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## TERMS OF REFERENCE (Ver 13.07.21)

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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 (CSOs), 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 CSOs).
- Civil society operational capacities are strengthened.
- The enabling environment for civil society is improved.

As a part of output 1, 53 formal and informal CSOs, including community-based organizations (CBOs) such as youth groups, cooperatives and farmers' groups have been directly reached through a grant fund facility. Aside from the grant facility, over a thousand participants from various CSOs and CBOs have been reached through 55 capacity building programmes conducted by partner training institutes- Institute for Management Studies (IMS) and Bhutan Media and Communications Institute (BMCI), as well as by CSOs.

In 2020, a total of 29 capacity building programmes were conducted in the thematic areas identified by a Capacity Development Plan developed in 2018. These included basic accounts and finance, fund raising, gender equality and social inclusion, proposal writing, result based management, evidence-based advocacy and so on. Other peer learning programmes were also conducted in the areas of ‘Developing a Communications Strategy’ by Bhutan Centre for Media and Democracy (BCMD) and ‘Ethics and Integrity’ and ‘Dynamic Accountability’ by Bhutan Transparency Initiative (BTI).

Specifically in the areas of Fund Raising, Proposal Writing and, Business Development and Entrepreneurship, a total of 121 participants from 31 CSOs and 30 CBOs have been trained through the Project's support. The EU-SCSB Project via Helvetas Bhutan is commissioning this assessment to identify the various funding sources mobilized by CSOs and whether their abilities in mobilizing domestic sources of funding have been strengthened as an overall result of the trainings provided.

Other events supported through the Project, aimed at building supportive perceptions and policies for Civil Society can also be considered where relevant. This is given that 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.

## 2. Objectives

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

- Assess any changes in the abilities of CSOs to mobilize domestic sources of funding and the extent to which it can be attributed to the Project.

An Assessment of the impact of the Project's training programmes on the abilities of CSOs to mobilize domestic sources of funding is expected to provide a strong evidence base and lessons for identifying priorities for the next phase of the Project.

## 3. Expected Outputs

### **3.1 Assessment of Domestic Sources of Funding Mobilized by CSOs as a result of the Project's Support**

- The proportion of funding from domestic sources mobilized by CSOs and changes over time, identified.
- The impact of the Project, if any, on the abilities of CSOs to mobilize domestic sources of funding assessed.
- Past studies such the 'Capacity Needs Assessment of CSOs in Bhutan 2012' and 'Capacity Development Plan 2018-2020 for the EU-SCSB Project', 'Mapping of CSOs in Bhutan 2019' and 'Assessment on the Current Status of Civil Society in Bhutan', used as a baseline for comparability where possible.

## 4. Methodology

The consultant/firm shall design an effective methodology to address the above objectives and expected outputs. The methodology should include a range of data sources and data collection methods to triangulate data, ensure reliability of the findings, and reduce bias. A mixed method approach to data collection, including both quantitative and qualitative methods is recommended where possible. The methodology is also expected to be gender-responsive, inclusive, and participatory with such representativeness included in the sampling design. Accordingly, the data collected, and their analysis must be disaggregated by gender.

The local consultancy firm shall liaise with the Project's partner training institutes, IMS and BMCI, as well as relevant CSOs in conducting the survey.

The proposal will be evaluated based on an established criterion (methodology, CV of consultants, relevant assignments and experiences, and financial proposal).

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.

## 5. Reporting

### i. Proposal

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

1. Draft outline of the Assessment in report format
2. Literature review
3. Proposed methodology of the Assessment
4. Tentative workplan

5. CVs of consultant(s) along with relevant services carried out in last 5 years
6. Financial Proposal on a lumpsum or per diem basis inclusive of all cost related to the assignment including any associated travel costs. 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 the data, preliminary findings and conclusion, lessons, and recommendations.

Comparisons and analysis of trends based on the baseline reference documents and the current findings shall be provided in the report.

The draft report shall be presented to HELVETAS Project Management Unit (PMU) for feedback and finalization.

## 6. Deliverables and Schedule

	Phase	Activity	Timeline
1	Inception Phase	Submission of Proposal.	30 <sup>th</sup> July 2021
2	Preparatory Phase	Evaluation of Proposals	2 <sup>nd</sup> August 2021
		Finalization of MoA between selected firm and Helvetas	5 <sup>th</sup> August 2021
3	Implementation Phase: Data Collection & Preliminary Findings	Survey design, data collection and data analysis based on discussions with IMS, BMCI and CSOs.	*
4	Reporting Phase	Presentation of Findings and Final Draft Report.	*
		Submission of Final Report.	14 <sup>th</sup> Sept 2021

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

The total duration of the assignment will be 15 days spread over a period of 40 days.

## 7. Reference documents

- a) CSO Act 2007
- b) CSO Rules and Regulations 2017
- c) CSO Mapping Report 2019
- d) Capacity Development Plan 2018-2020 for the EU-SCSB Project- *can be obtained from Helvetas*
- e) CDP Data and Training participants list (CSOs & CBOs) - *can be obtained from Helvetas*
- f) Capacity Needs Assessment of CSOs in Bhutan 2012 by Bhutan Management Development Consultancy - *can be obtained from Helvetas*

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- g) Assessment on the Current Status of Civil Society in Bhutan by Tenzin Consultancy- *can be obtained from Helvetas*
  - h) Any other relevant documents

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