

Request for Proposals

Consultancy: Baseline Surveys for Parliament of Zimbabwe

Terms of Reference

1 Background

1.1 In order to establish a more responsive and effective Parliament capable of effectively executing its Representing and Oversight of the Executive branch of Government, Parliament, in October 1996, appointed the Parliament Reform Committee (PRC), to review the practice and procedure of the House in relation to public business. The PRC undertook extensive consultations with all sections of the population through public hearings and written evidence. The Committee also made a thorough study of similar developments in systems of several parliaments to identify and borrow best practices.

1.2 In May 1999, the PRC recommended urgent reforms in the following areas:

- The Legislative Process
- Representation of the people
- Executive oversight
- Administrative Support Services

In order to implement the reforms, Parliament, in the first phase of implementation, set itself the following broad objectives:

- i. Strengthening capacity of Members and staff of Parliament to assume greater policy formulation tasks.
- ii. Use of the committee system to improve parliament's oversight function
- iii. Raising the visibility and profile of the Legislature as a development policy formulation and implementation institution.
- iv. Establishing Parliament Constituency Information Centres (PCICs) to serve as meeting places for MPs and their constituents and as centres for information dissemination.
- v. Equipping staff with skills in the areas of Policy Research Support, Gender Management, Report Writing and Presentation and Project Management.

1.3 The major achievements of the first phase include the following:

- The creation of a coordinated system of Portfolio committees with detailed terms of reference and covering every Government Ministry.
- The establishment of over 100 House of Assembly Parliament Constituency Information Centres (PCICs) out of 120 constituents.
- Capacity enhancement of MPs and officers of Parliament through induction and other training courses of a technical and generic nature.
- The introduction of question Time without Notice.
- The development of a re-engineered budget process.

The 2004-2007 Three Year and the current (2010-2012) Two Year Rolling Parliamentary Support Programme (PSP) built on the successes and challenges of the first phase. As

observed in the end of term evaluation report of the 2004-2007 Three Year Rolling plan, there is need to establish several baselines on MPs in order to develop relevant capacity building programmes and tools. Listed below are the proposed surveys.

2 Baseline Survey of Economic Literacy.

2.1 Purpose of Survey

The purpose of the survey is to establish the economic literacy level of Members of Parliament. The survey will establish a basis to develop capacity building initiatives that will allow members of parliament to constructively oversee ministries and hold them accountable, engage in the analysis and implementation of the budget and other economic issues and redesign the pre and post budgeting seminars to reflect that legislative scrutiny and implementation of for the life of the budget not a single event.

2.2 Survey Scope

- The Survey will be carried out on a representative sample of the Members of Parliaments of Zimbabwe and it should ensure gender balance. The survey, including report writing, will be carried out over a period of 10 days.
- The survey will be carried out in Harare preferably when both houses are sitting to maximize on economies of scale.
- They should assess MPs knowledge but not limited to the following:
 1. The economic problem
 2. The economic system
 3. Decision makers and production factors in the economy
 4. Market failures
 5. Government failure
 6. Concept of state budget and budget analysis
 7. Evaluating public expenditure and expenditure priorities
 8. Public accountability
 9. Why we have to pay taxes
 10. Public debt

2.3 Survey Methodology

The methods to be used in the survey will include but are not limited to the following:

- Document Review (Desk Study): The consultant is expected to review all major documents including Economic instruments, policy statements, budgets reports relevant committees and Hansard reports.
- Interviews with all key informants and key players
- Use of an appropriate questionnaire
- Bench marking

2.4 Team Composition

- The Ideal consultant should be an economist with the following qualifications and experience.
- A postgraduate qualification in economic analysis
- 5-10 years of experience in public finance and budgeting, baseline assessments, monitoring. Expertise in parliamentary initiatives

It is expected that the survey will be completed in the specified period with the following deliverables due:

- Baseline Report on the Economic literacy

3.0 Baseline Survey of Legislative Analysis

3.1 Purpose of survey

The Purpose of the survey is to establish the legislative capacity for Members of Parliament. The survey will establish a basis to develop capacity building initiatives that will allow members of parliament to constructively and competently analyse draft bills, bills and any other related legislation.

3.2 Survey Scope

- The Survey will be carried out on a representative sample of the Members of Parliaments of Zimbabwe and it should ensure gender balance. The survey including report writing will be carried out over a period of 10 days.
- The survey will be carried out in Harare preferably when both houses are sitting to maximize on economies of scale.

The baseline should assess MPs knowledge but not limited to the following:

- o Bills digest and analysis
- o Constitutional Interpretation and analysis
- o General legislative skills analysis
- o General and specialized constitutional analysis skills
- o The principles and rules of constitutional interpretation
- o Analysis of International agreements and their implications on domestic law.

3.3 Survey Methodology

The methods to be used in the survey will include but are not limited to the following:

- o Document Review (Desk Study): The consultant is expected to review all major documents including the constitution, bills and best practices in other jurisdictions.
- o Use of a questionnaire
- o Bench marking

3.4 Team composition

The ideal consultant should be an expert in legislative analysis and procedures, with the following qualifications and experience.

- o A postgraduate qualification in law or social sciences
- o 5-10 years of experience in legislative analysis and procedure, baseline assessments, monitoring, Expertise in parliamentary initiatives

It is expected that the survey will be completed in the specified period with the following deliverables due:

- o Baseline Report on the Legislative analysis

4.0 Baseline assessment on capacity of MPs in Human Rights and Rule of Law

4.1 Purpose of survey

The purpose of the baseline assessment is to establish the capacity of MPs in Human Rights issues and Rule of Law. The survey will establish a basis to develop modules and capacity building initiatives that will allow members of parliament to appreciate and articulate human rights issues and matters related to the Rule of Law.

4.2 Survey scope

- The Survey will be carried out on a representative sample of the Members of Parliaments of Zimbabwe and it should ensure gender balance. The survey including report writing will be carried out over a period of 10 days.
- The survey will be carried out in Harare preferably when both houses are sitting to maximize on economies of scale.

The baseline should assess MPs knowledge but not limited to the following:

- International Human Rights Instruments
- Human Rights Law
- The Constitution and the Declaration of Human Rights
- The country's obligations under international human rights law
- Domestication and monitoring implementation of international human rights instruments
- Reporting obligations under various treaty bodies
- Tenets of the Rule of Law

4.5 Survey Methodology

The methods to be used in the survey will include but are not limited to the following:

- Document Review (Desk Study): The consultant is expected to review all major documents including the constitution, international human rights covenants and rule of law best practices in other jurisdictions.
- Use of an appropriate questionnaire
- Bench marking

4.6 Team Composition

The ideal consultant should be an expert in jurisprudence (legal theory), with the following qualifications and experience:

- A postgraduate qualification in law
- 5-10 years of experience in human rights or related fields, baseline assessments, monitoring, Expertise in parliamentary initiatives

It is expected that the survey will be completed in the specified period with the following deliverables due:

- Baseline Report on members' capacity on Human Rights and Rule of Law.

5.0 Baseline on Sector Specific Capacity Building Requirements for various Committees of Parliament.

5.1 Purpose of survey

The purpose of the survey is to establish the sector specific capacity building requirements for the various Committees of Parliament. The survey will establish a basis to develop capacity building initiatives that will the specific requirements of each Committee thus enabling Committees to effectively discharge their mandate.

5.2 Survey Scope

- The Survey will be carried out on a representative sample of the Members of Parliaments in each of the 26 Committees and it should ensure gender balance. The survey including report writing will be carried out over a period of 10 days.
- The survey will be carried out in Harare preferably when both houses are sitting to maximize on economies of scale.
- The baseline should assess MPs knowledge but not limited to the following:
- National legal and policy framework of each sector
- The national goals and priorities of each sector
- Major stakeholders and actors in each sector and their contribution to national development goals
- Prevailing international guidelines and policy frameworks

5.3 Survey Methodology

The methods to be used in the survey will include but are not limited to the following:

- Document Review (Desk Study): The consultant is expected to review all major documents including the constitution, bills and best practices in other jurisdictions.
- Use of a questionnaire
- Bench marking

5.4 Team composition

The ideal consultant should be an expert in legislative analysis and procedures, with the following qualifications and experience.

- o A postgraduate qualification in law or social sciences
5-10 years of experience in policy analysis, implementation and monitoring of national or international development programmes.

It is expected that the survey will be completed in the specified period with the following deliverables due:

- Baseline report on the Sector Specific capacity building requirements for each Committee
- Design training programmes for each sector

6.0 Costs

For all proposals, the Consultants should provide a detailed costing for the survey.

7.0 Expression of Interest

Interested applicants should submit by hand delivery or via email

- Detailed Curriculum Vitae(s)
- Letter of Proposal (LOP) outlining their proposed methodology (max. 5 pages) and availability date
- Proposed fee schedule

To The Clerk of Parliament
Parliament of Zimbabwe
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Harare
Or clerk@parlzim.gov.zw

The closing date for applications is COB on 17 September 2010.