# Call for Expert

# Summary

# WFD is looking for dedicated technical advisory support for the programme for our parliamentary workstream on its Supporting Democratic Stability in the Bangsamoro.

# Overview

Westminster Foundation for Democracy (“**WFD**”) is the UK public body dedicated to supporting democracy around the world. Operating internationally, WFD works with parliaments, political parties, and civil society groups as well as on elections to help make political systems fairer, more inclusive and more accountable.

. We are a problem-solving, practitioner-led organisation that offers:

* Specialist analysis, research, and advice to inform policy makers on a range of democratic governance issues;
* High quality and impactful programmes that directly support the full spectrum of institutions in political systems to develop inclusive political processes, more accountable political systems, protection of rights and freedoms, and more pluralistic societies; and
* International elections observation on behalf of the UK.

# Aim of this Call for Expert

WFD is issuing this Call for Expert (“**Call**”) to a range of potential experts and we would welcome a **proposal** from you or your organisation. This Call constitutes a formal Invitation to Tender.

In this third three-year phase of our Supporting Democratic Stability in the Bangsamoro.WFD is looking for dedicated technical advisory support for the programme for its parliamentary workstream. The International Parliamentary Technical Adviser will advise and support the team to plan WFD’s parliamentary assistance to the Bangsamoro Transition Authority, guiding the parliamentary strand of programme work on focus areas and working with parliamentary stakeholders to identify their technical capacity needs.

The International Parliamentary Technical Adviser will work closely with the Bangsamoro programme team to guide, plan and organise parliamentary engagements. You will be expected to provide bespoke advisory support to members and staff of the Bangsamoro Parliament across several technical areas that are critical to the set-up and development of the transitional legislature and wider parliamentary system of the governance in the Bangsamoro. In the past WFD has provided technical support in the areas of policy and legislative process, legislative scrutiny including employing a gender sensitive lens to review legislation, draft legislation review, committee work, parliamentary services, capacity building of MPs and parliamentary staff and bespoke mentoring to MPs and parliamentary officials*.*

# Proposal submission

All proposals should be submitted by 17 July 2022, 11pm BST in writing, must comply with the requirements of this Call, and must include the information requested in the Proposal Requirements below.

The proposal should be sent electronically and addressed to Naomi Barnard (Senior Programmes Manager) [naomi.barnard@wfd.org](mailto:naomi.barnard@wfd.org), CC’ing [datumanong.ebil@wfd.org](mailto:datumanong.ebil@wfd.org) and [mahid.rachman@wfd.org](mailto:mahid.rachman@wfd.org) with subject line International Parliamentary Technical Adviser – WFD Bangsamoro.

The same email address should be used for any questions related to this Call.

WFD’s standard terms and conditions for tendering and key policies are found at [Policies | Westminster Foundation for Democracy (wfd.org)](https://www.wfd.org/governance/policies) and you can find a copy of WFD’s Code of Conduct at [Code of Conduct | Westminster Foundation for Democracy (wfd.org)](https://www.wfd.org/policy/code-conduct).

# Terms of Reference

## Context and Objective

Over the course of 2022-2025, WFD is leading on supporting democratic stability in Bangsamoro Philippines through the UK Conflict Stability Security Funding (CSSF) managed by the Foreign, Commonwealth and Development (FCDO). The programme is designed with the overall aim of supporting the Bangsamoro to continue and complete its transition to a robust, inclusive and accountable regional democracy within the Philippines, in line with the principles of the Bangsamoro Organic Law (BOL). The programme supports the establishment of BOL by strengthening locally owned institutions to become increasingly accountable, inclusive and pluralistic.

**About WFD Bangsamoro Programme**

WFD is now implementing the third phase of its democracy strengthening programme in Bangsamoro Autonomous Region in Muslim Mindanao (BARMM). We work with the transitional parliament, civil society actors, political parties, and independent institutions to strengthen democratic systems and processes towards political actors delivering governance that is increasingly inclusive, equitable, and accountable in the context, with an overarching objective of making the transition process a success for the people of Bangsamoro.

The programme is designed around four outputs as follows:

1. Parliament has better capacity and stronger processes to make quality legislation and conduct oversight

2. Civil society, parliament and government have the expertise and means to engage in inclusive, responsive and collaborative policymaking

3. Current and future women political leaders have the expertise and means to develop advocacy, and influence policy and legislation that furthers equality

4. Political parties have the capacity and knowledge to engage in development of the political party framework and build principled and inclusive organisations

WFD’s programme in the region is guided by the needs of programme stakeholders and is designed to be adaptable and responsive to the evolving context. We listen to the needs and priorities of the stakeholders and work with them to design interventions to deliver desirable outcomes.

WFD programme activities include; bespoke technical advisory to parliamentary staff and MPs, mentoring for parliamentary committees, learning and technical capacity building sessions for MPs and parliamentary staff and independent institutions, thematic technical assistance to parliament including advisory support on setting up parliamentary services, systems and processes, advisory support on designing and reviewing parliamentary processes with a gender sensitive lens, technical training sessions for CSOs, sharing of best practices on civil society engagement with the parliament, engagement with political parties and political actors.

**About this consultancy**

In this third three-year phase of the programme, WFD is looking for dedicated technical advisory support for the programme for its parliamentary workstream (#1 as stated above). The International Parliamentary Technical Adviser will advise and support the team to plan WFD’s parliamentary assistance to the Bangsamoro Transition Authority, guiding the parliamentary strand of programme work on focus areas and working with parliamentary stakeholders to identify their technical capacity needs.

The International Parliamentary Technical Adviser will work closely with the Bangsamoro programme team to guide, plan and organise parliamentary engagements. You will be expected to provide bespoke advisory support to members and staff of the Bangsamoro Parliament across several technical areas that are critical to the set-up and development of the transitional legislature and wider parliamentary system of the governance in the Bangsamoro. In the past WFD has provided technical support in the areas of policy and legislative process, legislative scrutiny including employing a gender sensitive lens to review legislation, draft legislation review, committee work, parliamentary services, capacity building of MPs and parliamentary staff and bespoke mentoring to MPs and parliamentary officials.

WFD’s focus in Phase III is on consolidating and deepening our work with the Bangsamoro Parliament. Building on the learnings and achievements of Phases I and 2, WFD’s support in Phase II will focus on assisting the Bangsamoro Parliament in producing better quality law and developing a culture of oversight. To that end, the programme will support the parliament to develop more effective processes for legislative and oversight work, as well as provide expertise on the subject matter of specific pieces of legislation.

The focal points of contact will be WFD’s Bangsamoro Programme Manager and Senior Programme Coordinator (Outputs 1+4) with lines of communication with the WFD Bangsamoro Representative and WFD colleagues in London office.

**Scope of work**

WFD recognises the broad remit of this assignment and will work with the International Parliamentary Technical Adviser to agree priorities and set work across technical areas. It is anticipated that the International Parliamentary Technical Adviser will support the delivery of work, often through subject-matter experts across the following technical areas:

* **Technical assistance on institutional structure and organisational development.** WFD will deliver technical assistance through remote and on the ground sessions with the leadership of the Bangsamoro Parliament focused on institutional design options for the transitional and permanent legislature (post-transition). This work will include introduction of comparative institutional models for parliamentary governance, in particular the Scottish Parliament Corporate Body[[1]](#footnote-1), and engage principals in the creation of a roadmap for the adoption of a similar model for the Bangsamoro Parliament, in line with the aims of the forthcoming strategic plan.
* **Bespoke analysis and advisory on priority codes and legislation.** WFD will continue to provide bespoke analysis and advisory support to members and staff of the Bangsamoro Parliament on the priority legislative codes and other legislation under consideration, feeding wherever possible into formal consultation processes. This support will focus on the forthcoming priority codes, such as the Bangsamoro Internal Revenue Code, where there are lessons to be learned from UK experience (e.g., fiscal devolution and revenue mobilisation powers), Bangsamoro Electoral Code and Local Government Code as well as regional contexts. It will also support the implementation of codes already passed by the Bangsamoro Parliament, such as the Bangsamoro Administrative Code, through providing expert advice on the preparation of secondary legislation. We highly appreciate the cultural sensitivity of the advisor in looking at the public policy issues at peace and post-conflict transition lens.
* **Induction and continuous learning for members and parliamentary officials.** WFD will support the Bangsamoro Parliament in developing induction and continuous learning resources for members and staff drawing on the content developed and used throughout Phase I. This support will focus on streamlining learning and mitigating the impacts of staff turnover and create products including but not limited to online courses. WFD will also explore the feasibility of the possible creation of a parliament portal to be embedded into the Bangsamoro Parliament webpage.
* **Master classes for members and parliamentary officials.** WFD will deliver online master classes on selected topics for members and staff of the Bangsamoro Parliament. As in Phase I, master classes will be responsive to the needs and requests of a parliamentarian and their staff and run as drop-in sessions over the course of several weeks with follow up between classes through email group.
* **Tailored support packages for parliamentary services and development of support to the secretariat.** WFD will deliver tailored packages of mentoring support to parliamentary staff by division/department. Our support will focus on developing how parliamentary services function and are delivered and building up the area-specific expertise of their staff. Priorities for this support will be the newly formed Plenary and Committee Affairs Department and the Legislative Technical Affairs and Information Services and Policy Research and Legal Services divisions. This will also include mentoring for senior management (Officers in Charge), delivered by counterparts at Westminster (current/former clerks in the Committee Office), as well as tailored training for division staffers.
* **Technical assistance on policy and legislative processes.** WFD will support both the Bangsamoro Parliament and Government to further develop core processes, including policy development, legislative (including the development of secondary legislation) and budget processes. This support will involve expanding our engagement with cabinet and government ministries to support, for example, the development of centralised guidance on law-making (the UK model being the Cabinet Office guide on legislation making). We will also continue to support the development of new legislative scrutiny practices, including through applying a gender and peace building lens to legislative review and other techniques such as corruption-proofing legislation.
* **Civic Understanding and Engagement with Parliament.** While there is an ambition within the Bangsamoro Parliament to become a ‘people’s parliament’ and have greater outreach to citizens, there are few formal mechanisms through which the legislature can reach people. Evidence sessions and consultations are ad hoc and unstructured, and there is limited public information that distils parliament’s role clearly. As a result, there is limited understanding of the parliament’s role, how it should function and how it differs from the executive among the public. The Parliamentary Advisor will be expected to work with sub-matter experts to provide tailored advice to members and staff, including senior secretariat officials, on options for enhancing parliamentary outreach and the public understanding of the legislature.

## Deliverables

As the International Parliamentary Technical Adviser, you are expected to deliver the following over the course of the assignment:

1. Participate in planning and update calls with the WFD Bangsamoro Team, partners and beneficiaries in the Bangsamoro Parliament throughout the assignment;
2. Conduct desk research on selected topics and for the development of materials related to the delivery of advisory sessions and trainings; and liaise with the WFD London Policy and Programmes Team, Associates and Expert Roster on the research and development of tools;
3. Develop and tailor materials for advisory sessions and trainings, including written briefs, primers and option papers on selected topics, and presentations and video clips, among other materials as needed and agreed with the Programme Manager and Senior Programme Coordinator (Outputs 1+4);
4. Conduct advisory sessions and trainings across the assigned technical areas, in agreement with the Programme Manager and Senior Programme Coordinator (Outputs 1+4), in coordination with the wider WFD Bangsamoro Team;
5. Review partners’ training materials for activities jointly implemented with WFD and provide input, feedback and comments;
6. Regularly report to the Bangsamoro and UK Programme Managers, by email, on progress with the assignment (maximum bi-monthly), priorities for next period, and days spent working on the programme.
7. Write two blog posts on the progress and results of the WFD parliamentary strengthening programme in Bangsamoro.

## Timeline

Expected to be up to 65 days between July 2022 – March 2023. The number of days may vary depending on the nature of work.

## Reporting

## The focal points of contact will be WFD’s Bangsamoro Programme Manager and Senior Programme Coordinator (Outputs 1+4) with lines of communication with the WFD Bangsamoro Representative and the WFD Asia and Americas Programme Manager in the London office.

## Working arrangements

The consultant will be expected to work remotely with regular contact with the team. Travel to Bangsamoro will be required and this will be planned for and organised as required by the Programme and as agreed with the Consultant.

## Payments

Payment will be made on a regular basis against timesheets submitted by the consultant.

## Minimum experience and expertise

# Relevant work experience:

# Hold a post-graduate degree in Political Science, Social Science or relevant academic field OR demonstrate a minimum of ten years of progressively responsible experience in international parliamentary strengthening with demonstrated background in supporting members and staff, leading capacity building initiatives to strengthen legislative processes, enhance institutional relevance and legislative effectiveness.

# Experience of working with sub-national, parliaments or devolved administrations in Southeast Asia as well as experience in political outreach, facilitation, analysis, advice and reporting is required.

# Experience in post-conflict and in-transition countries is preferred.

# Understanding of legislative processes in different constitutional systems.

# Technical and functional competencies:

# Excellent analytical, research and writing skills

# Commitment to accountable governance

# Experience working collaborative and in teams

# Excellent organisational skills

# Proposal process

## Timescale

Below is the proposed timescale for this Call. Please note the dates are indicative and subject to change.

|  |  |
| --- | --- |
| Description | Date |
| Issue Call | *4 July 2022* |
| Closing date for receipt of completed proposals | *17 July 2022* |
| Shortlisting of proposals | *20 July 2022* |
| Expert interviews/presentations to tender committee (if applicable) | *22 July 2022* |
| WFD announces preferred expert | *25 July 2022* |
| Contract finalised and signed | *1 August 2022* |

## Proposal requirements

In general, the proposal should include the following:

1. Profile
2. Proposed solution and how it meets the specification (scope and deliverables)
3. Financial proposal
4. References
5. Confirmation of compliance with General Terms and Conditions of tendering

### Individual profile:

* If the expert is currently registered with WFD’s Expert Roster, the expert should refer to this in the proposal and no further information is required.
* If the expert is not currently registered with the Expert Roster, the expert should provide a C.V. or information in the proposal document including:
* A summary of their professional biography and relevant career history/record of assignments; and
* case studies/credentials demonstrating relevant experience and skills profile

### Proposed solution:

* Clear explanation as to the proposed approach to meeting the specification set out in this Call.
* Detailed project plan, including timelines, assumptions and dependencies, resourcing, and risks.

### Financial proposal:

* Full breakdown time and cost estimates for the proposed solution in sterling, including any daily rate to be applied.
* Separate accounting of VAT and/or any other applicable tax, duty, or charge.
* Detailing of any discount applied in view of WFD’s not-for-profit status.

### References:

* If the expert is currently registered with WFD’s Expert Roster, the expert should refer to this in the proposal and no further information is required.
* If the expert is not currently registered with the Expert Roster, the expert should include details of at least three references relating to similar expert services provided in the last three years.

### Confirmation of acceptance of general terms and conditions:

* All proposals should include a signed copy of the Confirmation of Compliance form as annexed to this Call.

All experts should also note the following:

* all proposals should be submitted in English;
* all proposals should be submitted in electronic form;
* this Call and the proposal in response may be incorporated in whole or in part into the final contract;
* only information provided in response to questions set out in this documentation will be taken into consideration for the purposes of evaluating the proposal;
* proposals which are poorly organised or poorly written, such that evaluation and comparison with other submissions is notably difficult, may exclude the expert from further consideration; and
* any proposals which do not fully comply with the requirements of this Call may be disregarded at the absolute discretion of WFD.

## Evaluation criteria

WFD does not provide a mathematical formula by which bids will be weighted evaluated, but the procurement committee will usually consider the following criteria, among others in the evaluation of all responses:

* Quality of proposal document
* Service offer and solution fit to specification
* Quality, capacity, and track-record of bidders based on references
* Value for money and pricing factors
* Professional profile, track record, and references
* Relevant experience, including case studies

WFD will score each criterion using the following table:

|  |  |
| --- | --- |
| 0 | The proposal submitted omits and fundamentally fails to meet WFD’s scope and specifications. Insufficient evidence to support the proposal to allow WFD to evaluate. **Not Answered** |
| 1 | The information submitted has a severe lack of evidence to demonstrate that WFD’s scope and specifications can be met. Significant omissions, serious and/or many concerns. **Poor** |
| 2 | The information submitted has some minor omissions in respect of WFD's scope and specifications. The tender satisfies the basic requirements in some respects but is unsatisfactory in other respects and raises some concerns. **Satisfactory**. |
| 3 | The information submitted provides some good evidence to meet the WFD’s scope and specifications and is satisfactory in most respects and there are few concerns. **Good.** |
| 4 | The information submitted provides good evidence that all of WFD's scope and specification can be met. Full and robust response, any concerns are addressed so that the proposal gives confidence. **Very Good.** |
| 5 | The information submitted provides strong evidence that all of WFD's scope and specification can be met and the proposal exceeds expectation i.e. exemplary in the industry. Provides full confidence and no concerns. **Outstanding** |

## Queries about this Call

Any questions related to this Call should be addressed to Naomi Barnard (Senior Programmes Manager) [naomi.barnard@wfd.org](mailto:naomi.barnard@wfd.org).

## Equal Information

Should any potential expert raise a question that is of general interest, WFD reserves the right to circulate both question and answer to other respondents, either via WFD’s website or by email. In this event, anonymity will be maintained.

## Annual reports

If the potential expert operates a personal services company, please provide a link or copy of your company’s latest audited annual accounts with the proposal.

## Other information

If the potential expert believes that there is additional information that has not been requested in the Call but is relevant to your proposal, please include that information as a separate attachment and explain its relevance to this Call.

1. Significant work on Corporate Body has been done and a Bill has been tabled in the Plenary. [↑](#footnote-ref-1)