



Terms of Reference

Consultancy for the Development of a Monitoring Framework on the Persons with Disabilities Act 2021 for the National Advisory Council for Persons with Disabilities

1. BACKGROUND

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. One of the key functions of the Commission is to “promote awareness of, and respect for human rights through publishing checklists, manuals, and other materials to explain the obligations of public officials in the protection of human rights.”

In 2015, the Government ratified the Convention on the Rights of Persons with Disabilities (the Convention), which seeks to promote, protect and ensure the full and equal enjoyment of all human rights and fundamental freedoms by all persons with disabilities, including respect for their inherent dignity. In 2021, the Government domesticated the Convention through the Persons with Disabilities Act (the Act) and made provisions for the health care, social support, accessibility, rehabilitation, education and vocational training, communication, employment, work protection and promotion of basic rights for persons with disabilities and for connected matters. Section 8 of the Act establishes the Advisory Council for Persons with Disabilities, which comprises sixteen members, including representatives of the Government, non-government institutions, and PWDs.

The functions of the Advisory Council include participating in the monitoring of all facilities and programmes designed to serve persons with disabilities and advise accordingly, and in the monitoring, evaluation and implementation of the Act in relation to the Convention. Since the enactment of the Act, the Advisory Council has become operational, and to support the effective implementation of its mandate, the Commission, in May 2025, organised a training for members of the Council on monitoring of the Act. A key outcome of the training is to develop a monitoring framework to enable the Advisory Council to effectively carry out its monitoring role and protect the rights of PWDs in the country.

The National Human Rights Commission, as a key partner of the Advisory Council, is supporting the Council to develop a Monitoring Framework to enable it to fulfil its monitoring role. To this end, the NHRC seeks the services of a qualified consultant to develop the Monitoring Framework and train members of the Advisory Council and key stakeholders on it.

2. OVERALL OBJECTIVE

Develop a Monitoring Framework on the Persons with Disabilities Act 2021 for the National Advisory Council for Persons with Disabilities.

3. MAIN TASKS

- Undertake analysis of the Persons with Disabilities Act 2021, the Convention on the Rights of Persons with Disabilities, and other resources to inform the development of the Monitoring Framework.
- Conduct consultative meetings with relevant stakeholders, including Organisations of Persons with Disabilities.
- Work closely with the National Advisory Council, the Ministry of Gender, Children and Social Welfare and the NHRC in the development of the Framework.
- Develop the Monitoring Framework for the National Advisory Council.
- Lead a validation on the draft Framework.
- Conduct a training for the Advisory Council and key stakeholders on the Framework.

4. KEY DELIVERABLES

In consultation with the Advisory Council, the Ministry of Gender, Children and Social Welfare, and the NHRC, the following deliverables are expected from the consultant:

- Inception report on the consultancy detailing the methodology and work plan.
- Validated Monitoring Framework for the National Advisory Council.
- Training Modules on the Framework to be used for the training of members of the National Advisory Council.
- Comprehensive report on the consultancy incorporating comments from validation.

5. QUALIFICATIONS AND COMPETENCIES

a. Academic Qualification

Minimum of a master's degree in human Rights, Law, Education, Monitoring and Evaluation, Development Studies or other relevant Social Sciences, or any other relevant advanced academic qualification with at least seven years of relevant professional experience. A Doctorate in the identified fields and experience working on disability protection will be an added advantage.

b. Experience

- ❖ A minimum of seven (7) years of demonstrable experience undertaking research, training, and consultancies in human rights and the development of a checklist.
- ❖ Minimum of 5 years conducting, designing and leading development programmes for national stakeholders.
- ❖ Extensive knowledge of disability rights and issues in The Gambia.

- ❖ Strong interpersonal and communication skills.
- ❖ Excellent research skills.
- ❖ Strong analytical and excellent report-writing skills.
- ❖ Experience working with the Government, aid agencies, civil society, and other stakeholders in public sector development programmes is an advantage.
- ❖ Excellent IT skills are required.
- ❖ Excellent written and oral communication skills in English.

6. TIMEFRAME/DURATION

The consultancy is for 30 working days from the date the contract is awarded. The Consultant shall hold regular meetings with the Technical Committee, comprising the Advisory Council, the Commission, the Ministry of Gender, Children and Social Welfare and other stakeholders, to update them on the progress of the consultancy.

7. PAYMENT

Instalments of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 st Instalment	Upon submission and acceptance of an inception report on the consultancy detailing the methodology and work plan.	Executive Secretary	10%
2 nd Instalment	Upon submission and acceptance of the draft report, the monitoring Framework.	Executive Secretary	20%
3 rd Instalment	Upon leading a satisfactory stakeholder validation of the draft Framework.	Executive Secretary	20%
4 th Instalment	Upon delivering a training for members of the Advisory Council on the final Framework.	Executive Secretary	20%
5 th Instalment	Upon submission and acceptance of the final Monitoring Framework and consultancy report.	Executive Secretary	30%

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

9. SELECTION CRITERIA

A combined Scoring method will be used to select the best offer, where the qualification and methodology will be weighted 60%, and combined with the price offer, which will be weighted 40%. The key criteria for rating the qualification and methodology, and their respective percentage weight are as shown below.

Criteria	Percentage weight	Notes
Minimum of a master's degree in human Rights, Law, Education, Development Studies or other relevant Social Sciences, or any other relevant advanced academic qualification.	20	
Minimum of seven (7) years of demonstrable experience undertaking research, training, teaching/lecturing, and consultancies in human rights, and the development of a checklist.	20	At least 7 years of relevant work experience required.
Minimum of 5 years conducting, designing and leading development programmes for national stakeholders.	15	
Extensive experience and knowledge in the fields of Human Rights, particularly disability issues in The Gambia.	15	
Methodology	30	
Total (technical score)	100	

10. FINANCIAL AND TECHNICAL PROPOSAL

This consultancy is open to both national and international consultants or consultancy firms. Interested individual(s) are 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, insurance, 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 the property of the NHRC.

Application process.

Interested candidates should submit their technical and financial proposals to: advert@gm-nhrc.org. The deadline for the submission of application, with all the relevant documents, is 24 October 2025.

Please note that only shortlisted candidates will be contacted. The NHRC is an equal opportunity employer.

To view the full TOR, please visit our website at <https://www.gm-nhrc.org/vacancies-1>.

Below is the budget estimate for the consultancy.