



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE
TENDER REFERENCE NO. -258-20/21

ANNEX B - TERMS OF REFERENCE
CONSULTANCY SERVICES –MANAGER OF AGORA PORTAL

Background

International IDEA and the European Commission's Directorate-General for International Cooperation and Development (DG DEVCO), have entered into an agreement to implement a new EU-funded global project entitled "INTER PARES| Parliaments in Partnership - *EU Global Project to Strengthen the Capacity of Parliaments*". 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. One of the outputs of the INTER PARES Project is the development of e-learning tools on specific themes and publication of action-related knowledge products through the [AGORA Portal](#).

From its launch in 2010, the AGORA Portal for Parliamentary Development played a leading role in the parliamentary development community as a knowledge and learning hub for parliamentarians, parliamentary staff and development partners. While the Portal remains online, a lack of core funding has left it dormant since early 2018. A recent review of the Portal (commissioned by the European Commission and International IDEA) and consultations organized with various Portal Partners has shown that there is a great interest in revitalizing the AGORA Portal. A Board meeting with all partners was held in December 2019 to decide on the future and new management structure of AGORA. One outcome of the meeting was the decision to engage a consultant to coordinate the AGORA Portal. Consequently, International IDEA is sourcing a part-time portal manager to manage the AGORA Portal.

The AGORA Portal Manager will be responsible for AGORA's overall knowledge management. The tasks of the manager include management of the network and coordination for the Portal and its sub-portals. The key functions of the role can be outlined as follows:

Key Functions

Under the supervision of the INTER PARES Head of programme and/or his delegate, the AGORA portal manager will:



- Coordinate with the Website Manager on the design and development of a new Portal;
- Ensure the AGORA Portal and its sub-Portals are fully functional;
- Liaise with the Website Manager to ensure a secure, bug-free Portal for optimal user experience, and to develop new features and functionalities when requested;
- Ensure the Portal complies with data protection regulations (GDPR);
- Manage the transfer of relevant knowledge resources to the new website;
- Upload resources and e-learning upon request from partners;
- Organize biweekly consultations with partners to ensure the Portal meets partners expectations;
 - Report monthly to Board Members on the performance of the Portal (using detailed analytics to monitor and measure performance)
 - Organize bi-monthly Board Meetings and act as secretary to the Board including maintaining the necessary documentation (meeting agendas, minutes, etc.);
 - Support the Board in maintaining and enlarging AGORA's global network;
 - In principle, priority shall be given to parliamentary strengthening projects that decide to host their project websites within the AGORA platform

Expected Outputs:

- A fully functional newly designed AGORA Portal in English, with certain sections also in French, Spanish, Arabic, and Portuguese;
- Relevant knowledge resources are transferred from the current to the new Portal, in close consultation with AGORA Partners.
- New resources are uploaded regularly on the Portal, in close consultation with Partners upon request from AGORA partners;
- The sharing of detailed reports on the Portal's performance monthly with Board Members and Partners;
- Bi-monthly Board Meetings organized and relevant documentation maintained and archived.

Duration of Assignment and Duty Station

Start date is as soon as possible. The contract will be valid until 31 December 2020, with the possibility of an extension until 31 December 2021. This consultancy will be a part-time engagement, estimated at 2.5 days per week, and is home-based.

Qualifications and Experience

Level and type of formal education required:

- Advanced university degree in political science, law, international relations, public administration or other related disciplines;



Professional experience:

- A minimum of two years of experience in international development, working with International Organizations, Civil Society Organizations or Foundations;
- A minimum of two years of experience in knowledge management, preferably web portal management;
- Demonstrated experience in governance and parliamentary strengthening programmes;

Functional competencies:

- Ability to work independently in a multi-cultural and multi-task environment;
- Excellent communication and drafting skills together with good organisational and filing skills, great attention to detail;

Work relationships:

- Works closely with the INTER PARES Project Team in Brussels, the European Commission and with Westminster Foundation for Democracy (WFD) in London;
- Extensive exposure to the international and multicultural environment, including high-level external contacts.

Language skills:

- Excellent level of written and oral English required;
- Good working knowledge of French and Spanish;
- Knowledge of Arabic, Russian, and/or Portuguese considered an asset.

Computer skills:

- Advanced knowledge of computer applications/packages (operating systems, word processing, spreadsheet software, Power-Point, Dreamweaver, etc.)
- Advanced knowledge of website development (CMS: Drupal);
- Ability to design forms and use databases. Good knowledge of electronic calendar planning tools.

Independence of work:

- Self-starter with the ability to bring creative and innovative ideas and with a passion for results
- Under the guidance and supervision of the INTER PARES Head of Programme and/or his delegate, the incumbent should be able to work with a high degree of independence

Location: home-based

Submission and Evaluation Process as outlined in the Tender Notice