

Terms of Reference for National Consultant

DEVELOPMENT OF ACTION PLAN FOR DRAFT NATIONAL DECENTRALIZATION POLICY OF BHUTAN



8th August 2019

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

1. Introduction/Background

National Decentralization Policy of Bhutan has been drafted and is being submitted to GNHC Secretariat for review and approval process. The formulation was spearhead by the Ministry of Home and Cultural Affairs with the technical and financial support from HELVETAS Swiss Intercooperation..

As per the Policy formulation Protocol and Guidelines, there is need to develop an Action Plan for the policy and submit to GNHC Secretariat. The Action Plan for the policy shall clearly outline actions for achievement of the policy interventions. The Action Plan will be used as basis for monitoring and evaluation of the policy by the sector proponent, GNHC Secretariat and other relevant stakeholders.

The Taskforce has also been formed comprising representatives from MoHCA, MoF, RCSC, GNHCS, Local Governments and Helvetas to spearhead and develop the Action Plan for the Decentralization Policy.

The local consultancy firm shall liase with DLG/MoHCA, Taskforce and International TAs to develop a comprehensive Action Plan for the national Decentralization Policy of Bhutan.

2. Purpose

The main purpose of the assignment is to develop comprehensive Action Plan for National Decentralization Policy of Bhutan.

3. Objectives

The main objectives of assignment shall be;

1. Review of Draft Action Plan in Excel Format
2. Develop Action Plan for Decentralization Policy in report format
3. Liaise with Taskforce Members and relevant sectors in developing Action Plan for national Decentralization Policy of Bhutan
4. Review of laws, polices, plans and programs and other related documents on Action Plan for Decentralization Policy and make analysis

4. Expected Results

The final expected result;

- Comprehensive Action Plan for the national Decentralization Policy of Bhutan in a Report Format

5. Proposal Content

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

- a) Draft Outline of Implementation Plan in report format
- b) Linkages between outline of Action Plan and draft national Decentralization Policy

- c) Working modality and methodology of the firm to produce Action Plan for Decentralization Policy
- d) Financial Proposal. Quoted on lumpsum basis or on daily basis inclusive of all cost related to assignment including field visits.

6. Methodology/Approaches

The firm shall submit their proposal as per the ToR. Shortlisted firms will be invited to make a presentation to a Committee. This same Committee will evaluate the proposal based on a establish criteria (Methodology, CV of Consultants, relevant assignments and experiences, and financial proposal)

Upon selection, an Agreement/ Memorandum of Understanding (MoU) shall be drawn between the Helvetas, DLG/MoHCA and the selected firm. The MoU shall clearly lay out the terms and conditions for the assignment(s).

The local consultancy firm shall liaise with the Task Force, international TAs, DLG and HSI in preparing the report.

7. Deliverables and Schedule

The schedule for deliverables will be as follows;

SI.NO	Phase	Activity	Timeline
1	Inception Phase	Submission of proposal	15 th August 2019
2	Implementation Phase	Evaluation of Proposal by Committee	16 th August 2019
		Draw up MoU between selected firm and Helvetas	21 st August 2019
3	Field work and report writing	Coordinate with Taskforce and report writing	**
4	Report	Submission of Draft Report	**
		Submission o Final Report	**

**Timeline will be agreed between DLG, Helvetas and Consultancy Firm

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

Reference Documents:

1. Draft National Decentralization Policy of Bhutan (can be obtained from HELVETAS)
2. Draft Action Plan of Decentralization Policy of Bhutan in excel format (can be obtained from HELVETAS)
3. Constitution of the Kingdom of Bhutan
4. Local Government Related Acts
5. Local Government Rules and Regulations
6. Thromde Rules
7. Division of Responsibilities between Local Government and National Government
8. Annual Grant Guidelines
9. Fiscal Decentralization Report (DLG)
10. Municipal Finance Policy
11. Public Finance Act
12. Financial Rules and Regulations
13. Civil Service Act 2010
14. Bhutan Civil Service Rules and Regulations 2018
15. 12th Five Year Plan Guidelines and related documents (RGoB)
16. LG Assessment Study Report (National Council of Bhutan, 2016)
17. Local Government Development Planning Manual
18. Any other relevant documents

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