Promoting inclusive parliaments: The representation of minorities and indigenous peoples in parliaments

Consultancy to lead implementation of 2010 project activities

21 December 2009

Identification

<table>
<thead>
<tr>
<th>Type of Contract:</th>
<th>Consultant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration:</td>
<td>Ten months</td>
</tr>
<tr>
<td>Starting date:</td>
<td>Immediate</td>
</tr>
<tr>
<td>Location:</td>
<td>Geneva, Switzerland</td>
</tr>
<tr>
<td>Reference:</td>
<td>Minorities/2010/01/</td>
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Background

IPU and UNDP are undertaking a project which aims to understand and promote the effective representation of minorities and indigenous peoples in parliament. The objectives of the project are:

- Increase knowledge on the representation of minorities and indigenous peoples in parliament
- Provide tools for parliaments and other stakeholders on promoting inclusive parliaments
- Build capacity to advocate for more inclusive parliaments

More information about the project can be found at www.ipu.org/minorities-e. The original project document is available at http://www.ipu.org/dem-e/minorities/project.pdf.

The project is funded by the Canadian International Development Agency. It began in June 2008 and will end in December 2010. The project budget is managed by the IPU.

A number of project activities have been completed; others are underway and require finalization; still others have not yet begun. IPU is seeking to engage a Consultant to lead the implementation of the project activities in the 2010 workplan.

Tasks

The Consultant’s main task is to ensure the completion of 2010 project activities to a satisfactory level of quality within the given timeframe. The Consultant will lead implementation of these activities.

The Consultant will work closely with IPU and UNDP throughout the consultancy. Concept notes, terms of reference and other documents have been prepared by IPU that will serve as a basis for the implementation of project activities.
In carrying out activities, the Consultant will work with project partners, parliaments and, when necessary, consultants (for example to gather data, write case studies, etc). Project partners include the UN Office for the High Commissioner for Human Rights, the UN Independent Expert on Minorities, the OSCE’s High Commissioner on National Minorities, the Secretariat of the Council of Europe’s Framework Convention for the Protection of National Minorities, the Minority Rights Group.

The Consultant will carry out the following tasks:

**Research**
- Oversee the collection, quality control and entry into the database of information requested in the project questionnaire
- Identify consultants / research institutes to do research and analysis (questionnaire date, national case studies, regional overviews of the inclusiveness of parliaments in Europe, Africa and the Arab States)

**Publishing**
- Produce two publications (interviews with parliamentarians; analysis of data, regional overviews, case studies), and ensure conformity with IPU and UNDP publications rules and processes.
- Oversee the development of the project database and web site, and ensure linkages with relevant initiatives

**Event organization**
- Organize a side event at the 2010 UN Permanent Forum on Indigenous Issues;
- Organize a meeting of the project Advisory Group
- Assist in preparations for an international conference in the second half of 2010

**Marketing**
- Produce promotional material for the project and ensure visibility of the project, partners and donor

**Management**
- Support timely implementation of activities
- Draft Terms of Reference for consultants for specific activities; identify consultants; and ensure quality and timeliness of their deliverables

**Reporting**
- Draft reports on project activities for donors, partners and project Advisory Group
- Monitor project expenditure and report to Project Manager

**Deliverables and timeline**

The Consultant is expected to lead implementation of the following activities listed in the 2010 Workplan, summarized in the table below.

In addition, the Consultant will meet with the Project Manager at IPU headquarters in Geneva for coordination purposes at least once a week.

<table>
<thead>
<tr>
<th>Deliverable (with project activity code)</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>A database with comprehensive and authoritative information on the representation of minorities and indigenous peoples in parliament (1.4)</td>
<td>April 2010</td>
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A project website (5.2) | April 2010
---|---
A side event at the UN Permanent Forum on Indigenous Issues (7.1) | April 2010
A meeting of the project Advisory Group (8.1) | April/June 2010
A publication containing interviews with parliamentarians (3.1) | September 2010
A publication containing analysis of data, regional overviews, case studies (2.1, 4.1, 6.5) | September 2010
Promotional materials for the project (5.1) | October 2010
Draft Terms of Reference for an evaluation of the project (8.2) | October 2010

**Qualification / Experience:**

- Post-graduate degree in political science and/or appropriate discipline
- Demonstrated direct work experience in the areas of minorities and political representation, as well as knowledge of different regions and countries with different constitutional, political and social backgrounds.
- Demonstrated experience in the development of knowledge products, such as print publications and web sites
- Demonstrated experience in the organization of conferences and meetings
- Excellent oral, written and editing skills in English or French. Spanish highly desirable.
- Excellent communication skills.

**Submission of application**

Qualified candidates should submit their application, including a Curriculum Vitae and a letter of interest, by 15 January 2010 to postbox@mail.ipu.org. Candidates should provide a quote for the monthly rate for their services, on the basis of 10 months of work. For further information, please contact Mr. Andy Richardson (+41 22 919 41 35; andy.richardson@mail.ipu.org).

Additional considerations:

Applications received after the closing date will not be considered.

Only short-listed candidates will be contacted for interview.

Qualified female candidates are strongly encouraged to apply.