



TERMS OF REFERENCE FOR CONSULTANCY TO REVIEW AND UPDATE THE SSHFC ACT 2015 AND RULES

REQUEST FOR SUBMISSION FOR TENDER FOR CONSULTANCY SERVICES

Introduction

The Social Security and Housing Finance Corporation (SSHFC) was established in 1981 by the Social Security and Housing Finance Corporation Act and is responsible for managing the Federated Pension Scheme (FPS) and the National Provident Fund (NPF). In addition, the Corporation manages the Housing Finance Fund (HFF) for the provision of affordable housing for the general populace.

In 2015, the 2010 Act was repealed and replaced with the current SSHFC Act 2015.

The Act mandates the Corporation to manage and administer the Social Security Fund, to develop, manage and administer housing finance and real estate activities and for connected matters.

However, as SSHFC seeks to adapt to the dynamism with service delivery and those of stakeholders' requirements, the services of a competent and reputable Consultancy Firm is being requested to submit bids for the review and update the SSHFC Act 2015.

SSHFC Rules

The rules to be updated are as per the Federated Pension Scheme (FPS) Rules in the Schedule to the Act.

Objectives

The Consultant will review and redraft the SSHFC Act 2015. In so doing, the Consultant will take into consideration all amendments to other laws whose application are impacted by, or related to, the revisions for a more robust administration of the SSHFC mandate, **especially the Rules**. The Consultant may consult other model legislative provisions as appropriate and take into consideration the International Social Security Association (headquartered in Geneva) norms and

standards. The Consultant will collaborate with other institutions/stakeholders whose functions are impacted by this endeavor including but not limited to the Attorney General's Chambers, Commissioner of Labour/Commissioner of Injury, the Personnel Management Office, Membership Associations of the NPF and FPS, and the GCCI.

SCOPE OF WORK:

Review and update the SSHFC Act 2015 with the stakeholders, identifying gaps and areas which may require improvement. The current pandemic has exposed the limitations of the 2015 Act and current regulations, especially registration processes, part withdrawal of benefits, cooling off periods, etc.

THE FOLLOWING STEPS HAVE TO BE CARRIED OUT:

- Familiarize themselves with current SSHFC operational policies;
- Liaise with SSHFC staff and legal retainers and other stakeholders;
- Ensure a participatory process in coming up with the revised act; and
- Put in place the necessary procedures, practices and training to improve capacity gaps and strengthen the operational systems.

EXPERTISE

QUALIFICATIONS

At least a Master's degree with specialization in relevant law, or equivalent academic/ professional training from a recognized university is required. The other Team Members should have at least a Bachelor's degree in the relevant fields.

EXPERIENCES

The Team Leader of the Consultancy Firm(s) must have the following experience:

- At least ten years of professional experience in the relevant field;
- Prior working experience in development of Laws and Regulations is a must;

- Prior working experience on related documents is an added advantage;
- Demonstrated experience in working with government partners, parastatal bodies and/or other stakeholders in similar assignments.

MEMBERSHIP

1. Must be a member of the Gambia Bar Association
2. Must be registered with GPPA

SKILLS AND COMPETENCIES:

The following are the requisite skills and competences:

- High level of written and oral communications skills in English;
- Must be result-oriented, a team player, exhibiting high level of enthusiasm, tact, diplomacy and integrity;
- Demonstrate excellent interpersonal and professional skills in interacting with stakeholders;
- Skills in facilitation of stakeholder engagements/workshops;
- Evidence of having undertaken similar assignments;

PROPOSALS

The proposals shall be in two separate sealed envelopes for Financial and Technical proposals.

THE FINANCIAL PROPOSAL

- The Financial Proposal is to be based on a fixed fee and must indicate how the proposed overall costs have been developed.
- Acceptance of the proposed mode of payments is also to be indicated.
- The financial proposal must be submitted in a separate sealed envelope.

TECHNICAL PROPOSALS

The consultant's proposal should include but not necessarily be limited to the following:

- The service providers must demonstrate their experience in similar assignments and must illustrate their understanding of the services required.
- Ten years membership of the Gambia Bar Association
- Capacity and experience of the Proposed Team (Attach CVs and Qualifications).
- Detailed approach, methodology and process to be adopted during the review and update of the Act and Regulations and be linked with the deliverables.
- Proof of GPPA registration.
- Evidence of the successful delivery of earlier similar assignments

Evaluation method is the Quality and Cost based selection method

TECHNICAL EVALUATION CRITERIA

	CRITERIA / SUB CRITERIA	MAXIMUM SCORES
i)	Consultant's specific experience relevant to the assignment:	20
a)	10 years	15
b)	Above 10 years	20
ii)	The quality of the methodology proposed:	40
a)	Technical approach and methodology	15
b)	Work Plan	10
c)	Organization and staffing	15
iii)	Key staff proposed for the Assignment	40
a)	Masters in Law and over 10 years experience	40
b)	Bachelors in Law and over 5 years experience	20
	GRAND TOTAL	100

Minimum technical score to qualify for the opening of the financial proposal: 70 out of 100 points.

Overall weightings are as follows:

Technical Proposal: 70%

Financial Proposal: 30%

REPORTING

The Consultant will report to the Managing Director but work closely with the Directors of the Departments of Operations, of Research, Policy and Planning, and of Corporate Affairs.

OFFICE PROVISION

The Consultant(s) are expected to work from their offices except for meetings and consultations needed in the Corporation or sister agencies.

TIME SCHEDULES

Total time allocated for the assignment is 12 weeks with the following timelines;

- Inception Report 3 weeks from the award date
- Draft Final Report 6 weeks from the award date
- Validation workshop 9 weeks from award date
- Final Report 12 weeks from the award date

Reports should be in three hard and one soft copies.

Payment terms are as follows:

- 20% advance upon signature
- 40% upon submission of draft final report
- 20% after validation workshop and report, and
- 20% upon submission of Final Report.

Interested Consultancy Firms, Associates or Individuals should please submit their bids to the Office of the Managing Director on the address below on or before the **16th December 2020 at 12noon GMT**. Bids will be opened the same day at 12:30 pm.

The Managing Director

Social Security & Housing Finance Corporation

61 Ecowas Avenue

P.O Box 570

Banjul