



TERMS OF REFERENCE

Assignment Title	Parliamentary Committee Specialist
Type of Contract	Framework Agreement
Start/End Dates	5 May 2019 – 15 December 2020
Assignment Bracket	Intermediate-level expert / Specialist
Number of working days	Up to 18 months / 360 days
Supervisor	Sub-national Parliament Specialist
Duty Station	Yangon, with travel to Nay Pyi Taw, Rakhine, Mon, Shan, Mandalay, and other Regions and States

1. Background

The Constitution of the Republic of the Union of Myanmar (the Constitution) came into force in 2008. Chapter 4 of the Constitution establishes parliaments (Hluttaws) at two levels. The national level- Union (Pyidaungsu) Hluttaw comprises two Hluttaws, Pyithu Hluttaw (House of Representatives) and Amyotha Hluttaw (House of Nationalities), that are generally equal in status. The term of the Union Hluttaw is 5 years from the day of the first session of the Pyithu Hluttaw. The Constitution has also established sub-national Hluttaws comprising one Hluttaw for each of the fourteen Regions and States. The Union and Region/State Hluttaws are independent institutions with different political compositions and mandate, but their administrative support is provided by national-level civil service staff, under the guidance of the Permanent Secretary of the Pyidaungsu Hluttaw. Myanmar's Hluttaws are very young institutions, currently in their second 5-year term, which has started in February 2016.

Under UNDP's Support to Effective Responsive Institutions (SERIP) and Strengthening Accountability and Rule of Law (SARL) projects, UNDP provides support to developing Myanmar's Hluttaws committee systems and practices to ensure parliaments are able to use their committees in effective policy review, legislative review, budget review and oversight processes. The major element of this support is the introduction of best-practice committee inquiries as standard methodology for committees for looking into a matter.

In 2018, UNDP's parliamentary committee strengthening support program focused on developing consistent understanding of the Committee Inquiry process, and supporting emerging inquiry practice, across all of Myanmar's Union, Region and State Hluttaws. Since November 2017, professional development opportunities of varying format (all relating to international best practice inquiry process) were provided to:

- All Union Chairs and Secretaries;
- Full membership of eight target Committees in Union Hluttaw;

- All Speakers and Deputy Speakers of Region and State Hluttaws;
- All Committee Chairs of Region and State Hluttaws;
- All members of Rakhine State Hluttaw.

Following this intensive and focused program on Committee Inquiry practice, a number of Hluttaw Committees have commenced planning for, and launched, formal Hluttaw inquiries focused on public policy review. In October 2018, the Amyotha Hluttaw Agriculture, Livestock Breeding and Fishery Development Committee commenced an inquiry into reducing the impact of agricultural chemical residues. In January 2019, the Mon State Hluttaw Public Accounts, Finance and Economic Affairs Committee launched an inquiry also, focused on the decisions and processes of the Myanmar Investment Commission in Mon State.

These are the first ever Parliamentary Committee Inquiries to be conducted in Myanmar, and UNDP provides close technical support to both the Members and Staff of the Committees, including in outreach to government agencies, corporations, international organizations, civil society groups and individuals as they engage in the inquiry process. Alongside this, UNDP continues to provide technical support to other Hluttaw Committees that are considering undertaking inquiries.

In mid-2019, UNDP's support to committee development will broaden to include a focus on the use of the inquiry process in reviewing draft legislation, to be provided at both the Union and Region/State levels.

In addition, UNDP will continue to deliver its ongoing professional development program for MPs and staff across all Union and Region/State Hluttaws, with a strong focus on committee development as well as other topics relevant to MPs' duties and key staff support functions including constituency work and research support.

Against the above background, UNDP seeks to engage an intermediate-level international expert to contribute to the development and delivery of professional development and technical support to Myanmar's Hluttaw Committees and staff, on committee practice, and the conduct of international best practice inquiries, across all of Myanmar's three Union Hluttaws and 14 Region and State Hluttaws. The expert will work under the guidance of UNDP's Senior Committee Specialists and report to the Sub-national Parliament Specialist UNDP.

The expert will also be required to contribute to the development and delivery of tailored professional development programs for MPs and Hluttaw staff as well as government staff across a range of parliamentary-specific topics.

2. Objectives of the assignment

The aims of the assignment are:

- To strengthen the functions and capacity of Parliamentary Committees at Union, State and Region levels, to use the inquiry process for systematic oversight of government, support more effective legislation and budget scrutiny and provide quality reports to the Plenary.

The outcomes of the assignment will be:

- Union, Region/State Committees carry out parliamentary inquiries according to the principles of international best practice and serve as persuasive and authoritative examples of effective inquiry practice for other Committees to learn from and emulate;

- Committee Chairs and Members at selected parliaments are able to conduct effective inquiries;
- Hluttaw committee staff at selected parliaments are able to provide support to committees at all stages of the inquiry process, to conduct research and draft reports;
- MPs at selected parliaments are able to effectively engage with Committee processes, and to make use of Committee output (hearings, reports, recommendations) in their Plenary activity;
- Increased knowledge and skills of MPs and Hluttaw staff in key areas of professional responsibility related to law-making, oversight and representation.

3. Scope of Work

Support advocacy on, initiation of and provide technical support to inquiry processes

- Support UNDP's advocacy regarding the use of the inquiry process in committee work;
- Provide technical advice and support to Hluttaw Committees of selected Union and Region and State Hluttaws of Myanmar in planning, initiating, conducting and following up on inquiries.

Support the further development of the inquiry approach into bills and expenditure review

- Provide advice on the development of UNDP's broader agenda for Committee development in Myanmar;
- Provide technical advice on the development of a Myanmar-contextualised approach to supporting the reform of Hluttaw Committees' processes for review of draft legislation and executive government budgets.
- Support testing, beneficiary sensitization, professional development for MPs and staff on new inquiry approaches
- Provide technical advice on the approach to introducing the inquiry process for review of bills and of executive government budgets.

Support in building government-parliament relations with regard to committee work and policy coordination

- Provide professional development and coaching to committee and government staff on effective coordination of law-making and oversight work to MPs, parliament and government staff, including on the follow-up processes on inquiries, working closely with UNDP's Senior Committee Specialists and the technical specialists in SERIP's policy management output.

Support Professional development of MPs and staff regarding committee work, law-making, oversight and representation

- Contribute to the design and delivery of professional development programs for MPs and Hluttaw staff relating to committee work, which will be delivered at the Union and subnational levels. C
- Contribute to the design and delivery of professional development programs to MPs and staff regarding the fulfillment of MPs' broader parliamentary responsibilities.

The Specialist will need to apply detailed knowledge of international best practice in Parliamentary Committee processes and procedures, knowledge in training and capacity-building tailored to the Myanmar context and each Hluttaw's institutional development progress. In delivering capacity-building and facilitation services the Specialist will work with Senior Committee Specialists who are former MPs. As part of UNDP's mainstreaming approach, the Specialist will integrate gender-sensitivity and conflict-

sensitivity into all activities, especially in technical support to Committee inquiries as well as professional development for MPs and Hluttaw staff.

4. Institutional Arrangement

4.1) Reporting line:

The Parliamentary Committee Specialist will report to the Sub-national Parliament Specialist UNDP and work under the guidance of the Strategic and Technical Advisor Parliament.

4.2) Logistical arrangement:

- For all international travels:

- Candidates are requested to include international travel costs from possible origins of travel in the financial proposal and arrange the flight. The travel cost should be based on the economy class fares, with most direct routes.
- UNDP will provide support for the visa process and pay for the visa fee, when needed.

- For all in-country travels:

- UNDP will cover costs related to all domestic travels – such as transport, living allowances, accommodation - in accordance with its regulations and policies.
- UNDP will provide logistical support to arrange transportations and accommodations.

- Interpretation/Translation: UNDP will arrange, as needed, and cover the costs.

3.3) UNDP will issue a contract to activate the rendering of service within the period of the Framework Agreement.

5. Duration of Assignment

Duration: From 5 May 2019 to 15 December 2020 (up to 18 months/ 360 working days)

6. Duty Station and Expected Places of Travel

Duty Station: Yangon with travels in Myanmar

Travel places for in-country missions are not identified yet. The in-country missions will likely include, but not limited to, areas such as Yangon, Nay Pyi Taw, Mandalay, Shan, Rakhine, and Mon.

7. Qualifications

Education: University degree in politics, law, sociology or related fields

Experience:

A minimum of 7 years professional experience working with parliaments;

Experience working as current or former parliamentary committee staff member;

Experience designing, establishing and supporting new parliamentary committee processes in a developing/transition country parliament, preferably in South East Asia;
 Experience in delivering training and facilitating consultative processes;
 Experience working with senior public officials Myanmar;
 Excellent writing skills, including proven skills in report writing;

Language: Excellent command of written and spoken English.

8. Scope of Price Proposal and Schedule of Payments

Candidates shall propose his/her professional fee per day, which will govern future contracts against the Framework Agreement within the validity period of the Agreement. Payments will be made on a monthly basis (by every 20 working days of the consultant's service). If the duration of one service is less than 20 days, all payments related to that work will be made in one batch. Other logistical arrangements are stated at the above the section - Institutional Arrangement.

9. Recommended Presentation of Offer

- a) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- b) Personal CV or P11, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) Brief description of why the individual considers him/herself as the most suitable for the assignment,
- d) Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If the candidate is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the candidate must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

10. Selection Criteria

Individual consultants will be evaluated based on the *cumulative analysis* of the technical evaluation (weight: 70%) and financial evaluation (weight: 30%). The technical evaluation will award a maximum of 70 points and consist of an evaluation of the CV+ cover letter (40 points) and a technical interview (30 points). Only candidates obtaining a minimum of 45 points from the technical evaluation will be considered for the financial evaluation.

Criteria	Points (Total=40)
A minimum of 7 years professional experience working with parliaments	5
Experience working as current or former parliamentary committee staff member;	5
Experience designing, establishing and supporting new parliamentary committee processes in a developing/transition country parliament, preferably in South East Asia;	10
Experience in delivering training and facilitating consultative processes;	5
Experience working with senior public officials Myanmar;	10
Excellent writing skills, including report writing	5