



DANISH INSTITUTE FOR  
PARTIES AND DEMOCRACY

## Terms of Reference

### Needs Assessment of Political Parties in Ghana

#### Background

On 20<sup>th</sup> June 2019, the Board of the Danish Institute for Parties and Democracy (DIPD) approved the “Strengthening Local Multiparty Democracy in Ghana” project which will be implemented by the Center for Democratic Development (CDD-Ghana), the Institute for Democratic Governance (IDEG) and the Danish Institute for Parties and Democracy (DIPD). The aim of the project is to *support Ghana in its process to establish multiparty democracy at local level through capacitated political parties and an inclusive and decentralized political system*. The objectives are 1) to strengthen dialogue between political parties to create an enabling environment for meaningful local democracy and development and 2) to strengthen representation and pluralism at local level through decentralized, representative and democratic small and big political parties.

The project will target Ghanaian political parties across the political spectrum. More specifically, political parties with the potential to win seats as MMDCE or majority of the district assembly seats, both the major and the minor parties.

As part of the preparatory phase of the project, a needs assessment report will be produced to inform the strategy for engaging political parties and implementing activities to strengthen political decentralisation.

#### Objective of needs assessment

The objective of the Needs Assessment is to assess the capacity of political parties in Ghana and identify their needs to effectively and democratically operate at local level in anticipation of the introduction of multi-party elections in local governance in Ghana

#### Scope of Work

A local consultant will be contracted to carry out the Needs Assessment focusing on organizational structures, level of decentralization, geographical strongholds, capacity to operate in the districts and level of representativeness of political parties in Ghana. Furthermore, the needs assessment will also touch on other stakeholders and their role in ensuring effective political decentralization in Ghana.

The process will include a desk review by the consultant and subsequent self-assessments by the parties, where leaders and activists reflect on their situation and needs through a series of one-on-one interviews and focus group discussions. The interviews and group discussions will be facilitated by the consultant in collaboration with a representative of DIPD Denmark. IDEG and CDD will assist in setting up meetings with the political parties.

The Needs Assessment will be based on a series of pre-defined questions (Annex A). The questions are grouped into a set of indicators for assessing the capacity and needs of political parties. These are:

- 1) Function, history and guiding principles as well as ideology
- 2) Organizational structure
- 3) Internal party processes
- 4) Membership
- 5) Legislative profile

ToR: Needs Assessment of  
Political Parties in Ghana

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- 6) Capacity building
- 7) Funding
- 8) Communication
- 9) Election campaigns

As a minimum, the following political parties will be included in the Needs Assessment

- National Democratic Congress (NDC)
- New Patriotic Party (NPP)
- Convention People's Party (CPP)
- Progressive People's Party (PPP)
- Ghana Liberal Party (GLP)
- People's National Convention (PNC)

The Assessment will be carried out by the local consultant in collaboration with DIPD. The consultant will lead the process and the DIPD will make available a representative from Denmark to participate in the one-on-one interviews and group discussions taking place in Accra.

**Deliverables**

The local consultant is expected to have the following deliverables

*Desk review and preparation of interviews and group discussions*

- Desk review and preliminary analysis based on information provided by the political parties and available through other sources
- The desk review should also include an analysis of the geographical strongholds (on districts basis) of the identified political parties based on data from the Electoral Commission etc.
- Prepare for interviews and group discussions and set up meetings with assistance from IDEG and CDD. DIPD Denmark, CDD and IDEG should be consulted throughout the preparation.
- Stakeholder mapping of other Ghanaian actors involved in capacity building of political parties

*Interviews and group discussions with political parties and other stakeholders*

- Interviews and group discussions with political parties and other stakeholders
- The interviews and group discussions will be conducted in collaboration with the representative of DIPD Denmark

*Needs Assessment Report*

The main deliverable is a needs assessment report addressing the pre-defined questions in this TOR. The report should include:

- An analysis of the national and local capacity and needs of political parties in Ghana
- Suggested areas for capacity building of small and big political parties in Ghana to operate effectively and democratically at local level
- The potential role and areas of collaboration with other stakeholders in promoting political decentralization
- The draft report is to be shared with IDEG, CDD-Ghana and DIPD for review before finalization

**ToR: Needs Assessment of  
Political Parties in Ghana**

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**Timeline**

The consultancy is a total of 20 working days.

#	Activity	Timeline	No of days	Responsible
1.	Review and submission of inception report and draft set of instruments for data collection based on the “guiding questions for political parties” set out in Annex A	October 2019	6	Consultant
2.	Interviews and group discussions with political parties and other stakeholders	October 2019	6	Consultant and DIPD rep
3.	Drafting of report	November 2019	5	Consultant
4.	Submission of draft Assessment and briefing session with CDD, IDEG and DIPD	November 2019	1	Consultant
5.	Submission of final Needs Assessment report	22 <sup>nd</sup> November 2019	2	Consultant
	<b>Total number of days</b>		20	

The task will begin by October 2019 and should be concluded latest by November 22<sup>nd</sup> 2019.

**Qualifications**

The consultant should have the following qualifications:

- At least 7 years' experience working with political parties, local governance or good governance in Ghana
- Specialized knowledge about the Ghanaian political system at national as well as local level;
- Strong analytical skills and experience in conducting needs assessments and quality reviews for international institutions;
- Knowledge and experience of using participatory approaches and innovative facilitation techniques;
- Ability to manage complexity and to handle confidential and sensitive issues in a responsible and mature manner;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Proven ability to write clear, jargon-free English.
- Must be non-partisan

**Application process**

To apply for this task, send your CV and a brief description of how you will approach the task to [rsh@dipd.dk](mailto:rsh@dipd.dk). The deadline for applications is September 27<sup>th</sup> 2019.

## Annex A: Guiding questions for Need Assessment of Political Parties

### Background

REGULATORY FRAMEWORK	1. Are political parties mentioned in the country's constitution?
	2. Is there a separate party law?
	3. Are there pre-existing registration criteria (i.e., what makes a party "legal")?
	4. What legal, political or practical restrictions are put on political parties?
	5. Is there public funding of political parties?
	6. Are there restrictions on private funding or funding from abroad?
	7. Is free speech and assembly restricted?
	8. Is there equitable access to media?
	9. What are the geographical strongholds of the parties?

### Political parties

FUNCTION, HISTORY AND GUIDING PRINCIPLES	1. How does the party define its purpose (i.e., why does it exist)?
	2. What are the key political issues for the party (current and future)?
	3. Does the party support the country's current development vision?
	4. When and why was the party founded?
	5. Was the party the result of merger or a split in previously existing parties?
	6. Who are the original leaders/organizers of the party and what is their background?
	7. What is the professional/political/personal history of key leaders?
	8. What is the party's electoral history in terms of vote percentage?
	9. Has the party ever held power?
	10. What is the broad ideological position of the party?
	11. What are the main policy positions of the party?
	12. What policy tendencies or diversity exists in the party?
	13. How was the ideological position developed?

ORGANIZATIONAL STRUCTURE	1. Does the party have a written constitution and/or code of conduct?
	2. What are the national, regional and local offices?
	3. Who runs the day-to-day operations?
	4. How many people work in each unit at national, regional and local levels?
	5. How many are full-time salaried staffers, paid part-time staff and volunteers?
	6. Does local branches have access to computers, fax machines, copiers, etc.?

ToR: Needs Assessment of  
Political Parties in Ghana

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7. What is the relationship between the headquarters and branches at district level

<b>INTERNAL PARTY PROCESSES</b>	1. Is there a formal structure(s) used for policy development?
	2. Which role does local branches play in development of policy documents?
	3. Does the ordinary party member have access to these structures?
	4. Are policy documents broadly distributed and reviewed by members?
	5. How are party leaders elected?
	7. How are candidates selected and do members at local level have a say?
	8. What is the composition of the leadership (including gender)?
	9. Is this composition evolving or stable?
	10. Are there any ideological tendencies that members of the leadership fit into?
	11. How much influence does each group have on party policies and programs?
	12. Is there any single person or group that personifies the party?
	13. Are there ethical guidelines for leadership?
	14. How are parliamentary representatives held accountable to party principles?
	15. Does the party hold any annual or regular conferences?
	16. Are these organized nationally, regionally or locally?
	17. Are these activities open to the public, party members only, or party leaders only?
	18. How are delegates to party events chosen?
	19. Is the party engaging with parties outside the country?
	20. Are local branches “disciplined” and does a party whip apply?

<b>STRATEGY</b>	1. Does the party have a strategic plan or the ability or intention to create one?
	2. What role does the party want to play in politics?
	3. Where does the party want to be in five years?
	4. What are the party's organizational priorities?
	5. What does the party do between elections?
	6. Does the party have a strategy for expanding and consolidating its political base?
	7. How does the party view potential party-based district level elections?
	8. What is the strategy for the party to compete at future district level elections should the referendum pass;
	9. What are the needs for the party to effectively compete at future district level elections should the referendum pass;

ToR: Needs Assessment of  
Political Parties in Ghana

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<b>MEMBERSHIP/SUPPORTERS PROFILE</b>	1. How many members does the party have?
	2. What is the regional, gender and age composition of the party?
	3. Is the membership of the party growing or shrinking or is it stable?
	4. What is the ratio of members to supporters?
	5. Is there a formal membership process?
	6. Does the party have women and youth recruitment and development programs?
	7. Are there any membership requirements or restrictions?
	8. Are there membership lists and in what form are they kept?
	9. Are there strategies for reaching out to new members?

<b>LEGISLATIVE PROFILE</b>	1. How many seats does the party have?
	2. How does the party fulfill its role as a majority party or official opposition?
	3. Is there a party caucus and does it function adequately and meet regularly?
	4. How well does internal party communication operate?
	5. What kinds of relationships do local party structures have with their MP's?

<b>CAPACITY BUILDING</b>	1. What training facilities and opportunities are available to party members?
	2. What facilities are available for leaders, staff members and MP's?
	3. How does the party pay for training programs?
	4. Are there non-party institutions that can offer training in a credible manner?
	5. What other relationships or options for assistance does the party have?
	6. Could multi-party training be a possibility?

<b>FUNDING</b>	1. How is the party financed during and in between elections?
	2. What is the level of funding?
	3. Is the party financially sustainable?
	4. How does the party raise funds?

<b>COMMUNICATION</b>	1. Does the party have a communication structure?
	2. Does the party produce any publications, like a newspaper?
	3. Does the party have a press office?
	4. Does the party have access to media outlets such as television and radio?
	5. How does the party communicate its views to citizens?
	6. Does the party have a web page?

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Political Parties in Ghana

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ELECTORAL CAMPAIGN

1. How are the candidates recruited and selected?
2. How is the campaign managed?
3. What is the role of the local branches?
4. How are candidates and activists trained?
5. How are voters contacted?
6. Does the party monitor polling places?
7. How is the campaign organized – centrally/regionally/locally?