

EXPRESSION OF INTEREST (EOI) CONSULTANT A



**SUBMIT
EOI**

SERVICE REQUESTED: **OPERATIONAL
FRAMEWORK CONSULTANT**

Engagement Type: **Hybrid**

Application Deadline: **Wednesday, June 24th,
2026**

**Swipe/continue
reading for more
details**

HOW TO APPLY:

Interested consultants are invited to submit their required documents to governanceproject@hrc.tc by Wednesday, June 24th, 2026. Please include “EOI – Operational Framework Consultant Services” in the subject line.



(649) 941-5343



governanceproject@hrc.tc



www.humanrightscommission.tc/



SUBMISSION DETAILS

EXPRESSION OF INTEREST (EOI)

OPERATIONAL FRAMEWORK CONSULTANT

Governance Strengthening & Institutional Framework Development Project

Turks and Caicos Islands Human Rights Commission

June 2026

1. Introduction

The Human Rights Commission (“the Commission”) is an independent statutory body established to promote and protect human rights within the Turks and Caicos Islands through monitoring, education, investigations, advisory engagement, and institutional oversight activities.

The Commission is currently undertaking a Governance Strengthening & Institutional Framework Development Project aimed at strengthening governance structures, operational systems, institutional procedures, accountability mechanisms, and operational clarity across the Board and Office of the Commission.

The Commission hereby invites Expressions of Interest from suitably qualified consultants or firms to provide Operational Framework Consultancy Services in support of this initiative.

2. Project Background

The Governance Strengthening & Institutional Framework Development Project forms part of a broader institutional strengthening initiative intended to support:

- operational consistency;
- institutional accountability;
- operational framework and SOP development;
- strengthened administrative and human resources procedures;
- risk management and continuity planning;
- mandate-specific operational systems;
- and long-term institutional sustainability.

The project is expected to be implemented through phased development and collaborative engagement between the Office of the Commission, Board of Commissioners, and selected technical consultants.



SUBMISSION DETAILS

3. Consultancy Objective

The Operational Framework Consultant will provide technical advisory support, operational review support, framework refinement assistance, and drafting support where required in relation to operational policies, SOPs, administrative procedures, HR frameworks, case management systems, monitoring procedures, and related institutional operational strengthening measures.

The consultancy is intended to support the Office of the Commission in strengthening operational systems and institutional procedures under the coordination and direction of the Director.

4. Scope Summary

The selected consultant may support the review, refinement, strengthening, and where required limited drafting support of operational frameworks and procedures being developed under the coordination of the Office of the Commission, including areas such as:

- Human Resources Frameworks;
- Administrative SOPs;
- Complaints and Case Management Procedures;
- Investigation Procedures;
- Facility Monitoring and Reporting Procedures;
- Risk Management Procedures;
- Confidentiality and Data Protection Procedures;
- ICT and Records Management Procedures;
- Business Continuity and Disaster Recovery Procedures;
- and related operational strengthening measures.

The consultant will work collaboratively with the Office of the Commission through phased implementation arrangements coordinated as part of the overall project structure.

5. Duration

The anticipated consultancy period is approximately six (6) months, commencing during FY 2026/2027, subject to implementation sequencing and project requirements.



SUBMISSION DETAILS

6. Working Arrangements

The consultancy is expected to utilize a hybrid engagement approach, including:

- virtual meetings;
- Teams-based collaboration;
- shared document review;
- tracked document refinement processes;
- and limited in-country engagement where operationally required.

The Commission intends to promote prudent financial management through efficient use of remote collaboration arrangements where appropriate.

7. Submission Requirements

Interested consultants or firms should submit:

- company profile and/or consultant CV;
- relevant qualifications and experience;
- summary of similar work completed;
- proposed methodology and implementation approach;
- proposed fee structure;
- proposed timeline for deliverables;
- and at least two professional references.

8. Evaluation Considerations

Submissions may be evaluated having regard to:

- relevant operational framework and institutional development experience;
- understanding of operational policy and SOP development;
- methodology and implementation approach;
- experience working with statutory bodies, public institutions, constitutional entities, or governance organizations;
- cost effectiveness;
- and implementation capacity.

9. Submission Deadline

Interested consultants are invited to submit their Expression of Interest by:
Wednesday, June 24, 2026 at 11:59 p.m.



SUBMISSION DETAILS

10. Submission Method

Submissions should be forwarded electronically to:

governanceproject@hrc.tc

with the subject line:

“EOI – Operational Framework Consultant Services”

11. Additional Information

The Commission reserves the right to:

- request additional information or clarification;
- engage shortlisted consultants for further discussions;
- amend or discontinue the procurement process;
- or not proceed with any appointment.

Issuance of this EOI does not constitute a commitment by the Commission to award a contract or engage any consultant.