

Terms Of reference

Background

Iraq is going through pivotal periods in its democratic and peace building trajectories. While the successful conduct and outcome of the April 2014 Council of Representatives (CoR) election appeared to have strengthened public confidence that the country could consolidate on its democratic processes and move towards development. While the election was widely acknowledged by national and international observers as a positive step in Iraq's democratic development, efforts at forming a coalition government by the leading political and religious blocs stalled for extended periods raising fears of a constitutional crises amidst rising wave of sectarian violence and insecurity in many parts of the country. These developments exerted considerable pressure of Iraq's fragile democratic institutions, including the Parliament and tasked their capacity to respond effectively to challenges of governance and constitutional democracy.

The Iraqi Council of Representatives (CoR) is the highest lawmaking organ of the country. In addition to its core legislative function of lawmaking, representation and oversight, the CoR is empowered by the Constitution to appoint and dismiss the president of the Republic, the Prime Minister and Ministers.¹ It has the powers to aggregate citizens' opinion and inputs into draft legislations; initiates, amends and approves legislation and exercise oversight of executive branch agencies on issues of public interest and in the interest of transparency and accountability.

Iraq's 2005 constitution offers opportunities for citizens to have their voices heard in law and policy making processes including the national budget. The supreme law offers the Council of Representatives full authority to amend the national budget and evaluate the implementation of public policies.

Despite its enormous constitutional role as the immediate representatives of the people, the Iraqi parliament remains a young institution (the third parliamentary term started in July 2014). The parliament only began its fourth term in July 2014 since the introduction of the 2005 democratic constitution. This view perception could further be reinforced going by the high turn over of members resulting from the outcome of the April election.

UNDP Iraq has been supporting the Iraqi CoR through the "Strengthening Participatory and Accountable Governance" project. This includes, but it is not limited to:

- Strengthening the CoR's capacities for budget analysis through workshops to Members of Parliament and Staff;
- Developing the Representatives' Budget Office (RBO) documents through an inclusive approach; and
- Securing the ownership of the House of Representatives through the support of the House of Representatives and the agreement of the Speaker to contract a director of the RBO.

Scope of Work

With the agreement of the House of Representatives in Iraq for establishing the RBO, UNDP requires the services of a national director of this office to:

- Lead the practical establishment of the RBO through selecting researchers and staff who will work for the RBO;
- Manage the team on daily bases and organize trainings to his staff to make them able to achieve RBO's objectives;
- Organize budget analysis activities in the House of Representatives for MPs, staff and CSOs. This includes, but not limited to workshops, roundtables, conferences, public hearings;
- Produce factsheets, research papers and documents on timely budget issues;
- Produce publications including deep analyses on economic and social issues;
- Develop indicators for the evaluation of implementing the national budget through public policies; and

¹ Article 61 of the constitution

- Support the presidency offices, committees, members and the secretariat – as they require - with information, research and analysis on fiscal, financial and economic topics.

Tasks:

Under the overall supervision of the Participatory Governance Sub-Cluster Coordinator and the designated technical advisor consultant will undertake the following tasks:

- Develop a training package on budget analysis to the RBO team and Parliament's staff;
- Develop a comparative study between the Iraqi national budgets for the last three budgets as the House of Representatives approved them;
- Establish and update a database on fiscal, financial, economic and social information related to draft budget laws and sector-related public policies. This database should be at the disposal of the members of the Parliament, committees and staff of the House;
- Develop comparative studies on parliaments and budget processes in countries that have like Iraq the full authority to amend the national draft budget;
- Develop key performance indicators (KPIs) to public policies sectors in light of experiences of other countries and present on them to all standing committees;
- Assessment of projects, programs and sectors to measure strengths, weaknesses, performance and progress;
- Synopsise and synthesize studies and reports prepared and published by national and international institutions on related sectors;
- Produce specialized studies and research to identify social and economic trends and anticipate future outlooks;
- Develop specialized research on feasibility and available resources and resources needed to be mobilized to achieved set objectives in the general policy of state;
- Produce reviews and policy briefs, factsheets and newsletters on timely financial, economic and social issues.

1. Deliverables and outputs:

The RBO director leads teamwork and will be responsible for producing the below deliverables. These deliverables are changeable subject to UNDP's approval, in case unexpected incidents take place in the project, such as delay of the project or change of project scope, due to reasons uncontrollable by the Consultant.

Deliverables	Output	Location	Target Date	Payment % (US\$)
1.Training package on budget analysis to the RBO team and Parliament's staff	Conduct 4 workshops for RBO team and the House Staff – Staff are skilled and ready to achieve RBO objectives.	Baghdad/ Iraq	December 215 – January 2016	10%
2.Comparative study between the Iraqi national budgets of the last three budgets	Comparative study of the last three budgets produced and used by MPs to analyze the national budget	Baghdad/ Iraq	December 2015	10%

3.Database on fiscal, financial, economic and social information related to draft budget laws	Database located in the RBO. Accessible online and used by MPs, staff and others.	Baghdad/Iraq	January – March 2016	10%
4.Performance indicators (KPIs) to public policies sectors	Indicators developed and shared with standing committees. Committees start using indicators to enhance their capacities in public policies analysis.	Baghdad/Iraq	January - April 2016	20%
5. Two reports on the assessment of projects, programs and sectors (pilot)	Two reports produced and shared with MPs as pilots. MPs use the report to oversee related public policies	Baghdad/Iraq	January – March 2016	10%
6. Produce daily factsheet, one brief a week and monthly review on fiscal, financial and economic timely issues.	Enhance MPs and Staff skills for a better performance on drafting and public policies analysis	Baghdad/Iraq	December 2015 – May 2016	10%
7. Produce 6 reports based on international best practices each on one public sector.	The reports enlighten MPs and encourage them to present other options for economic development in Iraq.	Baghdad/Iraq	December 2015 – May 2016	10%
8. Produce a report on opportunities for development in Iraq within the global context.	The report tackles the key issues in the national economy and explores options and opportunities for development (SDGs included).	Baghdad/Iraq	April – May 2016	20%
TOTAL				100%

2. Time and Method of payment

Payment shall be provided upon satisfactory completion of the deliverables outlined in the table above. Payment requests submitted by the RBO director must be certified by the supervisor(s) specified below in **4. Reporting**.

3. Key Performance Indicators during implementation of Services

Overall, the RBO's director performance will be evaluated based on the following key criteria:

- Timely and successful coordination with relevant parties;
- Provision of comprehensive reports and the final one;
- Number of workshops conducted and their reports and number of products developed; and
- Excellent communication skill and quality of advice and perspective shared;

4. Reporting:

The Consultant shall report directly to Governance sub-Cluster Coordinator - Governance Unit/ UNDP Iraq under the supervision of the designated project technical specialist.

5. Travel Plan:

#	Country / City	# of Travels	Duration

6. Competencies:

Corporate Competencies:

- Demonstrates commitment to the UN's values and ethical standards;
- Promotes the mission, vision and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly and with impartiality.

Functional Competencies:

- Consistently approaches work with energy and a positive, constructive attitude;
- Experienced working in a post conflict environment an advantage;
- Ability to work under pressure and to meet deadlines;
- Ability to handle confidential and politically sensitive issues in a responsible and mature manner;
- Demonstrates excellent oral and written communication skills;
- Demonstrates openness to change and ability to manage complexities;
- Self-reliant and able to work as a part of a multi-cultural team in a stressful environment;
- Ability to develop innovative solutions – encourage and contribute creative solutions to address challenging situations;
- Ability to establish effective working relations in a multicultural team environment.

7. Facilities:

- a) Office Facility:
 - The RBO's director will be located in the House of Representatives.
 - The consultant is expected to bring his/her laptop with him/her.
 - The RBO's director is expected to come well-equipped with his/her own technological solutions (i.e. roaming mobile, personal email address).
- b) Office Supplies and Printing Facilities: The House of Representatives will provide office supplies and printer facilities only inside the office premises.
- c) Communication Facilities: The House of Representatives will provide access to internet in the office premises only.

8. Qualifications and Requirements:

A. Education:

- Advanced degree (Masters' or PhD) in fiscal and/or financial and/or economic specialty.

B. Work Experience:

- Minimum seven years of experience in the area of fiscal and/or Financial and/or economic fields.
- Experienced team manager and trainer
- Proven technical experience in fiscal and/or Financial and/or economic analysis.
- Have at least two published pieces of research (articles, books, papers ...) with the speciality.
- Strong communication skills to effectively collaborate with clients and colleagues and maintain strong relationships with them;
- Good facilitation and presentation skills including use of technology to communicate ideas and strategies.

C. **Language:**

- Excellent oral and written Arabic essential and good written and spoken English is required.
Kurdish an advantage
- A language assessment may be conducted [if needed] for the purpose of verifying influence in Arabic and English;