



Terms of Reference (TOR)

Company for the support to the implementation of an induction program and the design of a training program for MPs in Parliament of Moldova

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 2010 with the support of the previous UNDP Parliamentary Project, the first handbook for newly elected Members of Parliament (MPs) was developed. The aim of the publication was to offer new members the opportunity to familiarise themselves with their rights and the obligations as a parliamentarian, as well as to facilitate the first contact with the parliament and to learn about the organization and functioning of the legislature. The handbook was presented during the first ever 1-day induction training for newly elected MPs, which was carried out in February 2011.

During the following four years, the PRM reformed its organizational structure to improve the legislative process and services of the secretariat provided to MPs. Subsequently, the MP handbook was updated to reflect these changes, and in March 2015 the revised version was used for the induction of the 20th legislature. The secretariat also offered a 1-day training to MPs, of whom 68% were newly elected. However, the 40 MPs who have joined the parliament later filling the vacated after the appointment of the executive parliamentary seats, did not receive an induction.

A number of MPs that benefitted from the induction, indicated to the project that they would have welcomed a more comprehensive support as new MPs. Parliamentarians particularly wanted to better understand the responsibilities and main functions that they are expected to perform and to learn how to make the best use of the support services, which are available to assist them. They also mentioned that more follow-up sessions may

be required as the new MPs begin to understand their role and what support services can help them with.

In 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 dated 22 January 2018, a working group was created for the design and implementation of the orientation and induction programme for the newly elected MPs. Following the approval by the Speaker of the Parliament of the general concept for the induction, a workplan has been 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 Secretariat of Parliament and parliamentary factions with the design and implementation of an orientation and induction programme for incoming Members of Parliament, followed by various capacity development activities, including issue-based training programmes. These activities are expected to ensure a swift integration of the parliamentarians within the legislature and reinforce the democratisation process by helping to shape an increasingly effective parliamentary culture after the elections.

The orientation and induction programme is expected to:

- Contribute to an efficient transition process from the current to the new legislature
- Introduce MPs and parliamentary assistants on the functioning of parliament, parliamentary regulations and essential financial and administrative procedures
- Increase MPs' knowledge of the legal framework of their assigned committee(s) and relevant stakeholders
- Contribute to capacity-development of MPs and parliamentary assistants, as well as creating a stronger foundation for interparty dialogues and coalition-building
- Enhance the parliament secretariat's capacities in meeting relevant support requests from MPs during the transition, orientation and induction period

The orientation and induction program will be multi-faceted and will include the following aspects:

- Organisation of the swearing in ceremony and constituent meeting, including preparation of the regulatory framework necessary for creation of the working bodies of the legislature;
- General orientation program which introduces the parliament's rules and procedures, as well as its institutional functions (law-making, oversight and representation) and main working bodies (secretariat departments, parliamentary committees)
- Capacity-development program including trainings on media handling, communication, coalition-building and negotiation skills

In this regard, UNDP is seeking to hire the services of a specialized company (hereinafter Service Provider) to support the Secretariat of Parliament with the development of the

orientation and induction programme for the newly elected MPs and with the design of the components of the program.

Objectives and scope of work

The overall objective of the assignment is to support the work of the parliamentary working group and the UNDP team with the development of an orientation and induction programme for the newly elected MPs and the design of the components of the program.

The overall scope of the assignment includes the following main **components**:

1. Develop a comprehensive handbook for MPs addressing both the key functions of parliament and the role/work of an MP, as well as the administrative and operational aspects of parliamentarians' activity. The handbook will serve as one of key pillars of the orientation and induction program, setting the framework of a swift integration of the parliamentarians within the legislature.
2. Develop the concept and curriculum of the orientation program which introduces the parliament's rules of procedure, as well as its institutional functions (law-making, oversight and representation) and main bodies (secretariat departments, role of parliamentary committees, women's caucus)
3. Develop interactive and engaging presentations to be used by the secretariat staff during the orientation sessions based on the previously agreed curriculum
4. Develop infographics depicting the parliament's main procedures (law-making, oversight, budget review and adoption), as well as the administrative and operational aspects of parliamentary activity.
5. Design a capacity-development program for MPs and their staff engaged in provision of support throughout the mandate, including, for example, trainings on media handling, communication, coalition-building and negotiating skills.

To achieve these responsibilities, the service provider will carry out the following **tasks**:

1. Develop an inception report containing a workplan, detailed methodology and description of the tools for the assignment;
2. Design and coordinate with the parliamentary working group a survey of MPs, parliamentary assistants and staffers engaged in MPs orientation and induction, aimed at identifying lessons learned from the previous induction programme, frequently used sources of information, means for information collection and learning needs for new MPs at the beginning of the mandate;
3. Provide a comprehensive analysis of the data/information collected through the survey and use the findings in the elaboration of the outline, describing the scope and arranging the major topics, subtopics, and supporting details as well as content of the MPs handbook, the concept and curriculum of the orientation program and the design of a capacity-development program;
4. Conduct a desk review to identify relevant sections of the national legal framework, Rules of Procedure and regulations to be referenced in the handbook for MPs;
5. Develop in close cooperation with the representatives delegated by parliament, the concept and curriculum (a list of selected topics and description of content covered by each session) for the information sessions to be organised by the parliament secretariat as part of the induction training for MPs at the beginning of the mandate;
6. Develop an outline of the handbook for MPs, and subsequently draft the content based on the findings of the survey by using engaging and gender sensitive language
7. Deliver a minimum of 3 distinctly different design options for the handbook and finalize the layout and copy-editing of the agreed by UNDP and the working group version of the

handbook in both Romanian and Russian languages. In this context, at least three rounds of feedback collection will be ensured by the service provider to carry out the required modifications and adjustments of the design and layout of the handbook, in both Romanian and Russian languages;

8. Develop and design infographics of key functions and processes (including the law-making and oversight processes, and a floor plan. It is estimated that a maximum of 9 infographics and 1 floor plan of the parliament's building will be developed under this assignment. The infographics should present the information and data in a visually appealing way and make use of a variety of tools including flow charts, maps, graphs, drawings etc. The visual elements are to be custom drawn by the designers and not be derived from public graphic libraries. All infographics' elements will have same style (shadows, stroke styles, volume) applied;
9. Develop the content of a maximum of 10 presentations for the information sessions, in close cooperation with the parliament delegated representatives;
10. Develop a template for a "legacy report" for use by standing committees to present information and data on the work done by the standing committees during the previous (20th) legislature. The report is meant to facilitate the transition from the outgoing legislature to the new legislature and will be completed by the committee clerks;
11. Design a capacity-development program for MPs and their staff to be implemented throughout the entire mandate, including for example, but not limited to, trainings on media handling, communication, coalition-building and negotiating skills.
12. Develop evaluation tools for the assessment of the level of satisfaction of the participants with the programme. The evaluation tools shall also provide a possibility to assess how the information and skills gained during the orientation and induction programmes had been applied in the execution of the MPs and their staff's functions.

Methodology

In order to meet the needs of the beneficiaries, the service provider is requested to submit at the conception phase an outline for the following documents:

- survey of MPs and parliamentary assistants;
- handbook for MPs;
- concept and curriculum for the information sessions;
- infographics of key functions and processes;
- presentations for the information sessions;
- legacy report;
- list of frequently asked questions for staffers and assistants;
- capacity-development/training program for MPs and parliamentary assistants;
- evaluation tools for the assessment of the level of satisfaction of the participants with the programme.

All outlines and the first draft of the handbook will be provided in English for a feedback from UNDP. Thereafter the deliverables will be translated into Romanian and submitted for feedback to the working group. The further finalization will be done in Romanian only. Additionally, based on the feedback of the working group a list of deliverables to be produced in Russian language will be agreed and the written translation of those documents will be ensured by the service provider.

The selected service provider will coordinate all missions and deliverables with the parliamentary working group established for the elaboration of the induction programme.

Additionally, the service provider will consult with the parliament's secretariat and parliamentary factions throughout the assignment to ensure inclusiveness. The service provider will ensure transposition of best parliamentary practices related to the preparation of the legislature for the new mandate of MPs and use gender-sensitive language in all deliverables. The deliverables will be finalised based on inputs from UNDP Project Team and in line with the feedback of the working group. All printed materials need to comply with the branding guidelines of the Parliament of Moldova, Swedish Government and UNDP.

As part of the inception report, the service provider is requested to propose a workplan, which clearly indicates the division of labour and individual responsibilities.

Deliverables and indicative time frame

Deliverables		Tentative timeframe
1.	Inception Report drafted in English and submitted to UNDP	One week after signature of the contract
2.	Survey of MPs, parliamentary assistants and staffers engaged in MPs orientation and induction conducted and results presented to the working group	14 September 2018
3.	List of frequently asked questions for staffers and assistants engaged with political groups and factions developed and submitted for review to the participants in the survey and the working group	27 September 2018
4.	Draft outline of the handbook for MPs developed and submitted for feedback to the working group	
5.	Concept and curriculum for the information sessions drafted and submitted for review to the working group	
6.	Final curriculum for the information sessions submitted for approval to the working group	26 October 2018
7.	Draft presentations for orientation program developed and submitted for approval	2 November 2018
8.	Draft template (in Microsoft Word) for legacy report submitted to the working group	
9.	Draft handbook for MPs developed and submitted for feedback to the working group	
10.	Presentations for the orientation program developed based on the approved curriculum and submitted for approval by designated members the working group	15 November 2018
11.	Infographics developed and final version submitted for approval to the working group	
12.	Final version of the proofread handbook in Romanian and Russian languages submitted for approval to the working group	30 November 2018
13.	3 distinctly different designs of the handbook for MPs developed and submitted for approval to the working group	12 December 2018
14.	Final design and layout templates (InDesign) of the Romanian and Russian versions of the handbook shared with the Department for Communication and Public Relations for future adaptations of the handbook by the Parliament of Moldova	14 January 2019
15.	Evaluation tools for assessing the outcome of the orientation sessions and capacity-development program developed and submitted for approval to the working group	
16.	Draft capacity-development program for MPs and their staff developed and submitted for approval to the working group	25 January 2019
17.	Final capacity-development program for MPs and parliamentary assistants developed and submitted for approval to the working group	15 February 2019

* The detailed work plan for the assignment will be finalised after the consultation with the UNDP project team and the parliamentary working group.

Institutional arrangements

The service provider will work under the guidance of the UNDP Parliamentary Specialist for substantive aspects of the assignment, and under the direct supervision of the Senior Project Officer – for administrative aspects. The service provider will report to the Chairperson of the Parliamentary Working Group and the Parliamentary Specialist.

The deliverables are expected to be in line with the key basic principles, including:

- National ownership (through involvement and consultations with relevant key stakeholders, UNDP)
- Participatory, inclusive and non-discriminatory preparation and implementation
- Flexibility and creativity in presentation (clear and user-friendly manner)

Language

All communications and documentation related to the design and delivery of the written outputs will be provided both firstly in English and then Romanian. An agreed list of deliverables will also be produced in Russian language. The Service Provider shall ensure the interpretation/translation required in the context of performance of the expected tasks.

The presentations and all other documents submitted in the state and Russian language will also be subject to proof reading and editing to ensure compliance with the parliamentary language and terminology.

The draft and final deliverables should be submitted in an electronic format, so that beneficiaries can further edit and use these in their work.

Timeframe and Location

The expected period of implementation for the assignment is July 2018 – March 2019. The service provider will arrange at least three on-site missions for information gathering and consultation purposes in Moldova.

Qualification requirements

The Bidder shall provide arguments regarding its proposal, demonstrating its adequacy in relation to the project objectives and the environment in which it will run.

The Bidder shall include information on the allocated human resources to carry out the assignment. A breakdown per working day allocated for each deliverable shall be submitted, **which clearly explains the role of the team members involved in carrying out the listed tasks.**

The successful bidder must meet the following minimum qualification requirements for the assignment:

Corporate Requirements

- Legally registered entity or consortia of firms;
- At least 5 years of experience in developing capacity building initiatives, curricula development, delivering of training and monitoring and evaluation within a parliamentary environment;
- Proven evidence of minimum 2 successfully completed projects in designing, organizing and delivering trainings on parliamentary development, parliamentary committees' work, legislative drafting techniques;
- Successful experience in working with UN system organizations or other international organizations would be a strong asset

The proposed team should consist of at least the following profiles:

- Senior Expert (SE)
- Junior Expert (JE)
- Graphic Designer (GD)

Qualifications of the proposed team

Senior Expert (SE)

- University degree in political science, law, public policy or other relevant field
- At least 5 years of professional experience in the field of democratic governance and parliamentary strengthening
- Proven experience in building institutional capacity to manage change through learning and capacity development (*at least 3 projects of similar complexity in the portfolio*)
- Proven experience in the design and implementation of trainings for parliamentarians (*at least 3 projects of similar complexity in the portfolio*)
- Prolific writer and researcher having demonstrated in writing handbooks and/or similar publications aiming to provide support and guidance to institutional officials at the beginning of their mandate, writing concept notes, parliamentary researches and preparing vital legislative documents, such as legislative briefs and background legislative materials (*reference in the CV to at least 3 similar written outputs*)
- Detailed knowledge of parliamentary and governmental procedures and processes and an ability to deploy that knowledge in other contexts
- Experience of working with Moldovan/ CIS countries state/governmental institutions will be an asset
- Fluency in English. Knowledge of Romanian or Russian will be a strong asset.

Junior Expert (JE)

- University degree in political science, law, public policy or another relevant field
- At least 3 years of professional experience in the field of democratic governance and parliamentary strengthening
- Proven experience in the design and implementation of trainings for civil servants (*at least 2 projects of similar complexity in the portfolio*)
- Experience of working with the public sector would be an asset
- Fluency in Romanian and Russian. Knowledge of English will be a strong asset

Graphic Designer (GD)

- At least a Bachelor Degree in design, visual communication or related degree
- At least 5 years of experience in design and layout of printable and readable publications

- Proven experience designing appealing visuals and infographics (*at least 3 reference projects of similar complexity in the portfolio*)
- Strong graphic design skills, including the mastery of all standard design software;
- Working knowledge of brand principles and identity
- Knowledge of and previous experience in UNDP or another UN agency desired
- Fluency in Romanian and Russian. Knowledge of English will be a strong asset

During the assignment, the service provider's team of experts should prove commitment to the core values of the United Nations respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.