

## 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 Gender Advisor to provide local gender expertise to ensure that gender equality is infused throughout all aspects of the project.

### 2. Scope of work

The scope of work will be the following:

- Provide advice on incorporating appropriate gender sensitive strategies into the design of data collection tools and the process of data collection, particularly as it relates to marginalized populations
- Provide advice to the project team on incorporating gender sensitive strategies into the design and facilitation of two DT policy workshops and one Policy Forum
- Review data generated by the MEL process and provide input on gender themes emerging from the data
- Contribute to the collection of data as needed
- Other gender related advice as needed

### 3. Details of the duration of work

The Local Gender 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 Gender 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 Gender Studies, Development Studies, Political Science, Policy Studies or any other related discipline.
- Demonstrated prior work experience involving the provision advice on incorporating gender sensitive strategies into development projects OR direct experience implementing gender sensitive strategies in development projects. At least 3-5 years of experience is desirable.
- Demonstrated knowledge and experience in undertaking gender sensitive 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 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 Gender Advisor Advisor shall invoice the project monthly for services provided. Payment of the fees will occur monthly in arrears.

Interested consultants may submit the following documents latest by 25th May, 2022 to [rosy@bcmd.bt](mailto:rosy@bcmd.bt).

- Curriculum vitae
- Proof of prior provision advice on incorporating gender sensitive strategies