APHR Consultancy Notice

A. Project Title
Southeast Asia Legislative Advocacy Toolkit – Timor Leste

B. Background
The region’s leaders are increasingly resorting to adopting laws that restrict fundamental freedoms. In this context, parliamentarians, through their legislative mandate, become an important shield against further erosion of human rights. MPs can repeal, or amend restrictive draft laws as they reach parliament.

To be able to engage them effectively, APHR and civil society organisations in Southeast Asia must be able to understand and know the parliamentary legislative process. However, the legislative system can seem complex to those unfamiliar with it and is perceived as overwhelming or intimidating to many who try to navigate it blindly.

That is why APHR is proposing to develop Legislative Advocacy Toolkits. These toolkits would help:
- Assist civil society, advocates, and those who wish to engage with the legislative system in their efforts to promote human rights in Southeast Asia;
- Enhance APHR and civil society’s capacity to support MPs to use their legislative mandate to promote human rights and democratic norms; and
- Strengthen transparency and civic participation in legislative processes in Southeast Asia region.

C. Scope of Work
APHR is looking for a consultant to conduct research in Timor Leste to better understand and unpack the legislative process there. The research will cover what is the legislative process, including the different stages a bill can go through, how to write an amendment, who can initiate a bill, what is the usual practice in the country, as well as effective entry points for law reform advocacy.
The research will be based on desk research, including a review of Constitutions, parliamentary rules and procedures, Speaker rulings, reports, and other relevant sources. Surveys, FDGs or interviews with MPs and MPs staff will also be done to ensure the research reflects the actual practices or conventions on the ground.

At the end of the research the consultant will produce a pedagogical and accessible report that explains the different steps in the legislative procedures and where MPs can intervene to either amend or repeal a law. The report will be presented as a practical and accessible tool for APHR and civil society partners.

D. Expected Outputs and Deliverables
Below is the timeline of expected outputs and deliverables from the External Consultant.

<table>
<thead>
<tr>
<th>Expected deliverables</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Inception Meeting</td>
<td>Week of 28 February 2022</td>
</tr>
<tr>
<td>2. First draft of the report</td>
<td>07 April 2022</td>
</tr>
<tr>
<td>3. Incorporation of APHR's reviews and comments</td>
<td>15 April 2022</td>
</tr>
<tr>
<td>4. Second draft of the report</td>
<td>15 April 2022</td>
</tr>
<tr>
<td>5. If needed, incorporation of APHR's final reviews and comments</td>
<td>25 April 2022</td>
</tr>
<tr>
<td>6. Production of the final report</td>
<td>09 May 2022</td>
</tr>
</tbody>
</table>

E. Institutional Arrangement
The consultant will report to the Research and Advocacy Director and APHR's Executive Director who will assist as much as possible the consultant in his/her work, including by helping the consultant identify MPs and MPs staff to interview for the research. They will also conduct review of the initial draft and provide inputs to be incorporated into the second and final drafts by the consultant.

F. Duration of Work
February to May 2022

G. Duty Station
Timor Leste
H. Qualification of the Successful Contractor

- Strong knowledge of parliamentary processes and if possible previous experience in working in or with Parliament and/or MPs.
- Previous experience of conducting human rights research and interviews.
- Proven experience in drafting clear and concise outputs for a broad and non-expert audience.
- Strong command of written and spoken English.

I. Recommended Presentation of Offer

Applicants may submit the following requirements to procurement@aseanmp.org with Subject heading “Legislative Toolkit Timor Leste Consultant” by Monday 14 February 2022:

- **Cover letter** including why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. Please also indicate your proposed consultancy fees.
- **Personal CV** indicating all relevant past experience as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references.
- **Writing sample** of a briefer or report on a similar issue published for a broad and wide audience (avoid academic publications.)