**Terms of Reference**

**Capacity and Training Needs Assessment of Selected Parliamentary Committees and Staff of the National Assembly on Electoral Reform**

1. **Profile**

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| Duty Station: | Lusaka (Zambia) and countryside |
| Position Title: | Individual Consultant to undertake capacity and training needs assessment of selected Parliamentary Committees and Staff of the National Assembly on electoral reform |
| Duration: | 35 days |
| Estimated start date: | Immediate |
| Funding: | UNDP (Democracy Strengthening in Zambia Project) |

1. **Background**

*Democracy Strengthening in Zambia (DSZ)* is a three-year multi-donor project based on the recommendations of the Needs Assessment Mission (NAM) conducted by the United Nations in 2018 and is aligned and supportive of Zambia’s Sustainable Development Partnership Framework, UNDP Strategic Plan and Country Programme and the 7th National Development Plan 2017-2021 (7th NDP); the latter, in which the government pledges to “promote transparency, accountability, citizen participation as well as strengthen governance institutions". Indeed, the 7th NDP recognizes that practice of good governance and promotion of a stable political framework are the foundation of sustainable development. The outcomes, outputs and activities are in response to and the result of detailed discussions with the Electoral Commission of Zambia (ECZ), cooperating partners and other national stakeholders.

The DSZ consists of two interlinked result areas:

1) Electoral institutions and processes strengthened and;

2) Programming for peace in support of Zambia’ 2021 electoral cycle.

These two result areas are expected to achieve the following results:

1. *Inclusive and participatory decision-making,*
2. *Strengthened responsive and accountable institutions,*
3. *Transparent institutions with improved access to information,*
4. *Improved technical and organizational capacities of national electoral stakeholders,*
5. *Credible and legitimate institutions work with integrity, and*
6. *Enhanced conflict prevention and mitigation mechanisms.*

In line with the recommendations of past evaluations of electoral assistance by among others UNDP, and also the NAM recommendations, DSZ will aim at providing support to long-term institutional strengthening via interventions such as technical assistance to key project partners to deliver on their election-related mandates. These include the National Assembly of Zambia, Electoral Commission of Zambia, Judiciary, Zambia Police Service, media, political parties and civil society organizations.

Against this background, UNDP wishes to recruit an Individual Consultant to support capacity and training needs assessment of selected Parliamentary Committees and staff of the National Assembly in electoral reform. The results of the consultancy are expected trigger and facilitate electoral reforms and related work.

The results of the needs assessment will also help tailor the capacity building activities to specific needs and gaps in knowledge, skills and understanding of electoral processes and reforms by Members of Parliament and Staff.

The National Assembly of Zambia derives its authority from the Constitution of Zambia, Chapter 1 of the Laws of Zambia, as amended by Act No. 2 of 2016, which stipulates that the representation of the will of the people, the legislative power and oversight authority of the Republic are vested in and exercised by Parliament. Furthermore, the Constitution requires that the Executive and other quasi government institutions be accountable to Parliament. This gives Parliament a mandate to probe into the administration of such institutions and make recommendations for improvement where necessary.

To this effect, the Parliament of Zambia has multiple functions which require in depth analysis and reviews. Such processes cannot be undertaken in the House because the technical nature and sheer bulk of the work is more suited to performance by smaller, more focused groups rather than the entire House. Therefore, in order to effectively fulfill its mandate, the National Assembly delegates much of the detailed work to its committees. The majority of the Parliamentary functions are, therefore, actualized predominantly through the work of Parliamentary Committees.

The latter are small groups of Members of Parliament assigned to carry out specific mandates on behalf of the House. Parliamentary committees are established in accordance with Article 80 of the Zambian Constitution and Standing Order No. 131 of the National Assembly. Among the key functions of Parliamentary Committees is the role of promoting electoral reform through regular analysis, research and development to improve the quality and credibility of electoral democracy in the country. Against this background, the National Assembly of Zambia is committed to fostering adequate institutional capacity for key Parliamentary committees dealing with electoral reform.

The relevant committees are: (i) Committee on Legal Affairs, Human Rights, National Guidance, Gender Matters and Governance; (ii) Committee on Media, Information, and Communication Technologies; (ii) Committee on Education, Science and Technology; National Security and Foreign Affairs; Committee and Delegated Legislation; and) (iv) Parliamentary Reforms and Modernization Committee.

The above committees directly provide oversight over electoral bodies or provide oversight over institutions and bodies that promote free and fair elections through information dissemination, education, legal and policy reform, and electoral reform advocacy. These committees will require special support to improve their capacity to engage with the electoral process, electoral law making and overall improvement of the legal framework for elections in the country. The Consultant will, therefore, be expected to assess the general and specific needs of the aforementioned Parliamentary Committees.

1. **Purpose of the Assignment**

* Conduct a training needs and capacity gap assessment of key Parliamentary Committees and Staff of the National Assembly mandated to promote electoral reform.

1. **Roles and responsibilities**

Reporting to the DSZ Senior Electoral Advisor and Project Manager, and the Clerk of the National Assembly, the Consultant will engage widely with Members of Parliament, staff of the National Assembly as well as key external stakeholders, to assess the capacity and training needs and gaps among the identified Parliamentary Committees:

* S/he will conduct in-depth and key informant interviews with the above;
* Do a desk review of relevant documents, policies and laws;
* Draft a comprehensive report with specific findings and recommendations to the National Assembly on the capacity gaps and challenges that need to be addressed to improve the capacity of the said committees to support improvement of the policy and legal frameworks of elections in Zambia;
* Facilitate a National Assembly and parliamentary stakeholders’ workshop to discuss and validate the findings and recommendations of the aforesaid report;
* Produce a final report for submission to the National Assembly.

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| **Payment arrangement**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Deliverables/**  **Outputs** | **Estimated duration** | **Target due dates** | **Related payments** | **Review and Approvals Required** | | 1. An inception report to clarify the methodological and conceptual approach of the Consultant to the tasks and assignment to be carried out. 2. Desk research done. 3. In-depth interviews with various stakeholders conducted gather information and data to inform and be the basis of the main report. 4. A draft comprehensive report with actionable recommendations provided to NAZ for review 5. A validation workshop facilitated for the National Assembly and national electoral stakeholders for discussion and validation of the findings. | 25 days | January 2021 | 1st Payment | * DSZ PM | | 1. A final report outlining capacity and training needs of relevant Parliamentary committees. | 10 days | Feb 2021 | 2nd Payment | * DSZ PM | |

1. **Evaluation Criteria**

The evaluation will be made by desk review with the option of interviewing the candidate after the finalization of the process to make the final offer. The desk review will be performed against a set of criteria indicated in the table below as “Technical Evaluation”.

| **Criteria** | **Criteria Description** | **Score** |
| --- | --- | --- |
| ***Minimum criteria to be eligible for the consultancy*** | | ***70*** |
| **Relevance of Education/ Degree** | * An advanced university degree in law or any social science. | 10 |
| **Years of Relevant Experience** | * At least 7 years’ experience in conducting similar work and/or related * Experience in carrying out needs assessments, and legal and policy reviews. Having done such work on electoral processes added advantage. * Proven track record of working with parliamentary or parliamentary bodies/institutions and extensive knowledge of the political and governance systems in the region or other part of the world bearing similarity to the Zambian context. | 40 |
| **Language** | Excellent speaking and writing in English | 5 |
| ***Additional Technical Qualifications*** | |  |
| **Relevant knowledge and skills** | * Solid knowledge of Zambia’s electoral and political system, and the role of the various actors in the administration of elections. * Experience to work with multidisciplinary teams, and deliver quality reports within the given time; * Solid knowledge of Zambia’s electoral and political system, and the role of the various actors in the administration of elections. | 25 |
| **Methodology** | * Proposed Methodology | 20 |
| **Score Total** | | **100** |

Applicants who score at least 70% in the technical evaluation will be eligible for the assessment of their financial evaluation. Please note that financial evaluation will account for 30% of the weightedscore as indicated in the table below.

| **Evaluation Method** | **Score** | **Comments** |
| --- | --- | --- |
| **Technical** | 70% | 70% as part of the overall grading of 100% |
| **Financial** | 30% | The lowest offer will be awarded 30% while the other offers will be weighed against the lowest offer |
| **Overall** | 100% | Only candidates qualifying for the minimum criteria will be eligible for the additional technical qualifications. Then a candidate scoringat least 70% will have its financial offer assessed and cumulated to the technical evaluation score. The candidate having the highest combined score will be awarded the consultancy. |