



TERMS OF REFERENCE

Job title:	National consultant to support the Parliament of Moldova in drafting Rules of Procedure
Duty station:	Chisinau, Moldova
Reference to the project:	"Support to Parliamentary Development in Moldova"
Contract type:	Individual Contract (IC)
Expected workload:	45 days
Starting date:	August, 2012

Job content

I. Background

The "Support to Parliamentary Development in Moldova" Project 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.

The Parliamentary Rules of Procedure are an important tool that organizes the work of Parliament. These are Parliament's internal organizational and operational rules. Due to the dynamics of institutional change and institutional practices, policies, the current parliamentary rules of procedure needs to be updated, in order to clearly define duties and competences of parliament's structures and actors, aiming at creating an effective and efficient functioning of the Parliament. Thorough consideration of Parliamentary procedures to a large extent determines the quality of its performance as well as the high level of decisions made and laws adopted.

The current rules of procedure of Parliament of Moldova are ambiguous, outdated and do not reflect the reality anymore. That is why, on 23 May 2012 the Parliament of Moldova Standing Bureau has approved the decision to start the process of developing new rules of procedure, taking into consideration the best practices and recommendations in the field. In this context, the UNDP Parliament Project is seeking to hire a national consultant who will support the international consultant in drafting new rules of procedure, based on democratic standards and transparency of legislative process.

II. Scope of work and expected outputs

The expected output for the national consultant's assignment is to support the international consultant to review the existing parliamentary rules and procedures and develop a new version of Parliament of Moldova Rules of Procedure, taking into consideration the best practices and recommendations in the field.

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

- Undertake a comprehensive desk review of the relevant national legal framework, relevant studies, researches, reports, EU/international best practices regarding parliament's activity;
- Analyze similar regulations, experiences of other national European Parliaments, look for recommendations developed by international organizations/experts;
- Analyze all the legislative initiatives requesting the amendment of parliamentary rules of procedures, registered in Parliament (from particular MPs and from different parliamentary committees);
- Prepare a detailed work plan to be applied for respective assignment;
- Undertake and facilitate interviews with the key stakeholders, Members of the Parliament and with parliamentary staff;

- Review and analyze the existing parliamentary rules and procedures and develop a Report containing findings and specific recommendations;
- Support the international consultant in developing a new version of Parliament of Moldova Rules of Procedure (the legal text), taking into consideration the best practices and recommendations in the field;
- Actively participate in the discussion of the delivered results (developed documents) with Parliament and advocate for them;
- Coordinating with the Legal Committee and the Parliamentary Working Group of MPs and parliamentary staff, which has been established to oversee the process of development of Rules of procedure;
- Organize a Roundtable discussion with MPs, parliamentary staff.

III. Deliverables and Timeframe

Nr.	Deliverables	Tentative timeframe/deadline
1.	A detailed Work Plan developed	By 27 August, 2012
2.	A Report on current parliamentary rules of procedure developed	By 28 September, 2012
	First draft of the new version of Parliament of Moldova Rules of Procedure developed	By 5 October, 2012
3.	A round table discussion on the draft of Parliament of Moldova Rules of Procedure organized	By 30 October, 2012
4.	Analyze comments and suggestions regarding the draft of Parliament of Moldova Rules of Procedure. Complete and present the final draft of Rules of procedure* .	By 2 November, 2012

*An Explanatory Note justifying the need for development and implementation of new Rules of procedure and the advantages of the new regulation in relation to the old one will be attached.

All the deliverables have to be coordinated and agreed by the Legal Committee and Parliamentary Working Group established to oversee the process of development of Rules of procedure and provided in English, hard and electronic copies.

The timeframe for the work of national consultant is tentatively planned through August – November 2012.

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 International Consultant (overall responsible for developing new Rules of Procedure) and 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, upon the need, will be located in the premises of the Parliament.

Financial arrangements: Each candidate will be required to submit an aggregated financial offer ("aggregated financial offer" is the total sum of all financial claims of the candidate for accomplishment of the task). 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.

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IV.

V. Qualifications and skills required:

Qualifications:

- University / Master degree in Law, Public Administration or related field;
- At least 5 years of relevant professional experience related to parliamentary development;
- At least 3 years of experience in legislative drafting;

Experience:

- Proven technical experience in parliamentary processes, including experience in the field of lawmaking processes, legal analysis and research and functions of the parliament;
- Experience in working with government institutions, international organizations (successful experience in working with UN agencies is an asset);

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);
- 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 English and Romanian. Knowledge of Russian will be an asset.

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: explaining why they are the most suitable for the work;
2. Financial proposal;
3. Personal CV including past experience in similar projects and at least 3 references.