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TERMS OF REFERENCE

Job title:	Consultant on parliamentary openness
Duty station:	Chisinau, Moldova
Reference to the project:	"Improving the quality of Moldovan democracy through parliamentary and electoral support"
Contract type:	IC
Contract duration:	May - August 2016 (up to 35 working days)
Starting date:	May 23, 2016

Job content

1. BACKGROUND

The "Improving the quality of Moldovan democracy through parliamentary and electoral support" Programme, Parliament Component, further on referred to as the Democracy Programme, 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.

According to the Inter-Parliamentary Union a democratic parliament is representative of the political will and social diversity of the population, and is effective in its legislative and oversight functions, at national and international level. Crucially, it is also transparent, accessible and accountable to the citizens that it represents.¹

The Declaration on Parliamentary Openness states the shared principles on the openness, transparency and accessibility of parliaments.² Launched by a network of civil society organizations that monitor the work of parliament at the 2012 World e-Parliament conference, the Declaration on Parliamentary Openness is a call to parliaments and legislative assemblies for an increased commitment to transparency, openness and citizen engagement.

The Parliament of the Republic of Moldova being at the summit of institutional architecture should lead by example when it comes to transparency and openness towards the public. The Parliament as such is the single legislative authority of the State, which through its normative acts defines the social relations, establishes the rights of citizens and duties and responsibilities of public authorities.³

However, in the light of the findings of the survey of CSOs and citizens, carried out as part of the project "Transparency, accountability and civic participation in the Black Sea Region", Parliament of the Republic of Moldova should continue its efforts to improve transparency, accountability and civic participation.⁴ The results of the Barometer of Public Opinion (BPO) show that only 6% of citizens trust the three main institutions of the state — Parliament, Government, and Presidency.⁵

In order to support the Parliament of the Republic of Moldova enhance its transparency, accessibility and accountability and to respond to citizen expectations, the Democracy Programme is seeking to hire a consultant on parliamentary transparency and accountability.

¹ Parliament and democracy in the twenty-first century: A guide to good practice <http://www.ipu.org/dem-e/guide/contents.htm>

² <http://openingparliament.s3.amazonaws.com/docs/declaration/1.0/english.pdf>

³ http://www.cls-sofia.org/uploads/files/Open%20Parliaments%20in%20the%20BSR_Final%20study_1.pdf

⁴ http://www.cls-sofia.org/uploads/files/Open%20Parliaments%20in%20the%20BSR_Final%20study_1.pdf

⁵ http://www.ipp.md/public/files/Barometru/Brosura_BOP_11.2015_prima_parte_final.pdf

The support will be provided to assist the Parliament and local civil society organizations in agreeing a framework that contributes to Parliament becoming a more open institution, while ensuring transparency of its performance and active citizens' engagement into legislative and oversight processes.

2. OBJECTIVES

The consultant is expected to support the Informational-analytical Department of the Secretariat of the Parliament review its stakeholder analysis and mapping as well as assessment of the legal framework regulating Parliament's transparency, accessibility and accountability. The consultant will offer strategic advice and will provide substantive input in designing the roadmap for achieving parliamentary openness.

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

- 1 Prepare a detailed work plan to be applied for respective assignment:
 - 1.1 Undertake a comprehensive desk review of the relevant national legal framework, Parliament strategies and action plans, and existing guidelines/manuals as well as current practices on parliamentary transparency, accessibility and accountability;
 - 1.2 Conduct initial meetings with relevant Standing Committees, Office of the Speaker and staff from Parliamentary Secretariat to assess parliamentary transparency, accessibility and accountability;
 - 1.3 Conduct initial meetings with media representatives, civil society and parliamentary monitoring organizations to assess parliamentary transparency, accessibility and accountability;
 - 1.4 Draft an inception report containing suggested methodology and work plan to be applied for this assignment.
- 2 Review the stakeholder analysis and mapping prepared by the Informational-analytical Department of the Secretariat of the Parliament that will tailor Parliament's mechanisms to ensure transparency, accessibility and accountability in operations of its bodies. The review will provide recommendations to Informational-analytical Department to identify stakeholders that will be later involved in consultations related to preparations of the roadmap for achieving parliamentary openness;
- 3 Assess the existing transparency, accessibility and accountability practices within the Parliament of the Republic of Moldova and provide recommendations for enhancing the transparency, accessibility and accountability in line with the best international practices:
 - 3.1 Conduct an assessment from the perspective of transparency, accessibility and accountability following the best international practice in parliamentary openness, as well as carry out a parliamentary information audit to ensure that necessary information is made available in accordance with international best practices;
 - 3.2 Based on the findings of the review develop an Assessment Report (the Report will contain the outlines below mentioned) that will provide recommendations and advise on:
 - Procedures and practices that involve the participation of local civil society organizations and experts;
 - Engagement with interested MPs and local civil society organizations in the development of parliamentary openness commitments in future OGP action plans;
 - Categories of parliamentary information ensuring that necessary information is made available in accordance with international best practices;
 - Tasks of Secretariat of Parliament and assign parliamentary committee and/or other bodies within the Parliament to monitor parliamentary openness and citizen engagement efforts;
 - The report must be prepared, discussed with the Parliament management and finalized together with relevant MPs, parliamentary committees and staff, as well as parliamentary monitoring organizations, civil society organizations engaged with parliament.
- 4 Assist the Parliament develop draft SOPs on parliamentary transparency and access to information, defining type of documents that should be made available to the public with input from local civil society organizations;
- 5 Assist the Parliament and local civil society organizations in a collaborative approach develop the roadmap for achieving parliamentary openness;
- 6 In collaboration with UNDP office in Brussels, contribute to capacity enhancement for MPs, advisers to the MPs and parliamentary staffers, as well as local civil society organizations, in transparency, accessibility and accountability:
 - 6.1. Develop and deliver a one day workshop on parliamentary transparency and accountability for MPs, advisers to the MPs and parliamentary staffers;
 - 6.2. Develop and deliver a two days training for MPs and parliamentary staff on engaging through dialogue with civil society in parliamentary processes (legislative, oversight and budget);

- 6.3. Develop and deliver a 2 day training for local civil society experts on ensuring engagement by civil society and citizens in parliamentary processes (legislative, oversight and budget).
- 7 If required, the consultant will have to undertake three Missions to Moldova (tentatively) in the period between May – July 2016:
- Last week of May 2016
 - Second week of June 2016
 - First half of July 2016

3. KEY DELIVERABLES AND TENTATIVE TIMETABLE

	Key deliverables:	Tentative timeframe/deadline
1.	A detailed inception report with suggested methodology and work Plan developed based on desk review of relevant documents and initial consultations with UNDP Moldova project staff and relevant Parliament of Moldova, CSOs and media interlocutors;	May 25, 2016
2.	Review the report of the Informational-analytical Department of the Secretariat of the Parliament on stakeholder analysis and mapping related to parliamentary transparency and openness	June 6, 2016
4.	Report containing findings and recommendations on enhancing parliamentary transparency, accessibility and accountability developed	June 22, 2016
5.	SOPs on parliamentary transparency and access to information, defining type of documents that should be made available to the public developed	June 29, 2016
6.	Roadmap for achieving parliamentary openness developed and presented to UNDP, Parliament and civil society organizations	July 20, 2016
7.	Workshop on parliamentary transparency and accountability for MPs, advisers to the MPs and parliamentary staffers organised	July 30, 2016
8.	Two days training for MPs and parliamentary staff on engaging through dialogue with civil society in parliamentary processes (legislative, oversight and budget) provided	
9.	Two days training for local civil society experts on ensuring engagement by civil society and citizens in parliamentary processes (legislative, oversight and budget) provided.	

4. INSTITUTIONAL ARRANGEMENTS

The consultant will work under the direct supervision of the UNDP Parliamentary Specialist for substantive aspects of the assignment, and under the guidance of the Senior Project Officer – for administrative aspects. The consultant will report to the Parliament appointed representative and the Parliamentary Specialist of UNDP Democracy Programme.

Timeframe

The timeframe for the work of consultant is tentatively planned through May - August 2016. The Parliament will provide consultant with working space, access to Internet, a printer and a telephone line.

Language

All communications and documentation related to the assignment will be in English. Before submission of the deliverables, the consultant will discuss the draft documents with the parties involved (i.e. Parliament, UNDP and other stakeholders) so that the final products reflect their comments.

5. QUALIFICATIONS AND SKILLS REQUIRED

I. Academic Qualifications:

- Master degree or equivalent (5 year university degree) in political sciences, public administration, law, social sciences or other related fields.

II. Years of experience:

- A minimum of 5 years of relevant working experience in comparative analysis, research, assessment related to institutional transparency and accountability, with focus on data accessibility and openness as well as Parliament's engagement with civil society organizations;

- At least 3 years of proven experience in organizing, facilitating and conducting seminars, trainings and round tables with state institutions/agencies/organizations;
- Senior management level experience within a parliamentary administration, parliamentary practitioner or extensive experience as a parliamentarian will be a strong asset;
- Previous experience of providing support to Parliamentary Administrations, Committees and civil society organizations in a transition country context, including experience in conducting a capacity needs assessment and review of parliamentary transparency with focus on data accessibility and openness would be an advantage;
- Experience in former CIS countries will be an asset.

III. Competencies:

- Excellent drafting and analytical skills;
- Demonstrated strong understanding of parliamentary practices and procedures, as well as international best practices and standards;
- Proven knowledge parliamentary transparency and openness and related research and mechanisms available to parliament. Thorough understanding of practices that seek to engage civil society organizations in parliamentary processes (legislative, oversight and budget);
- Extensive knowledge and experience with public consultation tools and process;
- Proficiency in English, while knowledge of Romanian and/or Russian is considered an advantage.

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.

6. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:

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

- a. Brief methodology to describe the implementation of the assignment (maximum 5 pages)
- b. 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);
- c. Financial proposal (LUMP SUM) in USD, specifying in a total requested amount per day, number of days needed to complete the assignment, including all related costs, travel, phone calls etc.);
- d. Duly completed P 11 form, personal CV and at least 3 references.