



Advertisement Consultancy Opportunity

PCAsia is seeking an active and motivated candidate for “Guidelines on Parliamentary-Civic Engagement” Drafter to work with a high profile and dynamic organization.

PARLIAMENTARY CENTRE OF ASIA

The Parliamentary Centre of Asia (PCAsia), established in early 2021 in Phnom Penh, is the successor of the Parliamentary Institute of Cambodia (PIC) founded in 2011, a transition that reflects an expansion of activities with Parliaments across Southeast Asia. The mandate of PCAsia is therefore to contribute to the strengthening of Southeast Asian Parliaments through capacity building of their staff, based on the demands or requests of each Parliament within a framework of south-south and north-south cooperation. It draws on the expertise of national, regional, and international partners (Parliaments and research centres).

BACKGROUND INFORMATION ON THE RELEVANT PROGRAMME

The ASEAN Parliamentary-Civic Partnership (APCP) is a collaborative project of the East-West Management Institute (EWMI), the Parliamentary Centre of Asia (PCAsia). The overall goal of the collaboration is to help develop capacity and tools in the ASEAN region to support corruption-prevention, with a specific focus on ASEAN Inter-parliamentary Assembly (AIPA) Member Parliaments and members of civil society. Through a joint effort, EWMI and PCAsia seek to contribute towards corruption-prevention efforts in the region through increased inter-parliamentary cooperation, together with strengthened cooperation between parliaments and civil society.

Motivated by the AIPA Resolution on “Creation of Annual Consultative Working Group Co facilitated by AIPA and PCAsia to Promote Transparent Data and Knowledge Sharing in Health Emergency Preparedness and Responses” adopted in November 2022, APCP partners are commissioning a draft guidelines for Parliamentary-Civic Engagement for use as a training tool and for the consideration of AIPA Member Parliaments.

POSITION DESCRIPTION

The “Guidelines on Parliamentary-Civic Engagement” Drafter is responsible for producing a Draft Guidelines appropriate to the shared context of AIPA Member Parliaments.

EXPECTED DELIVERABLE AND OUTPUTS

The Draft “Guidelines on Parliamentary Codes of Conduct” will incorporate international best practices, contextualised to the shared context of AIPA Member Parliaments.

The guidelines will provide methods and standards for parliamentary Members on, but not limited to:

- Inclusive engagement with civil society, with a focus on youth, women, ethnic minorities and other disadvantaged groups
- Means for citizens to report or share information directly to Parliament
- Conducting field visit participant surveys

TIMEFRAME

#	Responsibility/Task	Working Days
DRAFTING – Period (tentative): July-September 2024		
1	Preliminary draft of the “Guidelines on Parliamentary-Civic Engagement” incorporating international best practices, contextualised to the shared context of AIPA Member Parliaments (max 8 pages)	4
2	Feedback discussion with PCAsia	0.5
3	Second draft of the Parliamentary Civic Engagement Guidelines that incorporates inputs from PCAsia (max 8 pages)	1.5
TRAINING – Period (tentative): October 2024		
4	5 days of training for parliamentary staff sharing methodology and good practices for parliamentary guidelines drafting as part of the “PCAsia Training on Parliamentary Guidelines Drafting”	15
5	Peer Review/Consulting on the “Guidelines on Parliamentary Codes of Conduct” drafted by trainees contextualised to their respective parliaments	2.5
SEMINAR – Period (tentative): Q1 or Q2 2025		
6	Preparation and Presentation during PCAsia workshop	2
7	Finalisation of the draft guidelines incorporating input from the workshop	2
	TOTAL	27.5

REQUIRED QUALIFICATIONS, SKILLS AND EXPERIENCE

Essential

1. Experience contributing to the drafting of parliamentary guidelines
2. Experience working on or in support of parliamentary engagement with external stakeholders
3. Degree in communications, political science, or related field
4. Good understanding of developing countries’ training needs
5. Good understanding of parliamentary operations
6. Strong spoken and written English

Desirable

1. Experience working in Southeast Asia
2. Experience working with AIPA Member Parliament(s)

APPLICATION INFORMATION

Interested applicants should send a cover letter and CV to job@pcasia.org and indicates a daily rate expectation in the email. The application deadline is 05 July 2024. Only short-listed candidates will be contacted.