



Somali Federal Republic
House of the People
Office of the Speaker

Ref:

Date: 13/06/2018

Terms of Reference (TORs)
Legal Advisor

1. Description of the post

The House of the People is seeking to hire three Legal Advisors. The Advisors will provide legal advice and technical expert support to the leadership, the Standing Committee as well as the Committees of the House. The consultancy duration is for six months but may be renewed subject on the consultant's performance and availability of funds. The House of the People invites Somali national applicants for the following consultancy positions: -

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|---------------------------|-----------------------|
| Consultancy Title: | Legal Advisor |
| Supervisor: | Secretary General |
| Job Category: | Individual Consultant |
| Duty Station: | Mogadishu, Somalia |
| Opening Application Date: | 13/06/2018 |
| Closing Application Date: | 19/06/2018 |

2. Organization and Project Description

Somalia is at this juncture targeting to further capacitate its institutions with the view of not only to solidify the gains so far achieved in peace and state-building but to move the goal posts further by ensuring that for the first time, in three decades, the Somali citizens elect their own representatives by 2021. To realize this goal of peace and state building that is in harmony with the SDGs and the National Development Plan, among other institutions, Somalia aims to put in place more accountable and responsive Parliaments that promotes and practices inclusive politics.

The objective of the project is to foster Inclusive Politics through the Parliaments to enable citizens in participating in the political processes. The involvement of the citizens in the political process in a pronounced way will surely contribute a lot towards the attainment of the national peace and state building goal. It is also the focus of the project to nurture authentic political representation and to stimulate a lively civil society for the 2021 universal suffrage, finalization of the review of the Constitution and the federation process. The project focuses on four key pillars of democratic governance that play an important role in the development of Somalia's Inclusive Politics – National Federal Parliaments, Federal Member State Parliaments and Civil Society, – through an integrated approach that is in line with a fourth component of achieving progress towards SDG 16 in Somalia.

3. Objectives of Assignment:

The overall objective of the assignment is to provide legal advice to the leadership of the House and technical support to the standing committees of the House with desk review of the bills, research and policy review on the bills. The consultant will ensure that the functions outlined below and the scope of work is satisfactorily carried out.

Functions/Scope of work will include:

- Provide legal advice to leadership, Committee Chairpersons, and the Secretary General of the House of the People
- Working with the committees throughout the legislative process to support effective committee meetings and public hearings on the draft legislation, as well as effective consultations with the executive and civil society
- Support the leadership of the House on the reviewing the Rules of Procedure and recommending any amendments (if necessary).
- Advising the Speaker on how to conduct plenary, including debate, voting, and other parliamentary practices in line with international best practices.
- Working with committee chairpersons, as well as the Secretary General and other parliamentary directors/staff to ensure that the Rules of Procedure are applied consistently and effectively.
- Support the leadership of the House on oversight in a manner consistent with Constitution and the Rules of Procedure.
- Advising the Committee/s in matters of the Constitution including the constitutionality of proposed legislation.
- Conduct focused research, policy review on the bills and help prepare comparative analysis and reports for the committees
- Support the committees on desk review of the new bills as well as existing laws, and recommending any amendments.
- Support committees with advice on different legal issues and assist in drafting legislation, parliamentary resolutions and other legal documents
- Provide monthly and quarterly reports on all House Sessions.
- Develop, maintain and update a Bill Tracker.
- Support the House on translation of draft bills, resolutions and other documents as required
- Participate and co-facilitate with international experts UNDP trainings and workshops
- Submit a written monthly report on deliverables including updates on the agenda and programs of the House.

4. Expected Outputs and Deliverables

Below is the expected deliverables/outputs for the individual contractor for a period of 6 months from 01 July 2018 to 31 Dec 2018

| Deliverables/ Outputs | Estimated Duration to Complete | Target Due Dates | Deliverables verification |
|--|--------------------------------|------------------|--|
| Action plan on priority legislations for HoP with detailed timetable developed | One month | Aug 2018 | Document and Report approved by supervisor |
| Desk review and amendment of bills conducted | Five months | Aug – Dec 2018 | Document and Report approved by supervisor |

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| Policy documents on related legislations developed | | | |
| Focused legal research, analysis of legislations conducted and reports prepared | Five months | Aug – Dec 2018 | Document and Report approved by supervisor |
| Committees supported on legal issues and assisted on drafting of bills and parliamentary resolutions Draft bills, resolutions and documents translated in both languages English/Somali as required | Five months | Aug – Dec 2018 | Document and Report approved by supervisor |
| Committee staff trained to undertake research, policy review and preparing briefing papers | One month | Oct 2018 | Document and Report approved by supervisor |
| Sub-committees dealing with specific matters supported with legal opinion, research and reported prepared | Five months | Aug – Dec 2018 | Document and Report approved by supervisor |
| Rules of Procedure reviewed reflecting any amendments and presented to HoP | Two months | Nov – Dec 2018 | Document and Report approved by supervisor |
| Committees supported on consultations with relevant stakeholders on draft bills and report prepared | Five months | Aug – Dec 2018 | Document and Report approved by supervisor |

Reports to be provided:

- Monthly report for completed activities and deliverables with documents developed, training and workshop reports.
- Quarterly Narrative
- Final report.

5. Institutional Arrangement

The consultant shall work under the direct supervision of Secretary General of the House of the People. Achievement of deliverables will be approved by the Secretary General. Payment will be made upon certification of the Secretary General of time sheets for actual dates of work and consultant performance in accordance with activities and deliverables as reported in the activity report.

6. Duration of the Work

The contract is for 6 months from July - Dec 2018

7. Duty Station

Duty station of the consultant will be at the Office of the Speaker in Villa Hargeisa and House of the People building in Mogadishu.

8. Qualifications and Experience.

- University degree in Law (LL. B), Master's degree in Law (LL.M.) with at least five years of experience, preferably with legislative bodies and very good understanding of functions and procedures of legislatures.
- Experience in legislative reviews and drafting legislations.
- Familiarity with laws of Somalia and its Provisional Constitutions.
- Experience in post-conflict settings highly preferred.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Proficiency in Somali and fluent in writing and spoken English

9. Core competencies

- Strong knowledge of the field of expertise with good analytical skills and ability to solve problems
- Ability to plan work and manage conflicting priorities
- Have good communication skills, including the ability to liaise with technical staff and present information
- Good interpersonal skills and ability to establish and maintain effective partnership and working relationships with relevant government institutions

10. Gender mainstreaming

The House of the People is an equal opportunity employer. Qualified women are strongly encouraged to apply.

11. Other information

The Consultant will need to bring her/his own laptop.

12. How to apply

Interested candidates should submit their CV along with their application letter via e-mail to info@parliament.gov.so / abdikarimbuh@parliament.gov.so copying mohamed.hadi@undp.org not later than 19/06/2018

Only short-listed candidates will be contacted for an interview.