

Terms of Reference

TOR for the Consultancy Service: Conduct a Perception Study on Awareness of Access and Benefit Sharing for Targeted Groups

1. Background

The UNDP/GEF Project on “Implementing the Nagoya Protocol on Access to Genetic Resources and Benefit Sharing in Bhutan” was signed between UNDP CO, the Gross National Happiness Commission (GNHC) and the Ministry of Agriculture and Forests (MoAF) on September 22, 2014. The goal of the project is to contribute to the conservation and sustainable use of globally significant biodiversity in Bhutan with an objective to develop and implement a national ABS framework, build national capacities and facilitate the discovery of nature based products.

One of the key activities under the project is to create awareness on ABS. Therefore, to establish a baseline on the awareness level as part of the project’s M&E programme, a perception study on the awareness of ABS for targeted groups is planned.

2. Objectives

- Identification and evaluation of the perception and expectations of the communities, local authorities and local organizations (stakeholders) regarding access and benefit sharing
- Development of baseline on ABS awareness level for targeted groups.

3. Assignments

While the actual methodology for carrying out the evaluation rests with the consulting firm, the consultant/consultancy firm will conduct the following activities, in close cooperation with the NBC mainly the:

- i. Development of questionnaire and analysis of the data (including data input) only.
- ii. Analysis of the perception study and submission of study report
- iii. The targeted groups for the survey will be parliamentarians, government policy-makers, scientists, researchers, project implementers, local governments, communities

of project sites (Langthel, Dagala, Soe, Lingshi, Lokchina) as identified by the Centre.

- iv. The survey of the communities of the project sites will be carried out by NBC during its field visits and the survey of the rest of the stakeholders will be carried out by the consulting firm.

4. Period of Engagement

The survey questionnaire should be completed within 1 month and the analysis of the survey data and the final report completed within a month of the submission of the last survey questionnaire by the Centre. (Within 3 months)

5. Qualification requirement of the consultant

- Sociology and statistics background.
- Experience in social science research and statistical analysis.
- Well-versed in English and Dzongkha.

6. Documents to be submitted

Shortlisted firm should submit the technical and financial proposal on or before 17th June, 2015.

7. Proposal Evaluation Criteria

The evaluation committee will evaluate the proposals and select a consulting firm based on the combination of the following factors:

- I. Qualification and experience
- II. Track record of successful completion of past assignments.
- III. Financial bids.
- IV. Technical competence of the proposal
- V. Willingness and flexibility to work within the required deadlines

8. Price and Payment

- I. Unless otherwise stated, prices are in Ngultrum and are exclusive of all payable taxes.
- II. Discounts should be included on quoted prices, if any.

- III. Quoted price would be open to negotiations.
- IV. Full payment shall be made after submission of approved final report to the Centre as per the contract agreement.

9. Deliverables

- I. The framed survey questionnaire should be submitted to NBC.
- II. Analysed report on the perception should be submitted to NBC
- III. All documents, whether draft or final should be submitted to the NBC in both soft and hard copies.
- IV. Any material submitted under this ToR is the property of the NBC and cannot be submitted or distributed to or used by any other agencies, unless arranged otherwise.

10. Legal responsibility

- I. Quotations are not binding on NBC and a contract will only come into being when a written confirmation of the work order is issued.
- II. In case of any error or omission in the contracted work, it shall be the responsibility of the service provider to carry out the services to the satisfaction of the client.