**Terms of Reference**

**(ToR)**

**THE SELECTION OF TWO EXPERTS FOR**

**Development of the Guidelines for conducting discussions on the oversight role of the Parliament (consultative and control hearings, as well as parliamentary inquiries)**

1. **Introduction**

An empowered civil society is a crucial component of any democratic system and should be recognised and treated as such by state institutions. The consultations remain sometimes a formality, without real openness towards the views of civil society representatives. Some ministries have improved dialogue with the civil society and the inclusiveness of the decision-making process, but there is a room to improve cooperation with the Parliament and the current legal and institutional framework needs to be further improved to strengthen the consultation and cooperation mechanisms between state institutions and the civil society in the context of the EU accession process. In this sense, Parliament is yet to demonstrate in practice its commitment to Montenegro's EU reform agenda and improve coordination with the government on legislative initiatives, as well as to increase Parliament's capacity to scrutinize proposed legislation for compliance with EU acquis. The last but not the least, efforts were undertaken to improve parliamentary oversight of all governance branches, but effective control remains at early stage.

Therefore, Center for Democracy and Human Rights (CEDEM) and Center for Democratic Transition (CDT) are implementing the project **“Inclusive Dialogue for the Progress of the Society”** with the overall objective to contributing to the EU integration process of Montenegro by fostering democratic reforms and good governance. This project strives to enhance multi-sectoral policy dialogue through effective inclusion of CSOs in decision-making process and inclusive dialogue between citizens, CSOs and the Parliament of Montenegro.

1. **Purpose and Coverage**

The purpose of this contract is to engage experts to develop ***Guidelines for conducting discussions on the oversight role of the Parliament (consultative and control hearings, as well as parliamentary inquiries).***  
Bearing in mind underdeveloped rules for discussions on the oversight role of the Parliament in order to improve quality of discussions, recommendations and conclusions, the aim of this engagement is the development of the Guidelines for conducting discussions on the oversight role of the Parliament (consultative and control hearings, as well as parliamentary inquiries) particularly mapping the role of CSOs in these processes. The Guidelines will be presented to MPs and administrative staff of the Parliament.

1. **Methodology and Scope of work**

Under the supervision and in close cooperation with the project partners’ representatives, experts will implement the following:

Guidelines for conducting discussions on the oversight role of the Parliament (consultative and control hearings, as well as parliamentary inquiries).

The oversight function of parliament is essential to ensure that the executive branch operates within the confines of the law and adheres to principles of good governance. It serves as a check and balance mechanism that promotes transparency, accountability, and integrity in public administration. However, for MPs to carry out these responsibilities effectively, they need clear, comprehensive guidelines. These guidelines would provide a structured framework, outlining the processes and procedures for conducting control and evaluating government performance, and engaging with various stakeholders.

Two experts will be engaged for **a total of 120 days** to jointly develop the analysis.

**4. Duration and time frames**

The Analysis shall be completed **by the end of December 2023.**

**5**. **Expert Competencies, Experience, and Skill Requirements:**

* A degree in political science, law, public administration, or a related field is essential. Advanced degrees such as a master's or doctorate would be advantageous.
* In-depth understanding of parliamentary procedures, governance, and the oversight functions of legislative bodies. Familiarity with best practices in public administration and accountability mechanisms.
* Ability to analyze complex legislative and administrative issues and develop comprehensive guidelines.
* Demonstrated a high level of professionalism and an ability to work independently and in high-pressure situations under tight deadlines.

**6. Deadline and submission of expression of interest**

CDT and CEDEM invite interested experts to submit the following documentation by May 31st 2023 at [biljana@cdtmn.org](mailto:biljana@cdtmn.org):

* CV with relevant experience and qualifications (CV with relevant experience and qualifications (Montenegro or English language);
* Itemized financial proposal (up to 2.000,00 EUR gross amount per one expert).

**Disclaimer:** This ToR is not limited to Montenegro only and experts from other countries are also invited to submit their offers.

The selected contractor will be responsible for designing and executing all the activities described in this TOR in collaboration with CEDEM and CDT.

The short-listed bidding expert or agency may be asked for a formal presentation before the final selection.