

TERMS OF REFERENCE (TOR) FOR INDIVIDUAL CONSULTANT - COMMUNICATIONS

GENERAL INFORMATION

Services/Work Description:	Communication support to the Post TRRC Unit
Employer:	Ministry of Justice
Contract Type:	Individual Consultant, Communications
Duration:	162 working days over 9 months
Expected Start Date:	March to December 2026

1. BACKGROUND

In November 2021, the Truth, Reconciliation and Reparations Commission (TRRC) submitted its final report to the Government, which included recommendations on measures to ensure accountability, promote reconciliation and healing, and provide reparations for victims and their families. The recommendations include institutional reforms to strengthen the rule of law, enhance human rights protections, and ensure that state security agencies are accountable to the public. The TRRC also recommended the establishment of a reparations fund to provide financial and other forms of assistance to victims and their families.

The Government of The Gambia has committed in its White Paper on the TRRC recommendations to implement 263 of the TRRC recommendations, and in May 2023, developed an Implementation Plan to guide the process. The White Paper recognizes memorialization as a symbolic form of reparations that can serve as a driver of social cohesion and reconciliation.

The Implementation Plan on the White Paper is a strategic tool that aims to ensure that the TRRC's recommendations are fully and effectively implemented, in a manner that is transparent, inclusive, and accountable. The Plan outlines the steps that the Government will take to implement the various recommendations and identifies the key stakeholders responsible for implementing them.

The Implementation Plan has created four coordination mechanisms that are being used to effectively implement the recommendations of the TRRC. These mechanisms also provide the opportunity for information sharing and feedback. The coordination and feedback mechanisms are: the Steering Committee, the Victim Townhall meeting, the CSO Platform and the Partnership Platform. The Post TRRC Unit at the Ministry of Justice acts as the Secretariat to the coordination and feedback mechanisms.

2. SCOPE OF WORK

The Post TRRC Unit is seeking suitably qualified persons to serve as Communications consultants to support the implementation of the Post TRRC Communications Strategy, including acting as a resource for the Unit in its engagements with CSOs and the media.

The consultants will cover events and meetings organized by the Unit, including the CSO and Media Platform meetings every 8-10 weeks. Furthermore, the consultants will act as a liaison between the Unit, the media and the public, responding to requests sent to communicate@posttrrc.com, whilst also manning the Unit's social media handles and

websites. In this regard, the consultants will produce/design audio visual and information materials for social media, including FAQs, Spotlight on Support series and/or tools as recommended by the Post TRRC Communications Strategy. Finally, the consultants are expected to input into progress reports, including the Unit’s Annual Report and produce quarterly newsletters.

3. EXPECTED DELIVERABLES

Following the development of a workplan with timelines, in agreement with the Ministry of Justice, the consultant’s monthly deliverable shall include:

No.	Deliverables / Outputs	Estimated Duration	Approving Authority
#	Progress Reports with tasks completed to date, challenges, and recommendations on the implementation of the Post TRRC Communications Strategy; as well as submission of all audio-visual and informational material produced during period	After every 18 working days	Head of the Post TRRC Unit

4. INSTITUTIONAL ARRANGEMENT /REPORTING RELATIONSHIPS

The selected consultants will report to and submit deliverables to the Head of the Post TRRC Unit, or his/her designee. The consultants will be required to work closely with personnel at the Ministry of Justice and other communications officers in government and CSOs.

5. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECTIC

A flexible working approach is envisaged for this consultancy. The successful consultants will be provided with an office space at the Post-TRRC Unit at the Ministry of Justice for the duration of the consultancy but is expected to cover events in all regions of the country, and even work remotely. A laptop and professional camera will be provided for the consultant but internet and transportation costs should be factored into their financial proposal as these will not be covered by the Ministry of Justice, unless for travel beyond the Greater Banjara area and West Coast Region.

6. DURATION OF THE WORK

The duration of this contract is 162 working days over a period of 9 months from March to December 2026. It is a full-time, hybrid (in-person and remote) consultancy.

7. REQUIRED QUALIFICATIONS

a. **Academic Qualifications**

- A Bachelor's degree in Communications, Media Journalism, Public Relations, or other related field. A Master's Degree in a relevant field is not a requirement but will be an added advantage.

b. Professional experience

- Minimum of three years of professional experience implementing communication strategies, ideally for government institutions.
- Experience in project implementation would be an advantage: drafting concept notes, progress/donor reports, etc.

c. Competencies

- Strong communication and interpersonal skills.
- Proven ability to work with diverse groups and stakeholders, ideally victims but certainly CSOs
- Ability to deliver high-quality written and oral reports.

d. Language and other skills

- Fluency in English, with strong written and verbal communication skills is required. Fluency in at least one local language is required.
- Computer and design application skills is required.

Important Note:

Applicants are required to have the following professional and technical qualifications. Only the applicants who hold these qualifications will be shortlisted and contacted. Women, youth, persons with disabilities, victims and their family members are strongly encouraged to apply and to indicate this information in their applications.

8. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, any qualified consultant is expected to submit via email:

1. a CV with contact details of at least 3 professional references,
2. a motivation letter (max 1 page) explaining suitability for the position,
3. a writing and/or design sample of theirs,
4. **and in a separate document** a financial proposal with an all-inclusive, expected daily fee rate in GMD.

Accordingly, Individual Applicants will be evaluated based on Cumulative Analysis as per the following scenario:

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

Criteria	Weight	Max.
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		Point
Technical Competence (based on CV, motivation letter and writing sample)	70%	70
Criteria A: Evidence of Qualifications – <ul style="list-style-type: none"> ○ A Bachelor’s degree in Communications, Media Journalism, Public Relations, or other related field. ○ <i>A Master’s Degree in a relevant field is not a requirement but will be an added advantage.</i> 		10
Criteria B: Adequate work experience – <ul style="list-style-type: none"> ○ Minimum of three years of professional experience implementing communication strategies, ideally for government institutions. ○ Experience in project implementation would be an advantage: drafting concept notes, progress/donor reports, etc. 		30
Criteria C: Motivational Letter (high quality, coherent, and convincing of ability to undertake the assignment)		15
Criteria D: Writing and design samples (high quality, memorable/impressive, and convincing of ability to undertake the assignment)		15
Financial (Lower Offer/Offer*100) A daily fee must be in GMD in the financial proposal must be all-inclusive and take into account various expenses the candidate expects to incur during the contract, including: <ul style="list-style-type: none"> • The daily professional fee • Communications, utilities and consumables • Life, health and any other insurance • Internet costs • Any other relevant expenses related to the performance of services under the contract. 	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

9. EVALUATION METHODOLOGY

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

- a. responsive/compliant/acceptable, and
- b. having received the cumulative highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. Only candidates obtaining a minimum of 70% from the maximum available technical score (49 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 MILESTONE AND AUTHORITY

The qualified Consultant shall receive his/her service fees upon certification of the completed tasks as satisfactory by the Solicitor General, as per the following payment schedule:

Pay-ment Install-ment	Deliverables	Approving Authority	Fee (GMD)
After every 18 working days	Progress Reports with tasks completed to date, challenges, and recommendations on the implementation of the Post TRRC Communications Strategy; as well as submission of all audio-visual and informational material produced during period	Solicitor General	All inclusive Daily fee x 18 working days

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 Consultant under the assignment shall become and remain the property of the Attorney General's Chambers & the Ministry of Justice. The consultant shall be barred from taking on other similar assignments during the period of this consultant (i.e. communications work on the Post-TRRC processes).

12. HOW TO APPLY AND ANNEXES TO THE TOR

Interested individuals are to submit two documents, a Technical and a Financial proposal, to bids@posttrrc.com no later than 12 February 2025. Please read section 8 of this ToR for details of what to include in the application package.

Interested individuals are encouraged to read the Government's White Paper on the TRRC recommendations, and its subsequent Implementation Plan, both available for download here: <https://www.moj.gov.gm/downloads>.

You may request for a copy of the Post TRRC Communication Strategy from communicate@posttrrc.com.