



PARLIAMENT OF MALAWI



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TERMS OF REFERENCE

CONSULTANCY TO DEVELOP THE PARLIAMENT OF MALAWI STRATEGIC PLAN (2020- 2025)

Country: Malawi

Place of assignment: Lilongwe (with possibility of travel to Blantyre and Mzuzu)

Description of the assignment: Recruitment of a National Consultant to assist in the development of the Parliament of Malawi Strategic Plan (2020-2025)

Project name: Support to Parliament project

Period of assignment/services: 40 person days

Proposals should be submitted by email to procurement.mw@undp.org no later than 19th June, 2020.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all prospective consultants.

1.0 BACKGROUND

Parliament of Malawi is an Arm of Government responsible for legislative, oversight and representative functions in an effort to promote good governance in the country.

In order to effectively deliver on its mandate, Parliament of Malawi is guided by 5-year Strategic Plans. The current Strategic Plan covers the period July 2015 to June 2020. In light of this, Parliament is expected to develop a successor Strategic Plan to cover the period, July 2020- June 2025.

The 2020-2025 Strategic Plan will be a link between the National Development Strategy, the SDG-aligned Malawi Growth and Development Strategy (MGDS III), District Development Plans and the activities and programmes carried out by the Parliament of Malawi. It shall further articulate the alignment of Parliament of Malawi's programmes to other regional and international development frameworks including: Sustainable Development Goals (SDGs), and African Union Agenda 2063. The Plan will also align with agreements that Parliament of Malawi enter into, with Inter-Parliamentary Organisations (IPOs).

More importantly, the 2020-25 Strategic Plan will be the benchmark against which Parliament of Malawi will measure progress towards attainment of its objectives that are in line with its legal mandate. More to this, it will be the basis for formulation of subsequent annual workplans, budgets and performance targets for all functional units within the institution.

It is against this background that UNDP through the Joint Annual Work Plan on UN Support to Parliament, is seeking to engage the services of a National Consultant who will collaborate with an International Consultant hired by AFIDEP to develop the 2020-2025 Parliament of Malawi Strategic Plan (SP).

2.0 SCOPE OF WORK

The National Consultant is expected to collaborate remotely with an International Consultant (already recruited) in the development of the SP. The two consultants are supposed to work within a framework that incorporate COVID-19 prevention measures when conducting consultations and any meetings related to the development of the SP and work hand in hand with the Policy and Planning Division of Parliament and UNDP Governance Portfolio.

3.0 OBJECTIVES

The National Consultant shall contribute towards the realisation of the following:

1. Review performance of the 2015-2020 PoM Strategic Plan;
2. Collect and review relevant reports/documents to inform the SP;
3. Facilitate consultative process for 2020-2025 PoM Strategic Plan development;

4. Facilitate inception and validation meetings together with the Policy and Planning Division; and
5. Prepare draft and final 2020-2015 Strategic Plan with the following annexes:
 - i. implementation plan;
 - ii. costing matrix; and
 - iii. monitoring and evaluation framework.

5.0 DELIVERABLES

The National Consultant shall be expected to produce the following deliverables in collaboration with the international consultant:

No.	Deliverable	Payment Schedule
1	2015-2020 Strategic Plan Review Report;	20% Upon completion of review report
2	Draft complete 2020-2025 Strategic Plan;	30% upon submission of draft SP
3	Validation meeting report	10% upon submission of validation report
4	Final 2020-2025 Strategic Plan.	40% upon submission of final SP

5.0 TIME FRAME

The national consultant shall be contracted for a maximum of 40 person-days spanning covering the period of June to August 2020.

6.0 QUALIFICATIONS AND COMPETENCIES

Qualification

The National Consultant should have at least a Master's degree in Strategic Management, Organisational Development, Political Science, Public Policy, Economics or other relevant field from a recognized and accredited institution.

Experience and Competencies

- At least 10 years' experience in the public sector dealing with issues of Democratic Governance and Accountability.
- At least 5 years' experience in development of strategic plans of similar nature;
- At least 5 years' management level experience in the public service, ideally in Sub-Saharan Africa;

- Experience in facilitating multi-stakeholder processes towards common goals, including: government, donors, academia, civil society, and local communities; and
- Proven experience on Parliamentary work.
- Proven ability to work in a team with other consultants to achieve a common goal
- Excellent data analytical skills and interpretation. Ability to write clearly and concisely, and have sound quantitative and qualitative data is a must skill (managing, analysing and interpreting data);
- Strong communication and facilitation skills and ability to establish good working relationships with stakeholders in a sensitive environment;
- A capacity to design monitoring and evaluation systems for a complex programme/plan;
- Very strong planning, system development and organizational skills including results-based management.

7.0 REPORTING

The Consultant shall be reporting to the Controller of Planning Services and the UNDP Governance Portfolio Manager.

8.0 LOCATION

The assignment shall be undertaken in Lilongwe with possibility of traveling to the other cities such as Blantyre and Mzuzu for consultations. Considering the COVID-19 crisis, UNDP will support the consultant to do most of the work virtually.

9.0 METHOD OF APPLICATION

Please submit the following documents:

- Letter of Confirmation of Interest and Availability.
- Personal CV or P11 of the Consultant indicating all experience from similar assignments, as well as the contact details (email and telephone number) of the Consultant and three (3) professional references.
- Technical proposal of why you consider yourself as the most suitable for the assignment, and a methodology of how you will approach and complete the assignment.
- Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs.
- The financial proposal must be expressed as an all-inclusive lump sum amount in USD, presented in the following template:

	Unit cost (USD)	No.	Total
a) Daily Professional fee:			
b) Daily living allowance:			
c) Travel to/from Duty Station:			
d) Other costs (specify including connectivity for virtual meetings):			
Total (lump sum):			

10. CRITERIA FOR SELECTION OF THE BEST OFFER

Offers received will be evaluated using a Combined Scoring method, where the qualifications and proposed methodology will be weighted 70%, and combined with the price offer, which will be weighted 30%.

Criteria to be used for rating the qualifications and methodology:

Technical evaluation criteria (total 70 points):

Criteria	Weight	Max. Point
Technical	70	100
Criteria A: A Master's degree in Strategic Management, Organizational Development, Political Science, Public Policy, Economics or other relevant field from a recognized and accredited institution.		10
Criteria B: • At least 10 years' experience in the public sector dealing with issues of Democratic Governance and Accountability.		10
Criteria C: • At least 5 years' experience in development of strategic plans of similar nature		10
Criteria D: Efficacy of the proposed methodology to achieve		30

the objectives of the assignment		
Criteria E: • Proven skills in data analytics and interpretation. Ability to write clearly and concisely and have sound quantitative and qualitative data analysis and interpretation.		20
Criteria F: Demonstrated ability to design monitoring and evaluation systems for a complex programme/plan;		10
Criteria G: • Proven experience on Parliamentary work		10
Financial	30	100

Only consultants obtaining a minimum of 49 points in the Technical Evaluation will be considered for the Financial Evaluation.

Financial evaluation (total 30 points):

All technically qualified proposals will be scored out at 30 based on the formula provided below. The maximum points (30) will be assigned to the lowest financial proposal. All other proposals receive points according to the following formula:

$$p = y (\mu/z)$$

where:

- p = points for the financial proposal being evaluated
- y = maximum number of points for the financial proposal
- μ = price of the lowest priced proposal z = price of the proposal being evaluated.