

**Terms of Reference
For
Hiring of International Consultant**



*Empowered lives.
Resilient nations.*

POST TITLE: International Consultant- to develop a project proposal to integrate low emission strategies in urban and rural settlement

PROJECT NAME: Elaboration of Bhutan's Intended Nationally Determined Contributions

COUNTRY OF ASSIGNMENT: Bhutan

1) INTRODUCTION

Bhutan's Nationally Determined Contribution (NDC) has indicated that there is a need to rethink human settlement planning (both rural and urban) as it is very relevant to climate change. The human settlement planning and land management are important means both for mitigation and adaptation, with a potential for linking the two and supporting quality of life for the people.

Urban and rural settlement are at the forefront of mitigation of green house gas (GHG) as they are one of the main source of emissions but they will also be at risk from climate change as it is here that the human population concentrates with its economic, social and cultural activities. Land use patterns and urban form can strongly impact community's contribution to global climate change through the production of greenhouse gas emissions (GHG). Key contributors to a settlement's climate footprint include the physical arrangement of streets and public transportation infrastructure, building types, and land uses that influence both vehicle use and energy consumption in buildings.

Hence, Bhutan's NDC has highlighted that there is a need for integration of low emission strategies in urban and rural settlements through green buildings, sustainable construction methods and climate smart cities. Targets for mitigation of carbon dioxide emissions are now urgent and imply reconfiguration of urban energy systems, transport and the built environment. The human settlement planning could play a key role in minimizing climate related risks in the human environment.

In view of the above, there is need to develop a comprehensive proposal/investment so that Bhutan's INDC objective is fulfilled leading to greater integration of low emission strategies in urban and rural settlements through measures such as green buildings, sustainable construction methods and climate smart cities.

2) OBJECTIVES

The main objective of the ToR is to draw up a investment plan (project proposal) for a city or a settlement to integrate low emission strategies, with a view for its implementation in a particular/selected city. Lesson learnt from its implementation will guide future work on integrating low emission in the human settlement for its transformational impact. In doing so the long term objectives would be to integrate some of these area specific low emission strategies in urban and rural settlements.

3) SCOPE OF WORK

The consultancy services should cover the following:

3.1 . Review of the existing policies and documents:

- a) To establish ways in which cities and human settlement has implication on green house gas emission and climate change in Bhutan.
- b) Identify gaps and opportunities for GHG reduction.
- c) Institutional arrangements.
- d) Inform where Bhutan stands with regard to the fulfillment of Bhutan's existing INDC.
- e) To stock-take infrastructures/amenities/facilities in human settlements (village, towns and cities) that make impactful contribution to GHG emission.

3.2 . Recommendations:

- a) Technical summary of infrastructures/amenities/facilities, in order of their intensity of GHG emission.
- b) Prioritized the investment options for mitigation actions for infrastructures/amenities/facilities related to development.
- c) A robust tool or tools that would support urban planners, relevant agencies and stakeholders in prioritizing recommended actions for integrating low emission strategies in human settlements

Based on the investment option as identified in 2.b, develop a investment plan (project proposal), with the view to explore funding opportunities from various climate financing windows for its implementation: The project proposal should have recommended actions including cost estimates and how it contributes to reduction of GHG emission. It should also recommend the institutional responsibilities for implementation of the proposed actions.

3.3. Capacity building and workshops to integrate low emission strategies into human settlements.

4) IMPLEMENTATION ARRANGEMENTS

The Policy and Planning Division (PPD) under the Ministry of Works and Human Settlement will be the lead agency for the task and the principal responsibility for managing this project resides with the UNDP Bhutan Country Office (UNDP CO).

During the visit of the consultants, they will be based in the office of PPD, MoWHS. The UNDP CO will contract the selected consultant and ensure the timely payment of per diem and travel arrangements or any other associated expenses as agreed. The Project Team (UNDP CO and PPD) will

be responsible for liaising with the consultant to arrange the stakeholder meetings and coordinate with the other relevant Government organizations etc.

5) DELIVERABLES AND TIME FRAME

The total duration of the consultancy services will be 35 working days.

Activity	No of days	Completion date (tentative)	Payment schedule (%)
Review of the existing policies and documents to identify gaps; opportunities; institutional arrangements; link between GHG emission and human settlements; and stock take infrastructures that contribute to GHG emission	4	Week 1	
Workshop 1- with core group: Capacity building for the core groups on climate smart cities/human settlements.	1	Week 2	20%
Report of the analysis of the review information and propose recommendations for investment options.	7	Week 3	
Workshop 2-with stakeholders: Share the analysis report and recommendations; Discuss the selection of project ideas and potential sites, recommendation of the mitigation measures.	1	Week 3	30%
Preparation of draft report including a project proposal for climate finance.	17	Week 6	
Workshop 3-with stakeholders: Review of the draft report	1	Week 7	30%
Preparation and Presentation of final reports, including project proposal	4		20%

DELIVERABLES

The consultant is expected to deliver the following:

Deliverable	Content	Timing	Responsibilities
Tentative work schedule	Detailed work plan, personnel plan and assignment management plan indicating dates	Week 1	Consultant submits to UNDP CO / PPD-MOWHS
Report 1: Review of existing	Initial Findings pertaining to gaps; opportunities; institutional arrangements; link between GHG emission and human settlements;	Week 2	Consultant submits to UNDP CO, PPD of MoWHS and Relevant Stakeholders

policies and documents	and stocktake of infrastructures that contribute to GHG emission		(3 hard copy to PPD MoWHS; 2 copy to UNDP CO; and soft copies to the stakeholders)
Report 2: Analysis of the existing polices, institutions and recommended investment options	The analysis of review information; recommendation of mitigation measures and tools; and the outcome of the Workshop 2 and their incorporation in the proposed recommendations.	Week 3	Consultant submits to UNDP CO, and Relevant Stakeholders (3 hard copy to PPD MoWHS; 2 copy to UNDP CO; and soft copies to the stakeholders)
Draft Final Report	Recommendations on mitigation measures and tools, and prioritized investment options; Project proposal to implement prioritized investment options in a city identified through stakeholder's workshop.	Week 6	Consultant submits to UNDP CO, and Relevant Stakeholders (3 hard copy to PPD MoWHS; 2 copy to UNDP CO; and soft copies to the stakeholders)
Final Report	A comprehensive report covering all the task outlined in the scope of this ToR	Week 7	Consultant submits to UNDP CO, and Relevant Stakeholders (3 hard copy to PPD MoWHS; 2 copy to UNDP CO; and soft copies to the stakeholders)

6) REQUIREMENT OF EXPERTS

The proposed assignment shall be carried out by an international consultant, to be recruited in accordance with the UNDP's Guidelines on the hiring of consultant and implemented over a period of up to 2 months as indicated in the relevant section of this ToR. The consultant shall have the following minimum qualifications:

1. Masters degree in urban planning with knowledge/background in climate change policy/environment management.
2. Possess skills and experiences in review, analysis and preparing project proposals related to climate smart cities.
3. Must have a minimum of ten years professional experience including overseeing project implementation funded by international climate finance.
4. Must be able to write, speak and communicate fluently in English

5. Prior experience of drafting project proposals, legislations and working in Bhutan will be preferred. The next preference will be working experiences in similar countries or in the region.

7) PAYMENT MODALITIES

The UNDP CO shall be responsible for all payments with regard to this assignment. Following is the payment schedule:

%	Milestone
20%	Submission of Report 1: Review of existing policies and documents
30%	Submission of Report 2: Analysis
30%	Submission of Report 3: Final Draft Report
20%	Publication of Report 4: Final Report

8) APPLICATION PROCESS

Please submit the below preferred documents with the presentation of offer:

- a) Duly accomplished Letter of Confirmation of Interest and Availability;
- b) Evidence of past experience in undertaking similar assignments (from past clients);
- c) Technical proposal – A summary of the methodology, and timelines for ensuring completion of work on time; and
- d) Financial proposal (all-inclusive lump-sum with breakdown of the cost items)
- e) **Personal CV or P11**, which can be downloaded from UNDP at <http://www.bt.undp.org/content/bhutan/en/home/operations/jobs/> indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;

The proposal should be submitted in electronic format to procurement.bt@undp.org by **17.30 hrs (BST) 24th January 2017**.

9) FINANCIAL PROPOSAL

Please indicate fee structure: All-inclusive lump-sum fee in the financial proposal.

Note: Payments will be made upon delivery of the services specified in the TOR and certification of acceptance by the UNDP. The consultant must factor in all possible costs in the **All Inclusive Lump Sum Fee**: Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs. The consultant shall submit the price offer indicating a lump sum all-inclusive cost for the assignment (including daily fee, per diem, travel costs, etc.) together with the Technical Proposal in separate files.

10) SELECTION CRITERIA

The consultant that fulfills the requirements will be assessed based on a combined scoring of:

- Technical evaluation comprising of 70%, and
- Financial evaluation of 30%.

Detailed evaluation criteria are provided below:

Criteria	Weight	Maximum Score
Technical Score		
The technical assessment will be based on the following criteria:	70	
1. Academic background		15
2. Relevant work experience of the consultant		15
3. Prior experience of working in Bhutan or similar countries or region		10
4. Quality of technical proposal		30
Sub-total (Technical)		100
Technical Score – A		70
*Financial Score – B		30
Total (A+B)- Combined Score		100

* The financial score = $(\text{Lowest quoted amount}) / (\text{Quoted Amount}) \times 30$

For the experiences, the following shall be considered for evaluation of the consultant:

- Recent experience with settlement planning or settlement development project with climate/low emission component in it;
- Experience in review, analysis and preparation of project proposals related to climate smart cities;
- Submission of recommendation letters from past clients and organizations;
- Experience working with the UNDP or other donor funded projects;
- Experience of working in Bhutan would be desirable.

Focal person(s) in MoWHS:

Ms. Sonam Desel/Ms. Sonam Peldon
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 Ministry of Works and Human Settlement
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Focal person(s) in UNDP

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