

**Terms of Reference (ToR): Performance Audit and Progress Review
of the Women Parliamentary Caucus at the National Assembly of Pakistan**

Title:	Performance Audit and Progress Review of the Women Parliamentary Caucus at the National Assembly of Pakistan
Project goal:	Strengthening of Constitutional Structures in Pakistan
Time frame:	September 08 – December 08, 2022 (three months, not extendable)
Requirement:	Governance expert, with solid knowledge and experience (around 10 years) of demonstrable experience with parliamentary systems, particularly, in conducting performance audits and progress reviews of parliamentary forums
Location:	Islamabad, Pakistan

1. BACKGROUND & CONTEXT

During the 13th National Assembly (NA) of Pakistan, which was headed by a Woman Speaker, female parliamentarians gained confidence in female leadership and deliberate efforts were made to strengthen their role. This led to the establishment of the first Women's Parliamentary Caucus (WPC) in the parliamentary history of Pakistan in November 2008. A "critical mass" of female parliamentarians should be organized in order to support them in raising women's issues of critical importance and participate in relevant legislation. The move to form the WPC was indigenous and primarily based on two main objectives:

- To attain a broad-based consensus amongst all female Members of Parliament on an agreed agenda for women's socio-economic and political development; and
- To enable women parliamentarians to work beyond and above party lines to advance the women empowerment agenda in Pakistan.

Today, the WPC is considered to be the oldest parliamentary forum of the NA. During its first term (2008-2013), the WPC focused on initiating gender-responsive legislation and influencing policies, in addition to creating sensitivity in both Houses of the Parliament. In its second term (2013-2018), the Caucus focused on the impact of these laws on Pakistani society and the lives of its people, especially women. In its third term (2018-date), the stock taking of the work undertaken at the Caucus is still pending. The WPC needs to ensure effective parliamentary oversight, evidence-based legislation, and technical assistance in research using a gender-based lens for women parliamentarians.

2. A. PURPOSE OF ASSIGNMENT

The main purpose of the assignment is to carry out a comprehensive review and performance audit of the progress made by the WPC during the Financial Years 2018-2022. This review and performance audit is to ascertain frameworks articulating annual targets, work plans with clear goals and accountabilities, provide strategic directions and recommendations for improved implementation of pro-women agenda by the WPC: In particular;

- Identify key areas of policy engagement, partnership building and policy advocacy for the WPC.

- Provide practical recommendations to increase effectiveness of caucus in the areas of coordination, management and research.

B. SCOPE OF WORK

The Hanns Seidel Foundation (HSF), in partnership with the NA Secretariat's Project Management Unit (PMU), is looking for an experienced governance expert with solid knowledge in conducting performance audits and progress reviews for higher institutional bodies and relevant organizational systems.

In addition, an excellent understanding of public and private sector landscapes at the federal level, demonstrated experience of working with public sector stakeholders, especially the Parliament, and solid experience of policy level coordination and presentation to a range of stakeholders are required. Fluency in English is essential, knowledge of Urdu would be ideal.

The scope of work shall focus on strategic progress made in the areas of women legislation, policy coordination, research, and performance management as well as the effectiveness of the WPC. In carrying out the progress review and audit, the governance expert will be required to address the following areas:

➤ **WPC Progress:**

- a. Progress review of the WPC through its existing vision, mission and strategic objectives.
- b. Detailed review of the WPC and its accomplishments in relation to its work plan.

➤ **Coordination & Partnership Management:**

- a. Review of existing policies and regulations of the WPC to determine if they are in support of the Secretariat's mandate.
- b. Review of stakeholder management, organizational functions and operations of the WPC and determine its efficiency and effectiveness within the reporting period.

➤ **Documentation & Record:**

- a. Review of the WPC business processes, documentation, and filing record.
- b. Identify and evaluate the progress reports, newsletters, and other material generated in multiple events and meetings.
- c. Judge if all the procedural and official requirements are met.

➤ **Reporting (deliverable):**

The Governance Expert will be required to submit a detailed report about the performance review carried out, based on the above-mentioned categories. Specifically;

1. Identify key areas of policy engagement, partnership building and policy advocacy for the WPC.
2. Provide practical recommendations to increase effectiveness of caucus in the areas of coordination, management and research.

3. LOCATION & TIMELINE

The assignment will take place in Islamabad, Pakistan from September 08 till December 08, 2022. It has a duration of three months and cannot be extended.

4. QUALIFICATION & EXPERIENCE REQUIREMENTS

- At least one (1) Master's degree in a relevant academic field
- Around (10) years of demonstrable experience with parliamentary systems, particularly, in conducting performance audits and progress reviews of parliamentary forums
- Working experience with political stakeholders, parliamentary institutions, office bearers, and law makers
- Experience of working in another Westminster Parliament, preferred
- Identification with the regional dialogue goals of HSF and political neutrality

5. APPLICATION FORMAT & PROCEDURE

Interested individuals or organizations are requested to submit the following documents as a **single pdf** file to the following email address: islamabad@hss.de

- (i) Proposal including draft work plan with timeline and deliverables for the consultancy's duration (three months)
- (ii) CV (maximum three pages)
- (iii) Daily rate covering all costs

6. APPLICATION DEADLINE

September 2, 2022 23:59 HRS PKT