

Project title	Strengthening Parliamentary Democracy in Moldova (PADEM)		
Form title	External Service Provider to Deliver Training on Legal English for Members of Parliament	Version	1.0

Terms of Reference: External Service Provider to Deliver Training on Legal English for Members of Parliament

1. BACKGROUND INFORMATION

1.1. The Project Description

The Strengthening Parliamentary Democracy in Moldova (PADEM) project is a four-year strategic initiative (2025–2029) funded by the Swiss Agency for Development and Cooperation (SDC) and implemented by DAI Global Belgium. The overarching goal of the project is to ensure that Moldovan society is politically represented by a well-functioning Parliament that guarantees transparent, fair, evidence-based, and inclusive legislative processes.

1.2. Scope of the Assignment

PADEM seeks a specialized Service Provider (Individual Consultant or Company) to design and deliver a highly practical Legal English training program for up to 30 MPs who have expressed their interest and availability. The participants have an orientative baseline proficiency level of A2/B1. This intervention directly responds to a recent Training Needs Assessment, addressing the specific need to improve the technical capacities required for international legislative consultation.

2. OBJECTIVES AND EXPECTED RESULTS

2.1 General Objective

The overarching objective is to enhance the linguistic and technical capacity of Members of Parliament to seamlessly interact with international legal texts and effectively participate in international parliamentary diplomacy.

2.2. Expected Results

By the end of the assignment, the Service Provider will have successfully developed and delivered a high-quality, practical, and interactive training programme spanning approximately 2 to 3 months.

This intervention will result in:

- Enhanced foundational understanding of specialized legal terminology among MPs.
- Enhanced capacity to navigate specialized legal literature, consult comparative legal frameworks and international parliamentary standards to support evidence-based lawmaking.

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- Increased confidence in using English for parliamentary diplomacy and international institutional communication.

3. SCOPE OF THE WORK

General

The Service Provider is expected to design and deliver a modular Legal English training programme tailored for adult learners functioning at a A2/B1 level. The program will run over a period of 2 to 3 months, with an indicative frequency of up to 2 sessions per week, lasting up to 2 hours each. The assignment must be implemented using a consultative and iterative approach. The methodology must be interactive, employing modern adult learning techniques, role-plays, and terminology exercises directly relevant to the parliamentary context.

Target Groups and Key Stakeholders

- Key target group: Up to 30 MPs who will participate in the thematic programme.
- Key stakeholder: The Parliamentary Secretariat, which acts as the key institutional partner.

Specific Activities

The Service Provider is expected to complete the following activities:

1. Design the English Learning Plan: Develop a tailored learning framework focused on Legal English, EU terminology, and parliamentary diplomacy.
2. Develop Training Materials: Create practical materials (digital handouts, glossaries, case studies) in English and Romanian, tailored to the Moldovan context and compliant with PADEM visibility standards.
3. Deliver the Training: Facilitate the interactive sessions for the selected MPs over the 2-3 month period.
4. Reporting: Submit a concise Final Report highlighting outcomes, attendance, and recommendations.

4. DELIVERABLES AND REPORTING REQUIREMENTS

No.	Deliverable Name	Description & Content Requirements	Indicative Deadline
1	English Learning Plan and Agenda	A framework outlining learning objectives, vocabulary targets, and session structure focused on Legal English and EU terminology, developed following a light pre-evaluation to assess the concrete English proficiency level of	Prior to course commencement

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		each suggested participant. This framework shall be agreed with PADEM and the Secretariat of the Parliament prior to implementation.	
2	Training Materials	High-quality, practical materials (exercises, terminology summaries, case studies) in digital, ready-to-print formats.	Prior to respective sessions
3	Training Delivery	Successful facilitation of the 2-3 months program (approx. 2 sessions/week, 2 hours/session).	Ongoing
4	Final Activity Report	A concise report (max. 3-5 pages) summarizing the delivery process, participant evaluation, and recommendations.	10 days after completion

Reporting Requirements and Language:

- All administrative and contractual deliverables (English Learning Plan, Final Report) shall be written in English.
- Participant-facing materials and delivery shall be in English (with Romanian used for clarification where necessary).

5. SUPERVISION

The Service Provider will work under the technical supervision of the PADEM Component 1 Leader regarding methodology and content, and the overall contractual authority of the Project Team Leader. All materials produced remain the exclusive property of the PADEM Project and the Parliament. The Service Provider must strictly maintain political neutrality and confidentiality.

6. DATES AND DURATION

The assignment is anticipated to commence in June 2026 and must be concluded by November 2026.

7. LOGISTICS

The assignment will be implemented in a hybrid manner. Preparatory activities are home-based. Training delivery will be held at the Parliament of the Republic of Moldova or at a specialized venue provided by the Service Provider. The Service Provider is fully responsible for all logistical arrangements, including technical equipment, IT tools, and securing the venue if the training is not hosted within the Parliament.

8. CANDIDATE SELECTION CRITERIA

The Service Provider (Individual or Company) must demonstrate the following:

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- Solid experience in providing specialized foreign language training for adults, particularly in public administration, legal, or diplomatic sectors.
- Trainers must possess an advanced university degree in Linguistics, English Philology, Law, or a related field.
- Demonstrated expertise in teaching Legal English, with a strong understanding of international legal terminology and EU institutions.
- Proven ability to design and deliver highly interactive training using modern adult learning methodologies.

9. SUBMISSION AND EVALUATION

9.1 Proposal Structure

- Technical Proposal: Including an Application Form (proposed methodology and English Learning Plan outline), CV(s) of proposed expert(s), and Portfolio/Samples.
- Financial Proposal: * **Unit Cost**: A clear price per participant for the entire duration of the 2-3 month program.
 - The fee must be all-inclusive, covering professional fees and venue costs.
 - Prices must be indicated with 0% VAT, as the PADEM project is VAT exempt.

9.2 Evaluation and Selection Criteria

Evaluation will be based on a Quality and Cost-Based Selection (QCBS) method (70% Technical, 30% Financial).

The Technical Evaluation (max 70 points) will assess:

- Understanding of Context & Methodology (25 pts): Relevance of the approach for teaching Legal English to MPs.
- Experience and Expert Qualifications (30 pts): Solid track record in specialized language training.
- Work Plan and Timeline (10 pts).
- Quality of Proposal (5 pts).