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TERMS OF REFERENCE

Job title:	National consultant to develop a publication on international organizations concerning security sector
Duty station:	Chisinau, Moldova
Reference to the project:	"Improving the quality of Moldovan democracy through parliamentary and electoral support"
Contract type:	Individual Contract (IC)
Expected workload:	20 days
Starting date:	March, 2013

Job content

I. Background

The "Improving the quality of Moldovan democracy through parliamentary and electoral support" UNDP Programme aims to improve the legislative, oversight and representation functions of the Parliament, provide a solid basis for the improvement of the electoral process and supporting, when necessary, an inclusive process of constitutional reform. The Programme is also assisting the Parliament to increase the participation of civil society and citizens in policy making and oversight processes.

Within the Parliament of the Republic of Moldova a special standing committee, primarily responsible for developing of security related legislation and policies, is overseeing how laws and regulations in the security area are implemented by the government. Currently the Republic of Moldova is in the process of establishing strategic partnerships with EU and neighborhood countries, and to consolidate its relationship with international organizations from the field, aiming at maintaining peace, security and stability. In order to fulfill their oversight duties MPs have to be well informed about the role of different international organizations like UN, OSCE, NATO authorized to decide on the mechanisms of preventing regional or domestic conflicts.

At the beginning of their mandate many committee members do not have specific background or experience in the security field, they lack fundamental knowledge on parliament's oversight role and instruments on the security sector. Therefore, it is important to develop a booklet which would include information concerning the mandate, mission and responsibility of different international organizations focused on security, defense issues. The booklet will be part of the "getting started" package for all the MPs, in particular for those from the Committee on National Security, Defense and Public Order.

II. Scope of work and expected outputs

The expected output for the national consultant's assignment is to develop a booklet which would include a short presentation of the mandate, mission and responsibilities of different international organizations focused on security and defense issues. The booklet will serve as a toolkit for MPs making the parliamentary oversight more efficient.

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

- Undertake a comprehensive desk review of the international legal framework, relevant studies, researches, reports, related to international organizations role in security sector;
- Analyze similar informative materials developed by different national European Parliaments, look for suitable models developed by international organizations;
- Develop a list of international organizations focused on security issues and related to the parliamentary committee work. The list will be approved by the committee and will be used for the development of booklet;
- Undertake and facilitate interviews with parliamentary staff working for the Committee on national security, public order and defence;
- Collecting relevant materials from different departments and services;
- Editing the entire booklet into a uniform, easy readable style;
- Providing advice on the layout and format of the brochure;
- Coordinating with the Parliamentary Committee on National Security, Defense and Public Order during the process of drafting of booklet content.

III. Deliverables and Timeframe

Booklet on international organizations concerning security sector developed in Romanian language* – **by 29 March 2013**

All the deliverables have to be coordinated and agreed by parliament's leadership and provided in Romanian, hard and electronic copies.

Management Arrangements: The national consultant will work under the guidance of UNDP's counterpart at the Parliament of Moldova and in close cooperation with the Chief Technical Advisor – for substantive aspects of the assignment, and under the direct supervision of the Project Manager – for administrative aspects. The national consultant will report to the Parliament appointed representative and the Project Manager.

The consultant will work closely with the Parliament' staff and parliamentary Committee on national security, defense and public order, and, upon the need, will be located in the premises of the Parliament.

Financial arrangements: All candidates will be required to submit an aggregated financial offer ("lump sum financial offer" is the total sum of all financial claims of the candidate for accomplishment of the task). Payment will be disbursed in one installment upon submission and

approval of deliverables and certification by the Project Manager that the services have been satisfactorily performed.

IV. Qualifications and skills required:

Qualifications:

- University / Master degree in Law, Mass Communications or Political Science;
- At least 3 years of relevant experience in outreach and/or advocacy;

Experience:

- In-depth knowledge and understanding of the security sector in general and in Moldova specifically;
- Experience in developing different communication materials, handbooks, brochures;
- Experience in working with parliament institutions, international organizations (successful experience in working with UN agencies is an asset);
- Knowledge of the parliament or government institutions;

Abilities:

- Strong analytical and drafting skills;
- Ability to analyze, plan, communicate effectively orally and in writing, draft report, organize and meet expected results, adapt to different environments (cultural, economic, political and social).
- Ability to apply communications tools and techniques, including the ability to analyze and use research data;
- Availability to work with UNDP and Parliament during the indicated /approved period;
- Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
- Fluency in Romanian and English.

Skills:

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