Terms of Reference
for the National Consultant to facilitate and convene
“National Stakeholder Consultations for Stockholm+50 Meeting: A healthy planet for the prosperity of all – our responsibility, our opportunity”
1. Introduction

Through the two resolutions of the UN General Assembly, (A/RES/75/280) of 24th May 2021 and (A/RES/75/326) of 10th Sept. 2021, it was agreed to convene an international meeting titled “Stockholm+50: a healthy planet for the prosperity of all – our responsibility, our opportunity”, in Stockholm on 2 and 3 June 2022, during the week of World Environment Day. The meeting will commemorate the 50 years since the convening of the UN Conference on the Human Environment. It is designed to help accelerate the implementation of the Sustainable Development Goals during the Decade of Action including through a sustainable recovery from the COVID-19 pandemic. The meeting will also mutually reinforce the commemoration of the fiftieth anniversary of the creation of the UN Environment Programme, UNEP@50. The Government of Sweden will host the meeting with the support of the Government of Kenya. The international meeting and its preparation will provide for the effective participation of all States Members of the United Nations and UN specialized agencies and parties to the multilateral environment agreements with participation encouraged at the highest possible level.

Amongst others, the international meeting will comprise three leadership dialogues. The leadership dialogues are designed to be collaborative by engaging with multi-stakeholder with a focus on recommendations that contribute to the environmental dimension of sustainable development to accelerate the implementation of commitments in the context of the decade of action and delivery for sustainable development, including a sustainable recovery from the COVID-19 pandemic. Each leadership dialogue participants will share experiences and initiatives to protect our planet and contribute to sustainable development, including a sustainable, resilient and inclusive recovery from COVID-19.

Therefore, in a lead up to Stockholm+50 Meeting, inclusive National Consultations will be organized involving all relevant major stakeholder groups, including government representatives, academia, women, youth, persons with disabilities, indigenous people and local communities, as well as other representatives from civil society and the private sectors. These include in-person and virtual consultations using UNDP’s community engagement platform, SparkBlue. Regional multistakeholder consultations will be facilitated by UNEP and the GO4SDGs initiative in cooperation with Major Groups and other stakeholders. The regional consultations will be linked and coordinated with the national consultations.

More information and details can be found in Stockholm+50

The UNDP-CO is seeking the services of a National Consultant to facilitate and convene the National Stakeholder Consultations. Guided by the UNDP Country Office (UNDP CO), Gross
National Happiness Commission Secretariat (GNHC), National Environment Commission Secretariat (NECS) and Ministry of Foreign Affairs (MFA) the consultant will fulfil the objectives outlined below.

2. Objectives of the National Stakeholder Consultations

In coordination with the UNDP CO, the National Consultations will be led by GNHC supported by NECS and MFA

The following are the objectives of the National Stakeholder Consultations:

a) Stimulate an inclusive whole-of-society and whole-of-government dialogue on the main themes of Stockholm+50 vis-à-vis the national context.

b) Creating synergies with and building on Nationally Determined Contributions (NDCs), National Biodiversity Strategies and Action Plans (NBSAPs), National Adaptation Plan (NAP), Long-term low GHG emission and climate resilient Development Strategy (LTS), green economy/green recovery, Sustainable Development Goas (SDG) themes/frameworks, and other relevant National strategies and policies, the consultations will provide in-person and virtual platforms to share ideas, insights, and innovation that:

• build a shared global vision on how to achieve a healthy planet and prosperity for all while accelerating progress on the Sustainable Development Goals and Multilateral Environment Agreements through an inclusive green recovery;
• offer clear recommendations for governments, civil society and private sector on priority actions that can advance national and sectoral policies that address climate change and leverage nature-based solutions.
• amplify the voices of the poor, youth, women, indigenous groups, local communities, and other marginalized groups; and
• influence national and global debates that consider the views of all stakeholders.

3. Task of the consultant

The aim of this consultancy is to facilitate and convene the national consultation and dialogue process and prepare Reports of the process for top Stockholm+50 Meeting to be held on 2-3 June 2022 in Stockholm, Sweden.

The main task of the consultant is to fully engage, support and assist UNDP in partnership with GNHC, NECS and MFA in the planning and coordination of the National Stakeholder Consultation Process and
prepare National Reports and Key outcomes, including the following:

i) Review/analysis of key national and international reports and documents such as NDCs, NBSAPs, NAP, LTS, Green Economy & Recovery, SDG frameworks including Decade of Action, etc.

ii) Stakeholder mapping and Data mapping (reports, policies, strategies, documents, links, data etc.)

iii) Lead the preparatory meetings and assessments and make presentations to the UNDP, GNHCs and MFA.

iv) Planning, communicating, coordinating and management with key stakeholders for the successful conduct of the consultation process.

v) Organize, coordinate, facilitate and moderate consultations, meetings, discussions, workshops, dialogues and plenary sessions with key stakeholders including govt. agencies, international agencies in Bhutan, CSOs/NGOs, youth groups, private sector, academia, communities and individuals through in-person, virtual, and livestreamed consultations.

vi) Act as intermediary between the UNDP and government focal (GNHCs, NECS and MFA) and key stakeholders.

vii) Maintain minutes/records and prepare reports on all the consultations - meetings, workshops, discussions, dialogues, etc., including the detailed list of participants/stakeholders (gender disaggregated) and official invitation letters.

viii) Synthesize and prepare a National Report and Results/Key outcomes on the Consultation Process, including the detailed list of participants/stakeholders (gender disaggregated), official communications etc.

4. Timeline and deliverables

The assignment will be for 40 days spread over from March – July 2022 with the following deliverables:

i) Inception report detailing methodology and design for the consultation process and work plan with various relevant themes for consultations, dialogues, workshops, meetings, plenary sessions, etc.

ii) Maintain minutes/records of meetings and prepare reports of each consultation, meeting, workshop, discussion, dialogue and plenary session including the detailed list of participants (gender disaggregated), stakeholders and invitation letters etc.

iii) The National Report with Results and Key outcomes of all the consultation process including the detailed list of participants (gender disaggregated), stakeholders and official communications etc.

5. Institutional Arrangement

i) The National Consultant will be recruited by United Nations Development Program-Bhutan (UNDP) for the task.
ii) The UNDP will liaise with the GNHC, which is the government lead agency for the consultation process assisted by NECS and MFA, for guidance, support and endorsement of any document and/or report.

iii) The consultant will report directly to UNDP-Bhutan, and accordingly update GNHCS, NECS and MFA.

iv) The consultant will lead the development of the reports including preparatory meetings and discussions, and any presentation thereof made to the UNDP, GNHCS, NECS and MFA

6. Payment Modality

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<tr>
<th>Payment</th>
<th>Deliverables &amp; Milestones</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>1st payment – 20%</td>
<td>Submission of inception report, 1 week after signing of the contract</td>
<td>Prior to the submission of the final National Report, following task must be completed:</td>
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<tr>
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<td>i) National stakeholder consultations with target groups.</td>
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<td>ii) Draft Reports circulated and comments incorporated along with</td>
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<td>presentation by 3rd week of May 2022</td>
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<td>2nd payment – 50%</td>
<td>Submission of final National Report &amp; presentation by end of May 2022.</td>
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<td>3rd Payment – 30%</td>
<td>Completion of any miscellaneous assignment necessary for Stockholm+50 follow-up action (until end of July 2022)</td>
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7. Qualifications and experience

i. The consultant must have at least 10 years of working experience most preferably in the fields of environment and climate change issues, green economic recovery, sustainable development and natural resource management.

ii. Must hold an advanced degree in any of the relevant fields mentioned above.

iii. Must have at least five years of demonstrated experience in the areas of planning, coordination, management and moderation of national multi-stakeholder consultation meetings, workshops, dialogues and plenary discussions

iv. Familiarity with key national documents (NDCs, NBSAP, SDG framework, NAP, economic roadmap and other related documents), multilateral environmental agreement (MEAs) and international negotiations and processes related to nature, environment and climate.
v. Knowledge of Bhutan’s context of national plans, strategies and policies related to nature, environment, climate, energy and economy.
vi. Strong communication, written and presentation skills in English.

8. **Recommended presentation of offer**

The consultant will submit the application with the following:

i. Brief background of the applicant and a Letter of Intent (LOI) indicating the confirmation of availability; including contact details (email ID and phone number)

ii. Detailed CV indicating all past experiences from similar projects and works and the suitably for this assignment (provide concrete examples with evidences and professional referees)

iii. Technical Proposal: A summary of the methodology and timelines for ensuring completion of work;

iv. Financial proposal all-inclusive fixed total contract price (with cost breakdown such as professional fees, communications, transportation etc.)

Interested individuals are requested to submit proposals in electronic format through procurement.bt@undp.org before midnight of 28th February 2022, Bhutan Standard Time.

9. **Criteria for selection of the best offer**

The selection of the best offer will be based on Combined Scoring method – where the technical evaluation with the maximum score of 70% will be combined with the maximum financial evaluation score of 30% as detailed under:

<table>
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<tr>
<th>Criteria</th>
<th>Maximum point</th>
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<tr>
<td><strong>Technical assessment criteria:</strong></td>
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<tr>
<td>Academic qualification and specialization</td>
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<td>Technical Competency, knowledge and experience</td>
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<td>Quality of the Methodology</td>
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<tr>
<td><strong>Financial</strong></td>
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<td>Sub-total (B) - Financial</td>
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<td><strong>Total (A+B)</strong></td>
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