

Terms of Reference:

1. Background

Democracy Beyond Elections: Participatory Policy Through Design Thinking is a project funded by the Canadian Fund for Innovation and Transformation (FIT). The project is implemented by the Bhutan Canada Foundation (BCF - project signatory) and the Bhutan Centre for Media and Democracy (BCMD - local partner).

The project will test an innovative and inclusive approach to policy deliberation drawing on the principles of Design Thinking (DT). It will actively engage policymakers with vulnerable women, marginalized youth and people with disabilities in a participatory, DT-infused policy process focused on improving social protection policy that better addresses the needs of these marginalized groups.

Through a series of DT policy workshops and a Policy Advocacy Forum, policymakers and marginalized groups will collaboratively generate a set of policy recommendations to improve social protection policy. These recommendations will be submitted to the Royal Government of Bhutan.

The ultimate goal of the project is to assess the effectiveness of the DT infused policy deliberation process for generating better, more inclusive policy. A Monitoring, Evaluation and Learning (MEL) framework has been designed to measure the effectiveness of the DT policy approach.

To this end, BCF and BCMD will engage a Local MEL Advisor to provide culturally appropriate monitoring and evaluation advice on all aspects of the MEL framework.

2. Scope of work

The scope of work will be the following:

- Provide advice on appropriate data collection tools and the process of data collection, particularly as it relates to marginalized populations.
- Review data collected on process and outcomes to provide input on emerging themes, unexpected outcomes, and potential revisions to the project's MEL framework.
- Contribute to the collection of data as needed.
- Other MEL related advice as needed.

3. Details of the duration of work

The Local MEL Advisor will provide 24 days of work over the life of the project, which will run from June 1st, 2022 - April 20, 2023. The start date is currently tentative and subject to confirmation.

While the total number of days is equivalent to 2 days/month, the amount of work will vary monthly.

The Local MEL Advisor will consult with the Executive Directors of BCMD and BCF to schedule expected monthly levels of effort.

4. Required qualifications

- A minimum of an undergraduate degree in Evaluation Studies, Development Studies, Political Science, Policy Studies or any other related discipline.
- Demonstrated prior work experience in the provision MEL advice OR direct experience implementing a MEL framework. At least 3-5 years of experience is desirable.
- Demonstrated knowledge and experience in undertaking applied field research, including data collection.
- Able to work effectively with an international team and an ability to be flexible in circumstances that may be ambiguous or subject to change.
- Knowledge of Design Thinking is highly desirable.
- Knowledge of social protection policy is desirable.

5. Payment amount and schedule

The fee to be paid for work undertaken by the Local MEL Advisor is to be negotiated at Nu...../day. The Local MEL Advisor shall invoice the project monthly for services provided.

Payment of the fees will occur monthly in arrears.

- Curriculum vitae
- Proof of prior work in M&E field