

**Terms of Reference**  
**for**  
**Mapping of Civil Society Organizations (CSOs) in Bhutan.**

**Background**

The Civil Society Organization Authority (CSOA) was established on 20<sup>th</sup> March 2010 as an appropriate regulatory agency to implement the Civil Society Organization Act 2007. The CSO Authority was instituted primarily to promote the establishment and growth of Civil Society Organizations (CSOs) so as to promote social welfare, strengthening civil society organizations, improving the conditions and quality of life in Bhutan. The CSO Authority is mandated to function as the bridge between the government and the civil society organizations and implement the CSO Act in its letter and spirit.

Since the establishment of the CSO Authority there have been important shifts in the Civil Society landscape in the country; today, there are 47 CSOs which are legally registered and numerous voluntary groups and associations. The registered CSOs are distinguished by their differing objectives as one of the two categories set in the CSO Act;

- a) Public Benefit Organizations (PBOs) - those are engaged in social welfare, providing services to the vulnerable groups, advancing knowledge and learning, supporting environmental and cultural causes, and promoting social harmony and Gross National Happiness; and
- b) Mutual Benefit Organizations (MBOs) - those that are member based and advance the shared interest of their members.

Of the total registered CSOs; currently there are 35 PBOs and 12 MBOs. A majority of the PBOs are service delivery oriented and work with the vulnerable groups of society (e.g. the poor, people with disabilities, victims of domestic violence, unemployed youth, livelihood opportunities for girls and women) while others work on topics as diverse as environment, animal welfare and research on music. MBOs are organized around specific trades such as associations of industries, tourism operators and artists.

The CSO Mapping will review structure and existing capacities of the CSOs as well as their key constraints faced in terms of service delivery, participation and as well as their primary capacity development needs . The study will also aimed at identifying areas for improvement, strategies for capacity buildings and sustainability of CSOs and to prepare a roadmap for a more structured sector and effective participation of CSOs in the national development. This mapping exercise is felt necessary to increase the understanding of the impacts of the CSOs existence in the country through aggregating the CSOs activities, look at the distribution of activities by the CSOs through mapping out the activities sector by sector; and harmonized future programme among the CSOs.

**Objective of the Consultancy**

The main objective of this consultancy will be to perform a mapping exercise to provide an overview of the structure and existing capacities to contribute to the national development of CSOs in Bhutan and increase the understanding of the impacts of the CSOs existence in the country through aggregating the CSOs activities, look at the distribution of activities by the CSOs through mapping out the activities sector by sector; and harmonized future program me among the CSOs.

The exercise will support the CSO authority and other stakeholders in information sharing by quantifying the CSO contribution in the national estimates.

## **Scope of Work**

Specifically the mapping study will have to be analyzed in the following areas.

1. Trends of CSOs engagement in development
2. Relationship between CSOs and the various levels of governments including local level.
3. Topology of the numbers of the various types engaged in different sectors and an overview of the presence of CSOs through the country and their main sector of intervention.
4. Governance, management culture in the CSOs.
5. Remuneration and benefits in the CSOs
6. An overview of activities and assets, management structures
7. Compliance of CSOs with relevant nation legislations and regulation
8. Overall Resource Structure and financial estimation of financial resources currently flowing to the CSO sector

The scope of work includes but not limited to:

- i. Conduct a participatory and perception survey.
- ii. Visit and collect information from the CSOs.
- iii. Assess this organization's capacity in terms of program me planning, program me implementation, program me monitoring and evaluation, and financial management.
- iv. Obtain the contact details as well as areas of geographic operation of these civil society organizations.

## **Expected Outputs**

The process of mapping civil society organizations will result in the following outputs:

A clear plan of action on how the assignment will be carried out one week upon the award of work to a national consultant;

A draft report constituting but not limited to the following sections:

- I. Overview and background of the assessment
- II. Process and methodology
- III. Findings and main results
- IV. Limitations and constraints of the assignment
- V. Conclusion and recommendations
- VI. Annexes and List of references

The following tasks will be carried out to achieve the intended output.

- Draw up a plan of action and timetable to achieve the different part of the work
- Design and develop the first draft of questionnaires.
- Conduct meetings with the CSOA and other relevant stakeholders to discuss and finalize the draft report
- Conduct survey and interview with the relevant stakeholders
- Prepare and ensure timely delivery of the final report after the analysis of the findings

## **Methodology**

A national consultant will be recruited to carry out the assignment. The consultant will be required to visit all the registered CSOs within the country to collect information and meet with relevant stakeholders. A participatory and perception survey would be used for collection of information regarding the CSOs.

The CSO Authority will provide to the extent possible assistance and support to the consultant. They will also make available required and relevant documentation and reports. In addition, the CSO Authority will help the consultant for interviews and focus group discussions with the CSOs. The consultant will maintain close follow up and regular meetings with the CSO Authority during the various stages of the consultancy for updating them on the progress made.

## **Experience Required**

Preference will be given to consultants having relevant skills, expertise and past experience gained from working with communities and officials in field research conditions. Due consideration will also be given to consultants having the academic qualification of Bachelors Degree with background in social sciences and relevant professional experience. The consultant should have a high standard of professionalism, able to work independently with a variety of stakeholders and should be proficient in both Dzongkha and English.

Curriculum Vitae (CV) of the consultant should be submitted along with the bid documents.

## **Reporting**

The consultant will report to Mr. Thinley Norbu, Deputy Chief Program Officer, CSO Authority, for all matters pertaining to the conduct of the exercise.

The consultant will be required to submit a brief report not more than 10 pages outlining the action plan, including logistic plans, etc. to conduct the mapping of CSOs for CSO Authority. The action plan will be further elaborated once a consultant has been selected and the work awarded. The consultant should also submit the final report one week after the completion of the presentation to the relevant stakeholders.

## **Duration**

The assignment should be completed within **45 days** from the date of signing the contract agreement.

## **Cost**

The consulting firm will have to submit a financial proposal including the cost break down of all the cost associated to carry out the mapping exercise for CSO Authority.

## **Valid Trade License**

The bidder should submit the copy of valid trade license and latest tax clearance certificate.

## Evaluation Criteria

### Technical Proposal

The evaluation committee appointed by the client will carry out the evaluation applying the evaluation criteria and point system as below. Each responsive proposal will be attributed a technical score (St). The points given to evaluation criteria are:

#### Points

1	The qualification and experience of the consultant	30
2	The quality of methodology and content proposed	50
3	Overall experience/credibility of the firm	20
	<b>Total</b>	<b>100</b>

The technical proposal should score at least 75 points out of 100 to be considered for financial evaluation. For the technical evaluation, bidders should submit the relevant certificates, certificate of past experience, Certificate of Competency or awards, CV of resource personnel, etc.

### Financial Proposal

- I. The evaluation committee will determine if the financial proposals are complete and without computational errors. The lowest financial proposal (Fm) will be given a financial score (SF) of 100 points. The financial scores of the proposals will be computed as follows:  $SF=100 \times Fm/F$  (F-amount of financial proposal)
- II. Proposals will finally be ranked according to their combined technical (St) and financial (SF) scores using the weights indicated below in serial number (III)  $S=St \times T\% + SF \times F\%$ .
- III. The weight (T %) given to the Technical proposal is 70 percent. The weight (F %) given to the financial proposal is 30 percent.

### Award of Contract

The contract will be awarded after successful negotiations with the winning bidder. If negotiations fail, the client will invite the consulting firm having obtained the second highest score for contract negotiations. Upon successful completion, the client will promptly inform the other firms that their proposals have not been selected.

The selected consulting firm is expected to commence the assignment within two week after the award of the contract.

### Payment of Professional Fees

The modality of the payment for the consultancy will be decided once the contract is being signed between the Secretariat and the consulting firm.

**Submission of Bid**

The bid should be submitted in a seal envelope and marked as “Bid to conduct mapping of CSOs for CSO Authority” and addressed to Member Secretary, CSO Authority, Thimphu.

**List of reference materials:**

- CSO institutional assessment of CSOs, September 2015, Gagan Sethi
- The Civil Society Organizations Act of Bhutan 2007
- Civil Society Organization Rules & Regulations 2010
- CSOA website: [www.csoa.org.bt](http://www.csoa.org.bt)