



**Personnel Management Office-PMO, Office  
of the President and the United Nations  
Development Programme-UNDP The Gambia**



The Gambia

**Consultancy:** To Conduct a Structural Analysis of the Public Service Reform Strategy and  
Establish a Matrix Action Plan for Development

**Duration:** 20 Working days

**Application Deadline:** 25th September 2009

### Terms of Reference

The Personnel Management Office-(PMO), Office of the President in Banjul, in collaboration with the United Nations Development Project-UNDP in the framework of the Public Service Reform and Institutional Capacity Development – PSRICD Project, seeks a suitably qualified consultant to conduct a structural analysis of the Public Service Reform Strategy 2008-2011 and establish a detailed Matrix Action Plan, including costs and budgeting.

#### **BACKGROUND**

The Government of The Gambia has put in place a comprehensive set of national policy frameworks for sustained economic growth, poverty reduction and achieving the MDGs. Developing and maintaining the requisite human and institutional capacities including economic governance, however, remain a primary challenge. The government is keen to ensure that there is adequate human and institutional capacities to formulate policies, design and implement development programmes and deliver quality services to meet the country's development priorities.

In April 1<sup>st</sup>, 2009 the Government of The Gambian got full support from the National Assembly, when they unanimously endorsed the "Civil Service Reform Strategy 2008-2011" as priority in the agenda of the country's development programme.

The reform strategy seeks to ensure that the civil service operates efficiently, effectively and responsively in carrying out those functions and services for which it is directly responsible, as well as provide an appropriate policy and regulatory environment to enable non-state actors to perform. The objectives of the reform strategy are firmly integrated within the first pillar of the PRSP II and are envisaged to pave the way for The Gambia to meet the MDG commitments and Vision 2020.

#### **MAIN TASKS FOR THE CONSULTANT**

1. Conduct an in-depth analysis of the Public Service Reform Strategy 2008-2011.
2. Establish in-depth interviews and meetings with key public officials and policy makers.
3. Organize one-day workshop for presentation of a draft report and for eliciting feedback and recommendation from key stakeholders.

4. Produce a strategic document which reports on the results of analysis, and provides a Matrix Action Plan, with timelines, cost and budget for each specific programme and projects (planned and existing ones).

Given the above, a detailed structural analysis of the Public Service Reform Strategy 2008-2011 and establishment of a detailed matrix action plan, including timeline, cost and budgeting for each programme and existing projects will be needed for preparation of a donors' round table conference to be held in the forth coming months.

#### **EXPECTED OTCOMES**

- High quality report produced on the analysis and matrix action plan for the Public Service Reform Strategy 2008-2011

#### **TIME FRAME**

The time frame for the consultancy service will be 20 days, i.e. beginning around the 2<sup>nd</sup> week of September, 2009.

#### **PROFILE OF THE CONSULTANT**

Highly qualified consultant is required. The consultant should have the following qualifications:

- Minimum Masters Degree in business administration, human resources management or public administration.
- At least 15 years of professional experience in the related area, of which at least 10 years working experience within the public service and/or public human resources management.
- Excellent English writing skills and proven ability to produce good quality reports.
- Advanced level of computer skills, experienced user of word, excel and other processing applications.
- Good knowledge of Gambian Public Service rules and regulations is a definitive plus.

Interested persons must submit their CVs by email or in sealed envelope marked "Consultancy service to conduct a structural analysis of the Public Service Reform Strategy and establish a matrix action plan for development" and address to:

The Resident Representative  
UNDP The Gambia  
5, Kofi Annan Street  
PO.BOX 553  
Cape Point, Banjul.

Or by email to: [registry.gm@undp.org](mailto:registry.gm@undp.org)

The closing date for receipt of applications is Friday, 25<sup>th</sup> September 2009. Please note that only applications under serious consideration will be contacted.