

TERMS OF REFERENCE POLICY/BILL DRAFTING CONSULTANT ON SUB-NATIONAL REGULATORY FRAMEWORKS

Key Focus: Registration and Tax Frameworks

Title: Legislative drafting support on Sub-National Civil Society Harmonization of Registration Frameworks.

With the support of the European Union – Agent for Citizen-Driven Transformation (EU-ACT) Programme, the Nigeria Network of NGOs (NNNGO) is executing a project on Strengthening State Civil Society Networks/Coalitions to Harmonize Regulatory Frameworks at the Sub-National Level. The priority states for the project include Lagos, Rivers, Kano, Borno, Enugu, Adamawa, Sokoto, Edo, Plateau and the FCT – Abuja.

The activity seeks to consolidate nine months of mobilization and advocacy into drafted bills/policies in the 10 states. Part of the project activity is to draft/ propose amendments on Subnational Regulatory Frameworks to guide improved CSO registrations, and critical engagements around services provided by CSOs with State actors.

The aim of the consultancy is to provide legislative drafting assistance to the EU-ACT 10 states with Bill or Policy drafting needs, to draft new bills on a harmonized registration frameworks for legislation. Also, where existent, amend existing related registration legislation to enable conducive civil society operational environment in selected states.

Scope of Work

Under the guidance of the Executive Director - NNNGO and the Project Manager – EU-ACT, the consultant shall:

- Liaise with responsible Government Ministries and stakeholders regarding policy and drafting instructions
- Undertake a review of relevant sub-national legislation in relation to the drafting instructions along with NNNGO and the sub-national network lead of selected states
- Prepare draft legislation
- Work together with the responsible Government legal office responsible for legislative drafting (e.g., Attorney General's office or Parliamentary Counsel) on the development of the draft legislation.
- Virtually consult with stakeholders and develop consultation reports containing consultation outcomes, analysis of the recommendations from consultations, and a list of people consulted.
- Develop supporting material, including explanatory memorandum, legislation implementation plan and Cabinet paper for the draft legislation.
- Be prepared to support draft model legislative briefs while providing the services, the legislative drafter is required to:
- Report to and provide regular updates to the designated NNNGO focal person, as well as quarterly reports
- Consult internally with NNNGO focal person on technical policy issues.

- Provide advice, where in the opinion of the drafter, new Bills or amendments may conflict with existing legislation.
- Provide legislative drafting assistance in line with national, technical, and procedural requirements; if necessary, make presentations to stakeholders on legislative issues.

Deliverables Key activities Deliverables/ Outputs Timeframe

- Identify scope of work in developing Sub-National regulatory framework by reviewing existing policies and legislation as relates to civil society registration, and consulting with sub-national network leads governments, development agencies, academic institutions, and relevant stakeholders in focal states.
- Assist sub-national network in drafting or reviewing sub-national related policies and legislation (including tax-related legislation), as per the gaps identified in the selected states completed.

Mainstreaming Inclusion

The consultant will be expected to actively support the Inclusive Policy/guidelines of the NNNGO. This Policy provides a mandate and framework for realising NNNGO and partners' commitment to mainstreaming inclusion, equality, and equity into all its policies, structures, systems, and operations. It is intended to strengthen and guide the collective effort of all secretariat staff to ensure that women, men, girls, and boys benefit equally from their work. The consultant will be expected to highlight and respond to specific disability, gender and inclusion questions attached to the process under this project, which will be included in all project reporting.

Experience and Qualifications

The successful candidate should possess the following qualifications and experience to be considered for this post:

Educational Qualifications

- A law degree or related field with evidence of experience from a recognised and reputable institution
- A postgraduate degree in legislative drafting/training would be an advantage Professional Experience
- Minimum of 10 years' legislative drafting experience.

Professional Qualifications

- Experience working within an AG's Chambers, Law Reform Authority, or similar organisation.
- Experience producing high quality regulation and related policies and legislation (including tax-related legislation, e.g. One Stop Shop, Statutory bodies regulation/constitution, enabling environments etc.).
- Ability to engage with a cross-section of stakeholders in the public and private sectors.
- Experience working regionally or internationally including within the British Council.
- In-depth knowledge and understanding of Nigerian laws (Constitutions, statutes, subsidiary laws)
- Knowledge of Nigerian bye laws, customs, traditions, and languages will be an advantage

- Experience in drafting at Sub National level inter-sectoral legislation will be an advantage
- Experience working with Parliamentarians
- Able to conduct on the job training with local counterpart(s) on legislative drafting and training in the enforcement of sub national regulatory-related legislation
- Excellent communication skills as well as the ability to communicate fluently in English (spoken and written);
- Ability to engage with inclusion mainstreaming issues
- Proven ability to work under pressure and meet deadlines.

Implementation arrangements

- The legislative drafting consultant will work virtually except when determined necessary by the donor will physical meetings be supported
- Monitoring and Evaluation of the project will take place during its implementation. The drafter will be expected to provide an Inception Report and Periodic Progress Reports supported by supplementary information and reporting as required. All reports will be submitted to the designated Project Manager at NNNGO Secretariat and signed by the Reporting Officer in the host organisation.

Report by Consultant

The consultant shall submit to NNNGO weekly reports on the work conducted by him/her in relation to this project, as well as the final project report which will be submitted within two weeks of the completion of the consultancy, such reports shall be shared with EU-ACT-NNNGO Project Manager, which shall also submit a brief report.

How To Apply

To apply, send your CV and Cover Letter to nnngo@nnngo.org with subject **POLICY/BILL DRAFTING CONSULTANCY**.