##

## TERMS OF REFERENCE:

## Jordanian House of Representatives

*Expert on ICT in Parliament to prepare a report on monitoring and evaluation of effective and efficient use of ICT soft and hardware in the House of Representatives, procured by EU-JDID project*

### Summary

* **Timing:** 15 days in the period 15 January – 1 April 2021, with possible extension of maximum 5 days.
* **Location:** Amman, Jordan
* **Project:** EU Support to Jordanian Democratic Institutions & Development (EU JDID)**.**

### Project Background

The EU funded project **“Support to Jordanian Democratic Institutions & Development – EU-JDID”** is implemented by a Consortium of European Not for Profit Organisations, lead by the European Centre for Electoral Support ([www.eces.eu](http://www.eces.eu)). The other consortium members are European Partnership for Democracy (EPD [www.epd.eu](http://www.epd.eu)), Westminster Foundation for Democracy (WFD [www.wfd.org](http://www.wfd.org)), Netherlands Institute for Multiparty Democracy (NIMD [www.nimd.org](http://www.nimd.org)) and French Agency for Media Cooperation (CFI [www.cfi.fr/en](http://www.cfi.fr/en)).

The specific objectives of the project are to:

* Strengthen the functioning of the House of Representatives (HoR) in exercising its core parliamentary functions in an accountable and transparent manner,
* Enhance the functioning of the Independent Electoral Commission (IEC) and other key stakeholders, contributing to elections conducted in a professional, transparent and credible manner,
* Support the political party system (PP) in contributing to democratic governance and policy making in particular in the HoR.

### WFD

The Westminster Foundation for Democracy (WFD) is an independent foundation sponsored by the UK Foreign and Commonwealth (FCO) and Department for International Development (DFID). WFD specialises in parliamentary strengthening and political party development, while also supporting electoral processes and civil society strengthening. It does this by assisting in the development of parliaments, political parties and civil society organisations.

WFD has worked in Jordan since 2011, initially delivering a three-year programme resulting in supporting the HoR in establishing a Research Centre. WFD extended this programme in 2015-2017 to reinforce its collaboration with the HoR and support further the Centre while also providing specialised support to women MPs and supporting the parliament in delivering an induction programme for newly elected MPs. As part of the consortium delivering the EU Support to Jordanian Democratic Institutions & Development, WFD leads the component relating to the Jordanian House of Representatives.

### Objective of the assignment

The aim of the assignment is to conduct a monitoring and evaluation of the effective and efficient use of the modern electronic (communication) instruments, purchased by EU-JDID for the House of Representatives, as part of the implementation of the E-Parliament strategy, developed in 2017. The assignment will be conducted using the methodology and roadmap that were developed in 2020 by Mr Avinash Bikha (annex to this ToR).

The specific objectives of the assignment are:

1. To conduct a monitoring and evaluation of the effective and efficient use of ICT soft and hardware in the House of Representatives that were purchased with the support of EU-JDID project.
2. Develop a monitoring and evaluation report that includes recommendations for the future.

**Tasks of the assignment:**

The assignment includes the following tasks:

* Conduct a desk review of all previous studies, assessments and relevant documents about the need of ICT in the House of Representatives, with a special focus on the E-Parliament Strategy, prepared in 2017-2018 and on the report regarding methodology and roadmap for conducting an evaluation and monitoring E-Parliament development in the House of Representatives of Jordan (developed in 2020);
* Collect data through (online) meetings and/or interviews with all relevant stakeholders in the House and do one or more site-visits in the House of Representatives, using the above mentioned methodology and roadmap.;
* Analyze the collected data;
* Prepare a monitoring and evaluation report (including recommendations) based on the collected data and following the methodology and roadmap of the above mentioned (attached) methodology report. The report will be in Arabic;
* Present the monitoring and evaluation report to the Senior Management of the Secretariat of the House of Representatives.

### Deliverables

The output of the mission will be:

1. Monitoring and evaluation report regarding effective and efficient use of the use of ICT soft and hardware in the House of Representatives that were purchased with the support of EU-JDID project (including recommendations)
2. Mission report

### Profile of the Expert

**Qualifications**

* Bachelor’s degree in ICT development or equivalent degree related to the assignment;
* Excellent writing and verbal communication skills in Arabic. Proficient command of English will be an advantage;
* Ability to write concise, readable and analytical reports and a good understanding of working processes and practices in Parliament.

**Professional Experience**

* Experience with ICT development in public institutions, as ICT staffer and/or consultant is highly desirable.

### Language

Note that the primary language used will be Arabic.

**Signed:**

**Date:**

**Johan Hommes**

**Senior Technical Advisor, Head of Parliamentary Project Component, WFD**

**Date:**

**Expert**