



This project is funded by
the European Union



TERMS OF REFERENCE (Ver 08.05.20)

Contract-no:

Project/mandate no: 1231.22.1.1

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

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 Project is part of the EU’s multi-indicative programme (MIP) 2014-2020 in the area of good governance. 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. For a positive policy environment, a functional Core Coordination Committee of CSOs, and a high-level state-civil society meeting, now expected to take place annually are positive trends. A study was commissioned by the project to document the status in which civil society groups are engaged in policy dialogues in the country. It revealed that although the direct involvement of CSOs in influencing policy formulation is not robust, CSOs are invited and play an important part in the processes of policy formulation.

As a part of output 1, 53 formal and informal civil society organizations (CSOs), including community-based organizations (CBOs) such as youth groups, cooperatives and farmers’ groups have been directly reached through a grant fund facility. Of this 53, 22 were CSO standalone projects, 27 were CBO projects, and 4 CSO-CBO joint projects. 49% of the projects have been under the theme of socio-economic empowerment, especially those of youth and women since the primary priority of community groups is to improve livelihoods; 28% of the projects consist of vulnerability reduction initiatives targeted at people living with HIV AIDS, network of the LGBTQ community in the country, women, youth, people living with various diseases, and parents of children with disabilities; 15% of the projects were directed at building civic awareness; and the remaining 8% focused on women’s political and social empowerment.

Aside from the grant facility, a larger number of CSOs has been reached through the capacity building components, and through events aimed at building supportive perceptions and policies for civil society. Enhancing the enabling environment for civil society is largely dependent on the government agencies and public’s understanding of the role of CSOs, CBOs and non-registered groups and associations, etc. in contributing to national development. The current perception of civil society is predominantly limited to filling service delivery gaps. While providing complementary

assistance is necessary to serving the needs of society, greater civil society engagement with the state is crucial for advocating on behalf of the most marginalized and ensuring their needs are represented in policy-making processes at local and national levels.

In order to assess the effectiveness of the grant fund mechanism and whether public perception of civil society has deepened as an overall result of the project, a study with two components is planned: 1) public perception of civil society contributions to local and national development and, 2) citizens' satisfaction with the programs of CSOs and CBOs supported through the Project's grant fund facility.

2. Objectives

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

- To better understand the perception of the public, and changes overtime, on the contributions of civil society to local and national development
- To determine the level of satisfaction of citizens with the programs and activities supported through the grants implemented by various CSOs and CBOs

Improved understanding of the perception and satisfaction of the public with civil society is expected to provide a strong evidence base and lessons when identifying priorities for the remainder of the project and beyond.

3. Expected Outputs

3.1 Public Perception of civil society contribution

- **A comprehensive assessment report** outlining changes in perception overtime, and factors that may have contributed to the same.
- The role of the Project, if any, in the changes in perception must be documented. Recommendations that will enable the Project and future projects to develop accurate responses where relevant must be identified.
- To ensure certain comparability, methodologies used by a perception study done in 2016/2017 is to be studied and used where possible while applying appropriate modifications.

3.2 Citizens' satisfaction with programs and activities supported through the grants

- **A clear diagnosis of the level of citizen satisfaction** and factors that may have contributed to the satisfaction levels.
- Gaps, lessons, good practices and recommendations that will enable the Project and future projects to develop accurate responses where relevant must be identified in the report.

4. Methodology

The consultant/firm shall design a detailed methodology to address the above objectives and expected outputs. The methodology including survey design shall be discussed with a HELVETAS expert (Sylvia Kimpe) and the Project Manager prior to finalization.

The Assessment Study shall draw from a range of data sources and data collection methods to triangulate data, ensure reliability of the findings and reduce bias. While the survey methodology

shall be determined by the consultant/firm in consultation with the HELVETAS expert and the Project Manager, a mixed method approach to data collection, including both quantitative and qualitative methods is recommended. The methodology is also expected to be gender-responsive, inclusive and participatory. Therefore, all data collected and their analysis must be disaggregated by dzongkhag/gewog, rural/semi-urban/urban, gender, and age groups. Such representativeness shall be included in the sampling design.

5. Reporting

i. Inception report

The consultant/firm shall prepare an inception report that shall include but not be limited to the following:

1. Draft outline of the Assessment Study in report format
2. Proposed methodology of the Assessment
3. Tentative workplan
4. CVs of Lead Consultant and others team members
5. Relevant services carried out in last 5 years
6. Financial Proposal on a per diem basis inclusive of all cost related to the assignment including field visits. The proposal of the highest ranked consultant shall be subject to negotiation.

ii. Draft report

A draft report shall include description of the methodology, detailed interpretation and analysis of data, preliminary findings and conclusions, lessons and recommendations.

For the public perception study particularly, comparisons and analysis of trends between the first perception study and now shall be provided in the report.

The draft report shall be presented to stakeholders in Bhutan as well as the HELVETAS expert for feedback.

iii. Final report

The final report shall incorporate feedback from all relevant stakeholders and submitted to the Project Manager.

6. Deliverables and Schedule

	Phase	Activity	Timeline
1	Inception Phase	Submission of Inception Report.	2 nd June 2020
2	Preparatory Phase	Discussions with HELVETAS	10 th June 2020
		Desk reviews	11 th June 2020
3	Implementation Phase:	Survey design, data collection and data analysis in consultation with international TA, CSOA and DAMC.	**

	Data Collection and Preliminary Findings		
		Presentation of Initial Findings.	**
4	Reporting Phase: Draft Report and Consultation	Presentation of Comprehensive Draft Report.	**
5	Final Assessment Report	Submission of Final Report.	10 th Sept 2020

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

The total duration of the assignment will be 35 days spread over the period of 3 months.

7. Reference documents

- a) CSO Act 2007
- b) Cooperative Act of 2009
- c) CSO Rules and Regulations 2017
- d) Regulation of Cooperatives Rules and Regulations of Bhutan 2010.
- e) CSO Mapping Report 2019
- f) EU-funded CSO Grant Fund Facility - <http://csogrant.bt/>
- g) Grant recipient list (CSOs & CBOs) - *can be obtained from Helvetas*
- h) CSO Perception Report 2017 by BCMD & RIM - *can be obtained from Helvetas*
- i) Report for Services related to CSO-Policy in Bhutan - *can be obtained from Helvetas*
- j) Any other relevant documents

For information, please contact:

Yangchen Dolkar Dorji
 Helvetas Swiss Intercooperation
 Mobile Number: 17258410
 Email: Yangchen.Dorji@helvetas.org