



Terms of Reference

Consultancy to Develop a Resource Mobilisation Strategy and Plan of Action for the National Human Rights Commission

1. BACKGROUND

Established in 2017 by the National Human Rights Commission Act in line with the Principles relating to the Status of National Institutions (Paris Principles), the NHRC is an independent national institution with the mandate to promote and protect human rights in the country. The functions of the Commission include recommending appropriate remedial action to the Government; seeking appropriate redress on behalf of victims; increasing public awareness through education and other programmes to promote a culture of human rights in The Gambia; and assisting the Government in the formulation of appropriate policies to guarantee human rights.

Recognising the need for the Commission to be financially independent in line with the Paris Principles, section 31 of the NHRC Act 2017 empowers the NHRC to mobilise resources to fund its programmes and activities to foster respect for human rights in The Gambia. The Commission has adopted Strategic Plans to coordinate its work. These Plans, which have critical funding gaps, illustrate that if the Commission is to fulfil its promotion and protection mandates, it will require adequate resources from sources other than the Government. Therefore, the development of a Resource Mobilisation Strategy and Action Plan for the Commission is essential to ensure sustainable funding for the continued effective implementation of its functions. As required by the Paris Principles, a Resource Mobilisation Strategy and Action Plan will support the efforts of the Commission to diversify its funding sources, reduce dependency on the Government and maintain its financial independence.

To this end, the Commission seeks the services of a qualified individual consultant or firm to develop a Resource Mobilisation Strategy and Plan of Action to guide resource mobilisation for the Commission in line with its vision and Strategic Objectives. The Strategy will help the Commission to identify available, adequate, predictable, diversified, coherent and flexible funding sources to deliver the outcomes of its Strategic Plan.

2. OVERALL OBJECTIVES OF THE CONSULTANCY

To develop a Resource Mobilisation Strategy and Plan of Action for the Commission.

3. MAIN TASKS

- Review the Strategic Plan of the NHRC to identify avenues for the appropriate funding of the plan
- Conduct a comprehensive analysis of potential global and local donors to map the feasibility of securing multi-year and thematic funding.
- Map donors' strategic areas of interest, funds available, grantees, funding windows, requirements and guidelines and interest in funding key CPA intervention areas.
- Explore opportunities for partnerships (and mobilising and leveraging resources) from emerging donors, philanthropic organisations, foundations and the private sector.
- Recommend how to develop and maintain strategic partnerships and engagement with key donors, (past, present and future).
- Undertake a risk analysis and develop mitigation measures
- Facilitate an internal validation of the Resource Mobilisation Strategy and Plan.
- Meet with and discuss NHRC's funding needs with Commissioners, staff and selected partners.

4. EXPECTED DELIVERABLES

- An acceptable Inception Report.
- Final Resource Mobilisation Strategy and Plan, with donor mapping matrix.
- Final Consultancy Report.

5. QUALIFICATIONS

a. Academic Qualification

Minimum of a Master's in Development Studies, Business Studies, Strategy Management, Monitoring and Evaluation, Policy Analysis, International Relations or other related fields.

b. Experience and Competencies

- ❖ Minimum of 7 years of relevant professional experience conducting or leading large-scale exercises in resource mobilisation, fundraising and/or partnership in the development sector.
- ❖ Proven evidence of having undertaken similar assignments in the past 5 years.
- ❖ Proven experience in developing, designing and drafting of successful project proposals and plans.

- ❖ 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.
- ❖ Excellent analytical, written, and oral communication skills in English.
- ❖ Must be result-oriented, organised, and able to meet deadlines.
- ❖ Ability to work with minimal supervision and with a diverse team.
- ❖ Skills facilitating high-level stakeholder engagements/workshops.
- ❖ Excellent IT skills are required.

7. TIMEFRAME/DURATION

The consultancy is for 30 working days from the date the contract is awarded. The Consultant shall work closely with Commissioners and staff of the NHRC 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 the final resource mobilisation strategy and plan.	30 days
Orientation of Commissioners and staff on the operationalisation of the Strategy and Plan	3 days
Submission of the final Consultancy Report.	5 working days after validation

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 resource mobilisation strategy and plan of action.	Executive Secretary	45%
3 rd Instalment	Submission of the final resource mobilisation strategy and plan of action and submission of the final Consultancy Report.	Executive Secretary	30%

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

10. SELECTION CRITERIA

A combined Scoring method will be used to select the best offer, where the technical proposal will be weighted 70%, and combined with the financial proposal, which will be weighted 30%. 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 Development Studies, Business Studies, Strategy Management, Monitoring and Evaluation, Policy Analysis, International Relations or other related fields.	5	
Minimum of 7 years of relevant professional experience conducting or leading large-scale exercises in resource mobilisation, fundraising and/or partnership in the development sector.	15	
Proven evidence of having undertaken similar assignments in the past 5 years	20	
Methodology	30	
Financial proposal	30	
Total (technical score)	70	

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 will 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 deliverables.

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 consultants or firms should submit their technical and financial proposals to: advert@gm-nhrc.org. Only applications submitted via email will be considered. The NHRC is an equal opportunity employer.

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

The deadline for the submission of the application, with all the relevant documents, is 23 January 2026 at 23:59.