



Terms of Reference

Consultancy to Conduct a Mapping and Capacity Needs Assessment of Institutions and Organisations Engaged in Human Rights Education in The Gambia

1. BACKGROUND

The National Human Rights Commission was established in 2017 by an Act of the National Assembly as a permanent and independent institution to promote and protect human rights in the country. As part of its functions, the NHRC promotes awareness of and respect for human rights by conducting public awareness, education programmes and capacity building to promote a culture of human rights in the country. Similar to the Commission, many Government and Non-Government institutions are engaged in human rights education, efforts which are key to ensuring the non-recurrence of human rights violations experienced in the country.

To improve human rights education in the country, the NHRC recognises the importance of assessing how human rights education is currently provided and to whom. Therefore, the Commission aims to carry out a national mapping and capacity assessment of institutions and organisations engaged in human rights education, where they are located, what type of human rights education they provide (awareness raising, public education or capacity building), capacity and expertise, their targets, methodology or approach and what resources they use and their relevance to human rights. The exercise will offer insights into the existing skills, knowledge, and resources of stakeholder institutions engaged in human rights education, explore potential structured approaches they could adopt, and identify ways to ensure interventions are more effective and beneficial for their targets.

To this end, the NHRC seeks the services of a qualified consultant or firm to undertake a national Mapping and Capacity Needs Assessment of organisations and institutions engaged in human rights education and develop a capacity building plan on human rights education in The Gambia.

2. OVERALL OBJECTIVES OF THE CONSULTANCY

To conduct a national mapping and assessment of human rights education in the country and develop a capacity building plan on human rights education in The Gambia.

3. MAIN TASKS

- Map institutions and organisations that provide or engage in human rights education in the country, including the type of human rights education they do, capacity and expertise and the type and relevance of resources they use.
- Assess the provision of human rights education by stakeholder institutions.

- Assess the impact and challenges of the provision of human rights education in the country.
- Facilitate a validation of the draft assessment report and capacity building plan on human rights education.
- Prepare and submit the Consultancy Report.

4. EXPECTED DELIVERABLES

- Submission of an acceptable Inception Report.
- Submission of the Mapping and Capacity Needs Assessment report.
- Submission of the final Capacity Building Plan on human rights education.
- Submission of the final Consultancy Report.

5. QUALIFICATIONS

a. Academic Qualification

Minimum of a master's in law, Monitoring and Evaluation, Gender Studies, Development Studies, or other relevant Social Science fields.

b. Experience and Competencies

- ❖ Minimum of 5 years of relevant professional experience in conducting large-scale human rights studies.
- ❖ Extensive experience and knowledge in the fields of Human Rights.
- ❖ Evidence of having undertaken similar assignments.
- ❖ Experience working with human rights institutions is an added advantage.
- ❖ Experience working with Government, aid agencies, civil society, and other stakeholders in public sector development programs is an advantage.

6. SKILLS AND COMPETENCIES

- ❖ Excellent research skills will be an added advantage.
- ❖ Strong analytical and excellent report-writing skills.
- ❖ Excellent analytical and written, and oral communication skills in English.
- ❖ Must be result-oriented, organised, 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.
- ❖ Excellent IT 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 CSO Dialogue Platform to provide regular updates on the progress of the consultancy.

8. TIMELINES

DELIVERABLES	DATE FOR SUBMISSION
Submission of an acceptable Inception Report.	5 days
Submission of an acceptable draft Mapping and Capacity Needs Assessment report and draft capacity building plan on human rights education.	25 days

Lead the validation of the draft assessment report and capacity building plan on human rights education.	30 days
Submission of the final Mapping and Assessment report, Capacity Building Plan on Human Rights Education and the final Consultancy Report.	40 days

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 an acceptable Inception Report.	Executive Secretary	25%
2 nd Instalment	Submission of an acceptable draft assessment report and draft capacity building plan on human rights education.	Executive Secretary	45%
3 rd Instalment	Submission of the final assessment report and capacity building plan on human rights education, and submission of the final Consultancy Report.	Executive Secretary	30%

10. SELECTION CRITERIA

A combined Scoring method will be used to select the best offer, where the technical proposal will be weighted 80%, and combined with the financial proposal, which will be weighted 20%. The key criteria for rating the technical proposal, and their respective percentage weight, are as shown below.

Criteria	Percentage weight	Notes
Minimum of a master's in law, Monitoring and Evaluation, Gender Studies, Development Studies, or other relevant Social Science fields.	15	
Minimum of 5 years of relevant professional experience in conducting large-scale human rights studies.	25	
Evidence of having undertaken similar assignments in the past 5 years	25	
Methodology	35	
Total (technical score)	100	

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: 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 must be in GMD and 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 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 firms should submit their technical and financial proposals to: advert@gm-nhrc.org. Only applications submitted via email will be considered.

The deadline for the submission of the application, with all the relevant documents, is 19 December 2025 at 23:59.

The NHRC is an equal opportunity employer.

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