

Terms of Reference (TOR) for an analysis of Venezuela's institutional framework and preparedness to facilitate humanitarian action

Background

The Westminster Foundation for Democracy (WFD) is a non-departmental public body supported by, but independent of, the UK's Foreign and Commonwealth Office (FCO). Established in 1992, the remit of WFD is to provide expertise in developing parliaments, political party structures and civil society organisations – the key institutions that make up a functioning democracy.

WFD has been working in Venezuela since 2016 in supporting activities aimed at strengthening democratic governance and the rule of law in Venezuela, promoting transparency and tackling corruption. All this while addressing issues that are relevant to the needs of the Venezuelan society.

Objective

To undertake a study involving an analysis of the current humanitarian and disaster response legal, institutional and policy framework in Venezuela, comparing these against internationally recognized benchmarks in this regard. The study will be framed around the research questions:

- How effectively do the laws and policies of Venezuela facilitate the coordination, delivery and monitoring of international humanitarian relief and response?
- What gaps and challenges currently exist and what additions, changes and modifications would ensure that the Venezuelan legal framework and institutions are fit for purpose to respond effectively and efficiently to any humanitarian situation?

The study will provide Venezuelan institutions and civil society with a solid assessment of the current legislative frameworks, policies and practices and propose recommendations on reform proposals that can ensure that the State is able to efficiently lead, coordinate and support international humanitarian response to those in most need following the principles of humanity, impartiality, neutrality and independence.

Methodology

The lead consultant will be asked to develop the methodological approach for this study. However, it is expected that it will involve a desk review of laws, policies and structures in Venezuela, together with interviews with key informants, including line ministries, civil society actors, donors and national/regional experts; potentially with the help of a local contractor. Identifying appropriate benchmarking tools will also be important.

Outputs

- 1) An assessment of current laws, policies and structures in place within Venezuela related to the coordination, delivery and monitoring of humanitarian assistance. The assessment will cover the following aspects:
 - Legislation
 - Structures (national, regional and local)
 - Division of roles among Ministries (“who does what and when”)
 - Current practices in the area of humanitarian action
 - Any additional steps deemed relevant by the consultant
- 2) A report that outlines an analysis of the strengths and gaps revealed in the assessment, together with recommendations regarding measures to be taken to build institutional capacity. This could include a roadmap to guide the Venezuelan State on how to prioritise and move forward.
 - 1) Meeting (potentially remote) to present results to a range of stakeholders within Venezuela.

Terms and Conditions

Overall guidance and oversight will be provided by the WFD Senior Programme Manager for Latin America and in-country WFD staff. WFD can facilitate meetings between the consultant and relevant officials from the National Assembly. The products can be delivered in English and Spanish. The contractor will deliver all contract outputs as detailed in this agreement before **COB 10 December 2019**. The consultant will be paid a lump sum rate in arrears commensurate with the assignment.

Bids

Bids can come from individuals but also teams of experts, NGOs, consultancy firms, etc. The selected contractor shall demonstrate proven experience in the topics outlined, particularly the legal frameworks that support humanitarian and disaster response within Latin America and the Caribbean. Knowledge and experience of Venezuela is desirable. The proposals should include personal profiles, detailing academic and professional qualifications; specific experience / expertise; proposed work plan and a detailed account of fees and any additional cost if there were any. An example of a similar piece of work should be included in the application.

Please send a detailed CVs and proposals for how the terms of reference will be delivered, including a budget, to Luis.Scarcioffo@wfd.org with a subject line “Humanitarian structural review”. Bids will be received up to 10th September 2019. Should you require any further clarification you can get in touch with Luis Scarcioffo via email or by calling +58 (212) 9567605.