

**TERMS OF REFERENCE FOR NATIONAL CONSULTANT
TO SUPPORT THE IMPLEMENTATION OF THE PROJECT
“Youth Engagement Platform”**

Agency: UNDP Bhutan

Location: Thimphu

Application Deadline: 1st Nov October 2021

Type of Contract: Individual Contract

Starting date: 10th November, 2021

Expected Duration of Assignment: 180 days spread over nine months (until June 2022)

1. Background

UNDP Bhutan’s current Country Programme Document -- the country office’s foundational document that outlines the key areas of its work over a four-year period -- focuses on two outcomes: 1) By 2023, Government institutions provide equal opportunities for all, and 2) By 2023, Bhutan’s vulnerable communities and its economy are more resilient to climate-induced and other disasters and biodiversity loss. Realising these outcomes, as well as Bhutan’s 12th Five Year Plan (FYP) 2018-2023 vision of a “just, harmonious and sustainable society through enhanced decentralisation” will require: capacity-strengthening to manage the implementation of decentralized resources and mainstream crosscutting issues such as gender equality into local plans and budgets, with the active participation and inclusion of citizens at local levels; and to support a holistic approach that enables access to justice for all and the implementation of the new Justice Sector Strategy Implementation Plan. As the key institution of democracy, Parliament will play a pivotal role in helping to address development challenges and driving progress towards the SDGs, GNH and the just, harmonious and sustainable society envisaged by the 12th FYP. To achieve these objectives, UNDP Bhutan has developed a Multi-Year Integrated Governance Framework (MYF) consisting of four pillars: local governance/public service delivery; access to justice and rule of law; parliamentary development; innovation and strategic partnerships. Cutting across all of these areas are two common themes: gender mainstreaming and support to vulnerable groups.

Earlier this year a four-day workshop on SDG self-assessment for the Hon’ble Members of Parliament was facilitated with the objective to help parliamentarians to collectively reflect on their level of preparedness to deliver their parliamentary roles in promoting and overseeing the implementation of Sustainable Development Goals (SDGs) and identify priorities for future action toward becoming fully fit for purpose. Chairpersons and Dy. Chairpersons of the standing committees of two Houses led by Hon’ble Speaker attended the workshop.

As an outcome of the workshop an action plan was developed to identify additional strategies, mechanisms and partnerships to support implementation of the SDGs and the 12th Five year plan more effectively. In accordance with the action plan and in collaboration with partners UNDP committed to subsequently support standing Committees in mainstreaming the SDGs/GNH advocacy, monitoring and oversight into their daily business, i.e. into their legislative, oversight and representation functions.

As it is reflected in the SDGs self-assessment follow up action plan, working on and with the Vulnerable Groups including the youth has been highlighted as one of the interventions for SDG and 12th Five-year plan implementation and oversight.

Unemployment challenge in Bhutan first emerged as a development challenge in 2005 when the theme for the Human Development Report was fully dedicated to youth unemployment. Recognizing that the tremendous effort that the government has put in addressing this challenge through targeted program and policy interventions have not really been able to bring about the change envisioned, the GNHC in partnership with UNDP undertook a systemic design approach engaging diverse stakeholders including many youth representatives to deep dive into better understanding the underlying drivers and causes of the challenge. One key insight from outlining all the main drivers of the employment space is young people's dissatisfaction with the fact that their voices are not heard, that they are not able to play a role and actively engage in the policy making process. The system map revealed that there is a lack of platforms where people from diverse background can play a key role in engaging with the government and parliament in program design and policy and law making processes. This is especially important for youths given their interest and creative potential. As part of the crowdsourcing strategy to seek solutions from the youths, they suggested that putting in place such platforms will help youths not only engage in the policy making process but also take responsibility for the implementation of policies, rules and regulations that affect them the most such as youth policy, employment policy and education policy to name a few. If state institutions including parliament undertake a participatory approach and engage with the youths better, young people will become better and better informed citizens who will take a keen interest in larger national issues. This presents an opportunity to open up space for youths to take ownership for the future and play an active role in shaping their communities.

The proposed digital engagement platform specifically designed for Bhutan is one such solution that can be tested to explore how regular engagement of youths (and further expanding to broader citizenry) in the development process can add value towards inclusive decision-making processes in government and parliament. The COVID-19 crisis has caused disruption to the routines, practices, and life of people and organizations in Bhutan. However, amidst this devastation also lies an opportunity to rethink how we go about engaging with citizens especially youth in complex policy debates. To build back better, in collaboration with experts from the region, a multi-country Youth Engagement Platform was developed as an online polling platform where youths could express their concerns and also start online conversations to crowdsource possible solutions to development challenges and inform decision-making. A platform specifically designed for the local context and needs will now be developed. The digital engagement platform can be used to deliberate on important national topics including policy and legislative agendas. It will also allow us to capture nuanced perception of citizens including youths regarding any issues that is of national importance which is quite challenging to get otherwise through surveys or focus group settings. The National Consultant will support this work.

2. Scope of work

Duties and responsibilities:

2.1 Project implementation:

- a. Digital Engagement Platform:

- Engagement of Parliament, relevant CSO and other stakeholders in the preparation and delivery of the digital/youth engagement platform (YEP);
 - Capacity Building of stakeholders involved in moderation of Digital/Youth Engagement Platform including supporting interpretation of data, analyzing results using statistical techniques and providing summary reports in the form of policy briefs, inputs to white papers etc
 - Conduct data analysis of works within the country office (CO)
- b. Legislative Impact Assessment (LIA):
- Support to Development of Legislative Impact Assessment handbook,
 - Support to undertaking of Advocacy and Training on Legislative Impact Assessment (November to December)
 - Support to Research and development of Post Legislative Scrutiny (December)
 - Support the UNDP CO team in Liaising with Cabinet Secretariat, GNHC and relevant implementing partners.

2.2 Partnership and coordination:

- Liaise with Parliament, CSOs and GNHC to help coordination for YEP
- Liaise with Cabinet Secretariat, GNHC and relevant Implementing Partners for LIA

1.3 Other tasks as required – this could include, but will not be limited to:

- Draft minutes of meetings, concept notes, ToRs, briefing notes and other documents as required.
- Logistic Support and administration.

A. Deliverables

Deliverables/outputs	Timeline	Payment
Digital Engagement Platform- consultation meetings with partners (Parliament, CSOs, youth groups etc.) Legislative Impact Assessment- handbook development supported	November	10%
Digital Engagement Platform- Support designing the platform by working with a local developer and with key stakeholders, moderating the platform, prototyping and testing. Legislative Impact Assessment- Advocacy and training and Research and development of Post Legislative Scrutiny tool.	January	30 %
Digital Engagement Platform- Awareness creation (Boosting on social media/creating awareness about platform in local governments)	February	20%
Digital Engagement Platform- Support launching the platform	April	20%

Digital Engagement Platform -Support operation of the platform	May-June	20%
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B. Remuneration and expenses

UNDP will pay the fee on verification of the deliverables, as agreed between the parties by contract agreement, as well as any costs of in-country travel for the consultant.

C. Institutional arrangements

The national consultant will work under the supervision of the Justice and Parliamentary Development Advisor, Governance and Advocacy Portfolio and matrix/secondary reporting to Innovation Explorer and Solution Mapper, Accelerator Lab, UNDP Bhutan Country Office.

D. Required qualifications and experience

Professional experience:

- A minimum of 1 year of professional work in development programming/project management or policy formulation, preferably related to engaging with youth and sustainable development.
- Experience of working in international development organizations will be an asset.

Functional competencies:

- Proactive, results-driven, and solution-oriented, and is able to work under pressure to meet tight deadlines.
- Establishes robust working relationships with clients.
- Ability to identify problems, propose solutions and take immediate corrective measures.

Education:

- A minimum of university degree in international relations/ development studies/ business administration/ social sciences or a related field.

Language:

- Exceptional communication skills (written and spoken) in Dzongkha and English is required.

E. Duration of assignment, duty station and expected places of travel

180 days spread over nine months (until June 2022) and the consultant will be based in Thimphu at UNDP Bhutan Country Office. The consultant will be expected to travel outside of Thimphu for monitoring visits, but the cost shall be borne by UNDP.

F. Criteria for selection of the best offer

The following criteria shall serve as a basis for evaluating the offers:

- Technical evaluation: 70%
- Financial evaluation: 30%

Criteria	Weight
1. Technical	70
A minimum of 1 year of professional work in development programming/project management or policy formulation, preferably related to sustainable development;	40
Proven track-record in interagency coordination work on related sustainable development issues is required;	10
Experience of working in international development organizations will be an asset	10
A minimum of university degree in international relations/ development studies/ business administration/ social sciences or a related field	5
Exceptional communication skills (written and spoken) in Dzongkha and English	5
Sub-total 1. (Technical)	70
2. Financial	30
Sub-Total 2. (Financial)	30
3. Total (1+)	100

G. Presentation of Offer

The following documents are required:

- Duly accomplished **Letter of Confirmation of Interest and Availability**;
- Personal CV or P11**, indicating past experience, skills and abilities as well as contact details (email and telephone number) and three professional references;

- c) **Financial proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs. The consultant shall submit the price offer indicating a lump sum all-inclusive cost for the assignment (daily fee, per diem, travel etc.)

The proposal should be submitted in electronic format by **1st November** to procurement.bt@undp.org.