



**Request for Expression of Interest (Call for CVs) to
Compile Parliamentary Training Material for SADC Parliaments
(The SADC Parliamentary Handbook).**

1. Introduction

The SADC Parliamentary Forum which is headquartered in Windhoek, Namibia has received a grant from the African Capacity Building Foundation (ACBF) in terms of which grant the Forum is suppose to implement parliamentary capacity development activities (training) for SADC parliamentarians as well as staff of Parliament.

The implementation of this mandate entail the development of a Parliamentary Training Material (The SADC Parliamentary Handbook) and suitable Consultants/Parliamentary experts are therefore requested to express interest in compiling the different modules as indicated in the Indicative Curriculum here below.

The SADC has received a grant from the African Capacity Building Foundation toward the cost of implementing parliamentary capacity development activities for SADC Parliaments (the training of MPs and Staff), and intends to apply a portion of the proceeds of this grant to eligible payments under the contract for Consultancy Services to compile parliamentary material for SADC Parliaments.

2. Goal of the Consultancy

The overall goal of the consultancy is to compile Parliamentary training material for SADC parliamentarians and staff of parliaments which will serve to enhance the professional performance of SADC Parliaments.

In accordance with the Indicative Parliamentary Curriculum and Training Material here below, individual Consultants/Parliamentary Experts will be contracted to write specific modules based on their expertise.

3. Indicative Parliamentary Curriculum and Training Material

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

- A.** The Institution of Parliament and its Mandate (the Triple Role of Representation)
- B.** Procedural, Administrative and Legal Issues of Parliaments
- C.** An overview of SADC PF: - Its Origins, Achievements and Future
- D.** The socio-economic and political context of SADC and its Member States
- E.** Being an effective and efficient Member of Parliament (MP)
- F.** Parliamentary Diplomacy (Protocol and Etiquette)
- G.** The Role and Importance of Parliamentary Committees
- H.** Research, Analytical Skills, Bill Analysis and legislative drafting
- I.** Parliamentarians' role in advancing Democracy (*Elections*), Human Rights and Good Governance
- J.** Poverty eradication and Sustainable Development and the Role of Parliament
- K.** Parliament, the Budget and role in Economic Governance
- L.** Parliament, the Environment (Climate Change) and Natural Resources Governance (NRM)
- M.** Parliament, Media and Civil Society – How to build an effective and beneficial relationship
- N.** Gender Mainstreaming and Women empowerment and the role of Parliament
- O.** The Role of Parliament in Regional Integration (with reference to SADC PF, PAP, CPA, IPU, etceteras.)
- P.** Parliament as a multi-sectoral institution dealing with such issues as HIV and Aids, MDGs/Poverty, Climate Change, Environment and other developmental issues;
- Q.** The Importance of Information Communications Technologies (ICTs) to Parliamentarians (The Concept and Practice of E-Parliament).

4. Request for Expression of Interest

SADC now invites eligible and qualified Individuals to indicate their interest in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services giving a description of similar assignment(s) undertaken.

5. Instructions to Prospective Consultants

- 5.1** Expression of Interests (Eoi) are invited from qualified individual consultants/parliamentary experts to offer consultancy services for the compilation of Training Material for SADC Parliamentarians and staff of Parliament.
- 5.2** Prospective Consultants/Parliamentary experts are requested to clearly indicate the module or modules they are bidding for.
- 5.3** The SADC Parliamentary Forum will select two or three consultants to form the lead/core team which will peer review and guide the material development process. Interested consultants are free to specifically indicate interest in this additional responsibility.

6. Qualifications of Consultants/Parliamentary Experts/

Consultants/Parliamentary Experts are expected to have the following minimum qualifications and experience:

- 6.1** At least a Masters degree in social sciences from a reputable tertiary institution
- 6.2** Minimum five (5) years working experience with parliamentarians and or policy makers in general especially with respect to the promotion of democracy and governance
- 6.3** Training and Material development experience will be an added advantage
- 6.4** Grounded knowledge of the area(s) of interest as listed in the indicative curriculum above
- 6.5** Three years of practical experience in developing training material for adult learners will be an added advantage
- 6.6** Knowledge and exposure of the SADC Region will be an added advantage

7. Selection of Individual Consultant

A Consultant will be selected in accordance with the Individual Consultants Selection method set out in the ACBF Procurement Guidelines for Grant receipts January 2011.

8. Deadline and Submission of Expressions of Interest

Expressions of interest indicating interest and demonstrating knowledge and competency, clearly marked: **'Expression of Interest – Compilation of Parliamentary Training Material for SADC Parliaments.'** must be received on or before **Friday, 2nd October 2015, 16h00.**

Consultants/Parliamentary experts should submit **(i)** An Expression of Interest demonstrating competency and experience (not more than 2 pages) **(ii)** Abridged Curriculum Vitae (CVs) **(iii)** Copies of Qualifications. Where feasible, letters of Recommendations/Referral Letters from clients should be included. Expression of Interest should be emailed to ymungandi@sadcpf.org; info@sadcpf.org or delivered to:-

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

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; info@sadcpf.org