



This project is funded by  
the European Union



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## TERMS OF REFERENCE (Ver 14.07.20)

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Contract-no:

Project/mandate no: 1231.22.1.1

Project/mandate name/country: Support to Civil Society in Bhutan

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### 1. Background

The European Union-funded Project “Support to Civil Society in Bhutan” is implemented by HELVETAS in close partnership with civil society organizations, cooperatives and farmers groups, and government stakeholders. The **specific objective** of the action is *to improve the environment and operational capacity for civil society engagement in sustainable development and good governance*. Three result areas are foreseen:

- Civil society engagement in sustainable development and good governance is improved (through a grant fund for civil society organizations)
- Civil society operational capacities are strengthened
- The enabling environment for civil society is improved

The context for civil society operations is generally progressive going by the numbers and diversity of civil society organizations that have emerged in the country over the last one decade since the passing of the CSO Act and the establishment of an authority and secretariat for CSOs. While significant progress has been made in the capacities of CSOs through various initiatives, there is a need for stronger internal processes and systems in CSOs particularly in relation to HR and Administrative functions. The necessity of strengthening internal mechanisms in the CSO sector is underscored during the annual audits as well as in the current COVID-19 scenario, with a more coordinated approach and internal governance system becoming increasingly important.

In order to facilitate a certain standard as well as ensure transparency within organizations, the Project is commissioning the development of a Guidance Manual for HR, Administration and Finance which is intended to be used as a suggestive guideline for interested CSOs. The Guidance could serve as a reference point for CSOs in the development of their own manual and shall be in line with relevant laws and regulations. Following the finalization of the Guidance, a training/workshop shall be conducted to sensitize CSOs on the provisions of the Guidance for effective implementation should it be adopted and modified by individual CSOs for their own use.

### 2. Objectives

The local consultant/firm shall, fulfil the following objectives:

- Develop a Guidance Manual for HR, Administration and Finance for CSOs.
- Conduct a sensitization training or workshop for CSOs on the provisions of the Guidance.

### 3. Expected Outputs

#### 3.1 A Guidance Manual for HR, Administration and Finance for CSOs.

- Review of relevant laws and regulations and other related documents.
- Develop a checklist/questionnaire to assess the strength of internal processes and mechanisms based on local context as well as best practices.
- Present the Draft Guidance to relevant stakeholders as well as Helvetas PMU for feedback.
- Finalize the Guidance Manual for HR, Administration and Finance for CSOs and incorporate feedback from all relevant stakeholders.

#### 3.2 A sensitization training or workshop for CSOs on provisions of the Guidance.

- Coordinate and conduct the sensitization training or workshop for CSOs in consultation with Helvetas PMU.

### 4. Methodology

The consultant/firm shall submit their proposal to address the above objectives and expected outputs. The proposal will be evaluated based on an established criterion (methodology, CV of consultants, relevant assignments and experiences, and financial proposal). The shortlisted firm shall be invited to make a presentation to the evaluation committee, if required.

Upon selection, an agreement shall be drawn between Helvetas and the selected firm. The MoA shall clearly lay out the terms and conditions for the assignment.

The local consultancy firm shall liaise with the CSOA, CSOs and other relevant agencies in preparing the report.

### 5. Proposal Content

The proposal shall include but not be limited to the following:

1. Draft outline of the Guidance Manual for HR, Administration and Finance for CSOs, in report format.
2. Literature review of Civil Society in Bhutan, rationale for strengthening internal processes and systems and relevant laws and regulations.
3. Methodology and working modality with tentative workplan.
4. CVs of consultant(s) along with relevant assignments carried out in the last 5 years.
5. Financial Proposal on a lumpsum or per diem basis, inclusive of all costs related to the assignment except for logistical costs of the sensitization workshop, which shall be borne by Helvetas. The proposal of the highest ranked consultant shall be subject to negotiation.

### 6. Deliverables and Schedule

	Phase	Activity	Timeline
1	Inception Phase	Submission of Proposal.	29 <sup>th</sup> July 2020
2	Preparatory Phase	Evaluation of Proposal by the Committee.	30 <sup>th</sup> July 2020
		Finalize MoA between selected firm and HELVETAS.	5 <sup>th</sup> August 2020

3	Implementation Phase	Detailed literature review and report writing based on discussions with CSOA, CSOs and other relevant agencies.	**
4	Reporting Phase	Submission of Draft Guidance Manual for HR, Admin and Finance for CSOs.	**
		Submission of Final Guidance with feedback from all relevant stakeholders incorporated.	**
		Completion of Sensitization Training or Workshop for CSOs on the Guidance.	**

\*Timeline will be agreed between Helvetas and the local consultant/firm

The total duration of the assignment will be 15 days spread over the period of 45 days.

## 7. Reference documents

- a) CSO Act 2007
- b) CSO Rules and Regulations 2017
- c) CSO Mapping Report 2019
- d) Simplified Procurement Rules and Regulations 2020
- e) Procurement Rules and Regulations 2019
- f) Labor Acts, Rules and Regulations
- g) Public Finance Act
- h) Financial Rules and Regulations
- i) Any other relevant documents

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