

## TERMS OF REFERENCE

POST TITLE	:	Development of a comprehensive project proposal for the construction of a modest convention centre on 5 acres of Lhak-Sam user right certified land at Ganeykha for income generation and for creating livelihood among the disadvantaged KAPs and PLHIV.
CONTRACTING AGENCY:		Lhak-Sam (BNP+)
LOCATION OF ASSIGNMENT:		Thimphu, Bhutan
EXPECTED DURATION	:	40 working days (August 17 – September 27, 2018)

## BACKGROUND AND RATIONALE

In reality, the availability and access to resources for HIV and AIDS interventions everywhere in the world is shrinking drastically, including in the UN families. The donors are gradually shifting their areas of interest for investment. In many countries the major and long-term funder, the Global Fund to Fight AIDS, TB and Malaria (GFATM) has withdrawn, and in many negotiating their transition based on their ranking of the countries, in Bands. Bhutan is ranked as band 4 country and in every grant circle the GFATM is substantially reducing their allocation to the country. Due to low burden and prevalence among general population, the opportunity to get long term external funding is also minimal. The situation is further going to be aggravated by the newly arising social, health, livelihood and legislative issues on the ground which needs immediate actions, and the lack or absence of domestic financing and resources would further undermine the collective progress made so far.

These circumstances of changing funding landscape are experienced, and it is important to seriously dialogue at different levels to maintain and sustain positive results. As a pioneer public benefit, nongovernmental PLHIV and key populations led organization in Bhutan, Lhak-Sam have positively mandated itself to nurture and work together as a team with the LGBT groups, and other KAPs in addressing the social, health, legal and livelihood issues faced by them, and the PLHIV. The ultimate goal is to facilitate in the process of formulation, institutionally development, and independent organization of these groups. This is why it's very crucial that the Lhak-Sam must sustain operationally and programmatically for reaching out and to contribute in achieving living no one behind aim.

Since 2011, Lhak-Sam has planned and processed for venturing into running a convention centre for creating livelihood opportunities for our under privileged PLHIV and KAP people. Accordingly, in 2015, Lhak-Sam received five acres (500 decimals) of user rights certified land from the National Land Commission. Currently the country lack such facilities run by the non-governmental organization for income generation and livelihood creation, it could be an exemplary project to other mutual and public benefit organizations as well. The newly formed and struggling organizations, and informal and volunteers groups could also be benefited by

rendering them the facilities for use either on a very subsidized rate, or on a free of cost, if necessary.

In Bhutan the government agencies, corporations, private organizations, monastic institutions and religious and spiritual figures, development partners, civil society organizations and most importantly tourism sectors are potential to hire our facilities. We have promoted our plan to all of them since 2011, including the networks partner and organizations in the region. They have expressed their interest to hire our facilities time to time as a contribution towards sustaining Lhak-Sam. Besides, they exclaimed Bhutan as lovely and calm place for organizing conventions, and visit places. Currently Lhak-Sam spends millions of ngultrum annually on hiring meeting halls, paying for working lunch and lodging the participants through the project fund. If such facility is established most of the meetings, including the livelihood skills building training workshops which Lhak-Sam has in plan could also be held in our own convention centre, the out flow of the money can be controlled and the stable revolving of the money within Lhak-Sam can be maintained.

In parallel to establishing the convention centre, Lhak-Sam will also initiate to get the license from the ministry of trade and industry for starting a travel agency, so that the two can be linked to facilitate the functioning of each other. The PLHIV, LGBT, KAPs and their affected family members and people who work in the field of HIV, human rights, health, and other social issues if travelling to Bhutan as a tourist could travel through our agent or rent our facilities as a contribution to sustaining Lhak-Sam's work in Bhutan and the region. It will also be an opportunity for Lhak-Sam to build relationship with different organizations, with people from diverse profession and interest.

However, Lhak-Sam will go absolutely vegan catering, an organic farm based food catering at our convention centre. A seasonal and greenhouses based organic vegetables, and fruits of different nutritional values will be grown using natural manures, for serving our guests and clients fresh and healthy foods, and minimize cash outflow. We are planning to petition the land commission of Bhutan for the extension of the land from five to ten acres for growing apples and other seasonal based fruits and vegetables for sale into the markets, and store for serving as desserts during the meetings, conferences and gatherings of any kinds.

The institution of the convention centre will be an immense benefit to the PLHIV and KAPs in terms of creating livelihood, this is the only objective Lhak-Sam couldn't initiate and start rolling in seven years of our formation. These are the population if their status being known by others will limit their opportunities for employment, participations and access to social and public services and well-being. As planned the convention centre will create employment for many KAPs, each person will be able to help their family members lacking behind apart from building their skills in hotel and convention centre management. The income generated will be used for paying the employees, maintenance, strengthening and programs for isolation reduction, confidence building and empowerment among the KAPs (LGBT).

Since the community based care centre is instituted on the same land, the disadvantaged people sheltering at the centre will be also benefited in terms of participation in the spiritual and

religious talks held at the convention centre for positive living. The donations collected from placing the donation box at the strategic location in the hotel and at the convention will be used for buying grocery, clothing and nutrition and for providing social support to the disadvantaged KAPs including PLHIV and shoulder some of the economic burden of the country in responding to the social cause.

## OBJECTIVES

To develop a comprehensive project proposal for the construction of a modest convention centre on 5 acres of Lhak-Sam user right certified land at Ganeykha for income generation and for creating livelihood among the disadvantaged KAPs and PLHIV.

The establishment should consist of following facilities.

1. Meeting hall - 1000 sittings capacity with slider door facility for partition of the hall into two 500 and four 250 sittings capacities.
2. Meeting hall - 100 sittings capacity with slider door facility for partition of the hall into two 50 sittings capacities.
3. Three level of standard of Eco lounge - executive (25), mid officer (50) and other staffs (25).
4. Kitchen, dining, laundry, central store and parking lots.
5. Water and electricity connections.

## SCOPE OF WORK

To develop a comprehensive grant project proposal which eloquently and adequately describes the problem and justifies why Lhak-Sam needs to establish a Modest Convention Centre and its immense benefit. To fit the proposal into the donor's eligibility criteria and interest for support, the consultant should be conscious enough to use the donor's language, and where required use emotion to touch the donor's and partners heart.

The project proposal should entrap:

- How the establishment will create livelihood among the disadvantaged KAP's and PLHIV whose HIV, sexual orientation, identity and expression if known by the other employers will limit their opportunities for livelihood.
- How the income generated from the establishment will be utilized for carrying out a program that reduces isolation, builds knowledge, relationship and confidence to live, and improves perceptions and behavior including the service seeking behaviors.
- How the work environment of fear, prejudice and discrimination can be prevented and reduced when the KAPs are working together.
- How it can promote understanding, love, compassion and oneness of humanity.
- How it will contribute to national wellbeing, happiness and equity, and
- How it will contribute to shouldering some of the economic difficulties of the government in responding to AIDS and mitigating its effects.

## KEY ACTIVITIES AND METHODS

### The Consultant will

- 1) Use the architectural drawings, blue print, and cost estimates for the constructions and furnishing a Modest Convention Centre which is already with Lhak-Sam, as one of the background document when writing both narrative and budget proposal.
- 2) Hold a consultation with the executive committee and the board members of Lhak-Sam to learn and understand the reason of Lhak-Sam's plan to venture into establishing and operating a modest convention centre, what are the objectives, expected outcome, and the strength, weakness, opportunities and threat.
- 3) Conduct desk review to understand how the modest convention centre are instituted and operated systematically in the neighboring countries and in Bhutan, and what is the status of their operations (profit, no profit no loss, and loss) .
- 4) Conduct market analysis, and break even analysis
- 5) Fix an appointment and meet in person with the concern personal in the ministries, development agencies, corporation, private organizations, CSOs and religious organizations in the country and know their interest of hiring the convention facility as a contribution towards sustaining Lhak-Sam's livelihood and empowerment programs.
- 6) Fix an appointment and meet either over call, email or Skype with the list of head of regional networks, collations and organizations (list will be provided by Lhak-Sam) and know their interest of hiring the facilities of Lhak-Sam convention centre as a contribution towards sustaining Lhak-Sam's livelihood and empowerment programs.
- 7) Identify a potential donor both within and outside the country and provide the list to Lhak-Sam

## DELIVERABLES

The consultant will sincerely follow and fulfill all the scope of work and methodologies for achieving the below results

- 1) A comprehensive grant narrative and budget project proposal developed for the construction of a Modest Convention Centre and submitted to Lhak-Sam on the agreed date and time.
- 2) List of the potential donors for this proposal

SN	Key task	Deliverable	Timeline
1	Desk review	Submit both hard and soft copy of desk review	5 working days
2	Consultation with the executive committee and the board members of Lhak-Sam	Share minutes of meeting	Within 1 week of working days
3	Consultation meeting with relevant ministries, development	Share minutes of meeting	Within 2 week of working days

	agencies, corporation, private organizations, CSOs and religious organizations in the country		
4	Presentation on first draft of project proposal to board	Presentation	Within 30 days of working days
5	Explore list of potential donor	Submit list of potential donor attached to proposal	Within 30 days of working days
6	Submission of final proposal	Final copy after incorporating remarks	40 days of working period

## INSTITUTIONAL ARRANGEMENTS

The Client (Lhak-Sam) shall provide and make available to the Consultant, free of charge, the following facilities, services, documents and information that may be required by the Consultant for carrying out the designated assignment.

- 1) Provide documents required for desk review both in hard copy and soft copy
- 2) Provide a list of relevant stakeholders to meet, and facilitate meetings & appointments
- 3) Provide office space, internet and communication facility
- 4) Nominate one staff from Lhak-Sam for assisting the consultant for fulfilling the assignment as expected
- 5) Utilize the office vehicle for consultant's local transportation when it is necessary

## DURATION OF ASSIGNMENT

- 1) The consultant shall complete the designated assignment in exactly 40 days (17<sup>th</sup> August - 27<sup>th</sup> September 2018) the date of signing the contractual agreement.
- 2) The contractual period could be extended based on the receipt of the formal request letter from the consultant justifying the reason absolutely beyond control.

## METHODS OF PAYMENT

Stipulated Deliverables	(Nu)
Upon signing the contract agreement	30
Upon submission of final comprehensive narrative and budget project proposal	70
Total	100

## QUALIFICATION AND EXPERIENCE

### The Consultancy firm should have person

- a) Holding Masters degree in Business administration.
- b) Holding Engineering and architecture background will be plus point.
- c) Should preferably be one who had in the past worked with PLHIV and LGBT and have some common understanding and knowledge on the mandates of Lhak-Sam, and its constraints and challenges
- d) Have a good knowledge on the rapidly changing funding scenario for responding to AIDS everywhere in every sectors on the earth, and how and where the donors are shifting their interests for support
- e) Knows that Bhutan had graduated into low middle income country, and its ranking into least disease burden country gravely limits Bhutan from being partners and donors priority for support for resources
- f) Is well aware of lacking or absence of domestic financing for responding to AIDS and LGBT issues
- g) Should be one who could adequately justify in the project proposal , Why Lhak-Sam desires to start a convention centre, who will benefit and how, where will the Lhak-Sam invest the income generated from the operation of the convention centre
- h) Excellent written and oral communication and interviewing skills in English & Dzongkha (other local dialects will be an added advantage).
- i) Consultant must also demonstrate his/her skills in carrying out the desired assignment on the agreed date and time and Should have experience in proposal writing

## CRITERIA FOR SELECTION

The criteria which shall serve as basis for evaluating offers will be:

Criteria	Weight	Max.Point
<b>Technical</b>	50	
Academic background		10
Experience in developing Project proposal development in the past.		30
Experience in undertaking similar activities		10
<b>Sub-total A. (Technical)</b>		<b>50</b>
<b>Financial</b>	50	
<b>Sub-Total B.(Financial)</b>		<b>50</b>
<b>Total (A+B)</b>		<b>100</b>

**For the Lhak-Sam**

**For the Contractual Partner**

Dated Signature:

Dated Signature:

**Executive Director**

**Consultant**

**Lhak-Sam, Thimphu**

**Thimphu, Bhutan**