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## TERMS OF REFERENCE

<b>Job title:</b>	Consultant on Parliament and Anti-Corruption Efforts
<b>Duty station:</b>	Chisinau, Moldova
<b>Reference to the project:</b>	Strengthening Parliamentary Governance in Moldova Project
<b>Contract type:</b>	Individual Contract (IC)
<b>Contract duration:</b>	October 2016 – July 2017 (up to 50 working days)
<b>Starting date:</b>	October, 2016

### 1. BACKGROUND

The goal of the UNDP “Strengthening Parliamentary Governance in Moldova” Project, further on referred to as the SPGM project, is designed to address the main needs of the Parliament of Moldova in the areas of legislation making, oversight and representation during the on-going process of domestic reform spurred by closer relations with the EU. The project is also assisting in making the Parliament’s legislative activity more open, transparent and participatory through establishing tools and mechanisms for the engagement with the Civil Society, professional associations and general public. Project interventions will offer and encourage equal opportunity for male and female participation.

Corruption in Republic of Moldova is widespread, represents a sensitive issue and hinders country’s capacity to ensure democratic governance, rule of law capacity and bureaucratic efficiency, whilst creating ineffective institutions. According to Transparency International Corruption Perception Index (2016), Moldova is ranked 103<sup>rd</sup> (out of 168 countries worldwide). This makes Moldova one of the most corrupt countries in Europe. This perception is followed by the European Commission assessment that places Moldova’s political and economic development hampered by systemic and high level corruption. This means that there is an imminent need to develop effective mechanisms to tackle corruption stemming from international documents (UNCAC, SDG 16, EU *acquis communautaire*) and translate parliamentarian’s engagement in practical actions.

In recent years, institutions including the Parliament of Moldova have expressed willingness to enhance their efforts on the fight against corruption. The Parliament of Moldova has achieved key milestones by recently approving its Anti-corruption Action Plan and establishing the Moldova national GOPAC chapter. Given the current situation, Moldova is not able on its own to deliver in an effective and systematic manner to such commitments. Though small steps are being made, they are far from adequate and consistent – such as Parliament’s approval of anti-corruption and integrity laws during 2016. Now, when an improved legal framework is in place, there is a need to strengthen the existing institutional capacities, be it by developing the professional abilities, internal communication, decision-making, adjudication channels and making them more cost-effective and responsive whilst at the same time sustainable.

From 2015, UNDP Moldova has been supporting the Parliament of Moldova in implementing anti-corruption activities in cooperation with national institutions and local NGOs. The range of activities and projects vary from those supporting the setup of GOPAC Moldova chapter, drafting of Parliament’s Anti-corruption Action Plan or a through advice in finalizing MPs Code of Conduct and Ethics. A series of initiatives are being implemented to strengthen institutional accountability, transparency and integrity of the Parliament. Moreover, UNDP Moldova has been utilizing international expertise to support efficient, responsive, transparent and accountable institutions in Moldova that have required recourse and expertise in the field of anti-corruption.

With that in mind, Project “Strengthening Parliamentary Governance in Moldova”, will concentrate on streamlining the Parliament of Moldova anti-corruption efforts and on strengthening MPs’ and parliament staff’s capacities to actively engage in anti-corruption efforts.

In this context, UNDP SPGM project is seeking to hire a consultant to assist the Parliament of Moldova in enhancing its anti-corruption efforts.

### 2. SCOPE OF WORK AND EXPECTED OUTPUTS

The expected output for the consultant’s assignment is to assist the Parliament of Moldova, its MPs and staff, in the implementation of anti-corruption efforts through different platforms – GOPAC Moldova chapter and Parliament’s Anti-corruption Action Plan. The consultant, in collaboration with the Parliament counterparts, will assist in creation of necessary mechanisms for monitoring the implementation of the Parliament’s Anti-corruption Action Plan. Members of the GOPAC Moldova will be supported to engage actively in anti-corruption issues. Moreover, the consultant will strengthen Parliament’s capacities to prevent corruption, with targeted

improvements in the law-making work, executive oversight and budgetary control. Building on the achievements from 2015 and 2016, the consultant will assist the Parliament of Moldova in finalising the draft law on MPs Code of Conduct and Ethics based on best international practices and experience of national Parliaments in Europe.

In order to achieve the stated scope of work, the Consultant shall perform the following tasks and activities:

1. Further support to finalisation of the draft law on MPs Code of Conduct and Ethics:
  - Prepare and facilitate a workshop in Chisinau on the finalisation of the draft law on MPs Code of Conduct and Ethics. In this context the consultant will have discussions and consultations with the Office of the Speaker, the Legal Committee and ODIHR, and will organise the workshop with the participation of ODIHR, the Legal Committee and Parliament leadership
  - Provide analytical support in the context of the participation of Moldovan MPs in a PACE-ODIHR international conference to discuss best practices in setting ethics standards and conduct guidelines for MPs.
2. Support the implementation of the Parliament's Anti-Corruption Action Plan (ACAP):
  - Develop analysis and monitoring tools (templates, principles-document, monitoring check-list) to prepare and evaluate relevant Committees oversight on the implementation of integrity plans, sectorial Code of conducts and risk assessments as outlined in ACAP
  - Advise on Parliament's role in the institutional coordination mechanisms for effective implementation of anti-corruption policies by developing a Concept Note and conducting consultations with other international policy advisors on anti-corruption
  - Develop a Concept Note and a methodological proposal for a more systematic review by Committees of the implementation of key pieces of legislation related to ACAP; presentation at a workshop with Committees
  - Assist the relevant Parliamentary Committee (MPs a staff) in organizing a public hearing assessing the progress in the implementation of the Parliament's Anti-corruption Action Plan with the participation of relevant state institutions and civil society organizations
  - Advise the relevant Parliamentary Committee about progress report to the Permanent Bureau on the implementation of the ACAP. Provide advice on how to mainstream Parliament's Anti-corruption Action Plan into Parliament's and Parliamentary Committee's strategic and planning documents
3. Support the start of GOPAC Moldova:
  - Advise on selecting priorities for the first year of GOPAC Moldova and assist in drafting of the action plan
  - Provide coaching to the Executive Committee of GOPAC Moldova
  - Develop a concept for GOPAC Moldova and interested MPs on public outreach on anti-corruption issues
  - Liaise with other regional GOPAC chapters and advise on preparation and follow-up to participation in the regional GOPAC meeting in autumn 2016
  - Organize a training session for the MPs from GOPAC Moldova and relevant Committees and parliament staff on audit reports and corruption and on corruption proofing of legislation
  - Draft of the communication and outreach plan of GOPAC Moldova.

The consultant will have to undertake six Missions (with at least 5 days each) to Moldova tentatively in the period from October 2016 to July 2017:

- Second half of October 2016
- Second half of November 2016
- Second half of January 2017
- First half of March 2017
- First half of May 2017
- Second half of June 2017

### 3. KEY DELIVERABLES AND TENTATIVE TIMETABLE

	Key deliverables:	Tentative timeframe/deadline
1.	Workshop in Chisinau on finalisation of the draft law on MPs Code of Conduct and Ethics conducted	January, 2017
2.	Analytical support in the context of the participation of Moldovan MPs participation in PACE-ODIHR international conference in Strasbourg / Warsaw to discuss best practices in setting ethics and conduct guidelines provided	November, 2016

3.	Analysis and monitoring tools (templates, principles-document, monitoring check-list) for Parliament's Anti-corruption Action Plan drafted	October, 2016
4.	Concept Note drafted and consulted with other international policy advisors on anti-corruption on Parliament's role in the institutional coordination mechanisms for effective implementation of anti-corruption policies	November, 2016
5.	Concept Note and methodological proposal for a more systematic review by Committees of the implementation of key pieces of legislation drafted and presented at a workshop with Committees	November, 2016
6.	Public hearing on assessing the progress in implementation of the Parliament's Anti-corruption Action Plan supported	March, 2017
7.	Proposal on how to mainstream Parliament's Anti-corruption Action Plan into Parliament's and Parliamentary Committee's strategic and planning documents drafted	March, 2017
8.	Proposal on working priorities for the first year of GOPAC Moldova and preparation of the action plan drafted and endorsed by the chapter members. Communication and outreach plan of GOPAC Moldova drafted and endorsed	October, 2016
9.	Minutes from the coaching to the Executive Committee of GOPAC Moldova	October 2016 – June 2017
10.	Concept for GOPAC Moldova and other interested MPs on public outreach on anti-corruption issues.	January, 2017
11.	Liaison with other regional GOPAC chapters and advise on preparation and follow-up to participation in the regional GOPAC meeting in autumn 2016	November, 2016
12.	Training sessions for the MPs from GOPAC Moldova and relevant Committees and parliament staff on audit reports and corruption and corruption and corruption proofing of legislation	May, 2017

#### 4. INSTITUTIONAL ARRANGEMENTS

The consultant will work under the direct supervision of the UNDP Parliament 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 Parliament Specialist of UNDP SPGM project. The Parliament will provide consultant with working space, access to Internet, a printer and a telephone line.

##### *Timeframe*

The timeframe for this assignment is planned tentatively through October 2016 – July 2017. The Consultancy should involve about 50 days of work. The exact schedule of missions in Moldova, as well the dates of trainings shall be coordinated in advance.

##### *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. FINANCIAL ARRANGEMENTS

The payment of the Consultant will be made following the certification by UNDP that the services related to the Deliverables, as described in the Terms of Reference, have been satisfactorily performed and the Deliverables have been achieved by or before the specified due dates.

#### 6. 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:

- At least 7 years of relevant professional experience in the field of governance and anti-corruption;
- At least 5 years of established experience in designing and implementing anti-corruption assessments;
- At least 3 years of proven experience in organizing, facilitating and conducting seminars, trainings and workshops with state institutions/agencies/organizations, on anti-corruption issue;
- Previous experience in conducting anticorruption assessments in Parliaments is a strong asset;

- In-depth knowledge and understanding of the United Nations Convention against Corruption and the GOPAC anticorruption assessment tool for parliamentarians;
- Experience of advisory work on parliamentary development or practical experience as Member of Parliament or parliamentary staffer is a strong advantage;
- Proven experience in engaging diverse stakeholders in anti-corruption efforts, including knowledge of informal and emerging actors as well as knowledge of cross-cutting governance and anti-corruption issues;
- Experience in comparative analysis, research, assessment on the implementation of the international legislation and policies.

III. Competencies:

- Strong analytical and drafting skills;
- Excellent writing and oral communication;
- Leadership skills and ability to work with teams;
- Knowledge of UN system and UNDP will be considered a strong asset;
- Fluency in English. Knowledge of Romanian and Russian will be an asset.

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.

**7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:**

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

1. Methodological Proposal that should contain:
  - i. A brief methodology on how they will approach and conduct the assignment.
  - ii. Explain why they are the most suitable for the work including past experience in similar assignments and the relation to the above required qualifications.
2. Financial proposal (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.