

# TERMS OF REFERENCE (TOR) FOR THEATRE SKIT

## GENERAL INFORMATION

<b>Services/Work Description:</b>	Develop and Perform an Anti-Corruption awareness theatre skit.
<b>Employer:</b>	Ministry of Justice
<b>Contract Type:</b>	Consultancy, Theatre Group/ Multimedia Firm
<b>Duration:</b>	10 working days over 3-month period
<b>Expected Start Date:</b>	21 October 2025

## 1. BACKGROUND

The Attorney General's Chambers and Ministry of Justice (MOJ) is a key institution of the Government of The Gambia, responsible for providing legal advice to the State, representing the Government in courts, and promoting human rights, access to justice, and the rule of law. Guided by its 2023–2027 Strategic Plan and values of integrity, transparency, and accountability, the Ministry plays a central role in advancing good governance and public trust. Recent reforms such as the Anti-Corruption Act (2023), the Access to Information Bill, demonstrate The Gambia's growing commitment to fighting corruption and strengthening institutional integrity.

In support of these efforts to popularized Anti-Corruption Act and its implementation process, the Ministry of Justice (MOJ) invites applications from experienced and qualified theatre groups to conceptualize, develop, and perform an original anti-corruption skit. The skit will be showcased in selected communities and public events to raise awareness, promote ethical behavior, and engage citizens in the national fight against corruption. This initiative reflects the Ministry's commitment to inclusive, community-based approaches that use creative expression to foster accountability and uphold the rule of law.

## 2. SCOPE OF THE WORK

The Ministry of Justice and Attorney General's Chambers seek he selected theatre groups to:

- Develop an original 15–20-minute skit focused on anti-corruption themes, guided by key messages that raise awareness about the Anti-Corruption Act, its importance, and the role it plays in promoting transparency and accountability.
- Ensure the script is culturally relevant, inclusive, and accessible to diverse audiences, including through the use of local languages.
- The skit will be recorded and broadcast on TV stations to increase public engagement and raise awareness about the Act and the importance of civic responsibility in the fight against corruption.

- Collaborate with designated partners, or relevant authorities involved in the rollout of the Anti-Corruption Act during the script development and rehearsal phase to ensure content accuracy, alignment with national messaging, and approval.

### 3. EXPECTED OUTPUTS AND DELIVERABLES

	Deliverables / Outputs	Estimated Duration	Approving Authority
1	A written script submitted for review and approval before rehearsals.	Within 1 month, in October 2025	Registrar General
2	A fully rehearsed and engaging theatre performance aligned with ACC messaging.	Within 1 month, in October 2025	Registrar General
4	Ensure the skit clearly communicates the causes, effects, and consequences of corruption, highlights the Anti-Corruption Act and related reforms, and encourages citizen action	Within 2 months, in November 2025	Registrar General
5	A brief performance report summarizing	In October, November and December 2025	Registrar General
6	Provide photo and/or video documentation of the performances (with consent where required)	Every month between October to December 2025	Registrar General

### 4. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The selected applicant will report to and submit deliverables to the Registrar General, who would provide guidance and assess the quality of the deliverables. The group will be required to work closely with staff of the Ministry of Justice and the Post-TRRC Unit for the duration of the contract.

### 5. REQUIRED EXPERTISE

The applying theatre group should demonstrate the following qualifications and competencies:

- Strong Creative and Scriptwriting Skills
- Strong acting and storytelling skills suitable
- Proven ability to develop original, culturally relevant scripts
- Skilled in Videography and Photography

### 6. DURATION OF THE WORK

The duration of this contract is 10 working days, to be scheduled between October and December 2025.

## **7. QUALIFICATIONS REQUIRED FOR EACH PROPOSED TEAM MEMBER**

To qualify, applicants must identify a team lead who will serve as the focal point with the Ministry of Justice and be fully dedicated to the assignment. The team lead must submit a CV demonstrating relevant experience (minimum 3 years in theatre or creative production).

A team led must be identified, with the following minimum qualifications, who will be fully dedicated to this consultancy/act at the Ministry of Justice's focal point.

### **a) Academic Qualifications**

- At least one core team member (e.g. Team Leader or Scriptwriter) should hold a certificate, diploma, or degree in Theatre Arts, Performing Arts, Communication, or a related field
- Additional training in civic education, governance, or social advocacy is an asset

### **b) Professional experience**

- Minimum 3 years' experience in community theatre or advocacy-based performance
- Demonstrated passion for community engagement and social change through theatre
- Commitment to ethical conduct, integrity, and professionalism
- Ability to work collaboratively in diverse and inclusive teams

### **c) Competencies**

- Communication
- Team Work
- Drive for Results

### **d) Language and other skills**

- Fluency in at least three different local language(s)
- Capacity to communicate fluently with different stakeholders
- Capacity to handle performance logistic

### **Important Note:**

Theatre applicants are required to have the following professional and technical qualifications and only those who hold these qualifications will be shortlisted and contacted. Firms are strongly encouraged to include women, young people and/or Persons with Disabilities as part of their proposed teams.

## **8. CRITERIA FOR SELECTING THE BEST OFFER**

Upon the advertisement of the Procurement Notice, any qualified and interested applicant must submit a Technical and Financial Proposal. The Technical proposal must include



- a. a motivation letter (maximum 1 page) explaining why the firm is qualified to conduct the assignment
- b. a brief profile of the theatre group/multimedia firm, including past performance history and relevant experience,
- c. video samples of previously recorded material

In a separate email, a financial proposal indicating the firm's daily rate (fees), and the cost of recording the skit, quoted in Gambian Dalasi (GMD).

Your meticulous attention to these details will be crucial in ensuring a thorough evaluation of your proposal. Accordingly, applicants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a predetermined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals is:
  - a. Technical Criteria weight is **70%**
  - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
<b>Technical Competence (based on CVs and motivational letter)</b>	<b>70%</b>	<b>70</b>
<b>Criteria A1 (Lead Expert):</b> Evidence of qualifications – A Minimum 3 years' experience in community theatre or advocacy-based performance, film production.		10
<b>Criteria A2 (All other proposed team members):</b> Evidence of qualifications – high school certificate.		10
<b>Criteria B1:</b> Adequate work experience – <ul style="list-style-type: none"> <li>• Three years professional experience in an area of specialization</li> <li>• Substantial experience engaging with and collaborating with government, civil society, private sector and human rights stakeholders</li> <li>• Similar experience developing results-oriented products and material for the public.</li> </ul>		15
<b>Criteria B2:</b> Additional academic or professional experience (1 point each): <ul style="list-style-type: none"> <li>- training in civic education, governance, or social advocacy is an asset.</li> <li>- Demonstrated passion for community engagement and social change through theatre</li> <li>- Commitment to ethical conduct, integrity, and professionalism</li> <li>- Ability to work collaboratively in diverse and inclusive teams</li> </ul>		15
Fluency in at least two different local language		

<ul style="list-style-type: none"> <li>a. a motivation letter (maximum 1 page) explaining why the firm is qualified to conduct the assignment.</li> <li>b. a brief profile of the theatre group/multimedia firm, including past performance history and relevant experience,</li> <li>c. video samples of previously recorded material</li> </ul>		
<p>The daily or hourly fees of the lead consultant/performer, as well as other team members, must be all-inclusive and take into account various expenses expected during the contract period, including:</p> <ul style="list-style-type: none"> <li>• The daily or hourly professional fee</li> <li>• Transportation to rehearsals, performance venues, and meetings</li> <li>• Communications, utilities, and consumables used for preparation or performance</li> <li>• Life, health, or other insurance if applicable</li> <li>• Any other expenses directly related to the preparation, rehearsal, or performance of the skit</li> </ul>	<b>30%</b>	<b>30</b>
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>	

## 9. EVALUATION METHODOLOGY

Contract award shall be made to the bidder whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) having received the cumulative highest score out of a predetermined set of weighted technical and financial criteria specific to the solicitation.

Only candidates obtaining a minimum of 70% from the maximum available technical score (70 points) would be considered for the Financial Evaluation. The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal and will be equal to 30. The proposal obtaining the overall cumulatively highest score after adding the score of the technical criteria and the financial proposal will be considered as the most compliant offer.

## 10. PAYMENT AUTHORITY

The qualified consultant shall receive his/her upon certification of the completed tasks as satisfactory by the Special Adviser or Registrar General, as per the following payment schedule:

Payment Installment	Deliverables or documents to be delivered	Approval should be obtained	% of Payment
1 <sup>st</sup>	Submission and approval of final skit script and concept, including list of cast members, materials required, and rehearsal schedule.	Attorney General and Minister of Justice certifies satisfactory completion of agreed tasks based on which UNDP RR/DRR certifies payment request	25%
2 <sup>nd</sup>	Completion of rehearsals and submission of a short video preview or live rehearsal for review.		25%
3 <sup>rd</sup>	Submission of Report on communications training and mentorship provided to the MOJ Communications Officer and other post-TRRC Unit members on knowledge transfer and continuous communications capacity building.		25%
4 <sup>th</sup>	Successful performance of the skit at the agreed venue/event, submission of a brief performance report (including any audience feedback, challenges, and lessons learned).		25%

**Note:** All deliverables must meet the agreed standards and timelines. The final approval and release of payments are subject to the satisfactory completion of tasks, as certified by the Registrar General.

## 11. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of the Attorney General's Chambers & the Ministry of Justice.

## 12. HOW TO APPLY AND ANNEXES TO THE TOR

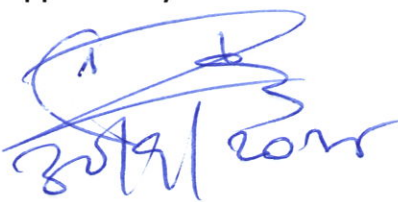
Technical and Financial proposals must be sent via email to [bids@posttrrc.com](mailto:bids@posttrrc.com)

no later than 13 October 2025.

Interested applicants are encouraged to read the Anti-Corruption Act [here](#)

This TOR is approved by:

Signature:



Date:

30/9/2022

Name and Designation:

Abdullahi Ali  
Regional General