**Terms of Reference**

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| **Consultancy Title** | Vanuatu Parliament PAC Consultant |
| **Project Name** | Pacific Parliamentary Effective Initiative |
| **Duty Station** | Vanuatu (Home based) |
| **Duration of Initial Contract:** | 106 working days |
| **Date of Contract** | 21 May- 21 November 2018 |

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| **Introduction**  UNDP’s parliamentary development work falls under Outcome 2 of the UNDP Asia-Pacific Regional Programme 2018-2020 to support parliaments’ response to citizens’ expectations for voice, development and accountability. The Pacific Parliamentary Effectiveness Initiative (PPEI) project is fully funded by MFAT NZ and covers the Cook Islands, Papua New Guinea, Solomon Islands, Tonga, and most recently, Vanuatu. The PPEI carries out activities that are directed at strengthening the capacities of both members of parliament and secretariat staff and high level technical assistance to support these parliaments undertake their law-making, oversight and representative functions.  **Background**  The PAC is a central mechanism used in any Parliament as it is the Standing Committee that provides parliamentary oversight of national budget and expenditures. The Parliament and Government of Vanuatu are commitment to strengthening the oversight role of Parliament through the work of Parliamentary Committees and in particular the Public Accounts Committee.  Upon a request from the National Parliament during a scoping mission in late 2017, and at the PPEI Strategy meeting in January 2018, the project provided both technical and logistical assistance[[1]](#footnote-1) to the Vanuatu PAC in the first quarter of 2018.  As a result of this initial phase of support, the National Parliament and PPEI have agreed to engage the national consultant for a further six (6) months to progress activities specifically tailored to: i) continue the support to PAC, ensuring that the 12-month work plan of PAC is progressively implemented; and ii) oversee the implementation the capacity strengthening plan for PAC, and also extend this support to the other committees of parliament.  This extended support is also linked to the recommendations of the International Parliamentary Union (IPU) parliamentary needs assessment that was jointly conducted with UNDP in February 2018. |
| **Scope of Work**  The consultant, in support of and in partnership with the national parliament (and under the guidance of the national parliament) will:   1. Take the lead role in implementing each of the monthly activity laid out in the 2018 PAC work plan for the duration of the contract (refer to Annex 1); 2. Take the lead role in implementing each of the monthly activity laid out in the PAC capacity strengthening plan for the duration of the contract (refer to Annex 2); 3. Provide logistical and administrative support to the other Standing Committees of the Vanuatu national parliament, as directed by the Acting Clerk; 4. Provide logistical and technical support to the international PAC Adviser during his missions to Vanuatu; 5. Work with the PAC Chair to ensure PAC meetings are successfully conducted when required.   Further:   1. The Consultant will prepare an activity report for each deliverable completed; 2. The Consultant will submit a monthly report to UNDP Pacific Office and the National Parliament; 3. The Consultant will fulfil these Terms of Reference, in partnership with the national counterparts, to a high standard acceptable to the national counterpart, and will ensure that the objectives of this work are completed and achieved within the agreed timeframes and agreed budget; 4. The Consultant, under the leadership of Advisors of the UNDP Pacific Office and the national counterparts, will work throughout the consultancy to build support for / commitment to the principles of public accountability and increase awareness of the benefits of an effective accountability regime; and 5. The Consultant, under the leadership of the Parliament Secretariat, will work to support each member of the PAC in a neutral and apolitical manner. |
| **Supervision/Reporting**  The key person to whom the consultant will report to (on as-needs basis) and provide support in the implementation of the activity;  Parliament of Vanuatu  Mr. Leon Teter  Acting Clerk of the Parliament  tleon@vanuatu.gov.vu  The consultant shall also have reporting obligations to the UNDP Pacific Office on all work carried out as part of the Terms of Reference.  UNDP focal point  Mr. Jean-Raphael Giuliani  Parliamentary Development Specialist  UNDP Pacific Office  Tel: (679) 3300 399 Fax: (679) 3301 976  Email: jean-raphael.giuliani@undp.org  Submission of end of assignment report (based upon a standard UNDP template) should be made to the national counterparts and to UNDP Pacific Office.  **Logistical Support and Counterpart Facilities**  The national counterpart will provide to the Consultant suitably furnished working space, access to a printer and other equipment necessary for performing the services. The consultant shall be responsible for bringing their own laptop computer and data storage device.  The national counterpart will also review the outputs/deliverables of the Consultant and provide feedback along with any recommendations, as necessary.  Where necessary, and as appropriate, the Consultant under the guidance of the national counterpart, will conduct meetings and short briefing sessions with relevant stakeholders to advance the objectives of these terms of reference.  Logistical support for organizing and note taking for any meetings/workshops, as required, will be provided by the national counterpart. |
| **Competencies**   * Possess an advanced university degree (Masters or equivalent) in Business Management, Commerce, Accounting, Public Policy or relevant fields of studies * A minimum of seven years of relevant professional experience, a substantial portion of which has involved focusing on audit issues in government * At least 1year experience working with Vanuatu National Parliament Public Accounts Committees (PAC) or other Standing Committees * Good knowledge of wider governance issues * Experience in working with UNDP is an asset * Excellent analytical, writing and drafting skills and experience of providing policy advice at the national or regional levels; and * Ability to work independently as well as within diverse teams   **Evaluation and Selection**  Individual consultants will be evaluated based on UNDP’s cumulative analysis method.  When using this weighted scoring method, the award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:  a) responsive/compliant/acceptable, and  b) having received the highest score out of a pre-determined set of weighted technical (70%) and financial (30%) criteria specific to the solicitation.  **Evaluation Criteria:**   |  |  | | --- | --- | | ***Technical*** | ***70%*** | | **QUALIFICATIONS** |  | | *Possess an advanced university degree in business management, commerce, accounting public policy or relevant fields of studies* | *15%* | | **EXPERIENCE** |  | | *A minimum of seven years of relevant professional experience, a substantial portion of which has involved focusing on audit issues in government* | *20%* | | *At least 1year experience working with the Vanuatu National Parliament Public Accounts Committees (PAC) or other Standing Committees* | *10%* | | *Excellent analytical, writing and drafting skills and experience of providing policy advice at the national or regional levels* | *10%* | | *Experience in working with UNDP is an asset* | *5%* | | **COMPETENCY** |  | | *Excellent analytical, writing and drafting skills and experience of providing policy advice at the national or regional levels* | *5%* | | *Ability to work independently as well as within diverse teams* | *5%* | | ***Financial*** | ***30%*** |   **Application Deadline and Submission**  All applications must be clearly marked and submitted by **5.00pm, Friday, 18 May 2018** (Fiji Time) electronically to etenderbox.pacific@undp.org . |

**Annex 1**

**Work plan for the 12 months of PAC Consultancy from April 2018 to March 2019**

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| **Month** | **Activity** | **Duration**  **(Days)** | **Result** | **Comments** |
| **April** | Assist Pac with review of Whole of Gov(WOG) accounts and begin a public hearing. Follow up on economic round table discussions | 20  2 |  |  |
| **May** | Continuation of review of WOG accounts  Follow up and preparation of economic round table discussions | 15  5 |  |  |
| **June** | Hosting of economic round table  Finalising reports for Parliament. “Economic state of Vanuatu report and PAC update on activity report” to Parliament  Public consultation/Engagement preparation and advertising for submissions in newspaper and radio | 3  8  8 |  |  |
| **July** | Public hearings with Public on submissions  Reports on public hearing | 15  5 |  |  |
| **Aug** | Continue with reports on public hearing and issuing of reports to speaker- media event | 10 |  |  |
| **Sep** | Continuous reviews of reports to PAC on Gov/SOEs financial statements, etc | 15 |  |  |
| **Oct** | Continuous reviews of PAC reports on Gov/SOEs etc | 15 |  |  |
| **Nov** | Economic round table” Reforms to grow Vanuatu’s economy”  Reports to Parliament- Round table report and Vanuatu’s budget –A 10 year trend 2008-2018).  Community consultation report | 10  10 |  |  |
| **Dec** | Continuous reviews of PAC reports | 15 |  |  |
| **Jan** | Review of latest financials for 2017  Meetings with DGs and completion of Report of PAC activities | 10  10 |  |  |
| **Feb** | Economic round table” The role of oversight in Vanuatu”  Review of WOG | 10  10 |  |  |
| **March** | Review of WOG  Reports to parliament- Economic roundtable and Pac activity report update | 10  10 |  |  |

**Annex 2**

**Capacity Strengthening on the work of Committees- Vanuatu Parliament for the first 6 months from April to September 2018**

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| **Date** | **Activity** | **Results** |
| **April** | Identify suitable officers within Parliament to take on the role of PAC Secretary, discuss this option with Acting Clerk with the aim of getting his endorsement.  Discuss potential for resource allocation (human and finances) to PAC (and committee) with Management. |  |
| May | Prepare an induction program for interested staff on the work of the committees, PAC, Economic, Social Policy and standing orders (to build capacity of staff who could potentially be engaged for committee work). Send this training program to UNDP for technical advice. PAC attachment to the NZ parliament for PAC chair, deputy/another committee member and a member of staff. |  |
| June | Implement two days training program for suitable staff on committee systems. Submit training report to UNDP with recommendations for further work to strengthen committee system. A PAC workshop (Open to interested other committee members). Rob’s Mission to Vanuatu Parliament (PAC). |  |
| July | One on one mentoring support to officers. Rob’s Mission to Vanuatu Parliament (PAC). |  |
| August | Attachment of officer to a Pacific Parliament with a committee system that is working well (Fiji, SOI) |  |
| September | Implement Induction Programme for the officer |  |

1. PPEI provided an international PAC expert and a national PAC consultant to support the Vanuatu PAC. [↑](#footnote-ref-1)