

Terms of Reference

PARTNERSHIP BETWEEN DEPARTMENT OF LOCAL GOVERNANCE(DLG) AND LOCAL TRAINING INSTITUTE ON CAPACITY DEVELOPMENT OF LOCAL GOVERNMENT FUNCTIONARIES



25th July 2019

Helvetas Swiss Intercooperation and Department of Local Governance, Ministry of Home and Cultural Affairs of the Royal Government of Bhutan

1. Introduction/Background

Decentralization and Local Governance Project (DLGP), a partnership between the Department of Local Governance (DLG) under the Ministry of Home and Cultural Affairs (MoHCA) and HELVETAS Swiss Intercooperation, is from 1st August 2018 till December 2022. The project aims to strengthen Decentralization and Local Governance in Bhutan. The project will be piloted in four Dzongkhags (Haa, Tsirang, Trongsa and Tashigang) and in eight Gewogs (Gakiling, Sangbaykha, Semjong, Patshaling, Nubi, Draagteng, Merag and Lumang). Capacity Development of LGs is part of the initiatives under the project. Through the project, it aims to strengthen partnership approach during the implementation of capacity building program and institutionalize the system to promote short-term and medium-term partnership in the capacity building program of LGs.

The DLG under the MoHCA has the primary mandate to enhance capacities of local governments and their functionaries towards furthering the process of decentralization and local governance. DLG and MoHCA have implemented various capacity development projects and programs in the past in partnership with different training institutes. However, these partnerships were based on once-off contracts and were not embedded in a medium to long term perspective on local government capacity development. Therefore, follow-up on trainings as well as certain continuity in support after the trainings have been limited.

So, it will be worthwhile to consider instituting short term and medium-term partnership between DLG and local training institutes to strengthen the system in building the capacity of local governments and their functionaries in a sustainable manner.

As a basis for the above, a concept note on Promoting Partnership in DLGP was presented during the second Project Steering Committee meeting and the concept was approved and endorsed. Based on this approved concept paper, a ToR has been drawn up to seek potential capacity building partners.

2. Purpose

The fostering of formal partnership between DLG and local training institutes aims to promote sustainable capacity building program of Local Government functionaries through shared responsibilities between DLG, training institutes, LGs and LG administrations.

3. Objectives

The main objectives of promoting partnership between DLG and Local Training Institutes are to:

1. Institute a medium-term partnership between DLG and Local Training Institutes
2. Develop relevant capacity building program and modules for LGs
3. Deliver effective capacity building program to LG functionaries
4. Share responsibilities between DLG, Local Training Institutes and LGs to deliver effective training programs

4. Expected Results

The final expected result;

- Institute partnership between DLG and selected Local Training Institutes for a fixed time frame through mutually agreed upon Memorandum of Understanding

5. Proposal Content

The Request for Proposal include but not be limited to the following:

- a) Team composition and resources in the Institute
- b) Proposal to promote sustainable partnership between DLG and Institute on capacity development of the LG functionaries
- c) Clear Logic Model/Theory of Change for the proposed partnership on capacity building of LGs
- d) Proposal should focus on outcome level result from the partnership program
- e) Training programs and modules relevant for LGs
- f) The ideas of proponent institute to share the responsibilities and accountability during the partnership to deliver effective training program and follow-up support.
- g) Financial proposal on training modules

6. Methodology/Approaches

Interested local training institutes submit their proposal based on the ToR to the HELVETAS and DLG. Shortlisted Institutes will be invited to make a presentation to a Committee consisting of representatives from DLG, MoHCA and HSI. This same committee will evaluate the Institutes based on a clear set of criteria and short listed training institutes shall be called for presentation of their proposal.

Upon selection, a partnership Agreement/ Memorandum of Understanding (MoU) shall be drawn between DLG, Local Training Institutes and HSI. The MoU signed between the parties shall govern the partnership modality between the parties.

The MoU shall be for a fixed period of time.

7. Deliverables and Schedule

The Local Training Institutes will submit and present their proposals for which the schedule will be as follows;

SI.NO	Phase	Activity	Timeline
1	Inception Phase	Submission of proposal	
		Presentation of Proposal by shortlisted Institutes to Committee	
2	Implementation Phase	Evaluation of Proposal by Committee	

	Draw up MoU between Training Institutes, DLG and HSI	
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