



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

TERMS OF REFERENCE

EOI Reference 258-19/25

Engagement of Experts under Framework Contracts – Support to implementation of INTER PARES | Parliaments in Partnership: *EU Global Project to Strengthen the Capacity of Parliaments*

1. General Information

The International Institute for Democracy and Electoral Assistance (International IDEA) is an intergovernmental organization established in 1995, which aims to support sustainable democracy worldwide and assist in the development of institutions and the culture of democracy. It has 32 Member States which are all democracies and provide both political and financial support to the work of the Institute. At the interface between research, fieldwork and the donor community, International IDEA provides a forum for dialogue, builds networks of experts, develops knowledge products and provides strategic advice at the international, regional and national level, cooperating with a range of organizations.

The European Commission's **Directorate-General for International Cooperation and Development (DG DEVCO)** and International IDEA have entered into an agreement to implement the *INTER PARES Parliaments in Partnership, EU Global Project to Strengthen the Capacity of Parliaments* (INTER PARES). INTER PARES aims to strengthen representative and inclusive democracy through support for the effective functioning of parliaments in partner countries, by enhancing their legislative, oversight, representative, budgetary and administrative functions. It focuses both on elected Members of Parliament (MPs), particularly in their capacity as members of parliamentary committees and on the staff of parliaments' secretariats. INTER PARES will be implemented through the following three main components:

- i) Peer-to-peer parliamentary strengthening activities between selected parliaments from partner countries and parliaments from European Union Member States (EUMSPs);
- ii) Promotion of sustainable inter-parliamentary cooperation and parliamentary support approaches, with a focus on selected thematic issues; and
- iii) Production of comparative research and knowledge and of practical and innovative tools on parliamentary matters and support approaches.

The project is being managed by a core staff team of five based in the International IDEA office in Brussels, Belgium. The staff is comprised of programme, technical and operational support experts. In addition, the Institute regularly engages external experts to

supplement/complement its staff in carrying out specific programme activities. The Institute now wishes to engage a number of qualified experts under framework contract agreements to assist in the implementation of the above project. It is envisaged that such contracts would initially be for a duration of one year with the possibility of extending for further periods up to December 31, 2021.

2. Scope of Work

The Experts will be required to provide a range of key services in relation to one or more of the main thematic work areas of the INTER PARES project. The types of assignments and the selection requirements are outlined below. Note these are broad indicative areas and will be specified according to requirements at the time of contracting.

Potential experts may submit their interest for more than one of the theme areas, but it is important that they identify the relevance of their skills and experience distinctly for each of the areas of work in which they wish to be considered.

A. Support to INTER PARES partnerships

INTER PARES will organize between 15 and 25 partnerships between EUMSPs and partner parliaments around the world until project end date of December 31 2021.

INTER PARES staff will play a coordinating role in partnerships. Consultancy support may be requested as part of the framework consultancy to enable effective roll-out of a partnership. A workplan is developed collaboratively for each partnership, typically involving 2 – 3 EUMSPs and one partner parliament.

The support to partnerships under this contract will involve the implementation of some or all of a partnership's activities supporting the partner parliament, under the direction of the Head of Programme or designate.

Typical Assignments:

- Support to INTER PARES staff in co-ordination of partnerships according to the project fiche and workplan agreed between the partner parliament and EU Member State parliaments
- Development and refinement of workplan and action plan according to country needs and partnership status
- Liaison with partnership partners including EU Member State and partner parliaments
- Liaison with national consultants on the ground in partnership implementation;
- Identification and mobilisation of technical support as needed within and beyond EU Member State Parliaments
- Provision of advice and feedback on partnership direction and potential refinement;
- Implementation of partnership monitoring and evaluation plans;
- Gather lessons learned and best practices in partnership implementation to feed into knowledge products and future partnership development.

Essential Requirements:

- At least Master's Degree in social sciences, management, law, or related field;
- Minimum of eight (6) years of relevant experience in parliamentary development including in emerging democracy environments;
- Demonstrated experience in providing technical assistance in parliamentary development projects;
- Demonstrated international networks in parliamentary development;
- Demonstrated experience and competence in conceptualization, formulation and management of project activities.
- Excellent written and oral command of the English language essential, and languages of partnership countries highly desirable;

Evaluation Criteria:

- Demonstrated level of professional experience in providing relevant technical assistance
- Experience of working in International Organizations
- Flexibility in terms of availability
- Fee rate

B. Support to INTER PARES knowledge development

In conjunction with its peer-to-peer partnerships, the INTER PARES project is committed to development of products to enhance knowledge in the area of parliamentary development, both to underpin the work of INTER PARES and in order to strengthen understanding and effectiveness in the field of parliamentary development, in line with the democratic development objectives of International IDEA. Specific assignments will be defined at the time of contracting

Typical Assignments:

Areas in which parliamentary development knowledge products may be developed with support of consultants through this framework contract include but are not restricted to:

- provision of technical and strategic advice in the development and implementation of the INTER PARES project knowledge outputs;
- assuming the role of lead or expert contributor to INTER PARES knowledge resources;
- review of drafts and provision of feedback on various outputs/knowledge products produced by the INTER PARES project;
- carrying out research and analysis (as required);
- plan, facilitate and participate in INTER PARES knowledge development events;

Thematic areas may include but are not limited to

- Development of curricula for parliamentary knowledge training for partner parliaments;
- Gender equality and women's empowerment;
- Effective parliamentary engagement with youth;
- Citizen and civil society engagement in parliamentary work;
- Parliamentary leadership in environmental protection and combatting climate change;
- Integrating technology into parliamentary processes;
- Parliaments, human rights, and integration of disadvantaged groups into policy making;
- South-South and triangular approaches to parliamentary development;
- Documenting best practices in parliamentary development;
- Enhancing parliaments' role in representative democracy;
- Integrating parliamentary strengthening into a full electoral cycle approach
- Measuring parliamentary effectiveness.

Essential Requirements:

- Advanced university degree in political science, law, international relations, public administration or other related discipline;
- Minimum of six years of relevant experience in working in the area of parliamentary development internationally;
- Demonstrated networks in the field of parliamentary development;
- Demonstrated experience in development of publications and strategic documents;
- Demonstrated capacity to conduct state-of-art research;
- Excellent written and oral command of the English language;
- Demonstrated experience and competence in conceptualization, formulation and management of project activities.

Evaluation Criteria:

- Demonstrated level of qualifications and professional experience
- Experience of working with International Organizations
- Flexibility in terms of availability
- Language skills
- Fee rate

C. Development of INTER PARES e-learning curricula

In conjunction with its partnership programme, INTER PARES is developing a set of e-learning modules to form part of a curriculum designed to underpin the peer-to-peer activities in partner countries. An e-learning strategy has been developed in draft version and is provided as an annex to this terms of reference.

The curricula will be developed in close consultation with EU Member State Parliaments and partner parliaments, as well as other parliamentary development organizations, and will take into account and where possible and agreed, adapt existing learning materials for use.

Typical Assignments:

Subject to validation, the following e-learning modules will be developed:

1. Law-making: legislative drafting, including gender-responsive law-making, harmonisation and codification of laws, policy analysis, legal research, inter-party relations (to focus on staff non-partisanship and professionalism in supporting committees, members and overall institutional management);
2. Oversight: research; parliament-executive relations, staff roles in parliamentary hearings, policy and legislative scrutiny, etc.;
3. Representation: constituency outreach and relations, citizen engagement with parliamentary procedures, youth parliaments, methods of consultation, women's substantive and descriptive representation, minority representation, etc.
4. Budgetary roles: budget analysis and drafting, gender budgeting, budget execution oversight, etc.
5. Environmental Protection and Climate Change.
6. Parliaments and youth (International IDEA will explore innovative ways to engage with youth. A separate learning trajectory will be developed and piloted for and with young people.)

Essential Requirements:

- Advanced university degree in political science, law, international relations, public administration or other related discipline;
- Experience in development of educational materials in the fields of democracy, human rights, and related spheres;
- Experience in development of parliamentary training materials a distinct advantage;
- Minimum of five (5) years of relevant experience working with parliaments, political parties, democracy and policy-oriented civil society organizations.
- Excellent written and oral command of the English language at minimum;
- Demonstrated experience and competence in conceptualization, formulation and management of project activities.
- Availability to travel.

Evaluation Criteria:

- Demonstrated level of qualifications and professional experience
- Experience of working in international settings; multicultural sensitivity.

- Experience working on issues of curriculum development and digital innovation in parliamentary and democratic development;
- Specific experience in women's and youth participation are considered assets.
- Flexibility in terms of availability
- Language skills in either Spanish, Arabic, French, or Russian an asset.
- Fee rate

3. Deliverables and Reporting

The Head of INTER PARES Programme will agree specific assignments with the Contractor which will be formalized in a Service Order. Deliverables and reporting will be specified in the Terms of Reference (TOR) for the specific assignment.

4. Management and Organization

Assignments will be managed by the Head of the INTER PARES Project or by his/her delegate.