptation actions
- Process in NAP preparation

b. Vulnerability and Adaptation (V&A) section

- Climate Change and Socioeconomic scenarios
- Vulnerabilities by sector, scale, region, or other approaches

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- Monitoring and review methodology
- Roles and responsibilities of the agencies in monitoring and review
- Revision and updating process
- Evaluation of NAP implementation

A. KEY MILESTONES

Sl. No.	Milestone	Date	Action
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1	Finalize the ToR for the drafting Team and the National Consultant (NAP writer)	5 th April, 2021	NECS+UNDP
2	Advertise Request for Proposal (RFP) for hiring National Consultant	6 th April, 2021	UNDP
3	Evaluation of RFP	16 th April, 2021	UNDP with Representatives from NECS
3	Start NAP drafting	21 st April, 2021	NAP Drafting Committee
4	Produce first draft NAP and complete regional and national level consultations	7 th August, 2021	National Consultant plus Project Team (NECS + UNDP)
5	Finalize NAP after presentation and endorsement based on the existing practice of the obligation reporting process.	30 th September, 2021	NECS
6	Submission to NAP Central	15 th October, 2021	NECS