



**CPA** COMMONWEALTH  
PARLIAMENTARY  
ASSOCIATION

# Call for Consultants!

**Engagement, Education and  
Outreach Handbook for  
Commonwealth Parliaments**

**Creating Open, Accountable and  
Transparent Institutions**

**Apply  
today**

Email:

[hq.sec@cpahq.org](mailto:hq.sec@cpahq.org)

Dear All,

The CPA Headquarters is issuing a call for consultants to work on its **Engagement, Education and Outreach Handbook for Commonwealth Parliaments: Creating Open, Accountable and Transparent Institutions.**

The CPA Headquarters Secretariat are now issuing a call for applicants to fill **Two Consultant** positions to develop the above Handbook and to produce resources to accompany the Handbook for use by Commonwealth National and Subnational Legislatures.

- To be considered for the two contracts you must be available between the 12 April 2021 – 30 June 2021.
- To be considered for the post, applicants should have at least five years' experience working in either a parliamentary or related academic setting and have a good understanding of youth and civic education, outreach and engagement approaches taken by legislatures
- Applicants should also be fluent in English.

Both contracts will be for GBP£5,000 (inclusive of taxes).

If you would like to be considered for either position, please submit your interest by sending a CV and Covering Letter by **Thursday 1 April (23:59 GMT)** to [hq.sec@cpahq.org](mailto:hq.sec@cpahq.org).

A detailed description of the Handbook can be found below. For further information on the project please contact Matthew Salik, Head of Parliamentary Development, CPA at [matthew.salik@cpahq.org](mailto:matthew.salik@cpahq.org).

Thank you very much in advance.

[Email us](#)

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## About the Handbook

In line with SDG16 – “Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels” - the CPA has a mandate to develop a project to support our member branches in strengthening their engagement, education and outreach work.

Out of the 17 legislatures which have conducted a CPA Benchmark self-assessment, the majority have highlighted the need to improve their public engagement performance. Fortunately, those same parliaments have expressed a political will to strengthen and expand such work. Evidently, this provides an ideal opportunity to achieve robust change and ideally impact. Many parliaments which have taken such steps are at times hampered by a lack of specialist knowledge in what approaches to take and how.

The CPA is commissioning the development of a Handbook specifically for parliamentary institutions to strengthen their public engagement approaches in formal and informal ways.

Primarily for use of as part of the CPA's ongoing Technical Assistance Programmes, the Handbook will explain the rationale for why parliaments across the Commonwealth should proactively seek to engage, communicate, and educate the public on the role, work and importance of parliaments as relevant and sovereign institutions.

The Handbook will look at the need for formal democratic engagement; public consultation and buy-in to legislation, committee scrutiny, petitioning, and lobbying for change; and informal engagement around participatory democracy, centred on education, outreach, and information sharing to ensure parliaments are seen as public representative institutions. The Handbook will also cover approaches that parliamentarians (as opposed to parliamentary institutions) can take to engage their communities and constituents at local and national levels.

Whereas other organisations have undertaken and continue to develop comparative analysis on public engagement and Parliaments, this Handbook will provide a more practical approach for Parliaments to consider, resources for Parliaments to utilise, as well as providing relevant case studies and techniques that Parliaments can employ for specific engagement activities. Although aimed at a parliamentary audience, the Handbook will incorporate views from civil society, academia, and the media in offering a variety of perspectives to ensure approaches highlighted in the Handbook are practical and effective.

In the current climate it is important to consider the impact of COVID-19 on parliaments' public engagement approaches as well as the digital divide faced in many jurisdictions. The approaches proposed in the Handbook will not be a one-size fits-all-approach. Advice, tips, examples and approaches put forward will be applicable to large well-resourced jurisdictions as well as small parliaments which might be hindered by remotely located populations and limited capacity.

The Handbook will be anchored to the CPA Benchmarks for Democratic Legislatures, ensuring the approaches proposed align with the various benchmarks. For example, "6.3.1 - Opportunities shall be given for public input into the legislative and committee process, including the budget process."

The Handbook, once published, will form the template for bilateral Technical Assistance Programmes (TAP) with specific legislatures who want to pursue further work. The publication will be disseminated to all CPA branches both electronically and in the medium to long-term in hardcopy. The publication will be designed in an engaging and readable format.

The Handbook will be published on 30 June to coincide with the UN International Day of Parliamentarianism.

## About the CPA



The Commonwealth Parliamentary Association (CPA) **connects, develops, promotes and supports Parliamentarians and parliamentary staff** to identify benchmarks of good governance and the implementation of the enduring values of the Commonwealth.

With **17,000+ Members across more than 180 Branches**, including national and sub-national Commonwealth Parliaments and Legislatures, we deliver high-quality events and resources to our Members, including webinars, toolkits and video masterclasses.

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Commonwealth Parliamentary Association, Richmond House, Houses of Parliament, London, SW1A 0AA, UK

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