



## **National Institute for Legislative Studies Capacity Building Project (NILS-CAP)**

### **NATIONAL ASSEMBLY**

## **REQUEST FOR EXPRESSION OF INTEREST TO DEVELOP PARLIAMENTARY OVERSIGHT MANUAL FOR THE ECOWAS PARLIAMENT**

**Expression of Interest Reference Number:** NILSCAP/EOI/OM/ 01

**Consulting Services:** Two Consultants – one team leader and one team member

### **1.0 INTRODUCTION**

The National Institute for Legislative Studies Capacity Building Project (NILS CAP) is a Project jointly funded by the National Assembly of Nigeria and the African Capacity Building Foundation (ACBF). The Project is requesting for expression of interest from suitably qualified parliamentary experts to develop an oversight manual for the ECOWAS Parliament.

#### **1.1 Background**

Since its establishment in 2000, the ECOWAS Parliament had remained consultative and advisory. The function of any Parliament is usually to represent the people, make laws and embark on oversight functions. The ECOWAS Parliament was only empowered by the Protocol establishing it to perform one of these three functions, notably; representation.

The quest for the enhancement of the powers of the ECOWAS Parliament remained a permanent denominator in the programme of the Parliament since inception, until the recent adoption of the Supplementary Act A/S.A1/12/16 by the Authority of Heads of State and Government of ECOWAS, during its 50<sup>th</sup> Ordinary Session on 17<sup>th</sup> December 2016, in Abuja. The Supplementary Act was adopted based, among others, on a conviction that enhancement of powers of the ECOWAS Parliament would ensure full participation of the West African peoples in the economic development and integration of the sub-region.

The Supplementary Act in Article 7 states, inter alia, that the ECOWAS Parliament shall:

- a. be involved in the enactment of all Community Acts relating to the ECOWAS Economic and Monetary integration policies or the Treaty;
- b. be involved in the adoption of the Community Budget in the manner provided in Article 17 of this Supplementary Act; and

- c. exercise Parliamentary oversight functions over the activities of programme implementing bodies of the Community and adopt the appropriate Resolution.

## **2.0 Rationale for developing an oversight manual for the ECOWAS Parliament**

Article 7 of the Supplementary Act, empowers the Parliament to embark on oversight functions over the activities and programmes of the implementing bodies of the Community. Conducting such an oversight duty would no doubt pose some level of challenge. This is especially so, considering the fact that the modus operandi of a sub-regional parliament differs significantly from that of a National Parliament. While Members of the ECOWAS Parliament are experts in overseeing national bodies, considering their duality of membership, they may not be conversant with discharging a similar function at the sub-regional level. This, therefore, justifies the need to establish a set of guidelines and develop some techniques for the conduct of oversight at that level. The drafting of an Oversight Manual is hereby proposed.

## **3.0 Objectives /Scope of Services, /Tasks and outputs**

The main objective is to develop a comprehensive manual for conducting oversight by Members of the ECOWAS Parliament

### **3.3.1 Specifically the manual should**

- Provide overview of oversight instruments
- Define the scope of conducting oversight functions at the regional level;
- Establish the techniques guiding oversight functions at the regional level;
- Identify possible questions that Members of Parliament should pose while conducting oversight functions;
- Establish a well-established procedure for conducting oversight at the regional level;
- Establish an agreed format of producing an oversight report.
- Etc.

### **3.3.2 Specific tasks and expected outputs may include the following among others;**

- Broad Consultation with ECOWAS community institutions and agencies
- Conducting survey and gathering information (interviews and questionnaires, etc.);
- Desk review of international best /acceptable practices on parliamentary oversight;
- Developing a draft oversight manual;
- Submission of draft manual for review;
- Presentation of draft manual at a technical validation workshop with a technical committee of the ECOWAS Parliament, NILS and other stakeholders;
- Presentation and Adoption of the manual in plenary at the ECOWAs Parliament;

### 3.3.3 Expected outputs

- A comprehensive validated manual on how to conduct effective oversight of the ECOWAS Community institutions and agencies by the ECOWAS Parliament

### 4.0 Duration of the assignment

The duration of this assignment is forty-five (45) working days for the Team leader, and forty (40) for the other team member, spread over the period January - May 2018.

The activities and indicative timeline are presented in the table below.

No.	Activity	Indicative Timeline
1.	<ul style="list-style-type: none"><li>- Desk review of international best /acceptable practices on parliamentary oversight;</li><li>- Field consultation with ECOWAS community institutions and agencies</li><li>- Conducting survey and gathering information</li></ul>	January-March 2018 (Indicative)
2.	Drafting the oversight manual	January-March 2018 (Indicative)
3.	Submission of draft manual for review and translation	1 March 2018 (Indicative)
4.	Presentation of draft manual at a technical validation workshop with a technical committee of the ECOWAS Parliament, NILS and other stakeholders	14-16 March 2018 (Indicative)
5.	Integration of feedback/comments from reviewers, and submission of revised draft	19-23 March 2018 (Indicative)
6.	Submission of revised draft manual for review and translation	26 March 2018
7.	Presentation, validation/ Adoption of the final draft manual in plenary by MPs at the ECOWAS Parliament	May 2018

### 5.0 GENERAL QUALIFICATIONS OF CONSULTANTS

The assignment will be conducted by a team of two parliamentary experts: One team leader and one team member with the following minimum qualifications.

- Candidate should be a citizen from any of the ECOWAS Member States;
- Must have a minimum of PhD in political science, social science, international relations, law, development or any related discipline.
- A good knowledge of processes of regional economic communities and regional /sub regional parliaments in Africa and across the world ;
- Significant experience with the ECOWAS community institutions and agencies including the parliament;

- Knowledge of parliamentary institutions and process of the 3 linguistic jurisdiction of ECOWAS;
- Strong knowledge and experience in procedures for parliamentary oversight and budget process in the 3 linguistic jurisdiction of ECOWAS, (Anglophone, Francophone and Lusophone );
- Experience with developing manuals for parliaments;
- A good knowledge of regional integration in Africa;
- Possess a track record in parliamentary research and development;
- Strong written and oral communication skills;
- Professional Proficiency in any 2 of the 3 ECOWAS official languages (English, French Portuguese) may be an added advantage.

## 6.0 REPORTING

- The team will report to and work closely with designated focal persons of NILS and ECOWAS Parliament.

## 7.0 WORKING ARRANGEMENTS

This assignment is home based with scheduled field visits to be conducted. The team of consultants are also expected to participate in the validation meetings with NILS, ECOWAS Parliament and stakeholders.

The consultants are responsible for providing their own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and have access to reliable internet connection.

### 7.1 Fees /Budget

Consultants should quote fees/budget in the EOI /proposal.

## 8.0 PAYMENT MODALITY.

No.	Deliverable	Payment
1.	Submission of draft oversight manual to the satisfaction of NILS-CAP Technical Committee	50%
2.	Submission of final revised draft oversight manual to the satisfaction of NILS-CAP Technical Committee	50%

## **9.0 INTELLECTUAL PROPERTY**

NILS shall, solely and exclusively, own all rights in and to any work created in connection with this contract. The consultant shall not be allowed to post or publish (electronically or in print) any related information without the explicit consent of NILS.

## **10.0 METHOD OF APPLICATION/ TIMELINE FOR SUBMISSION OF APPLICATION**

Interested applicants must submit application with the elements below:

- Detailed proposal/EOI using the Terms of Reference (TOR) and methodology provided as a guide
- Detailed CV/Resume
- Quotation of fee/budget

**10.1** All applications should be addressed to the Director General National Institute for Legislative Studies, National Assembly and Chairman, Technical Committee, NILS-CAP through the Programme Manager, NILS-CAP. Applications should be sent to email [valentina.tetteh@nils.gov.ng](mailto:valentina.tetteh@nils.gov.ng) no later than **31 January, 2018**.