



CALL FOR CONSULTANCY

The Commonwealth Parliamentary Association (CPA) Headquarters Secretariat is looking for a consultant to develop a new CPA Parliamentary Academy online course on **The Sustainable Development Goals: Parliaments' role in their implementation.**

The consultant will work with the CPA to develop the written course content for use by Parliamentarians from Commonwealth national and subnational legislatures.

To be considered for the role, **all applicants must:**

- Be available between February – April 2022.
- Have at least five years' experience working in a parliamentary setting, and/or delivering SDG focused work.
- Have an understanding and awareness of the methods of SDG implementation.
- Be fluent in English.

The successful consultant developing the course material will be expected to:

- Conduct all necessary background research, and in consultation with the CPA Headquarters Secretariat, amend a course outline which includes a list of 'modules' and subordinate 'lessons'
- Develop all of the written course content in English, including references and links to additional research and resources
- Develop the exams for each module, consisting of 10 multiple-choice questions (and answers) per exam

The work will require consultation and interaction between the consultant and the CPA Headquarters Secretariat. Draft content will be reviewed throughout with the consultant making necessary changes to the content, as required, until the final course content is approved and submitted.

The Consultant will be paid **£5,000 GBP** and be expected to deliver the completed course content to the CPA Headquarters Secretariat by **April 2022.**

If you would like to be considered for this role, please **submit a CV and Covering Letter by Friday 4 February 2022** (23:59 UTC) to hq.sec@cpahq.org. Please be informed that applications that are sent without a Covering Letter will not be considered.

The CPA embraces diversity and promotes equal opportunities for all, regardless of physical ability, age, gender, sexual orientation, ethnicity or faith.

For further information, please contact Avni Kondhia, Executive Officer (avni.kondhia@cpahq.org) and Lydia Buchanan, Deputy Head of Programmes (lydia.buchanan@cpahq.org)