



TERMS OF REFERENCE

Consultancy for the Development of a Comprehensive Monitoring Plan to Guide the National Human Rights Commission and Stakeholders effectively monitor the implementation of the Government White Paper on the report of the Truth, Reconciliation and Reparation Commission

1. BACKGROUND

In 2017, the Government of The Gambia, established the Truth, Reconciliation and Reparations Commission (the TRRC) to investigate and establish an impartial historical record of the nature, causes and extent of violations and abuses of human rights committed during the period July 1994 to January 2017 and to consider the granting of reparations to victims. As seen with most truth-seeking processes, the real work of the process is undertaken once the truth commission completes its work and hands its report to the Government as continued advocacy and effective monitoring are required to achieve the objectives of the truth-seeking process.

The National Human Rights Commission (the Commission) is an independent national institution with a core mandate to promote and protect human rights in The Gambia. Following the publication of the White Paper on the report of the Truth Reconciliation and Reparation Commission (the White Paper), the Commission along with other stakeholders held several consultations with national and international stakeholders to galvanise support for the effective implementation and monitoring of the recommendations. Additionally, the Government, in its White Paper, accepted the recommendation of the TRRC for the Commission to monitor the implementation of the TRRC Report. This monitoring role assigned to the Commission is instrumental to ensure the effective implementation of the TRRC recommendations as it ensures bottlenecks affecting the implementation process are addressed on time and the responsible institutions are continually reminded of the need to implement the recommendations touching on their mandate.

In support of its monitoring role, the Commission has developed an online monitoring framework to monitor the implementation of the White Paper. The monitoring framework uses information from stakeholders to track the implementation of the White Paper. In addition to



this, the Commission, in support of its monitoring role, established a multi-stakeholder support monitoring committee which meets regularly to provide updates on measures undertaken to implement the White Paper.

Cognisant of the vast nature of monitoring the implementation of the White Paper, the Commission seeks the services of a consultant to develop a comprehensive monitoring plan to guide the Commission and stakeholders to effectively monitor the implementation of the Government White Paper on the TRRC report.

2. OVERALL OBJECTIVES

To develop a comprehensive monitoring plan to guide the Commission and stakeholders in effectively monitoring the implementation of the Government White Paper on the TRRC recommendations.

3. MAIN TASKS

- To design and develop a Monitoring Plan for the NHRC, and its partners to effectively monitor the implementation of the White Paper.
- To design and develop a Monitoring and Evaluation Guidelines to effectively monitor the implementation of the Government White Paper on the TRRC Recommendations.
- Work with the NHRC to ensure the Monitoring Plan adequately reflects the White Paper and expectations of stakeholders.
- Work closely with the Programmes and Legal Directorates to draft a roadmap in line with the online monitoring framework.
- Lead the validation of the draft monitoring plan.

4. KEY DELIVERABLES

In consultation with the NHRC and the support monitoring committee, specific deliverables will be agreed upon at the outset of the consultancy.

These will include:

- Prepare and present an inception report which will be validated by the NHRC and the multi-stakeholder support monitoring Committee on the implementation of the Government White Paper.
- A comprehensive monitoring plan.



- Final report on the consultancy.

5. QUALIFICATIONS AND COMPETENCIES

a. Academic Qualification

Minimum of a Master's degree in social sciences, Law, Economics, Monitoring and Evaluation, Public Health, Gender Studies, Social Sciences, Development Studies, or other relevant fields with at least five years of relevant professional experience.

b. Experience

- ❖ Minimum of 5 years of relevant experience in the development of monitoring frameworks and other related documents e.g., SP and M&E Plans.
- ❖ Experience in project design, planning, coordination and implementation of government and donor-funded projects.
- ❖ Experience working with human rights institutions.
- ❖ Extensive experience and knowledge in the fields of Human Rights
- ❖ Knowledge of the Truth Reconciliation and Reparations Commission of The Gambia; and Human Rights in The Gambia
- ❖ Strong interpersonal and communication skills are required to undertake such work.
- ❖ Excellent research skills will be an added advantage.
- ❖ Evidence of having undertaken similar work
- ❖ Strong analytical and excellent report-writing skills.
- ❖ Experience working with Government, aid agencies, civil society, and other stakeholders in public sector development programs is an advantage.

6. SKILLS AND COMPETENCIES

a. Excellent written and oral communication skills in English.

- ❖ Must be result-oriented, organized, and able to meet deadlines.
- ❖ Demonstrate excellent interpersonal and professional skills in interacting with government and development partners.
- ❖ Skills facilitating high-level stakeholder engagements/workshops.
- ❖ Evidence of having undertaken similar assignments.
- ❖ Excellent I.T. skills are required.



7. TIMEFRAME/DURATION

The consultancy is for 40 working days from the date the contract is awarded. The Consultant shall work closely with the NHRC and hold relevant meetings with the Commission and stakeholders to update them on the progress of the consultancy.

8. TIMELINES

DELIVERABLES	DATE FOR SUBMISSION
Submission of an inception report	14 th August 2023
Submission of draft monitoring and evaluation framework with accompanying tools	31 st August 2023
Validation of the draft monitoring and evaluation framework with accompanying tools	11 th September 2023
Submission of an acceptable final revised Monitoring and Evaluation Framework and consultancy report	22 nd September 2023

9. PAYMENT

Instalments of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 st Instalment	Upon submission of the inception report	Executive Secretary	25%
2 nd Instalment	Upon submission and acceptance of the draft revised SP and M&E Plan with accompanying plans and tools	Executive Secretary	40%
3 rd Instalment	Submission of an acceptable final revised SP, M&E Plan and consultancy report to the NHRC	Executive Secretary	35%

Payment for the consultancy is all-inclusive. A 10% withholding tax on the gross fee will be applied.



10. FINANCIAL AND TECHNICAL PROPOSAL

Interested consultant(s) will be required to submit their technical and financial proposals for consideration by the Commission.

- a. Technical Proposal: this should contain the following to facilitate a comparative review.
 - Cover Letter
 - Updated CV
 - Two written references
 - Proposed Methodology
 - Work plan/implementation timelines
 - Experience conducting similar Consultancies.
 - Other supporting documents
- b. FINANCIAL PROPOSAL

All-inclusive daily consultancy fee.

The term "all-inclusive" implies that all costs (professional fees, travel-related expenses, communications, etc.) that could be incurred by the Consultant are factored into the financial proposal. Under this arrangement, the contract price will be fixed regardless of changes in the cost components. Payments will be made only upon confirmation by the NHRC of satisfactory delivery of the contract obligations.

11. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Consultant shall not disclose any proprietary or confidential information related to the consultancy during the term or after the termination of the assignment without the prior written consent of the NHRC. Proprietary interests/rights on all materials and documents prepared by the consultants under the assignment shall become and remain properties of the NHRC.

Application process

Interested candidates should submit an application to: advert@gm-nhrc.org.



The deadline **for the submission of application, with all the relevant documents is 31st August 2023.**

Please note that only shortlisted candidates will be contacted. The NHRC is an equal-opportunity employer. To learn more about your National Human Rights Commission, visit our website at www.gm-nhrc.org