**Short Term Expert:**

**To advise and assist in the implementation of the ICT/Automation needs of the Parliament in Pakistan**

**Terms of Reference**

**Programme Background and Objectives**

The overall objective of the European Union (EU) funded Improving Parliamentary Performance in Pakistan (IP3) Project is "to foster democratisation in Pakistan by building up the capacity of elected representatives and institutions". British Council along with its implementing partners is implementing the IP3 Project. The purpose is "to assist the EU in providing support to Pakistan Parliament for improving the three main strands of its parliamentary function – law making, oversight and representation". The programme involves providing technical assistance to Parliament under 2 strategic pillars:

- Assistance to Parliament Secretariats and to/through PIPS in view of strengthening their overall support role for the functioning of the institution and its elected representative.

- Assistance for the functioning of selected number of parliamentary committees/sub committees and other established Parliamentary bodies and their staff, as appropriate, and elected representatives in view of strengthening their delivery of the respective thematic areas of competence and on the basis of the institutional legislative, oversight and representational role of parliament.

To achieve this purpose, the programme has the following results:
  I. Improved functioning of elected representatives, secretariats and selected committees, primarily at federal level;
 II. Enhanced parliamentary transparency and access
III. Increased capacity of parliament to promote international human rights standards including parliamentary role on election legislation
IV. Increased interaction between Pakistani elected assemblies and the European Parliament (EP) and possibly Member State Parliaments (MSPs)

**Assignment Background:**

The assignment relates to Result II and requires working with both IP3 and the Parliament, including the Automation branches and other related departments.

Use of information and communication technologies (ICT) within the government sector is increasing rapidly worldwide. As far back as 2008 the United Nations World

e-Parliament Report noted that incorporation of ICT in parliamentary affairs is becoming an essential element in most major parliaments.[1]

The World e-Parliament Report (2012)[2] cites the advantages of automation within parliaments as threefold:
1. More information and documents on the website
2. Increased capacity to disseminate information and documents; and
3. More timely delivery of information and documents to members.

Therefore, automation of parliamentary processes, not only enables parliamentarians to fulfill their role more effectively and efficiently, it also contributes to increased transparency with citizens and civil society. These technologies are seen as tools for increasing legislative accountability, transparency, and participatory governance. Furthermore, they have the potential to help empower constituents, civil society organisations, and media in expanding their participation in the public dialogue.

However, installation of hardware is not without challenges, as access to software, human resource capacity and infrastructure can all reduce the positive impact of ICT installation. Furthermore, due to the speed of changes within ICT, software and hardware recommendations need to be implemented within a 12 month period, to mitigate against the risk of ICT becoming obsolete in the period between design and installation.

The Parliament of Pakistan and its leadership have a clear ambition to automate and digitalise processes within the Parliament. IP3 have already conducted a needs assessment of both Houses of the Parliament.
The purpose of this consultancy is to:

Produce a comprehensive implementation plan for the e-Parliament project based on the implementation framework and strategy described in the ICT scoping report. The project plan will describe timelines, costing, resources required and dependencies of activities and milestones.

Advise and work with the Parliament on re-structuring, hiring and training of the Automation teams.
Develop training programs for the National Assembly's Automation team as identified in the implementation framework of the ICT scoping report. And further training plans developed as implementation of the project gets underway. The underlying aspect of all of these trainings should be sustainability, as the automation project and subsequently the e-parliament projects get underway both staff and Members must be trained to ensure that the projects are used to their full capacity.

Work with the Automation department of the Parliament and other stakeholders in developing detailed specifications of the equipment requirements for the projects identified in the ICT implementation framework as described in the ICT scoping report.
Work with the Parliament's Automation teams in developing the ICT Policy of the Parliament.

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[1] http://unpan1.un.org/intradoc/groups/public/documents/UN/UNPAN029400.pdf
[2] http://www.ictparliament.org/sites/default/files/wepr2012_-_executive_summary.pdf

Study automation systems of other parliaments especially the UK, other Wesminster models  and the EU Parliament to adopt best practices in terms of their IT systems, structure and procedures that are being used in their work.

Monitor and evaluate the e-Parliament project. Reporting progress to all the stakeholders and identifying and addressing the issues impacting upon the project's schedule and objectives.

Regular coordination with all the internal and external stakeholders for successful implementation of the Automation Project

**Starting Date:** 1 November 2014

**End Date:** 20th December 2014

**Total Work Days:** 35 days initially with a possibility of an extension

**Qualifications & Experience:**
1. Post-graduate degree in IT management, Computer Sciences, computer engineering or relevant discipline
2. Minimum 12 years of experience in managing large ICT projects.
3. Proven capability to develop and implement and delivering IT Strategy for large organizations.
4. Previous experience of designing and implementing enterprise level ICT systems (SAP, Oracle, Open Source etc.) at private sector organizations or government sector or social sector organisations.
5. Proven ability to manage ICT projects and programs and deliver within the prescribed time and available resources.
6. Proven track record in building effective stakeholder relationships. Ability to identify synergies between programs, shape situations, facilitate answers and influence tactfully.
7. In-depth understanding of the internal dynamics, workings and environment of government organizations.
8. Experience of designing and implementing large scale change programmes.
9. Experience of working with and advising a range of senior stakeholders.
10. Demonstrable ability to meet tight deadlines and to work independently.
11. Experience in identifying, recruiting and managing diverse teams.
12. Previous experience of parliamentary ICT desirable.

**Deliverables**

1. A comprehensive project plan for the e-Parliament project beginning with the automation of the House, based on the implementation framework and strategy described in the ICT scoping report. The project plan will describe timelines, costing, resources required and dependencies of activities and milestones. The project plan will address, but will not be limited to the following goals of the ICT strategy:

   a. Automation of the House

      b.  ICT based optimization of the NA
      c.  Online Information Service
      d.  Mobile and Versatile Services
      e.  Open Parliament & e-Participation using bespoke IT tools like Open Standards, Open Source and Cloud etc
      f.  Reform ICT Service delivery
      g.  ICT security & e-Parliament continuity
      h.  Digital archiving of parliamentary proceedings

2. Work with the Automation department of Parliament and other stakeholders in developing detailed specifications of the equipment requirements for the projects identified in the ICT implementation framework as described in the ICT scoping report.

3. Advise and work with the Parliament on re-structuring and hiring where necessary, the Automation team.

4. Develop training programs for the Parliament's Automation team as identified in the implementation framework of the ICT scoping report. The training program should start with the automation project, on capacity building, training, transfer of skills and technology, but should be expanded at a later date to take in other aspects of the move towards e-parliament.

5. Work with the Parliament's Automation team in developing the ICT Policy of the Parliament.

6. Advise the Parliament on budgetary requirements for sustainable ICT service delivery.

7. Monitor and evaluate the e-Parliament project. Reporting progress to all the stakeholders and identifying and addressing the issues impacting upon the project's schedule and objectives.

8. Lead the identification and sourcing of equipment and software for the Parliament's ICT proposal.  Meeting with potential donors and coordinating efforts of the Parliament in this regard to ensure that all equipment is fully compatible and in accordance with the needs of the Parliament

**Reporting Arrangements:**

The Short Term Expert will be line managed by and report directly to the Deputy Team Leader and will work closely with other IP3 Senior Experts where required. S/he will be required to closely coordinate with the National Assembly PMU and the Senate Secretariat and keep them as well as IP3 regularly updated on the progress and keeping in view the urgency of this need, immediately inform of any blockage to the process.

**Timeline:**

**(To be decided in consultation with the Parliament)**

| Milestones | Days | Products and Services |
|---|---|---|
| Draft a comprehensive project plan initially for Automation of House and Committees Project and subsequently for e-Parliament. The plan should focus on a common ICT system rather than separate for both Houses. | | |
| Advise and work with the HR Department in Parliament on the hiring, if necessary of staff for the Automation Wing. | | |
| Develop training program for the Automation staff and the Members | | |
| Develop detailed specifications of equipment requirements (both software and hardware) for projects outlined in project plan | | |
| Coordinate purchase of software and hardware for the Parliament | | |
| Develop ICT policy of Parliament | | |