

## **Terms of Reference**

Development of Organizational Development Strategy (ODS) for the National Council  
& Review of ODS of the National Assembly of Bhutan  
1<sup>st</sup> September - 20<sup>th</sup> September, 2009

### **1. INTRODUCTION**

With the adoption of Constitution, Bhutan is politically transformed from a unicameral to bicameral system of parliament in which all legislative powers are vested, comprising of the Druk Gyalpo, the National Council and the National Assembly. Article 10 (2) of the Constitution states that the role of the Parliament shall be *“to ensure that the Government safeguards the interest of the nation and fulfils the aspirations of the people through public review of policies and issues, Bills and other legislation, and scrutiny of State functions”*.

In view of the political reforms and the need to enhance capacity at the National Council and National Assembly levels and the Secretariats, an agreement to support Strengthening the Institutional Capacity of Parliament of Bhutan was signed on 1<sup>st</sup> June, 2009 between the Royal Government of Bhutan and UN System in Bhutan.

To enable the Parliament to discharge its mandates as enshrined in the Constitution, an Organisational Development Strategy outlining our strategic direction in providing advice, support and information to the Members of Parliament, and information about the Parliamentary committees to the public and help us provide the services required for the parliamentarians to perform their functions efficiently and effectively is one of the strategic and urgent imperatives of the Parliament. This exercise will mainly concentrate on developing ODS for National Council and review and update ODS of the National Assembly.

## **2. OBJECTIVE**

The development of Organizational Strategy would provide road map in setting out a clear statement of our vision, mission, values, strategic goals and objectives for the period from 2008 to 2013 and prepare ourselves to face the challenges brought about by the political changes. The implementation of this strategic plan will help us provide the services to the parliamentarians in the discharge of their functions efficiently and effectively.

### **SCOPE OF WORK**

The scope of work will include, but not limited to the following:

1. Facilitation and preparation of organizational vision, mission, values, strategic goals and objectives;
2. Facilitation and preparation of annual operational plans, translating strategic goals and objectives into detailed activities and budgets;
3. Facilitation and preparation of human resource development plans;
4. Facilitation and review of organizational functional configuration and structure;
5. Facilitation and reviewing of staffing pattern and strength in line with the policies of Royal Civil Service Commission in consultation with the respective Secretariats;
6. Review and update the existing Organizational Development Strategy of the National Assembly; and
7. Presentation of the ODS to the Members of Parliament and staff of the two Secretariats.

### **3. OUTPUTS**

The final Organizational Development Strategy (ODS) should provide clear description of the current organizational situation, desired future state, strategies to achieve and remain there by setting out a clear statement of our vision, mission, values, strategic goals and objectives for the period 2008 to 2013.

The key output of this assignment will be two sets of ODS documents, one for the National Council and other for the National Assembly. However, as described in the Scope of Work above, the process of preparing this key output is expected to result in a series of documents or sub-outputs which can be annexed to the main output or shared as a separate document.

### **4. METHODS OF WORK**

The Consultant will be working in close co-ordination with the focal persons identified by the Secretaries General (SGs) of the National Council and the National Assembly. The focal persons will be assisted by the Divisional heads under the direct Supervision of the SGs.

The process of preparing ODS must be participatory and will require the Consultant to design and organize group-working sessions and, demonstrate good listening and facilitating skills. The consultative and participatory group work sessions will also include some Members of Parliament nominated by the Chairperson of the National Council and the Speaker of the National Assembly.

## **5. THE TEAM**

The team shall consist of the Consultant and the relevant staff of the National Council Secretariat and the National Assembly Secretariat and nominated Members of Parliament.

The Consultant shall possess a minimum of a Masters degree in a relevant field and considerable experience in strategic planning and management and development, with excellent English writing skills.

## **6. MINIMUM COMPETENCIES REQUIRED FOR CONSULTANT:**

- Relevant experience in democratic governance, including legislative, electoral, and parliamentary development
- Familiarity with capacity building and institutional development concepts
- Strategic Program formulation skills
- Analytical and documentation skills
- English language proficiency (written and spoken)
- Above 5 Years of relevant work experience(s)

## **7. TIMING & REPORTING**

The Consultant will be available from the third week of August, 2009 till 20<sup>th</sup> September, 2009. The ODS document will be discussed, reviewed and finalized by the final week of September, 2009.

The final outputs will be submitted to the Secretaries General of the National Council and the National Assembly for appraisal to the Chairperson and the Speaker, both in hard and soft copies, and a copy each endorsed to Gross National Happiness Commission and UNDP.

## **8. LIST OF BACKGROUND DOCUMENTS**

- The Constitution of Kingdom of Bhutan
- The National Council Act
- The National Assembly Act
- The National Council Committee Rules and Regulations/Guidelines
- The National Assembly Committee Rules and Regulations/Guidelines
- The Election Act
- The Committees' Act of the national Assembly
- Rules of Procedures for the conduct and proceedings of the National Council and the National Assembly
- National Council OD Report
- National Assembly ODS Document
- 10<sup>th</sup> Five Year Plan
- Any other documents deemed relevant.