



TERMS OF REFERENCE

CONSULTANCY TO CONDUCT MID-TERM REVIEW OF THE NHRC STRATEGIC PLAN 2021-2025

1. BACKGROUND

The Government, through the enactment of the National Human Rights Commission Act 2017, established the first-ever National Human Rights Commission (NHRC) in The Gambia. This Commission is a permanent and independent institution established to promote and protect human rights in the country. In 2021, the Commission began the implementation of its Strategic Plan for the period 2021-2025. This Strategic Plan outlines the priorities of the Commission in the medium term, which focuses on six (6) Strategic Objectives, each covering a programme area to enhance the effective coordination, planning, implementation, and monitoring. The Plan highlights the expected key results and is accompanied by a comprehensive 5-year implementation plan and a Performance Measurement Framework (PMF) for the activities of the Strategic Plan.

Following over two years of implementation, the Commission seeks to conduct a mid-term review of the Strategic Plan 2021-2025 to assess how far the Strategic Objectives have been achieved, determine if planned results are on target, identify successes, challenges, areas for improvement and lessons learned in implementation, and set realistic and impactful targets for the remaining years of the Strategic Plan. Furthermore, through the review, the Commission will re-examine and reformulate some of its activities and indicators and refocus the Resource Mobilisation Plan of the Strategic Plan. The consultancy will also develop an M&E Plan for the revised Strategic Plan and relevant data collection tools.

2. OVERALL OBJECTIVES

The main objective of the Mid-Term review is to align the Strategic Plan with current realities to enhance the effective coordination, planning, implementation, monitoring, and evaluation of the NHRC programmes. The review process will enable the NHRC to reprioritise its strategies for relevant and effective mobilisation of resources for the promotion and protection of fundamental human rights and freedoms of everyone through law, policy, education, and partnership.

5. MAIN TASKS

- ❖ Desk review of NHRC policy documents including the Strategic Plan.
- ❖ Update the Strategic plan and develop an M&E Plan with accompanying tools

- ❖ Conduct consultative meetings with relevant stakeholders working on human rights in the country as part of the process.
- ❖ Review the SWOT analysis of the NHRC and provide smart recommendations.
- ❖ Design a standardized work plan and budget to implement and monitor the updated Strategic Plan.
- ❖ Design a detailed risk management matrix to guide the second phase of the implementation of the Strategic Plan.
- ❖ Lead the validation of the revised Strategic and M&E Plan.

6. DELIVERABLES

- ❖ A comprehensive, updated and costed Strategic Plan, with all the accompanying plans, to guide the Commission in promoting and protecting human rights for the next two years.
- ❖ Provide periodic updates to the National Human Rights Commission during the consultancy.
- ❖ Finalised copy of the M&E plan aligned to NHRC Strategic Plan 2021-2025 with key performance indicators, timelines, and relevant directorates.
- ❖ A detailed logical framework illustrating the direct relationships between the inputs, processes, outputs, outcomes, and impact.
- ❖ Standard recording and reporting tools to improve the quality of NHRC data.
- ❖ A standard checklist for supportive supervision and monitoring of the NHRC programme and activities at all levels.
- ❖ A comprehensive report of the consultancy.

6. QUALIFICATIONS AND COMPETENCIES

a. Academic Qualification

Minimum of a Master's degree in social sciences, Law, Monitoring and Evaluation, 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 Strategic Plans, Monitoring & Evaluation Plans, and other monitoring frameworks.
- ❖ Experience in project design, planning, coordination and implementation of government and donor-funded projects.
- ❖ Experience working with human rights institutions.
- ❖ Experience working with Government, aid agencies, civil society, and other stakeholders in public sector development programs is an advantage.

7. SKILLS AND COMPETENCIES

- ❖ 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.

8. TIMEFRAME/DURATION

The consultancy is for 30 working days from the date of the award of the contract. The Consultant shall work closely with the NHRC and hold relevant meetings with the Commission to update them on the progress of the consultancy.

9. TIMELINES

DELIVERABLES	DUE DATE OF FINAL DRAFTS
Submission of an inception report	14 th July 2023
Submission of updated Strategic Plan (SP) and M & E Plan with accompanying tools	4 th August 2023
Validation of the draft revised Strategic and M&E Plans	10 August 2023
Submission of an acceptable final revised SP, M&E Plan, and consultancy report	16 August 2023

10. PAYMENTS

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	Approval should be obtained	25%
2 nd Instalment	Upon submission and acceptance of the draft revised SP and M&E Plan with accompanying plans and tools	Approval should be obtained	40%
3 rd Instalment	Submission of an acceptable final revised SP, M&E Plan and consultancy report to the NHRC	Approval should be obtained	35%

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

11. 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

The Technical Proposal document 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, utilities, consumables, insurance, etc.) that could be incurred by the Consultant are already 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.

12. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Consultant shall not disclose any proprietary or confidential information related to the consultancy service 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 Consultants are requested to submit a proposal including the following: cover letter, 2 letters of reference, updated CV, technical proposal, financial proposal, work plan and other supporting documents to advert@gm-nhrc.org. NB: **Closing date for submission of application, with all the relevant documents is 30th June 2023.**

Only shortlisted candidates will be contacted.