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TERMS OF REFERENCE (TORS)

SHORT-TERM CONSULTANCY FOR THE DEVELOPMENT OF A TRACKING SYSTEM FOR PARLIAMENTARY OVERSIGHT RECOMMENDATIONS

1. Background:

Democracy Works Foundation (DWF), under the USAID-funded Parliamentary Support Program being implemented by a Consortium led by Democracy International, is seeking the services of a qualified and experienced expert to develop a Tracking System for the Parliamentary Oversight recommendations and actions follow-ups. In 2023, DWF conducted a study tracing the use and utilization of the Oversight Agency Reports submitted and “laid on the table” in Parliament. From the insights, affirmations and motivations shared by the study, there has been a growing need to systematically entrench an effective system of following up on some of the critical elements, as follows:

- a) Raising the profile of the rich Reports consolidated by Oversight Agencies in Malawi, for the eyes of the Malawi Parliament, to fully exercise oversight and make commitments and take actions to follow-up with relevant authorities including the Ministers, MDAs, and stakeholders.
- b) Building a system to help Parliament, and its stakeholders, effectively track the Reports “laid on the table” in the House, the commitments made, and undertakings taken by Government, in response to issues raised; and,
- c) For Parliament and its stakeholders to digitally track, at a click of a button, the commitments and assurances made by MDAs, alongside with the respective Oversight Agencies, and civil society organizations.

This initiative therefore aims to enhance the effectiveness of parliamentary oversight and legislative functions, by strategically following through on the Oversight Agency Reports submitted to Parliament. This tool will therefore also act as a dashboard, enabling the proactive monitoring and evaluation of responses from key ministries, departments, agencies, and other stakeholders, regarding the adoption of oversight agency reports, and tracking implementation of recommendations made.

The tool will ultimately be used by key stakeholders, civil society organizations, Oversight Agencies, and Parliament, to strengthen oversight.

2. Objectives:

The primary objectives of this consultancy are as follows:

- a) Develop a user-friendly tracking system, capable of efficiently recording and monitoring the Malawi parliamentary recommendations.
- b) Establish parameters to track responses from key ministries, departments, agencies, and other stakeholders.

- c) Provide a training session for relevant stakeholders of Malawi Parliament on the utilization of the tracking system.
- d) Enhance the capacity of CSOs, Oversight Agencies, and Malawi Parliament to utilize the tool for effective parliamentary oversight and legislative functions.

3. Duration:

The consultancy is expected to span 10-man days, including the system development, parameter setting, and stakeholder pre-testing and orientation.

4. Scope of Work:

The selected consultant will be responsible for:

- a) Consolidating a needs assessment to understand specific requirements of the oversight agency reports tracking system for use by all relevant sections in Parliament.
- b) Designing and developing a user-friendly digital tracking system with the capability to record, monitor, and analyze parliamentary reports' recommendations and actions.
- c) Establishing parameters for tracking responses by ministries, departments, agencies, and other stakeholders, ensuring the system's adaptability and scalability.
- d) Conducting a training session for CSOs, Oversight Agencies, and Parliament on the utilization of the digital tracking system.
- e) Providing technical support during the initial implementation phase.

5. Deliverables:

The Consultant is expected to deliver the following:

- a) Needs assessment report.
- b) User-friendly digital tracking system or dashboard for parliamentary recommendations.
- c) Parameters' document and protocols for tracking responses.
- d) Training materials, Presentation, and documentation.
- e) Conducted pre-testing and training session for relevant stakeholders.
- f) Technical support during the initial implementation phase.

6. Qualifications:

The consultant should possess the following qualifications:

- a) A proven track record in developing digital tracking systems, preferably in the context of parliamentary oversight.
- b) Expertise in IT, data management, analysis, and reporting.
- c) Familiarity with parliamentary processes and functions in the Malawi Parliament.
- d) Strong communication and training skills.

7. Remuneration:

The selected consultant will receive a competitive package, including consultancy fees and related expenses.

8. Contact Information:

For inquiries, please contact Ms. Tamika Nyirenda-Banda on tnyirenda-banda@democracyworksfoundation.org.

Democracy Works Foundation appreciates your interest in contributing to this vital initiative to strengthen parliamentary oversight and legislative functions in Malawi.