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TERMS OF REFERENCE

National legal consultant for development of parliamentary regulations

Job title:	National legal consultant for development of parliamentary regulations
Duty station:	Chisinau, Moldova
Reference to the project:	Strengthening Parliamentary Governance in Moldova Project
Contract type:	Individual Contract (IC)
Duration of assignment:	September 2018 – January 2019 (up to 45 working days)

Job content

I. Background

The UNDP “Strengthening Parliamentary Governance in Moldova” (SPGM) Project works with the Parliament of the Republic of Moldova (PRM) to strengthen its law-making, oversight and representation functions with a specific focus on EU integration and the Sustainable Development Goals (SDGs). The project directly assists standing committees and the secretariat of parliament in the implementation of their mandate. Project interventions include training, technical assistance, easy-to-read publications, exchanges and opportunities for learning from other parliaments, as well as the provision of specialized technical equipment. Through this support, parliament is improving its capacity to strengthen the legal framework and successfully engage in oversight through multi-stakeholder action involving civil society, professional associations and the public. Activities will offer and encourage equal opportunity for male and female participation and gender is mainstreamed throughout the project.

In line with the Strategic Development Plan for 2017 – 2019, the Parliament’s Secretariat has set the preparations for the new legislature’s mandate as one of its specific objectives. As the end of the parliamentary cycle is approaching, the parliament is starting preparations for the next convocation with elections expected to take place at the end of 2018/beginning 2019.

By the decision of the Secretary General, a working group was created for the design and implementation of the orientation and induction programme for the newly elected MPs. Subsequently, a workplan was developed by the working group and subsequently approved by the Secretary-General in May 2018.

In line with the priority areas set in the parliament’s work plan, the SPGM project will support the working group with the elaboration of the regulatory framework necessary for establishing the working bodies of the legislature.

In this regard, UNDP is seeking to hire a national consultant to support the working group with the development of parliamentary regulations concerning the preparation and organisation of the constituent meeting and other parliamentary bodies of the legislature.

II. Scope of work and expected outputs

The expected output for the national consultant's assignment is to support the secretariat's working group, represented by the General Legal Department for this assignment with the preparation of four regulations regarding the election of the Speaker of Parliament, the functioning of parliamentary groups, standing committees and the permanent bureau to ensure the appropriate anti-corruption safeguards are imbedded in those regulations.

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

1. Prepare a detailed work plan for the assignment;
2. Undertake a comprehensive desk review of the relevant national legal framework, as well as internal rules, regulations and guidelines within the parliament;
3. Review similar regulatory frameworks in other national parliaments and identify the applicable provisions to be applied in the documents listed below;
4. Develop in close cooperation with the General Legal Department of the Secretariat of Parliament the following draft regulations:
 - 4.1 Regulation on functioning of the committee for the election of the Speaker and related documents:
 - 4.1.1 Template decisions of the committee for the election of the Speaker;
 - 4.1.2 Template of the voting ballot;
 - 4.1.3 Instructions on registration of candidates;
 - 4.1.4 Template of the minutes on aggregation of the results of the elections;
 - 4.1.5 Scenario of the special committee sitting;
 - 4.2 Regulation on functioning of the parliamentary factions and groups;
 - 4.3 Regulation on functioning of the Standing Committees;
 - 4.4 Regulation of the Permanent Bureau.

III. Deliverables and Timeframe

No.	Deliverables	Tentative timeframe/deadline
1.	Detailed work plan for the assignment developed	By 28 September 2018
2.	Draft regulation on the functioning of the committee for the election of the Speaker and related documents developed and submitted for review to the General Legal Department of the Secretariat of Parliament	By 16 November 2018
3.	Draft regulation on the functioning of the parliamentary factions and groups developed and submitted for review to the General Legal Department of the Secretariat of Parliament	
4.	Draft regulation on the functioning of the Standing Committees developed and submitted for review to the General Legal Department of the Secretariat of Parliament	By 30 November 2018
5.	Draft regulation on the functioning of the Permanent Bureau developed and submitted for review to the General Legal Department of the Secretariat of Parliament	
6.	Amendments of developed drafts carried out based on the comments and feedback received from the General Legal Department. Final regulations submitted to the working group for approval.	By 21 January 2019

IV. Institutional arrangements

The consultant will work under the direct supervision of the UNDP Technical Specialist for substantive aspects of the assignment, and under the guidance of the Senior Project Officer – for administrative aspects. The consultant will work closely with the Legal Department of Secretariat of Parliament.

The consultant will report to the representative appointed by parliament and the UNDP Technical Specialist. The Parliament will provide consultant with working space, access to internet, a printer and a telephone line.

Timeframe

The timeframe for the work of national legal consultant is tentatively planned through September 2018 – January 2019.

Language

All communications and documentation related to the assignment will be in Romanian. 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.

Financial arrangements: Payment will be disbursed in one instalments upon submission and approval of deliverables and certification by the Project Manager following the receipt of the written note from the Legal Department of Secretariat of Parliament that the services have been satisfactorily performed.

V. Qualifications and skills required:

I. Academic Qualifications:

- Master's degree in Law, Public Administration or another relevant field.

II. Experience and Knowledge:

- At least 5 years of relevant professional experience in the field of legislation development and implementation;
- In-depth knowledge of the national legislation regulating the functioning of parliament;
- Experience in comparative legal analysis, research and assessment on law related matters;
- Previous working experience in central public administration institutions or/and parliament would be an asset.

III. Abilities:

- Strong analytical and writing skills;
- Ability to analyse, plan, communicate effectively orally and in writing, draft reports, organize and meet expected results, adapt to different environments (cultural, economic, political and social).
- Fluency in Romanian and a good working knowledge of English.

IV. Skills:

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

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 candidate for the work including an overview of past experience in similar assignments;
 - ii. Providing 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 (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.