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TERMS OF REFERENCE – REVIEW OF CAPACITY DEVELOPMENT PLAN

Project/mandate no: 1231.22.1.0
Project/mandate name/country: Support to Civil Society in Bhutan

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1. Background

The European Union has directly awarded a grant to HELVETAS to implement an action titled **Support to Civil Society in Bhutan**. It 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* by promoting an inclusive approach to strengthening the capacities of civil society organizations (CSOs) including community-based organizations (CBOs) and cooperatives, and the government agencies responsible for the regulation, registration and support to these civil society actors.

The three Outputs areas are:

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

Through Output 2, a comprehensive Capacity Development Plan was developed after reviewing & validating existing studies, assessments and evaluations that touched upon capacities of civil society. This document is expected to serve as a reference for the capacity development interventions of the project and entails the identified and prioritised areas of capacity development alongside a mix of blended learning approaches such as trainings, coaching, peer review, information exchange, research and development support to CSO networks. As part of this process, two local training institutions (Institute of Management Studies Ltd and Bhutan Media & Communications Institute) were identified as main training providers for the project to ensure continuity and ownership in the development of CSO capacities.

A series of tailor-made capacity development courses were developed, in addition to the adaptation of existing training offers of the local training institutions. Technical assistance from head office was provided to guarantee the quality and appropriateness of the courses.

With more than 16 capacity building programs and the 2019 MTR completed, it is important to assess the program and its effectiveness so far. This will provide insights into important course corrections (if any) and guide the project forward to re-align and make adjustments in the coming months.

2. Objective of the assignment

- To review mid-way whether the Capacity Development Plan (CDP) was implemented as intended
- To ascertain the effectiveness, efficiency and relevance of the work performed by the training providers (IMSL and BMCI in delivering the courses
- To assess to what extent participants have made use of newly acquired skills and knowledge and how these may have had an impact on their work results
- To identify gaps (if any) in the CDP and provide clear implementable recommendations on way forward for how Helvetas can improve its relevance, responsiveness, and effectiveness in capacity development within the timeframe of the project.
- Propose diversified methods of enhancing CSO and state capacities to complement the trainings offered with local partners
- Based on the MTR findings of limited focus on sustainable development and governance topics in capacity development, recommend ways forward for the remainder of the project to enhance CSO capacities on these topics.

3. Expected Outputs

It is expected that consultancy will result in the following:

- I. A draft report presenting the review in line with the requirements specified.
- II. Presentations of the main findings, conclusions and recommendations of the review in a meeting
- III. A final report of the review, which incorporates the comments provided

A final report should be presented within two weeks after the receipt of. It shall be brief and concise. Additional materials should be presented in annexes and appendices. The report shall contain an executive summary, main findings, conclusions, recommendations and a plan of action.

4. Main Tasks and Activities

- Finalize study work-plan in close contact with HSI
- Review relevant reference documents
- Develop methodology of assessment based on the TOR
- Prepare questionnaires and formats for the study
- Lead and hold discussions with stakeholders
- Collect feedbacks and incorporate in the draft report
- Debrief the final draft of study report to the stakeholders
- Finalize and submit the final the report

5. Working methodology

- Documents review
- Consultation and meetings
- Interviews with key stakeholders (including IMSS, BMCI)
- Focused group discussions (CSOs, community groups, CBOs etc)

6. Time Frame of the assignment

10 working days

- Document review and interviews (meeting with relevant organizations within Thimphu –CCC, CSOs, CBOs, participants)
- Field visits – To be decided (CSOs, CBOs, LGs and communities, public)
- Compile data, reporting writing and workshop to confirm the findings
- De-briefing
- Finalize report

7. Reporting / Debriefing

The initial assessment will be presented with the relevant stakeholders, feedback incorporated and finalized.

8. Logistics

Local Consultant shall arrange his/her own logistics including payment for lodging and transportation in all process of assessment. This should be incorporated in the daily rate.

9. Payment Modalities

The rate be can be quoted on lumpsum or on daily basis for 10 working days including cost of field visits. The payment will be released in tranches as follows:

Submission of final inception report 30%

Presentation and endorsement of initial Findings 35%

Submission and endorsement of Final Draft Report 35%

10. Evaluation of Proposal

The proposal will be evaluated based on weightage of 70 percent technical and 30 percent on financial proposal. The criteria for technical evaluation will be based on (sound methodology, qualification and experience of team leader, experience in similar assignment of study and team composition).

11. Documents

- Mapping of CSOs in Bhutan, CSOA and Helvetas, 2018
- Perception Study of CSOs in Bhutan, BCMD, 2017
- Capacity Development Plan, Helvetas, 2018
- 2nd Draft Report; Mid Term Review Mission 2019