



TERMS OF REFERENCE

Job title:	National Consultant for updating the Handbook for Members of Parliament
Duty station:	Chisinau, Moldova
Reference to the project:	"Improving the quality of Moldovan democracy through parliamentary and electoral support"
Contract type:	Individual Contract
Expected workload:	25 working days
Starting date:	November, 2014

Objective of the assignment:

The expected output for the National Consultant's assignment is to produce an updated version of the Handbook for newly elected Members of Parliament (MPs). The Handbook should provide information for new MPs about the Parliament, its structures and functioning.

Background:

The "Improving the quality of Moldovan democracy through parliamentary and electoral support" UNDP Programme aims to enhance parliamentary capacity in carrying out its core functions, entrenching gender and human rights considerations in formal political process. The programme adopts a comprehensive, long-term approach to parliamentary development including strengthening of the legislatures law-making, representation and oversight roles.

The newly elected Parliament includes MPs without previous parliament experience. Lacking overview and fundamental know-how on parliamentary rules and regulations, procedures and how to manoeuvre inside the parliamentary sphere, there is an immediate need for providing those MPs a "getting started" package, including a Handbook.

In 2010 with project support the first Handbook for newly elected MPs was developed. However, in the last few years the Parliament of Moldova has been very active in developing its organizational setup in order to improve the legislative process and have prompt reaction to changes and priorities of the society. As the parliamentary elections will be organized this year, the composition of the Parliament will change. In this context, making available an updated version of the Handbook for MPs will help the new comers to get the most recent information on how the Parliament functions.

The Handbook will establish a clear framework regarding the services provided by the Parliament's Secretariat to MPs, improving the internal communication and telling (informing) MPs about what they need to know in a quick, informative and accessible manner.

Scope of work and expected output:

The expected output for the National Consultant's assignment is to develop an updated version of the Handbook for newly elected Members of Parliament (MPs).

To achieve the stated objectives, the national consultant will be responsible to:

- Conduct a desk review of the existing legal framework, policies and regulations related to the roles and responsibilities of the Parliament of Moldova;
- Get acquainted with the previous version of the Handbook for MPs;
- Analyse similar experiences in other national European Parliaments, look for suitable models developed by international organizations (i.e. IPU/European Parliament)
- Develop a Table of Content, which will be used as basic structure for the Handbook;
- Collect relevant materials from different departments and services;
- Undertake and facilitate interviews with the key stakeholders, Members of the Parliament and with parliamentary staff;
- Editing the entire Handbook into a uniform, easy readable style;
- Develop an updated version of the Handbook for MPs;
- Providing advice on the lay-out and format of the Handbook;
- Conduct a Roundtable discussion with senior parliamentary staff;
- Develop a detailed training programme/Training Curriculum with specific training subjects (based on international experience) to be used for the Induction programme for new elected members of Parliament.

Deliverables and Timeframe:

1.	The draft of the new Handbook for MPs developed	28 November, 2014
2.	A Training Curriculum with specific training subjects developed	
3.	A round table discussion on the draft of the new Handbook for MPs organized	5 December, 2014
4.	Analyse comments and suggestions regarding the draft Handbook for MPs and Training Curriculum. Complete and present the final version of the Handbook.	10 December, 2014

Time frame and Institutional arrangements:

The timeframe for this assignment is planned through November-December, 2014.

Management Arrangements:

The National Consultant will work under the guidance of UNDP and Parliament for substantive aspects of the assignment, and under the direct supervision of the Project Manager for administrative and financial aspects.

Financial arrangements:

Each candidate will be required to submit an aggregated financial offer ("aggregated financial offer" is the total sum of all financial claims of the candidate for accomplishment of the task), which includes proposed consultancy fee and travel costs. Payment will be disbursed in one instalment upon submission and approval of deliverables and certification by the Project Manager that the services have been satisfactorily performed.

Qualifications and skills required:Qualifications:

- Bachelor's degree in Law, Communications, Journalism, Media Relations, Social Sciences or other related field;
- At least 3 years of relevant experience in outreach and/or advocacy;

Experience and knowledge:

- Experience in developing different communication materials, handbooks, brochures;
- Knowledge of legal framework, policies and regulations related to the roles and responsibilities of the Parliament of Moldova;
- Experience working with Parliament, Government and/or international organizations (successful experience in working with UN agencies is an asset);

Competencies:

- Strong analytical and drafting skills;
- Ability to analyse, plan, communicate effectively orally and in writing, draft report, organize and meet expected results, adapt to different environments (cultural, economic, political and social);
- Leadership skills and ability to work in team;
- Fluency in Romanian. Knowledge of English or Russian will be an asset.

Skills:

- Computer literacy and ability to effectively use office technology equipment, IT tools.

Documents to be included when submitting the proposals:

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal: explaining why they are the most suitable for the work including past experience in similar Projects (please provide brief information on each of the above qualifications, item by item);
2. Financial proposal (in USD, specifying a total requested amount per day, including all related costs, e.g. fees, per diems, travel costs, phone calls etc.);
3. Dully completed and signed P11 Form, personal CV and at least 3 references.