

TERMS OF REFERENCE (TOR)

Development of Climate training program and Training of Trainers (ToT)

GENERAL INFORMATION

Services/Work Description:	National Consulting Firm
Project/Program Title:	Preparation of a National Adaptation Plan (NAP) for Bhutan, with a focus on the water sector
Type of the Contract:	Institutional Contract/Contract for Professional Services
Scope of Advertisement:	National
Duration:	100 working days (spread over five months)
Expected Start Date:	October 2021 to January 2022

I. BACKGROUND

Climate change is emerging as a threat to all climate-sensitive sectors such agriculture, hydropower, health, water etc. impacting livelihoods of the farmers and dependent communities in Bhutan. The issues related to climate change and its impact on the various sectors are complex and require a comprehensive understanding. As a part of the ongoing NAP Readiness Project (2019-2023) building the technical capacity for the generation of climate scenarios and impact assessment is one of the outcomes. The Project aims to institutionalise climate change training and capacity building in the universities for better reach and sustainability.

Exposure to various conceptual and methodological elements will be useful for climate change research, adaptation planning and implementation. The training programme to be offered using a 'blended mode' comprising theoretical and practical aspects will provide an overview and exposure to conceptual and methodological aspects related to vulnerability and risk analysis. The application of such approaches and methods in the various sectors will help in evolving appropriate adaptation strategies.

II. OBJECTIVE OF THE ASSIGNMENT

The prime objective of this assignment is to prepare suitable training program in line with the capacity and skills assessment conducted under the NAP Readiness Project and provide Training of Trainers to identified participants from the Government agencies, CSOs, universities, institutions, and private sector. Trainers from the ToT cohort will then provide climate training to other participants through a 'blended mode' that will engage academicians and practitioners

to deliver training and ensure good theory and real-world practical linkages. The specific objectives are:

1. Strengthen the capacity of government officials, decision makers and others to estimate climate risk and contribute to adaptation to climate change.
2. Support adaptation in communities, particularly the most vulnerable, through research and planning.
3. Generate a better shared understanding of the findings of research institutes and NCHM on climate variability and change.
4. Inform policy processes with good quality science-based knowledge.

III. KEY TASKS OF THE ASSIGNMENT

Task 1: Review of the draft training contents and develop suitable training program with clear learning objectives and contents.

Task 2: Develop training manuals for both ToT and the actual trainings, and complete training materials (power-point contents, case studies, relevant videos, group exercises, field/facilities visits).

Task 3: Conduct intensive ToT to two batches of Trainers.

Task 4: Review ToT and prepare list of trainers for subsequent mass roll out of the trainings.

Task 5: Prepare training calendar.

IV. KEY DELIVERABLES

1. Report outlining review of the draft contents and training methodology
2. Training manuals for both ToT and the actual trainings
3. Report on ToT
4. List of Trainers
5. Training calendar

V. PAYMENT MILESTONES AND AUTHORITY

The consulting firm will indicate the cost of services for each deliverable in Nu. (Ngultrum) when applying for this consultancy. In accordance with UNDP rules, the lump sum contract amount to be offered should consider the professional fee inclusive of travel, communications, out of pocket expenses, and other ancillary costs. Costs for conduct of the consultation meetings should not be included.

The qualified consulting firm shall receive its lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Activities/Deliverables	Target Due Dates	Schedule of Payments
Submission of the Inception Report with the draft training contents review	Second week of October 2021	30% of the contract amount
Conduct ToT and submit Final Report containing: <ul style="list-style-type: none"> • ToT manual • Report of ToT • List of Trainers • Training Calendar 	End of January 2022	70 % of the contract amount

VI. APPROACH OF THE WORK

The Consulting Firm will strictly follow the work plan and the time schedule agreed with UNDP in undertaking the contract assignment.

- The Consulting Firm will facilitate in presentations and coordination of the stakeholder workshops as per the agreed work schedule;
- The Consulting Firm will keep minutes of the consultation meetings/workshops; and
- 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.

VII. DURATION AND TIMEFRAME OF THE WORK

- i. The duration of contract shall be for 100 working days spread over from First week of October 2021 to end of January 2022;
- ii. Delay in submission of the report as per the agreed time schedule will be liable for payment of penalty as per the contract agreement.

VIII. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The Consulting Firm shall work under the direct supervision of the 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.

IX. DUTY STATION

The assignment will entail travel frequent consultations with institutions and staffs based in Thimphu. Remaining tasks will be home-based. UNDP will not provide office space.

X. TEAM COMPOSITION AND QUALIFICATION

The Consultant is expected to be a firm or an institution with appropriate and sufficient capabilities, resources, and experience to execute the full extent of the scope of services to a very high quality.

The prospective Firm is expected to meet the following minimum requirements:

1. Records and proof of success with similar works executed in the past;
2. At least five years of experience in development of capacity development training programs, conduct of trainings especially in areas of climate change;
3. Experience in e-learning, e-training, content management and virtual collaboration will be an asset;
4. Experience in liaising with international institutions/training professionals in conduct of ToT;

The multi-disciplinary team should comprise members with the following educational qualifications, experience and competencies:

1. National Team Leader

The Team Leader will be responsible for the overall performance, timeliness and quality of all deliverables. The Team Leader will lead the project team and development of all outputs, provide technical inputs and be the key point of communication for the UNDP Project Manager.

The Team Leader shall have:

- Experience of developing ToTs;
- Master's degree in Climate Change, Sustainable Development, Natural Resources Management or other field of study relevant to the training contents;
- At least 5 years of experience in designing training programs in climate change and allied areas, conduct of ToTs, and learning assessment;
- Has demonstrated ability to work with experts from different fields manage multi-stakeholder complex projects and providing effective training;
- Strong international exposure through professional and personal experience;
- Good presentation and communication skills and
- Good analytical and report writing skills.

2. Subject experts (National or International)

At least one expert each in:

- climate change vulnerability and risk assessments with good understanding of impacts on different sectors.
- climate change and economic analysis: Cost Benefit analysis, Cost Effectiveness Analysis, Multi Criteria Analysis, and other non-economic approaches. Computable General Equilibrium (CGE) models and other relevant socio-economic models; climate resource mobilization and access from various sources like GCF, GEF and other multi and bilateral sources including private financing.

- meteorology, climate change projection and modeling;
- Gender integration and mainstreaming; and

Note: All subject experts should have excellent presentation, facilitation, and communication skills.

XI. RECOMMENDED PRESENTATION OF PROPOSAL

The consulting firm will indicate the cost of services for each deliverable in Nu. when applying for this consultancy. In accordance with UNDP rules, the lump sum contract amount to be offered should consider the professional fee inclusive of travel, communications, out of pocket expenses, and other ancillary costs.

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

- A brief background of the applicant firm 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;
- CVs of the lead consultant and key team members;
- Financial proposal (all-inclusive lump sum amount with cost breakdown); and

Interested Firms are requested to submit proposal in electronic format through procurement.bt@undp.org before midnight of 5th September 2021, Bhutan Standard Time.

XII. 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 max. of 70%, and combined with the price offer which will be weighted a max of 30%

Criteria	Weight	Maximum Point
Technical	70	
The technical assessment will be based on the following criteria:		
Expertise and experience of the Team Leader;		20
Technical competency of the experts; and		25
Quality of technical proposal (methodology)		25

Sub-Total A. (Technical)		70
Financial	30	30
Sub-Total B. (Financial)		30
Total (A+B)		100