CALL FOR EXPRESSIONS OF INTEREST (EOI)

<table>
<thead>
<tr>
<th>Reference</th>
<th>RPS_202_2022</th>
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<tbody>
<tr>
<td>Location</td>
<td>Home based with possible missions to Laos, or based in Vientiane</td>
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<tr>
<td>Application deadline</td>
<td>Sunday 14th August 2022</td>
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<tr>
<td>Consultancy Title</td>
<td>Parliamentary Technical Advisor (International)</td>
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<tr>
<td>Project Name:</td>
<td>STEPS Project, UNDP Lao PDR</td>
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<tr>
<td>Type of Contract</td>
<td>Individual Contractor (IC)</td>
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<td>Languages required:</td>
<td>English</td>
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1. BACKGROUND

The Strengthening Capacity and Effectiveness of the People’s Assemblies System in Laos (STEPS) project is a five-year initiative (2022-2026) implemented by UNDP together with the National and Provincial People’s Assemblies (NA and PPA), with financial support from the United States Agency for International Development.

The overall goal of STEPS is to strengthen capacity of the Legislature in Laos to effectively represent, engage and respond to citizen’s needs. The project will support the national and provincial assemblies (members, technical committees and staff) in enhancing their mandates and ability to revise and approve legislation, monitor implementation of the country socio-economic development plan and the Sustainable Development Goals (SDGs), better analyse societal concerns and communicate with citizens, and enhance the overall accountability and transparency system.

The STEPs project provides support in three broad areas:

1. To enable the NA and PPA members to fully exercise their responsibilities as envisaged by the Constitution and laws of the Lao PDR:
   Members will have a clear understanding of their legislative and oversight responsibilities, establish feedback practices to effectively and regularly communicate with their constituents so as to be better able to respond to their needs. Procedures and systems will be clearly defined and firmly established within each PPA.

2. To enable the technical committees, staff and members of both the national and provincial assemblies to fully discharge the roles assigned to them by the Constitution and laws of the Lao PDR:
   STEPS will provide technical assistance to the plenary and committees, including staff, in conducting budgetary oversight, research, and fact-finding missions.

3. To increase understanding and integration of gender sensitive approaches within the NA and PPAs practices:
   Support mainstreaming GESI across the activities of the NA and PPAs, including in budget review, legislative review and oversight activities by committees. Leadership capacities of women members and staff
2. OBJECTIVES AND OUTPUTS

The STEPS project is seeking to engage a number of Parliamentary Technical Advisors as consultants to provide long term support for the work of the STEPS project in the following technical fields:

1. Leadership, planning, strategy and development of parliamentary services.
2. Procedural reform and legislative drafting.
3. Committee development.
4. Budget literacy and public financial management, including gender budgeting.
5. Gender equality and social inclusion.
6. Parliamentary outreach and civil society engagement
7. Research for parliaments.
8. ICT for parliament.
9. Human resources, training and adult education.

The objective of this Call for Expressions of Interest is to establish a pool of pre-selected consultants in the above fields. When technical assignments are agreed with the NA and PPAs, terms of reference for the assignment will be shared with the pre-selected consultants in the relevant field and they will be invited to submit their financial offer, and if selected for the assignment an IC contract is issued directly. An individual consultant may be contracted under more than one technical area and may hold more than one contract at the same time. See Section 6 below for further details.

The advantage of this process is to enable the project to engage technical consultants to support the NA and PPAs with minimal delay, while reducing administrative burden for both UNDP and the consultants.

Please note: if you are already registered on a UN roster as a parliamentary expert you do not need to apply here. When assignments arise we will solicit CVs from the roster managers and your experience and fee will be compared with other pre-selected Technical Advisors. See additional note in Section 7 below.
3. **DUTIES AND RESPONSIBILITIES**

**Scope of work**
The Parliamentary Technical Advisors will be responsible for any combination of the following tasks:

1. Providing contextualised expert technical advisory services in parliamentary strengthening, both to the STEPS Project and to the national and provincial assemblies in Lao PDR.
2. Undertaking research, surveys, assessments and reviews to support the development of effective strategies for providing parliamentary assistance in Lao PDR.
3. Developing knowledge products and organizing knowledge events that promote awareness and understanding of international standards and best practice in parliamentary practice.
4. Designing and delivering training, workshops, seminars, coaching and mentoring to build institutional and human capacities.

The **outputs** expected from these consultancies are as follows:

1. Advisory services provided to the STEPS Project team and the parliamentary committees, staff and members.
2. Research, surveys, reviews and assessments undertaken regarding parliamentary practice and institutional capacities.
3. Knowledge products drafted: visioning or strategy papers, concept notes, analytical and briefing papers.
4. Programmes of training planned and delivered.
5. Knowledge events organized, such as workshops, briefings and seminars.

4. **REQUIRED SKILLS AND EXPERIENCE**

**Educational qualifications**
Minimum of a master’s degree in political science, law, or other relevant social science.

**Experience and skills**
- Minimum 7 years of relevant experience in provision of technical advisory services and/or research on democratic governance issues in a low income country context.
- Minimum 4 years of relevant professional experience in parliamentary assistance, preferably in the Southeast Asia region, **in one or more of the 9 technical areas** outlined in Section 2 above.
- Excellent analytical and drafting skills, and experience of providing policy advice at the international, regional or national levels.
- Experience planning and delivering training and coaching as part of a programme of institutional strengthening.

**Language requirements**
- A high level of fluency in English language is required.
5. INSTITUTIONAL ARRANGEMENT

**Duty station**
Most assignments will be home-based, and missions to Lao PDR may also be required. Travel to Lao PDR will be dependent on travel and visa restrictions. UNDP will support the consultant with the necessary documentation to obtain their visa. Where travel to Lao PDR is required, UNDP will reimburse the ticket based on the most direct and cost-effective route in economy class.

**Management arrangement**
The Parliamentary Technical Advisors will work under the supervision of the STEPS Project Manager and/or the STEPS Chief Technical Specialist, as appropriate. Progress on the assignment will be monitored through weekly check-in meetings. A report will be submitted after the completion of the assignment, along with evidence of technical inputs/products/assistance delivered. Field visits undertaken will be followed by submission of mission reports. The outputs of the assignments will be reviewed and approved by the STEPS Project Manager and/or the STEPs Chief Technical Specialist. The contractor is expected to use their own computer and phone.

**Contract arrangement**
UNDP will issue a separate term of reference and contract for each specific assignment. The terms of reference will detail the expected outputs, the number of days required for the assignment, and an output-based payment schedule. The successful individual will sign the UNDP Individual Consultant contract. This process can be repeated as new assignments are agreed with the NA and PPAs.

6. EVALUATION PROCESS

Selection will be through a two-step process:

**Step 1: Establishment of pool of pre-selected consultants**

a) Candidates apply following the process outlined in Section 7 below and can be considered simultaneously for multiple technical fields.

b) Complete applications are evaluated by a panel of technically qualified UNDP staff drawn from both within the project and outside. The evaluation is conducted against the technical criteria outlined below. To proceed further, you must obtain a minimum of 25 of the available 35 points.

c) All candidates that pass through the technical evaluation are then interviewed by the same panel. The interview counts for a maximum of 35 points. Candidates obtaining at least 49 points from the technical evaluation and interview combined are selected.

d) Candidates are informed by email of the outcome of the selection process. Those that have been successful join the pool of pre-selected Technical Advisors.

**Step 2: Engagement for specific assignments**

e) Terms of reference for each assignment that arises are sent by UNDP to pre-selected Technical Advisors in the relevant field.

f) Technical Advisors confirm their availability for the assignment and submit a price proposal specific to the assignment.
g) UNDP ranks each bidder based on the technical score obtained in Step 1 combined with the proposed fee, using the ‘combined scoring method’ described below.

h) The contract is awarded to the consultant with the highest combined score. For successive assignments, the process starts again at point (e) above.

**Combined 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 the technical evaluation and interview (70%) and financial evaluation (30%) combined. Only candidates obtaining a minimum of 49 points (70% of the total technical points) will be considered for the financial evaluation. The financial score will be calculated as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

**Technical criteria for evaluation (maximum 35 points)**
- Criteria A: Minimum of a master’s degree in political science, law, or other relevant social science [5]
- Criteria B: Minimum 7 years’ relevant experience providing technical advisory services and/or conducting research on democratic governance issues in a low income country context [10]
- Criteria C: Minimum 4 years of relevant professional experience in parliamentary assistance, preferably in Southeast Asia, in one or more of the 9 technical fields outlined in Section 2 above [10]
- Criteria D: Excellent analytical and drafting skills, and experience of providing policy advice at the international, regional or national levels [5]
- Criteria E: Experience planning and delivering training and coaching as part of a programme of institutional strengthening [5]
7. HOW TO APPLY

Step 1 (pre-selection):
Applicants should submit the following documents:

a. **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 three professional references.

b. **Two samples of previous work** relevant to the technical field. This can include reports, presentations, articles, briefing/academic papers, strategy or planning documents, etc.

Proposal submission

- The deadline for application is **14th August 2022**
- Please send your documents to lao.procurement@undp.org with “EOI for Parliamentary Consultants” in the subject line.
- Please indicate in your email which technical fields you wish to be considered for. If none are indicated UNDP will make its own assessment based on the documents you provide.

*Women applicants are encouraged to apply*

Step 2 (contracting):

If selected for the pool of Technical Advisors, the consultant will be sent relevant terms of reference for new assignments, and if interested should then submit:

a. **A Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. *Note:* If the candidate is employed by an organization/company/institution, the contract type will be a Reimbursable Loan Agreement (RLA). If they expect their employer to charge a management fee in the process of releasing him/her to UNDP under RLA, the candidate must indicate this, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Note: if you are already on a UN roster there is no need to respond to this Call nor do you need to submit a price proposal. When assignments arise will compare your experience and fee against other pre-selected experts and then contact you to see if you are interested and available.

All required templates are available on the UNDP Procurement website:
https://www.undp.org/laopdr/procurement