Context:

The Westminster Foundation for Democracy (WFD) is the UK’s democracy assistance agency, working in partnership with political parties, parliaments and civil society organisations around the world to create more inclusive, accountable and transparent democratic systems. WFD strengthens the capacity of these key democratic institutions, helping ensure they have the systems, knowledge and skills to perform effectively. WFD also fosters improved democratic processes, bringing together individuals and institutions and encouraging them to work together to solve concrete problems, applying democratic values and principles.

Over the course of 2020-2021, WFD is leading on supporting democratic stability in Bangsamoro programme through the UK Conflict Stability Security Funding (CSSF) managed by the Foreign and Commonwealth Office (FCO) and implemented by the Westminster Foundation for Democracy (WFD). Recognising the establishment of the Bangsamoro Organic Law (BOL) being a key entry point for locally owned institutions and processes to develop and adopt inclusive and accountable practices, the programme is designed with the overall aim of supporting the implementation of BOL. The programme will support the establishment of BOL by strengthening locally owned institutions to become increasingly accountable, inclusive, and pluralistic.

The programme combines:

1. Strengthening the Bangsamoro parliament as an institution and developing the expertise of its members and staff.
2. Supporting the development of existing and fledging Bangsamoro political parties and brokering dialogue between them around the emerging rules of the game within the new system of governance.
3. Supporting Bangsamoro women as political leaders and politically active citizens to coalesce around shared objectives and agenda and to be equipped with the right expertise to identify and influence key policy and legislative change.

Objective:

The Westminster Foundation for Democracy is partnering with the Ateneo School of Government to offer a comprehensive package of training to staff working with the Bangsamoro Parliament. The courses in the ‘Bangsamoro Parliament 101 Online Learning Series’ are designed to assist parliamentary staff to understand their key roles in parliament through access to international expertise and best practice.

The trainings will support staff to deliver more informed and effective parliamentary services to MPs, the public, and to strengthen the efficiency and effectiveness of the institution. Overall, there are three courses with multiple modules. The courses will be primarily delivered online through a combination of pre-recorded video lectures, reading materials, short assessment quizzes, and live interaction with the lecturers. Each course module will take place over two weeks, with around four hours of learning each week. Week 1 of each course is designed primarily as asynchronous learning with participants studying through video lectures, key readings, and short written assignment. Week 2 includes synchronous learning to give the participants the opportunities to interact with the experts through facilitated online sessions.

Westminster Foundation for Democracy is providing relevant subject-matter expertise during each course module, drawing on resource persons from the civil service and the international
parliamentary community. We would like to invite applications from subject matter experts to deliver the online sessions over the course of coming months. Course outlines are already developed, and the subject matter experts will be expected to design and deliver individual sessions for relevant modules as part of the course work. For Week 1, the experts will develop asynchronous materials content such as video lectures, readings, slides, links etc and during Week 2 the experts will work with WFD and Ateneo School of Government to provide a structure of the online sessions’ proposing discussion questions and assessment formats/materials and then help facilitate these sessions.

The subject matter experts will work closely with WFD Senior Parliamentary Adviser to design and deliver content in consultation with WFD Senior Programme Management for Southeast Asia.

The list of courses and modules along with their brief description is as follows:

**Course 1 Module A: The Role of Parliamentary Staff in Building and Efficient and Effective Institution:**

This module will examine the principles of effective work by parliamentary staff, covering key details of parliamentary systems, the importance of permanent, dedicated parliamentary staff, and the types of services staff provide to MPs, to the public, and that ensure the efficiency and effectiveness of the institution as a whole.

The module will cover fundamental principles of Completed Staff Work (CSW), learning how to gather relevant facts, identify key issues, and device systems of analysing proposed actions. Over-all, this module will seek to educate how the staff should provide management support to his/her superior and appreciate CSW as mechanism to promote efficiency. The expert will be expected to work with Ateneo School of Government to explore CSW and address what it means in a parliamentary setting.

**Course 1 Module B: Ensuring the Efficient Operation of the Plenary**

This module will support staff to understand their role in supporting the plenary session. It will look at international practice in how staff support MPs to engage in the plenary – such as helping formulate motions and questions and giving procedural advice. It will examine the types of documents that support the plenary and enable MPs to prepare effectively and the public to be well-informed. It will seek to build understanding of staff of types and standards of plenary documents.

**Course 1 Module C: The Role of Staff in Supporting Committees**

This module will support staff to understand the functions of parliamentary committees and their different supporting roles. It will examine how staff ensure the effective operation of committees, the types of information and advice that committee staff are required to provide to the Chair, Secretary and Members, and how committee staff engage and communicate with the public. The module will outline international practice in conducting committee inquiries and the role of staff at different stages of an inquiry process.


This module shall focus on the relevance of understanding public finance as a tool for a successful transitional government. It will examine how oversight on public financial
management takes place, parliament’s role in the budget process, and the capacities needed of MPs and staff.

It will present the challenges in the Philippine public finance and budgeting, with emphasis on how government makes choices on allocating resources to achieve its priority needs. It is a policy module that examines the rationale and effectiveness of different modes of government financing with particular focus on the block grant and other funding schemes in BARMM, and the effects of these financing mechanisms in the over-all development plan of the region.

Course 2 Module B: Gender Sensitive Parliaments

This module will support staff to understand how parliament is key to advancing gender equality and women’s empowerment (GEWE) in BARMM. It will look at best practice in how MPs and committees can drive legislative and policy change on GEWE. It will also examine how the internal functions of parliament ensure that there are no barriers to women’s full participation and equality between its men and women members and staff.

Course 3 Module A: Building the Parliament through the People

This module will cover public engagement with parliament. It will assess how parliament acts as the bridge between the public and decision making, and how regular and systematic engagement between the public and parliament strengthens policy and legislation. The module will look at institutional spaces for dialogue and the methods and tools used by MPs, committees, and parliamentary offices to inform and educate the public on the parliamentary system; and gather input from and report back to the public. It will address parliamentary staff roles in outreach and communication and build key skills required of staff to undertake these roles effectively.

Course 3 Module B: Public Engagement in Political Party Formation

This module will cover political engagements in the context of a parliamentary system. The module shall provide the participants an introduction to political party system, its characteristics, functions, and types, as well as an overview of political parties in the Philippine and BARMM contexts. It will also tackle on political party dynamics and the relevance of political engagements with constituents and civil society.

Deliverables:

The subject matter experts will be expected to deliver the following over the course of their assignment:

1. Participate in planning and update calls with the WFD Senior Parliamentary Adviser, and WFD Senior Programme Manager, throughout the assignment.
2. Familiarise self with the Bangsamoro political context and the ongoing transition period and structure and functions of the Bangsamoro Parliament
3. Conduct desk research on course topics and for the development of materials related to the delivery of lectures and interactive sessions.
4. Design bespoke content for course lectures using personal experience and international best practice tailored to the context in the Bangsamoro. Content can include recorded lectures supported by PowerPoint slides, videos, key readings with discussion questions, links to further resources, action planning tools, online learning assessment test and quizzes.
5. Lead live interaction sessions with the course participants to discuss issues covered in the course lectures, assess understanding and answer questions, and help prepare the staff to apply what they have learnt through their duties.
6. Develop online learning assessment tests and quizzes.
7. Regularly report to the Senior Programme Manager, by email, on progress with the assignment including any feedback and days spent working on the assignment.

Timeline:

August – December 2020. The number of days required for preparation and delivery of each module will vary. An example 10-day commitment is as follows:

Pre-readings and preparation meetings – 3 days
Content design including feedback on the draft – 3 days
Recording content – 1 day
Delivery of live online sessions – 1 day
Feedback and reporting – 2 day

Fee:

A maximum of £500/day will be offered. However, expert fee will be agreed based on seniority and expertise.

Qualifications:

Experts can apply for full courses and/or individual modules depending on their experience as each course and some modules will require specific expertise and skillset as evident from the content to be covered.

Generally we would expect the subject matter experts to have 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 parliamentary staff skills, enhance their knowledge and understanding of the importance of their support to MPs in making parliamentary processes more effective and efficient, making parliaments more inclusive and accountable and open to engagement by the public.

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

Experience of working in a parliament and in a post-conflict, in-transition environment is preferred.

Application Details:

Please send a CV, covering letter and outline of proposal to saba.gill@wfd.org highlighting the course/module you are applying for. We will receive applications on a rolling basis.