



REQUEST FOR EXPRESSION OF INTEREST TO EVALUATE THE CURRICULUM AND FINANCIAL FEASIBILITY OF THE PROPOSED PARLIAMENTARY STUDIES INSTITUTE (PSI)

1. Introduction

The SADC Parliamentary Forum which is headquartered in Windhoek, Namibia is establishing a Parliamentary Studies Institute (PSI) whose aim is to build parliamentary capacity needs of MPs and staff of Parliaments of SADC National Parliaments. This entails the compilation of a parliamentary training curriculum and complementary parliamentary training material (The SADC Parliamentary Handbook).

2. Goal of the Consultancy

The overall goal of the consultancy therefore is to appraise the proposed or indicative PSI curriculum (see below) and to determine the Financial Feasibility of the PSI, including determination of set up and operational costs.

3. Proposed Parliamentary Curriculum of the PSI

The proposed Parliamentary Curriculum and accompanying training material will cover, but will not be limited to the following topics:

- i. The socio-economic and political context of SADC and its Member States;
- ii. SADC Institutions and How they Relate to One Another;
- iii. The Institution of Parliament and its Mandate (the Triple Role of Representation);
- iv. Procedural, Administrative and Legal Issues of Parliaments;
- v. Being an Effective and Efficient Member of Parliament
- vi. Parliamentary Diplomacy (Protocol and Etiquette);
- vii. The Role and Importance of Parliamentary Committees;
- viii. Research, Analytical Skills, Bill Analysis and legislative Drafting;
- ix. Parliamentarians' Role in Advancing Democracy (*Elections*), Human Rights and Good Governance;

- x. Poverty Eradication and the Sustainable Development Goals (SDGs) and the Role of Parliament;
- xi. Parliament, the Budget and role in Economic Governance
- xii. Parliament, the Environment (Climate Change) and Natural Resources Governance;
- xiii. Parliament, Media and Civil Society – How to build an effective and beneficial relationship;
- xiv. Gender Mainstreaming and Women Empowerment and the Role of Parliament;
- xv. Role of Parliament in Enhancing Social Accountability;
- xvi. The Role of Parliament in Regional Integration (with reference to SADC PF, PAP, CPA, IPU, etcetera);
- xvii. Parliament as a multi-sectoral institution dealing with such issues as HIV and Aids, MDGs/Poverty, Climate Change, Environment and other developmental issues;
- xviii. The Importance of Information Communications Technologies to Parliamentarians (The Concept and Practice of E-Parliament);
- xix. Being an Effective and Efficient Parliamentary Clerk; and
- xx. Research, Analytical and Writing Skills for Parliament.

4. Request for Expression of Interest

The SADC Parliamentary Forum hereby invites eligible and qualified Consultants to indicate their interest and competency to undertake the assignment.

5. Instructions to Prospective Consultants

- i. Expressions of Interest are invited from qualified Consultants to offer consultancy services for the appraisal of the proposed PSI curriculum.
- ii. The Consultant is also required to conduct a financial feasibility evaluation of the establishment and running of the PSI.

6. Qualifications of Consultant/Parliamentary Expert

The Consultant/Parliamentary Expert is required to have the following minimum qualifications and experience:

- i. At least a Masters Degree in Social Sciences from a reputable tertiary institution;
- ii. Minimum five of (5) years working experience with Parliamentarians and or policy makers in general, especially with respect to the promotion of democracy and good governance;
- iii. Three years curriculum and training material development experience;
- iv. Project costing and management;

- v. Knowledge of and exposure to the SADC Region will be an added advantage; and
- vi. Expertise in Parliamentary Practice will be an added advantage.

7. Additional Selection Criteria of the Consultant

Preference will be given to consultants/parliamentary experts from the SADC Region.

8. Mode of Submission

Submissions must indicate the following:

“Expression of Interest on the Evaluation of the Proposed Parliamentary Studies Institute’s (PSI) Curriculum and Financial Feasibility”.

Consultants should submit the following:

- (i) An Expression of Interest demonstrating competency and experience (not more than 2 pages);
- (ii) Abridged Curriculum Vitae (CVs);
- (iii) Copies of Qualifications;
- (iv) Letters of Recommendation from previous clients should be included.

The Expression of Interest should be emailed to info@sadcpf.org or delivered to:

***The Secretary General
SADC Parliamentary Forum
Parliament Gardens
Erf 578 Love Street
Private Bag 13361
Windhoek, Namibia***

9. Deadline for Submission

The Expression of Interest should be submitted to SADC PF by 15 September 2017.

- 10. Any inquiry regarding the Expression of Interest should formally be addressed to **Ms. Yapoka Mungandi**: Director Human Resources and Administration, Tel: +264 61 287 0000 (w) Email: ymungandi@sadcpf.org.