

TERMS OF REFERENCE

Project Title:	Strengthening the Capacity of the Local Government for Inclusive and Participatory Planning
Duration:	2 Months (May - June 2024)
Type of contract:	Consulting Contract

1. Background

The Bhutan Centre for Media and Democracy (BCMD), as part of the project "Strengthening the Capacity of Local Government for Inclusive and Participatory Planning," has organised training initiatives on GNH-Based Participatory Planning and Community Analysis in five districts spread across three years. These districts include Thimphu (2022), Paro (2022), Samdrup Jongkhar (2023), Tashigang (2023), and Trongsa (2024).

The primary objective of this project was to enhance the capacities of local government leaders, community members, and youth in the target districts, enabling them to engage effectively in inclusive and participatory local planning processes. Supported by The Asia Foundation, BCMD is leading the assessment and evaluation of previous training initiatives on GNH-Based Participatory Planning and Community Analysis in the five districts.

Through this assessment, the project seeks to determine the effectiveness of past training programmes and examine how local governments are integrating the acquired toolkit and skills into their planning frameworks. Further, the process is geared towards offering valuable insights that can guide similar initiatives in the future, specifically aimed at nurturing inclusive and participatory planning practices within Bhutan's local governments and emerging governance structure.

BCMD is seeking professional services from individuals/firms to carry out the assessment and evaluation work outlined below:

2. Scope of work

The scope of work will be the following:

- **Data Collection:** Utilise a combination of qualitative and quantitative methods, including surveys, interviews, focus group discussions, and document analysis to collect data and insights from the participants of the past trainings in the five districts.

- Stakeholder Engagement: Involve key stakeholders, including local government leaders, community representatives, and other training participants, in the evaluation process to ensure comprehensive insights.
- Comparative Analysis: Compare the current practices and approaches of the local governments with the intended outcomes and objectives of the training sessions.
- Report Compilation: Compile a comprehensive report summarising the evaluation findings, including key observations/analysis, challenges, and recommendations for future interventions.

3. Details of the duration of work

The consultant will carry out the data collection, analysis, and compilation of the report within the given project duration. The final assessment report must be submitted to BCMD by **Mid of June 2024**.

4. Required qualifications, experience & disposition

- Expertise in Evaluation and Assessment: The consultant team should have demonstrable experience and expertise in conducting evaluations and assessments, particularly in the context of capacity-building and training programmes.
- Research and Data Analysis Skills: Proficiency in qualitative and quantitative research methodologies, as well as data analysis techniques, is required to gather and interpret relevant data for the assessment.
- Track Record of Similar Projects: Experience in evaluating similar capacity-building or training programmes, particularly in the context of democratic governance and sustainable development is preferred.
- References and Recommendations: The consultant team should be able to provide references or recommendations from previous clients or projects that attest to their qualifications and capabilities.
- Communication and Report Writing: Excellent communication skills, both written and verbal, are necessary for conveying assessment findings effectively. The consultant team should have a track record of producing high-quality reports tailored to diverse audiences.
- Flexibility and openness to critical reviews and suggestions.

5. Required documents

- Proposal: A comprehensive proposal outlining the consultant's approach, methodology, timeline, and deliverables for the assessment and evaluation process.
- Curriculum Vitae (CV): CVs of all consultant (s) involved in the assessment, highlighting relevant experience, qualifications, and expertise.
- Methodology: Detailed description of the methodology and tools to be used for data collection, analysis, and reporting.

- Sample Reports: Samples of previous assessment and evaluation reports conducted by the consultants to demonstrate their ability to deliver high-quality outputs.
- Budget: Detailed budget breakdown including consultant fees, travel expenses, administrative costs, and any other relevant expenses associated with the assessment and evaluation process.
- References: Contact information for references who can attest to the consultants' capabilities, professionalism, and quality of work.
- Legal Documents: Any necessary legal documents such as certifications required by BCMD for engaging the services of the consultants.