TERMS OF REFERENCE (TOR) for HR Consultant

1. CONTEXT

Westminster Foundation for Democracy (WFD) is an independent foundation sponsored by the Foreign and Commonwealth (FCO) and the Department for International Development (DFID). Established in 1992, WFD specialises in democracy strengthening and does this by supporting the development of and working with parliaments, political parties, independent institutions and civil society organisations in a gender responsive and inclusive way. It is uniquely placed to draw directly on the expertise of the United Kingdom Parliaments and Assemblies and political parties in all its work. WFD has supported transitions to democracy in central and Eastern Europe, strengthened multi-party democracies in Africa, and extended its work to the Middle East and North Africa (MENA) and Asia over the past decade.

The Union Parliament of Myanmar and WFD have established a strategic partnership to assist in the development of parliamentary work and contribute to better practice and procedures within the union-level parliaments. WFD is implementing Phase 2 programme (2019-2021) to strengthen parliamentary practice in the Union Parliament of Myanmar. In partnership with the UK House of Commons, British Council, Irrawaddy Policy Exchange and other implementing partners, working with members of parliament, parliamentary staff and CSOs through various activities under 4 main output areas below.

Output 1: Committee Functions, Practices and Engagement
Output 2: Improved Legislative Processes and Parliamentary Procedure
Output 3: Sustainable Administration and Institutional Development
Output 4: Citizen Engagement and Inter-Parliamentary Relations

Under Output 3, WFD supported the Parliament in developing the new 2019-2022 Strategic Plan and its four related sub-strategies (on i. human resources, ii. communication, iii. Learning Centre development and iv. information and communication technologies). Given WFD’s previous work and its privileged position, the Joint Coordination Committee (JCC) of the Parliament has requested WFD to support them with the development of the internal implementation plan of the 2019-2022 Strategic Plan.

In addition, WFD has been supporting the setting-up and capacity building of the HR departments within the Hluttaws, and an annual work plan 2020-22 has been drafted by the HR departments, in line with the Hluttaw Strategic Plan 2019-2022 and its HR sub-strategy. Given WFD’s extensive support and technical assistance delivered to the HR departments to-date, the Parliament requested WFD to assist in reviewing and refining this workplan.

2. OBJECTIVE(S).
The objective of this consultancy is to support the revision and finalisation of the HR annual work plan, in line with the HR sub-strategy, and to use this model as a good practice to embark other departments of the Parliament (committees, research, administration, etc.) in view of developing their own annual work plan. The Consultant will also help review the M&E plan and framework of HR departments, which will complement the annual workplan.

3. SCOPE

The consultant will closely work primarily with the HR departments of the Parliament. Besides, he/she will liaise with the senior management of the Parliament in order to validate the main deliverables of this assignment, upon WFD’s prior approval. In terms of increasing ownership of the HR sub-strategy, it is planned that the consultant will organise participative workshops, using a trickled down/top down approach, consisting of presenting and discussing the Strategic Plan and HR Sub-strategy and thus justifying the requirement to develop annual department work plans, with the senior management of the Parliament first, then middle managers.

The consultant will therefore mostly provide technical assistance, coaching and support to the HR departments, and will accompany them in developing the internal implementation plan and in finalising the HR annual work plan. He/she will also work closely with WFD colleagues and other development partners providing assistance to the other workstream and sub-strategies of the Parliament to ensure synergies and coherence, as the Learning Centre sub-strategy, for example, is closely intertwined with the HR annual work plan.

The consultant will refine, as necessary, the exact scope of this assignment with the Dr Ye Wint Aung, Programme Coordinator in country, upon arrival in Myanmar and inform regularly the WFD team on the progress of this assignment against the set objectives.

4. DELIVERABLES.

The consultant will deliver the following:

1. **A draft internal HR annual work plan**, based on the initial draft of the HR department, and a draft workplan for the mission. **M&E plan and framework will also be reviewed.**

2. **Workplan for the mission**: Upon arrival in-country, the expert will meet with the WFD team to plan the assignment and will revise the tentative work plan for the mission accordingly. The workplan will include all the planned activities during the assignment, along with dates and targeted groups. Given the dynamic nature of the working environment, this work plan will be a ‘live’ document i.e. open to change and revisions. All changes will be made in consultation with the Programme Coordinator of WFD.
3. **Meetings with key stakeholders.** Meetings will be organised by the Programme Coordinator to take place either in the Parliament or the WFD office. The consultant must attend all these meetings and draft the minutes of these meetings for WFD’s perusal.

4. **Workshops delivery.** The consultant will deliver workshops/coaching/technical assistance to the HR departments, and the targeted staff of the Parliament and prepare all necessary materials in advance. The outcomes of the workshops/coaching sessions will be detailed in the final mission report (see below deliverable #6). A finalised HR annual work plan, in line with the HR sub-strategy to be delivered following the mission.

5. **Final debriefing and presentation to WFD and/or to the Parliament.** The consultant will make a detailed, high-level presentation to the JCC and/or to the WFD as appropriate, on the internal implementation plan of the HR workplan 2020-22. The consultant will be required to incorporate any feedback received that will be formally shared with the Parliament/WFD.

6. **A final mission report to be submitted within 2 weeks of mission’s completion.** These final mission report will include all the planned completed/draft deliverables

5. **REPORTING.**

The reporting will be done via regular formal and informal meetings with the WFD team, and the final mission report will be submitted for comments within 2 weeks of the mission completion. Comments from WFD on the final mission reports, if any, will be integrated by the consultant within a maximum of 10 days.

The mission report will follow WFD's template and include all deliverables (#1 to #5) as well as an overview of proceedings and key findings, and conclusions/recommendations for next steps.

6. **TERMS AND CONDITIONS**

Overall guidance and oversight will be provided by the WFD Senior Programme Manager for Southeast Asia and in-country WFD staff. WFD can facilitate meetings between the consultant and relevant officials from Myanmar Parliament. All of the products can be delivered in English and the consultant will be paid a lump sum rate in arrears commensurate with the assignment.

7. **BIDS**
Bids can come from individuals but also teams of experts, NGOs, consultancy firms, universities, etc. The selected contractor shall demonstrate proven experience in the topics outlined. Knowledge and experience of Myanmar 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 (inclusive of taxes) and any additional cost if there were any.

Please send a detailed CVs and proposals for how the terms of reference will be delivered, including a budget, to WFD's Programme Coordinator in Myanmar, Dr Ye Wint Aung at YeWint.Aung@wfd.org with a subject line “HR Consultant for Myanmar Parliament”.

Bids will be received up to 19th May 2020. Should you require any further clarification you can get in touch with Dr Ye Wint Aung via email. Please note that Myanmar is currently under social distancing measures due to COVID19 and therefore our office is closed and staff are working remotely.