TOR for assessment of feasibility for a joint parliamentary Center for Parliament of Bhutan

Location: Thimphu Bhutan
Application Deadline:
Type of Contract: Individual
Starting Date:
Expected Duration of Assignment: August – October 2020 (30 working days from the day of selection)

BACKGROUND:

The strategic plans for the National Assembly of Bhutan and the National Council of Bhutan developed in 2017 recommended exploring and assessing the feasibility of a joint parliamentary center such as library services that may be more efficiently performed by a single unit. As recommended in the plans, the services will also include, but are not limited to, the Library, Research, Human Resources, ICT, security, estate management, any potential Parliamentary Budget Office, and Parliamentary Trainings. The two Houses of Parliament will look to international best practices on services that could be jointly provided as well as options for management structure for any services that are jointly provided.

The visions of both houses also recognizes the similar roles such as:

“To achieve the Kingdom of Bhutan’s overarching goal of Gross National Happiness enshrined in the Constitution through an inclusive and a vibrant democracy”. And the House’s mission is “To effectively carry out legislative, scrutiny, oversight and representational functions to fulfill the aspirations of the Bhutanese people” for the National Assembly and “To be a principal apolitical institution of a vibrant democracy that shall promote the wellbeing of the people while safeguarding the security and sovereignty of the Kingdom” for the National Council of Bhutan.

Parliament of Bhutan is recognized and fully committed as an institution that can deliver and have a catalytic impact on the achievement and implementation of both GNH and SDGs. Parliament of Bhutan is also fully committed to deliver its core functions in support of the SDGs and GNH’s implementation and to exercise adequate oversight of the implementation of the 12th FYP.

UNDP will engage a national consultant to work with the Parliament to support carrying out the feasibility of establishing a joint resource center that will provide services that will include, but not limited to Library, Research, Human Resources, ICT, security, estate management, any potential Parliamentary Budget Office, and Parliamentary Trainings. The National Assembly and National Council will look to international best practices on services that may jointly provide as well as options for management structure for any services that are jointly provided. Further, the center will also mobilize resources and management of programmes that can potentially be
conducted jointly such as the induction courses, capacity building of members, committees, secretariat etc.

The establishment of such a center will enable efficient use of resources as well as build better coordination between the two houses.

**OBJECTIVES OF THE ASSIGNMENT:**

The main objective of the assignment is to carry out a need assessment for a possibility of establishing a joint centre for the two Houses of Parliament. The consultant will conduct an analysis of current internal and external environment including financial and provide recommendations and a plan of action for the establishment of the joint center.

**SCOPE OF WORK:**

a) The consultant will have the following tasks:

1) Assess the current context of the services.
2) Conduct a comprehensive assessment of establishment of a joint center and analysis of current internal and external environment.
3) Conduct a review of and recommended structure, cost, staff, management and policies required for the joint center.

**DELIVERABLES**

The consultant will provide the following deliverables:

- An assessment report on initial findings from literature review and stakeholder’s consultation
- A final report with analysis and recommendation for structure, cost, staff, management and policies required for the joint center.

**DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL**

The duration of the assignment will be 30 days.
The consultant shall work in close consultation with the National Assembly Secretariat, the National Council Secretariat, UNDP Bhutan and other relevant key agencies. The consultant shall be reporting to the Parliament of Bhutan and UNDP Bhutan. The consultant will be expected to submit report as required and agreed in the work plan and time schedule.

i. The consultant will report directly to Parliament Secretariats and UNDP.

ii. The consultant has overall responsibility for the management of the processes leading to the production of the deliverables of this consultancy.

i. The consultant will meet key stakeholders and organize all meetings with stakeholders with support from identified focal officers in the National Assembly Secretariat and the National Council Secretariat.

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<thead>
<tr>
<th>Sl. No.</th>
<th>Activities and schedules</th>
<th>Estimated duration</th>
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<tbody>
<tr>
<td>1</td>
<td>Initial Assessment report of the establishment of a joint center and analysis of current internal and external environment.</td>
<td>8 days</td>
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<tr>
<td>2</td>
<td>Feedback</td>
<td>2 days</td>
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<tr>
<td>3</td>
<td>Stakeholders’ consultation (including former speakers/NC chairpersons, parliamentarians, cabinet ministers, Secretary General etc.)</td>
<td>10 days</td>
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<td>3</td>
<td>Drafting report with analysis and recommendation for structure, cost, staff, management and policies required for the joint center to the parliament of Bhutan</td>
<td>5 days</td>
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<td>4</td>
<td>Presentation of Draft report</td>
<td>1 day</td>
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<tr>
<td>5</td>
<td>Incorporation of feedback and submission of final report</td>
<td>4 days</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>30 days</strong></td>
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ASSIGNMENT MANAGEMENT AND INSTITUTIONAL ARRANGEMENT
iii. The consultant will avail copies of all documents essential and relevant to the performance of this task, from the identified focal officers of the National Assembly and the National Council Secretariats.

iv. The consultant will liaise with the focal persons of the two Houses of Parliament and Programme Officer of UNDP Bhutan for the necessary assistance.

**PAYMENT MODALITIES AND SPECIFICATIONS:**

30% upon submission of the initial Assessment report of the establishment of a joint center and analysis of current internal and external environment

30% upon the presentation of the draft report to the parliament of Bhutan

40% upon the submission of the final report

**QUALIFICATIONS AND EXPERIENCE**

- a) University degree in, Social Science, Public Administration and other relevant fields
- b) Knowledge of how parliament works (Experience of working in the Parliament will have advantage)
- c) Good research and writing skills;
- d) Fluency in Dzongkha and English;
- e) ICT knowledge and skills (including good knowledge of virtual communication tools)

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1 Strategic plan: National Assembly of Bhutan