



Terms of Reference

Background

Bhutan Centre for Media and Democracy has been building the capacity of elected local leaders and administrators in Trashigang, Paro, Thimphu (and Samdrup Jongkhar from 2023) in the areas of participatory planning and media literacy. To enhance democratic decision-making and to engage citizens in consultative processes at the grassroots, a series of capacity building programmes included:

- Training on Community mapping that orients the participants to map issues and resources in the communities and to collect empirical evidence for planning purposes.
- Training the participants to be consultative soliciting active participation of the community residents in thinking about their community issues, prioritising and finding solutions collectively.
- We have also organised citizen empowerment programs to make the community residents aware of their role in a democracy, develop a sense of responsibility for their communities and build confidence to actively participate in planning and decision-making with the local government.
- Supporting co-development of the community plans by the community residents and the LG officials and elected leaders so that the plans are reflective of community needs and developed through genuine consultation with diverse residents.

BCMD has been also involved in building the capacity of Local Government leaders and other relevant stakeholders in countering disinformation and to strengthen communications. The capacity building programme includes:

- Training the trainers on countering disinformation for Department of Local Governance and Disaster Management, District Administrators and Civil society members.
- Training the LG participants on countering disinformation

We are seeking services from professional/s who come with governance or public policy and planning backgrounds to evaluate if the project has, but not limited to:

1. Strengthened analysis of community needs with genuine and inclusive consultation with citizens and collection of data/evidence.
2. Strengthened the communications and knowledge and skills to counter disinformation
3. Transformed the community consultation/zomdue to be more inclusive of diverse residents and deliberative.
4. Made the LG plans more responsive to emerging social issues (e.g. youth engagement, gender equality, community safety, employment, sustainable use of resources etc.)
5. Nurtured democratic values and dispositions in the LG participants.

Timeline: 20 man-days spread over 4 months. Commencing from the beginning of May 2023.



The findings from this study will provide lessons and recommendations for integrating the practice of GNH-based participatory planning at the LG level.

Services and Deliverables- Scope of Work

The Consultant undertakes and agrees to develop an overall conceptualisation of the research framework, development of a sound methodology, survey tools and interview schedules informed by a thorough review of relevant literature. The consultant will work in close consultation and collaboration with the team of BCMD. The consultant will share or present drafts of the report to an advisory team and constructive comments and feedback will be incorporated accordingly.

SN	Work Description
1.	Carry out an evaluation study on Participatory Planning and effective media engagement using appropriate research methodology and analysis. The report should answer the key research questions with sound qualitative and quantitative analyses. It should be well-written with APA referencing style and appropriate standard of language.
3.	The final evaluation report must be edited, proofread and print-ready with a proper layout of the text, illustrations, image, infographic and pagination etc.

Timeframe

SN	Activities	Completion date
1.	Submit the full research proposal with all necessary tools and analysis framework.	By 15 /06/2023
2.	End field visit (data collection)	By 15/07/2023
3.	Submit first draft of the research report	By 30/07/2023
4.	Submit second draft of the research report	By 15/08/2023
5.	Submit the final report ready for print	By 30 /08/2023



Roles and Responsibilities

A. The Employer shall be responsible for:

- i. Orienting the consultant to the project goals, activities and providing access to necessary project documents.
- ii. Assisting in facilitating interviews, field visits and consultations with relevant stakeholders.
- iii. Reviewing and providing timely comments on research design, framework and reports.
- iv. Monitoring quality compliances and progress as per section 2, Clause A of this agreement.

B. The Consultant shall be responsible for:

- i. Conceptualisation of the research framework, development of a sound methodology, survey tools and interview schedules informed by a thorough review of relevant literature.
- ii. Abiding by the code of ethics in research and academia.
- iii. Working in close consultation and collaboration with the research team of BCMD.
- iv. Presentation of drafts of the report to an advisory/BCMD team.
- v. Incorporation of comments and suggestions from the employer diligently and in a timely fashion.
- vi. Meeting the standards of the assignment acceptable to the Employer.