



Terms of Reference

Job title:	International Consultant to develop parliamentary civic education programme
Duty Station:	Republic of Moldova, Chisinau
Reference to the project:	UNDP "Strengthening Parliamentary Governance in Moldova"
(SPGM) Contract type:	Individual Contract (IC)
Contract duration:	September – November 2018
Starting date:	September 2018

Assignment content

I. 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 law-making, oversight and representation during the on-going process of domestic reform spurred by closer relations with the EU. The project also assists in making the Parliament's legislative activity more open, transparent and participatory through establishing tools and mechanisms for the engagement of civil society, professional associations and the public. Project interventions will offer and encourage equal opportunity for male and female participation.

In its efforts towards becoming a transparent institution, actively involved in the direct dialogue with citizens and civil society, the Parliament of the Republic of Moldova (PRM) has undertaken numerous steps to strengthen its outreach and educational role. Starting with 2013, the parliament launched multiple informational and educational activities to provide citizens a better insight of the law-making and decision-making processes, thus encouraging participatory democracy.¹

Building on the Parliament's Communications Strategy and Action Plan,² as well as the Concept on Civic Education titled "My Parliament", the legislature aims to further enhance its public engagement and education roles in line with the best international parliamentary practices.³ In this context, the parliament intends to create a consolidated vision on approaches and innovative

¹ According to the statistical data collected by the Directorate-General for Communication and Public Relations in 2017, over 3800 citizens visited the institution, during January 2017 - March 2018, over 25,000 participants participated in training activities organized in country wide with educational institutions.

² <http://www.parlament.md/LinkClick.aspx?fileticket=pxNYncFWIRQ%3d&tabid=212&language=ro-RO>

³ https://assets.ctfassets.net/u1rlvvbs33ri/2XFHtMqBvOMMMYU062mUOa/e137d3c623d778cb27edd252f605875e/Publication__Parliaments-and-Public-Engagement-2012.pdf

tools to engage citizens in the work of the legislature.

Therefore, UNDP is looking to hire a consultant to support the parliament in developing a 4-year civic education programme.

II. Scope of work and expected output

The expected output for the consultant's assignment is to support the PRM in designing a comprehensive framework describing the mission, vision, objectives and activities for enhancing parliament's role in the provision of civic education on the work and role of parliament in line with the best international practices. The consultant is expected to identify a range of activities that can be carried out by the parliament's existing team of communication and media experts in cooperation with other stakeholders. In order to achieve the stated objective, the Consultant will have the following responsibilities:

1. Prepare an inception report containing the methodology, detailed work plan, final schedule for the assignment;
2. Undertake a comprehensive desk review of the relevant national legal framework, policies and strategies on provision of civic education. Identify and document international best practices for the implementation of civic education programmes;
3. Provide a mapping of ongoing civic education programmes in the country by identifying the major stakeholders in the process of design, accreditation and delivery of civic education programmes and potential synergies. Review existing initiatives and methodologies employed by various stakeholders in civic education at national level, in order to identify the success factors, challenges, risks and opportunities;
4. Organize a roundtable on parliamentary civic education with participation of staff from two other European parliaments;
5. Based on the findings of the desk review, mapping and the round table proceedings, develop a report outlining the key conclusions and recommendations for the Parliament of Moldova in developing a civic education programme;
6. Draft parliament's civic education programme describing the mission, vision, objectives and activities that could be carried by the PRM in the context of an enhanced education and outreach role. The programme should be accompanied by an activity plan that should include the following:
 - List of activities, services and campaigns that could be carried out by the Parliament of Moldova as well as of key stakeholders to be engaged at different stages of implementation;
 - Brief outline of the possible activities, services and campaigns, containing a description of the scope, expected outputs and outcomes, interventions, target groups and a list of necessary resources for implementation;
7. Provide support to the parliament in organizing the presentation of the civic education programme and activity plan for feedback and finalization.
8. Undertake two missions to Chisinau, according to the tentative schedule:
 - First half of October 2018 for data collection
 - Second half of November 2018 for presentation of the civic education programme strategy and activity plan

III. Deliverables and tentative timeframe

Nr.	Deliverables	Tentative timeframe/deadline
1.	Inception report containing the detailed work plan developed	By 26 September 2018
2.	Mapping of ongoing civic education programmes and key stakeholders in the process of design, accreditation and delivery of civic education in Moldova developed, and initiatives and methodologies employed by various stakeholders in civic education at national level reviewed	By 17 October 2018
3.	Roundtable on parliamentary civic education with participation of staff from two other European parliaments organised and facilitated	
4.	Draft report containing the findings and recommendations following the mapping and review developed and submitted for review	By 24 October 2018
5.	Draft parliament's civic education programme and activity plan describing the mission, vision, objectives and activities for the PRM developed and submitted for approval	By 14 November 2018
6.	Organize a presentation of the civic education programme and activity plan for feedback and finalization	By 30 November 2018
7.	Final report and civic education programme strategy and activity plan submitted to the beneficiary for approval	By 14 December 2018

IV. Institutional Arrangements

The timeframe for the work is tentatively planned through September - December 2018, including two envisaged missions to Moldova.

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

The consultant will work closely with the parliament's General Communication and Public Relations Department.

All deliverables must be submitted in English in electronic copy for feedback and approval by UNDP and the Parliament of Moldova.

V. Financial arrangements

Payment will be disbursed in two installments upon submission and approval of deliverables and certification by the Project Manager that the services have been satisfactorily performed.

Travel

All envisaged travel costs must be included in the financial proposal. These includes all travel to join duty station/repatriation travel. UNDP does not accept travel costs exceeding those of an economy class ticket. Should the contractor wish to travel on a higher class, he/she should do so

using their own resources.

In the case of unforeseen travel (outside of Chisinau/more missions), payment of travel costs including tickets, accommodation and terminal expenses should be agreed prior to travel for reimbursement by UNDP.

Performance evaluation

The contractor's performance will be evaluated against the following criteria: timeliness, professionalism, proactiveness, communication, accuracy, and quality of the products delivered.

VI. Qualifications and skills required

I. Academic Qualifications:

- Master's degree in communications, public administration, strategic management, or any other relevant social sciences;

II. Years of experience:

- At least 5 years of practical experience in designing and/or implementing public outreach and education concepts and training curricula on participatory democratic processes;
- Proven experience (at least 3 previous projects) in conceptualizing and developing civic education, public outreach concepts for national legislatures or international organizations working in democratic governance
- Experience in working with UN agencies is an asset

III. Competencies:

- Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with stakeholders at all levels and to present ideas clearly and effectively;
- Excellent research and analytical skills;
- Time and project management skills;
- Fluency in English. Knowledge of Romanian and/or Russian is an asset.
- Proven commitment to the core values of the United Nations 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.