



*Empowered lives.
Resilient nations.*

TERMS OF REFERENCE

Job title:	International Consultant to assess the role of Parliament in the European Integration Process
Duty station:	Chisinau, Moldova
Reference to the project:	"Improving the quality of Moldovan democracy through parliamentary and electoral support"
Contract type:	Individual Contract (IC)
Expected duration of the assignment:	25 days within a 3 months assignment
Starting date:	April, 2015

I. Background

The "Improving the quality of Moldovan democracy through parliamentary and electoral support" Programme aims to enhance parliamentary efficiency in carrying out its functions and responsibilities thus contributing to viable democracy and open society in Moldova. The project adopts a comprehensive, long-term approach to parliamentary development including strengthening of the legislature law-making, representation and oversight roles.

In 2014 the Parliament of Moldova ratified the EU-Moldova Association Agreement (AA). The AA places a large emphasize on the approximation and harmonization of Moldovan legislation to European standards. This process significantly increases the amount of draft legislation and policy documents to be considered by the Parliament. In this context, it is important to ensure the parliamentary Committee on Foreign Policy and European Integration (CFPEI) has the sufficient capacity to be the lead parliamentary committee in advising the other committees on EU related legislation and changes expected for national legal framework. The CFPEI plays also an important role of checking the progress made by the Government in implementation of AA and DCFTA¹.

Currently the Parliament is monitoring the Government in inconsistent way. In this context, the role of the Parliament of Moldova is crucial in providing a qualified contribution into the process, which goes beyond a technical legislative approximation exercise. A structural mechanism of consultations and reporting should be developed between Parliament and Government, by updating the Rules of Procedure of the Parliament or developing a special set of rules. A clear position for the Committee on Foreign Affairs and European Integration, also in relationship to other parliamentary committees is essential for successful implementation of AA and DCFTA. At the moment such a clear mechanism is absent.

¹ The Deep and Comprehensive Free Trade Agreement (DCFTA), part of EU-Moldova Association Agreement.

In this context, UNDP is seeking to hire an international consultant to assess the existing capacity and practical working arrangements of the Parliamentary Committee on Foreign Affairs and European Integration (FAEI) in the field of European Integration.

II. Scope of work and expected outputs

The expected output for the international consultant's assignment is to carry out a comprehensive assessment of the tasks and duties of the existing legal framework and practical working arrangements of the parliamentary Committee on Foreign Affairs and European Integration (CFAEI) in the field of European Integration; to assess the cooperation between the Parliament (and between the parliamentary committees) and the Government of Moldova during the European integration process. The assessment should include areas of improvement and recommendations based on European best practices.

In order to achieve the stated objective, the Consultant will have the following responsibilities:

- Conduct a desk review of the existing legal framework, policies and regulations related to the roles and responsibilities of the Parliament of Moldova and international best practices and rules related to the role of Parliament in the area of European integration and monitoring the European integration process;
- Advise the Committee in preparing a roadmap/action plan in cooperation with the Government, reflecting the priorities and actions to be taken to advance the European integration agenda and to ensure the policy coordination between the Government stakeholders;
- Undertake interviews with the key stakeholders: Members of Parliament, parliamentary staff, officials of the Executive and other relevant partners;
- Provide an overview of different practices of the Parliaments of the EU Member states and EU candidate states in law approximation and role of the CFAEI in monitoring the European integration process;
- Provide advice on improving parliamentary cooperation with international partners, such as EU member states' parliaments, the European Parliament (EP) and other EU institutions.
- Assess the current role and responsibilities of CFAEI towards other committees in the Parliament;
- Develop specific recommendations for strengthening the oversight role of the Parliament in the European integration process, based on best practices in national European Parliaments;
- Develop more specific terms of reference for the CFAEI aiming at strengthening the monitoring role;
- Develop recommendations for a clear set of rules for cooperation between the Parliament and the government of Moldova in the field of European Integration;
- Assess the current and future capacity/training needs of Committee's staff in order to articulate long and short term goals and priorities;
- Provide trainings for CFAEI staff on how to optimize the law approximation process in the Parliament (workflow).
- Undertake 2 missions to Chisinau, Moldova:
 - between 20– 24 April, 2015
 - between 18– 22 May, 2015

Stakeholders, participation and organization

Nr.	Deliverables	Tentative timeframe/deadline
1.	Inception Report developed and submitted for approval (home-based)	By 6 April, 2015
2.	Committee needs assessment performed and capacity development plan developed*	By 8 May, 2015
3.	A one-day training for staff of CFAEI and Parliament's standing committees on Parliament's role in the approximation of EU legislation	By 19 May, 2015
4.	Preparation and assisting in conduction of public hearings held by CFAEI	By 20 May, 2015
5.	Analyse comments and suggestions regarding the role of the CFAEI within European Integration Process. Complete and present the Committee's roadmap.	By June 5, 2015
6.	Final Report, including needs assessment and roadmap**, is presented to the Parliament.	By June 12, 2015

* The Report should contain:

- a. background information on EU policy coordination in Republic of Moldova, including the comprehensive analysis on CFAEI role and Parliament's role in adoption of EU acquis;
- b. tasks of CFAEI, including following chapters: obligations under the AA, Legal harmonization. The capacities of the CFAEI and other parliamentary bodies in the area of legal harmonization, Planning and monitoring of legal harmonization and the participation of the CFAEI in this process, committees' relations with donors and CSOs, recommendation for further consideration

** The Roadmap shall comprise detailed capacity development activities on

- a. cross-sectorial issues, trainings and exchange of experience;
- b. legal harmonization and oversight;
- c. international activities
- d. communication on EU issues.

All the deliverables should be agreed with the UNDP's counterpart at the Parliament and UNDP and be provided in English hard and electronic copy.

III. Time frame and Institutional arrangements

The timeframe for the work of international consultant is tentatively planned through April – June, 2015. The consultancy should involve about 10 working days of work in Moldova. The remaining 15 working days are home-based. The Parliament will provide consultant with working space, access to Internet, a printer and a telephone line.

IV. Management Arrangements

The International Consultant will work under the guidance of Parliament and UNDP Parliamentary Specialist for substantive aspects of the assignment, and under the direct supervision of the Programme Manager for administrative and financial aspects.

V. 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, travel costs, visa costs (if required), per diem (for accommodation, meals and local transport / communication). UNDP shall not accept travel costs exceeding those of an economy class ticket. The consultant will be provided with the necessary administrative and logistical support to enable them deliver on the expected outputs.

Payment will be disbursed in two installments upon submission, approval and certification by the Project Manager that the services have been satisfactorily performed as follows: 1st installment at the rate of 50% of total amount after the completion of the 1st mission to Moldova and submission of deliverables 1 and 2; and 2nd installment after approval of deliverable No. 3, 4, 5, 6.

VI. Qualifications and skills required

Qualifications:

- Master's degree or equivalent in Political Sciences, Public Administration, Law or related fields;
- At least 7 years of working experience as an officer and/or consultant for parliament/government at national and/or international level with the special focus on European affairs and EU integration;

Experience:

- In-depth knowledge and understanding of the legislative process and techniques;
- Sound knowledge of EU affairs, including EU enlargement history and policies, ENP partnership framework, etc.
- Experience of coaching and conducting participatory trainings, workshops, and presentations on strategic planning;
- Experience in drafting strategies, institutional development plans/action plans, including for public service institutions;
- Working experience in/for the EU Member States of 2004, 2007 and/or 2013 accession wave is an asset;
- Working experience in the Eastern Partnership Countries is an asset;
- Proven experience in working with the international organizations and donor funded projects;

Abilities:

- Strong analytical and drafting skills;
- Excellent writing and oral communication;
- Leadership skills and ability to work with teams;
- Knowledge of UN system and UNDP;
- Availability to work during the indicated /approved period;

- Fluency in English. Knowledge of Romanian and Russian will be an asset.
- Skills: Computer literacy and ability to effectively use office technology equipment, IT tools.

VII. 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 and at least 3 reference persons.

We reserve the right to reject incomplete applications.