



**TERMS OF REFERENCE**

<b>Job title:</b>	National Consultant to Develop Standard Operating Procedures on International Travel of MPs and Parliamentary Staff
<b>Duty station:</b>	Chisinau, Moldova
<b>Reference to the project:</b>	“Improving the quality of Moldovan democracy through parliamentary and electoral support”
<b>Contract type:</b>	Individual Contract (IC)
<b>Expected duration of the assignment:</b>	30 working days within a 2 months assignment
<b>Starting date:</b>	September, 2015

**1. Background:**

The UNDP Programme “Improving the quality of Moldovan democracy through parliamentary and electoral support” aims to enhance parliamentary capacity in carrying out its core functions, 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 legislatures law-making, representation and oversight roles.

In the context of the frequent international travel of the Members of the Parliament of the Republic of Moldova and parliamentary staffers to attend various events in the context of international and bilateral cooperation as well as events aimed to enhance the professional capacities of the MPs, clear actions and processes should be applied, in order to address a range of administrative, procedural and institutional matters and to enhance the impact of these activities on the quality of the Parliament’s work.

A range of foreign international and European Parliaments have applied the practice of developing guidelines, instructions or standard operating procedures for official international travel of Members of the Parliament and staff. Such standard operating procedures are expected to guide the operations in the preparation, organisation and follow-up related to the official international travel of the Members of the Parliament and staff and to ensure a well thought out and standardized approach to work flows and prevailing policy and rules that need to be adhered to.

In this context, UNDP Democracy Programme is seeking to hire a national consultant to develop Standard Operating Procedures (SOP) for international official travel of the Members of the Parliament of the Republic of Moldova and parliamentary staffers based on the best international practices.

**2. Objectives:**

The expected output for the national consultant assignment is to map systems and procedures and develop a practical and comprehensive set of Standard Operating Procedures for the international travel of MPs and parliamentary staff.

The assessment should include areas of improvement and recommendations based on the European and international best practices. The consultant will meet, coach and provide trainings to the parliamentary staff, party factions and Standing Committees on SOP’s implementation.

### 3. Scope of work and expected output:

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

- Prepare a detailed work plan to be applied for respective assignment;
- Collect, review and analyse all the necessary documents to fully substantiate all stages of preparing, organising and follow-up related to international travel;
- Collect, review and analyse all the necessary national documentation to fully understand the administrative framework for international travel of persons in function of public dignity and civil servants in the Republic of Moldova;
- Conduct a desk review of the existing in other Parliaments policies and regulations, best practices, rules and standard operating procedures related to the international travel of MPs and parliamentary staffers;
- Conduct interviews and consultative meetings with parliamentary stakeholders (MPs and parliamentary staff) to identify their expectations regarding the structure of the SOPs;
- Identify existing gaps in the administrative procedures related to the international travels workflow;
- Propose revisions and/or updates of the regulations and administrative circulars and procedures;
- Based on the processes mentioned above and in consultation with the Project Team and Parliament appointed representative, prepare a comprehensive list of contents to be included in the SOP to ensure that all the required contents are included;
- Develop Draft Standard Operating Procedures (SOP) on international travel of MPs and parliamentary staff within the Parliament of the Republic of Moldova;
- Facilitate roundtable discussion with Parliament of Moldova Secretariat staff to present the first draft SOP to the key stakeholders and collect the inputs;
- Produce a comprehensive SOP highlighting:
  - Steps, actions and responsibilities related to the process;
  - Process Map(s)/Flow Chart (s);
  - Procedure of development and submission of Return International Travel Reports including deadlines for submission\*.
- Other relevant tasks, as agreed with the counterparts

*\* The consultant will develop a template of the Return International Travel Report, describing the content and mandatory information that is to be included in order to assure the capitalisation of knowledge and expertise acquired as a result of the travel. The Consultant will subsequently provide recommendations on publicising and distribution of Reports to MPs and parliamentary staffers as well as maintenance of an archive of Return International Travel Reports.*

### 4. Key deliverables and tentative timetable:

No	Deliverables/Outputs	Estimated Working Days	Target Due Dates
1	An inception Report containing a detailed Work Plan and a summary of the desk review of the existing best practice	5 WD	19 September, 2015
2	Interviews and consultative meetings with parliamentary stakeholders conducted	5 WD	26 September, 2015
3	Draft Standard Operating Procedures (SOP) developed and roundtable discussion with Parliament of Moldova Secretariat staff to present the first draft SOP and collect the inputs carried out	10 WD	16 October, 2015
4	Comprehensive SOP with relevant templates developed and submitted to the Permanent Bureau for endorsement	10 WD	31 October, 2015

### 5. Management Arrangements:

The National Consultant will work under the guidance of Parliament and UNDP Parliamentary Specialist for in close coordination with the Parliament appointed representative – for substantive aspects of the

assignment and under the direct supervision of the Programme Manager for administrative and financial aspects.

**Time frame and Institutional arrangements:**

The timeframe for this assignment is planned tentatively through September – October 2015. The Parliament will provide consultant with working space, access to Internet, a printer and a telephone line.

**Financial Arrangements**

Each candidate will be required to submit an aggregated financial offer (“aggregated financial offer” is the total lump sum of all financial claims of the candidate for accomplishment of the task), which includes proposed consultancy daily fee, travel and communication costs (if required).

The payment will be disbursed upon submission and approval of deliverables and certification by the Programme Manager that the services have been satisfactorily performed.

**6. Qualifications and skills required:**

**Academic Qualifications:**

- Master degree in public law, international relations, economics and/or business administration;

**Experience:**

- At least 5 years of professional experience in international relations, governance, parliamentary services and democracy;
- Working experience in administration, protocol unit within state governmental institutions or parliament would be an advantage
- Working experience with the international inter-governmental organizations is a strong advantage;

**Competencies:**

- Knowledge of the process of development of guidelines and/or procedures for business process management, with specific knowledge in SOPs for state institutions;
- 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);
- Fluency in Romanian. Knowledge of English and Russian would be a strong asset;

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

Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

**7. Documents to be included when submitting the proposals:**

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

1. Proposal:
  - i. Explaining why they are the most suitable for the work including past experience in similar assignments;
  - ii. Providing a brief information on each of the above qualifications, item by item and a brief methodology on how they will approach and conduct the work (if applicable);
2. Financial proposal (lump sum in USD), specifying a fee per day and total requested amount including all related costs, e.g. fees, per diems, travel costs, phone calls etc.;
3. Duly filled in and signed Personal History Form (P11) and at least 3 names for a reference check.