**TOR FOR ENHANCEMENT OF COSA- IMS SYSTEM**

**Introduction:**

The Civil Society Organizations Act of Bhutan was legislated on 20th June 2007 by the National Assembly of Bhutan, essentially to promote establishment and growth of the Civil Society Organizations (CSO) in order to strengthen civil society, promote social welfare and improve the conditions and quality of life in Bhutan. Under the directives received from the government, the Ministry of Home and Cultural Affairs spearheaded the formation of the Civil Society Organizations Authority (CSOA) on 20th March 2009 as an appropriate regulatory agency to implement the CSO Act of Bhutan, 2007. Since 2009, 47 CSOs have been registered, of which 38 are Public Benefit Organizations (PBO) and 9 are Mutual Benefit Organizations (MBO).

CSOs by law are endeavour to promote social welfare and improve the conditions and quality of life for the people of Bhutan and maintain the spirit of creating a unique fabric of civil societies that is best suited to our own model of development.

**Vision:**

We aspire to be a dynamic and competent authority for a vibrant and healthy civil society in pursuit of Gross National Happiness.

**Mission:**

To excel in effective delivery of its services related to registration, supervision, monitoring, advising and engaging the Civil Society Organization establishments and in making a meaningful and positive contribution to the Bhutanese society.

**Functions of the CSOA:**

The CSOA is responsible to carry out the following functions:

* Facilitate communication between Civil Society Organizations and the Government, particularly in advising the Government about the general activities and roles of CSOs;
* Encourage and facilitate the CSOs to inform, promote, connect and strengthen individual Civil Society Organizations;
* Review and approve all applications for registration of local CSOs which satisfy the requirements of CSO Act, 2007;
* Approve the accreditation of foreign CSOs within the provisions of the laws of Bhutan and CSO Act, 2007.
* Monitor the activities of CSOs to ensure their compliance with the Act and with their own Articles of Associations or Charters, and the purpose for which they had been established.
* Liaise with other agencies of the Government and interested parties; and Exercise other related powers and carry out responsibilities prescribed in the Civil Society Organizations Act, 2007 and The Civil Society Rules and Regulations 2017.

**Scope of Work**

The Scope of work for the consultancy services describes the main tasks , their sequential and deliverables associated with each task of the system development.

The task of the system will be as provided below:

1. **Registration**: Forms for the Registration of the CSOs into the CSOA IMS has the required fields as follows:

* Name of Organisation
* Registered /Permit No:
* Date of Issue
* Date of Expiry
* Source of Income
* No of employees: Permanent and Volunteer
* Exempted Organization type:
* Activities:
* Source of Fund:
* Postal Address: Locality, Geowg, Dzongkhag
* Contact details: Mobile no, email
* Board of Director details: Name, CID, designation, TPN address
* Business Unit name
* License No and licence holder name
* Date of issue
* Date of Expiry

1. **Renewal:**

The process of renewal shall be online when in the CSOs will get the auto mail to their mail, reminding of the renewal and have the link for renewal, which will redirect them to the renewal page.

Renewal page will have the field which will have the details of the CSO and then the option to upload document.

* For PBO: 4 attachments
* For MBO: 3 attachments

The details will then be validated by the CSOA and once approved they will get the link for the payment. Which will have the details of the CSOs and the amount to be paid.

1. **Certificate print online:**

The system should have the provision once the payment has been made. The individual CSOs should be able to print there Certificate online.

1. **Payment:**

* The system should be able to capture all the payment details related to the CSOs.
* Name of CSOs:
* Registered/ Permit No:
* Organization type:
* The payment details will later be share on the process of renewal with that of the BITS for payment.

Stipulated fees as per the CSO Rules and Regulations are as follows:

|  |  |
| --- | --- |
| **Activity** | **Fee (Nu)** |
| Registration and annual fee of Mutual Benefit Organization | 3,000.00 |
| Registration and annual fee of Public Benefit Organization | 3,000.00 |
| Accreditation and annual fee of Foreign Civil Society | 15,000.00 |
| Each attachment | 500.00 |

1. **Active and Non-Active status of the CSOs**

* CSOs active and non- active status should be published on the CSOA website.
* The status of the CSOs is determined by the validity of the CSOs Certificate i.e 1 year as per the rules.

1. **Dashboard to view the status of the document submitted by the CSOs by CSOA**

The documents submitted by the individual CSOs when registration and on renewal shall be shown in the dashboard for the monitoring purpose by the CSOA.

1. **Integration with BIT System**

The system should be able to integrate with BITS system for two purpose:

1. Provide the details of the CSOs who are exempted from Tax. The details of the CSOs when they register. The details shall be push to the BITS via API.
2. Provided the payment details and receive the details of the payment process and followed by the notification of payment complete.