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## **Lesotho Data for Sustainable Development Project**

### **Terms of Reference - National Consultant**

#### **Mapping of the national data gaps, statistical and M&E needs assessment for SDGs and NSDP monitoring and capacity development**

<b>Type of Contract:</b>	Individual Contract (national consultant)
<b>Duration:</b>	50 days
<b>Time Commitment:</b>	Full time
<b>Duty Station:</b>	Maseru, Lesotho

#### **A. BACKGROUND AND CONTEXT**

##### **A.1. Introduction**

There is a growing consensus that relevant, credible and timely availability of data are critical for the "upstream" processes of identifying emerging issues, informing policy and setting targets, and forecasting future trends. With emergence of the Post 2015 agenda, development data is expected to play a key role in helping countries set new targets, benchmark as well as develop systems that will enable them to turn the agenda into reality. As such, a strong national statistical system is the prerequisite for designing, monitoring and evaluating national policies and managing results on socio-economic development. Availability of reliable development data, would also promote accountable, transparent, responsive and efficient service delivery within government and all stakeholders responsible for development results as well as ensure effective public management.

The importance of building up robust data collection system for evidence based policy making and timely and regular analysis is evident from Lesotho's obligation to monitor and report on national and international commitments. These include requirements to assess progress attained in the implementation of the NSDP and Vision 2020 as well as other international initiatives such as Agenda 2063, Regional Indicative Strategic Development Plan, MDGs and the SDGs, which require timely and up to date data. In addition to reporting requirements, timely and quality data is a prerequisite for informed policy formulation, planning and evidence based decision making by Government and other

agencies. Other than government reporting, data is required by different stakeholders including private sector, academia, development partners, and civil society.

The Post 2015 Agenda assumes, based on the results of the MDGs; that countries have a certain range of statistics instrumental for setting national baselines and targeting for SDGs monitoring and evaluation. It further assumes existence of an enabling environment to facilitate accurate and timely reporting on national achievements. The absence of these preconditions compromises the national capacity to achieve Post 2015 targets and meet its own national development objectives. The MDG Status Report 2015 and NSDP review, reflect that the quality of reported results was highly affected by the challenges with data availability and timeliness. Despite the existence of a National Monitoring and Evaluation System (NMES), the country's monitoring and evaluation (M&E) efforts are fragmented and heavily reliant on donors. A strong national system that promotes data collection, dissemination and use is necessary to incentivize progress on the national and international development targets, particularly the NSDP and SDGs.

#### **A.2. Project: Lesotho Data for Sustainable Development**

The Lesotho Data for Sustainable Development Project a new project funded by the European Union and United Nations Development Program. The project is aimed at assisting the Government of Lesotho in the collection, analysis and dissemination of development data and building institutional and technical capacities for monitoring and evaluation of development programs and effective public management system. The project intends to strengthen national and sectoral capacities to generate and utilize data, facilitate accountability for resources and advocacy for evidence – based planning and results. The project will be implemented by the Ministry of Development Planning, through Dept. of M&E and Bureau of Statistics, and managed by UNDP.

These will be achieved through implementation of three interlinked project components being

- Definition of systematic tools for measuring development programs;
- Promotion of literacy and innovations for data collection, dissemination and use; and
- Strengthening national leadership, institutional and technical capacities for effective coordination and sectoral engagement

The project requires the services of a knowledgeable and experienced national statistician or data for development practitioner to support the international expert in undertaking an assessment of the national statistical and data capacities to monitor SDGs and NSDP. The Consultant will serve as a local expert and facilitate integration of local practice and understanding to pin the findings and recommendations. The main assignment will involve mapping of national data gaps, opportunities for effective monitoring of the SDGs, NSDP and other regional development programs including the Agenda 2063. The Consultant should be familiar with the SDGs, national development strategic planning processes, and facilitate integration of these for development of the national monitoring and evaluation plans as well as the national system for statistics.

#### **B. Objectives of the Assignment**

The national consultant will work to support the international consultant and with the Ministry of Development Planning (Department of Monitoring and Evaluation and the Bureau of Statistics). The objective of the assignment will be to:

- Support mapping and diagnostic on the statistical system and the national monitoring and evaluation system and propose recommendations on how to improve the efficiency and effectiveness.
- Assess the national statistics user survey, and identify user requirements for statistics

### **C. Scope of Work**

The main duties of the National Consultant would entail:

The assessment will form a foundation for implementation of the Lesotho Data for Sustainable Development by providing a detailed system for capacity development interventions and establishment of an effective ecosystem. The review should give an indication of the technical capacity gaps among suppliers of data, users, and the overall ecosystem, as well as provide recommendations on how to best address the identified challenges to respond better to the demands of the SDGs, NSDP and Agenda 2063 reporting. The role of the national consultant will be to support the International Consultant, to ensure completeness of the diagnostic report. In collaboration and support to the Technical Advisor, the local consultant will be expected to deliver the following:

- 1) Support the national diagnostic for the national capacity for SDGs, NSDP and Agenda 2063 monitoring, relative to the national statistical and data ecosystem and requisite statistical typology and indicators**
  - o Under the supervision of the Project Chief Technical Advisor, collect relevant information to assess national capability to deliver SDGs, NSDP and related program monitoring in line with international best practices.
  - o Undertake a detailed institutional analysis to establish practices and rules that drive demand for statistics and monitoring and evaluation.
  - o Provide necessary basis for mapping of the national data ecosystem and liaise with the Project the Technical Advisor to identify key stakeholders, gaps and opportunities that may be leveraged relative to the national development priorities and the SDGs.
  - o Validate national statistical and data systems and techniques used to collect data in liaison with the Technical advisor.
  - o In collaboration with the technical advisor, facilitate validation workshops for all the stages of the assignment and incorporate all emerging stakeholder input finalize project documents
  - o Contribute in the development of recommendations for support to the national statistical ecosystem
- 2) Undertake statistics user survey and identify user requirements for statistics in Lesotho.**
  - o Identify frequent sources for statistics (by typology) and data among users in Lesotho and establish existing linkages to local statistics sources.
  - o Identify opportunities, report types and mechanisms that can be used for advance data literacy and use to leverage monitoring and accountability on the NSDP and SDGS.
  - o Provide a recommendation to best tools for dissemination of data and statistics in Lesotho

### **D. Expected Outputs and Deliverables**

The assignment is expected to be take up over 12 continuous months and the consultant will be responsible for delivery of the following:

**Part I.**

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1) Inception report and a methodological approach to delivering the assignment	7 days	April 2017	Project Technical team Project technical team
2) Assessment report and national diagnostic for SDG and NSDP monitoring	20 days	April 2017	
3) Statistics user report and recommendations for promote literacy and use	14 days	April - May 2017	
4) Consultation and review workshops	5 days	April - May 2017	

**E. Institutional Arrangement**

- a) The Consultant will be recruited by UNDP and is directly responsible to the UNDP – Deputy Resident Representative, and will work in liaison with the relevant Program Officer for delivery of the assignment. The consultant shall work in close collaboration with the Ministry of Development Planning and the Project Manager, under the supervision of the Bureau of Statistics. The consultant will also work in close collaboration and support to the Technical Advisor in delivery of the assignment.
- b) The project reports will be approved by the joint UNDP and Ministry of Development Planning technical team.
- c) The Consultant will be expected to engage with the Ministry of Development Planning, and ensure participation of all relevant departments of government, civil society, academia, media and development partners.
- d) The project will provide office space, internet and transport for all work-related activities for the duration of the contract period.
- e) The Consultant will be expected to bring own laptop.

**F. Duration of the Work and Duty Station**

- a) The assignment is expected to be carried out in 50 days, from April 2017 to May 2017.
- b) The consultant shall be housed at the Bureau of Statistics for the duration of the project period, and will be expected to report to work on daily basis. When necessary, UNDP will provide short-term operating space for consultations and meetings

**G. Qualifications of the Successful Individual Contractor**

**Education:**

A Master's Degree or higher in Statistics, Economics, Development Studies and relevant fields

**Special Skills and experience**

- Experience of 5- 10 years of proven experience in statistics and data, designing and supporting development projects on data and M&E, including a similar work such as policy advisory.
- At least of 5- 10 years of proven experience in facilitating consultation sessions for the national/sub-national programs.

- Sound knowledge of statistical techniques with ability to come up with solutions to complex institutional data problems.
- Sound knowledge of national monitoring and evaluation techniques, and data dynamics for sectoral programming and disaggregation
- Sound understanding of the Sustainable Development Goals, Agenda 2063 and National Strategic Development planning processes.
- Understanding of the Lesotho socio-economic and statistical environment and knowledge of the NSDP will be an added advantage.
- Demonstrate high gender competency to support integration into the assignment.
- Good experience in facilitating and managing technical workshops; Excellent coordination and interpersonal skills
- Excellent written and oral communication skills

## H. Scope of Price Proposal and Schedule of Payments

The financial proposal should be presented as a Lump Sum Amount –representative of payments closely linked to deliverables. Payments will be scheduled as:

Deliverables/ Outputs	% Payment	Expected Date of payment	Review and Approvals Required
1) Inception report and a methodological approach to delivering the assignment	20%	April 2017	Project technical team
2) Draft: Assessment report and national diagnostic for SDG and NSDP monitoring	30%	31 <sup>st</sup> April 2017	Project Technical team,
3) Draft: Statistics user report and recommendations for promote literacy and use			Project Technical team,
4) Final Reports	20%	15 <sup>th</sup> May 2017	Project Technical team,
5) Exit report	10%	31 <sup>st</sup> May 2017	Project technical team

## I. Recommended Presentation of Offer

Interested consultants are requested to submit the following:

- 1) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- 2) Personal CV and P11, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- 3) Brief description of why the individual considers him/herself as the most suitable for the assignment, and a methodology on how they will approach and complete the assignment.
- 4) Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If the consultant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan

Agreement (RLA), he must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

#### J. Criteria for Selection of the Best Offer

A successful Consultants will be selected based on the Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%. The criteria for scoring will be guided by the following:

Criteria for technical evaluation	Ranking
1) Academic Qualification	5%
2) Professional Experience as outlined in Section F above	30%
3) Knowledge and understanding of the SDGs, Agenda 2063 and national strategic planning processes	15%
4) Experience in policy advise and support to national and sub-national processes	15%
5) English writing and oral skills	3%
6) Coordination and interpersonal skills	2%
7) Methodology and technical proposal	30%
	100%

#### K. Annexes to the TOR

- Project document
- Template for Confirmation of interest and availability
- Template for P11

#### L. Submission of applications

- All applications should be addressed to:

**Resident Representative**

United Nations Development Program  
3<sup>rd</sup> Floor, UN House  
UN Road  
P.O Box 301  
Maseru 100, Lesotho

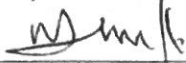
- The applications should be send to [ls.procurement@undp.org](mailto:ls.procurement@undp.org), with the reference: **National Consultant – Lesotho Data** in subject.

#### M. Approval

This TOR is approved by:

Ms Christy Ahenkora f UNDP Resident Representative a.i

Signature:

  
15 / 03 / 2017

Date of Signing: