

UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)  
GLOBAL ENVIRONMENT FACILITY (GEF)  
GOVERNMENT OF LESOTHO

**Terms of Reference for intervention, design and Socio- Economic and Institutional Assessment Study- Mohale's hoek three Community Councils of Khoelenya, Lithipeng and Thaba-Mokhele**

**Start Date:** April 2017

**Type of Contract:** Contract for Company Professional Services (Local/International)

**Contract Duration:** 60 days

**A. Project Title:** Reducing vulnerability from climate change in Foothills, lower Lowlands and Senqu River

**B. Project Description**

***Background***

The assignment is a follow-up to a Socio-economic Survey that has already been carried out in the three community councils of Khoelenya, Lithipeng and Thaba-Mokhele. The Survey produced a Draft Report in January 2017 which needs to be looked into in order to come up with Project Objectives and Outcomes mentioned in the TORs.

There are five project outcomes which are intended to achieve the project objective, as follows:

1. Increased technical capacity of the Ministry of Forestry, Range and Soil Conservation and relevant Departments to apply up-to-date climate science for the management of evolving risks and uncertainty linked to climate change.
2. Communities empowered with skills, knowledge, partnerships and institutions for managing natural resources to reduce vulnerability to climate change and increase resilience of natural and social capital (over 7000 households with potential for upscaling to cover 20,000).
3. Over 50,000 hectares of land across the Foothills, Lowlands and the Lower Senqu River Basin rehabilitated through operationalization of the climate-smart Land rehabilitation programme.
4. National strategies for rangelands and wetlands management strengthened by the integration of climate change/variability and ecosystem management.
5. NSDP mainstreamed into local development strategies to support the constituency-wide adoption of the climate smart land rehabilitation programme.

The outcomes that are of relevance for this consultancy are **Outcomes 1, 2 and 3**, which will be implemented at District level. There are eleven planned outputs under Outcomes 1, 2 and 3 which are along the lines of vulnerability assessment, trainings, establishing committee structures, implementing interventions and implementation of an experimental impact

assessment. What is critically missing is the incentive framework to promote community ownership of the project aims and thereby ensure implementation progress on ecosystem rehabilitation. Determining this is basic rationale for this consultancy.

This consultancy has complementary links to other project outputs, namely:

- Output 1.1 & 1.3: a geo-based climatic agro-ecological and hydrological information system to support better planning for climate change adaptation has been developed based on GIS mappings, models and climate risk analysis to identify hotspots for ecosystem rehabilitation in the three project community councils have also been produced.
- Output 2.1, 2.2, 2.3, 2.5 on training of technical staff of the District Technical Teams, Community Council staff and land managers is an equally important aspect to complement the current ongoing efforts to develop training needs assessments and organizational development strategies;
- Output 2.4 on Inter-council rehabilitation committees operational: this will develop an organizational strategy to facilitate ecosystem management;
- Output 3.2 on monitoring and evaluating of climate-smart ecosystem rehabilitation: this will identify environmental indicators for monitoring and determine baseline values.

The project is being implemented by the Ministry of Forestry, Range and Soil Conservation (MFRSC) as the Implementing Partner (IP). The IP is accountable to the Government of Lesotho and the Lesotho UNDP Country Office is charged with the quality control of project outcomes and the appropriate use of project resources, both when directly implementing project activities and when delegating others to do so.

#### ***Project location:***

The project is being implemented in the Southern District of Lesotho namely Mohale's Hoek District. Specifically, in the three Community Councils of Lithipeng, Khoelenya and Thaba Mokhele. These Community Councils have been selected because they provide a contiguous stretch of the Lowlands, Foothills and Senqu River Valley. The approach for selecting participating villages was watershed/catchment-based approach in accordance with on-going criteria utilised by the MFRSC in selecting participating communities in the LRP. A national village map was overlaid on the catchments – prioritised in each physiographic region within the three Community Councils – to show villages within the major catchments, covering an area of approximately 50,000 ha.

The project is funded by the Least Developed Countries Fund of the UNFCCC and administered by the Global Environment Facility.

#### ***Objectives of the assignment:***

The objective of the assignment is to develop a development model (Theory of Change) for the three project Community Councils that is based on community needs, preferences, experiences, capacities and motivations in order to deliver the project Outcomes and Objective. This will be achieved through four main tasks, as follows:

1. To carry out a socio-economic assessment in the Community Councils to determine an evidence-based problem analysis and a strategy to achieve the project Outcomes and objective.
2. To prepare a development model (theory of change) for the project communities that incentivizes and motivates communities to participate in the project and achieve the project objective, based on the socio-economic assessment and a review of experiences and lessons learnt from similar initiatives implemented in Lesotho over the last 10 years. The development model should detail the outputs and activities that are needed in order to provide the incentive framework for communities to willingly participate in the project. It should incorporate a risk analysis of the factors that could prevent achievement of the project Outcomes and Objective and risk mitigation activities.
3. To develop a monitoring plan to measure the causal connections and results from the development model proposed above;
4. To develop a training plan and other measures as necessary to support the implementation of the development model proposed above

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

*Task 1: Critically review and improve on the contents of the already produced Draft Socio-economic, January 2017 Report. The Consultant has to pay particular attention to incorporate comments already prepared.*

The consultant should review the available literature and project documentation of similar sustainable land management and climate change adaptation projects for Lesotho as a whole and as well as project experiences in the project Community Councils and document lessons learnt that should be incorporated into the detailed design of this project. This will be appended as a technical annex to the final report.

*Task 2: Socio- economic and institutional assessment*

The Consultant shall be required to pay visits to the three community councils in order to verify gathered data and information on the baseline socio-economic situation and a possible community-led strategy to improve the baseline situation with respect to the project Outcomes and Objective. The socio-economic assessment should include the following but not limited to:

- Establishing the demographic, poverty and livelihood characteristics of the three community councils, including sources of income (which crop types grown, livestock, sales of natural resources and other) and natural resource use patterns;
- Establishing current levels of natural resource management (land/soil management, livestock management, agro-forestry, woodlots, and other rangeland products).
- Livelihood constraints including access to agricultural inputs (seed, fertilizer, land, credit), access to water, energy, communications and transport.
- Ascertain community perceptions about the status of their environmental resources and what the solutions could be to reverse degradation processes;
- Determine what households understand to be the causes of land degradation and how climate change interacts with those processes;

- Ascertain what solutions communities see for sustainable land management and barriers to implementation;
- Determine the extent of social organization (e.g. village groups, community networks), their functionality and cohesion in helping to build livelihood strategies and to protect against climatic shocks. Consideration should also be given to participation, influence and trust of community groups and networks in the decision-making process regarding development plans and resource allocation at District Council level;
- Determine the extent and effectiveness of the institutional support system and services for livelihood development by the District Council and as provision from NGOs.

The assessment exercises and findings should be well presented, analysed and documented. In carrying the assessment, the consultant is required to consult the project document and the Draft Socio-economic Report January 2017.

#### *Task 3: Intervention design*

- Based on the problem analysis elaborated above, design a development model (a theory of change) that combines and sequences the outputs that are likely to deliver the project Outcomes and Objective, bearing in mind incentive and motivations for communities to move out of baseline conditions. The outputs should consider economic, social, institutional, legal and environmental constraints and barriers and should provide solutions to the main drivers of land degradation and vulnerability to climate change. The development model (theory of change) should estimate causal relationships between different outputs and outcomes, making explicit the assumptions involved. The design process should consider the full range of risks that could negatively affect the effective working of the model together with the risk mitigation actions that should be incorporated into the design.
- Develop a targeting strategy that is inclusive of the needs of women, men and youth. Develop baseline socio-economic and environmental indicators and baseline values (where possible) to measure whether the development model holds true (i.e. whether the estimated causal relationships are true causal relationships) and to measure performance/improvement of the project Outcomes compared to the baseline.
- Develop a monitoring plan which should include i) the data collection method ii) frequency of data collection and iii) cost of collecting the data.
- Develop recommendations for training and capacity development needs based on the baseline socio-economic and institutional situation in the three community councils. This should consider the organisational requirements for communities to participate in District level planning processes and for District authorities to be able to lead and manage the community participation and oversee the project interventions.

#### **D. Expected outputs**

1. Inception report setting out the understanding of the assignment, the proposed methodology, timeline and deliverables. The inception report should include the review of experience and lessons learned from similar experiences and the survey/assessment findings.

2. The Client shall require to be provided with some of raw data and information after field work; for the purposes of performing verifications of actual field consultations.
3. Draft Report presenting the main findings from the surveys and containing the proposed intervention design for the three Community Councils with annexes for the more detailed evidential basis of the report recommendations. The report will be circulated to stakeholders for review.
4. Preparation of the agenda for the stakeholder consultation workshop, at which the main findings and recommendations from the draft report should be presented for feedback.
5. Final Report, taking into account review comments and feedback from the stakeholder workshop. The consultant should submit a review/response table to indicate how the review comments and stakeholder feedback has been addressed.

#### ***E. Expected Timeline***

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Review and Approvals Required</b>
Kick off meeting	2 weeks from contract signing	PM, PO & PSC
Inception report including assessment of the Draft Socio-economic Survey Report 2017 and visits to Project Sites.	2 weeks for inception Report.  4 weeks for Field Assessments and review of the Survey Report.	TAC, PM
Draft Report	4 weeks  2 weeks review time	TAC, PO, PM
Stakeholder workshop	1 day	All stakeholders
Final Report	2 weeks	PSC

***NB: -Two weeks allowed for finalizing draft report after the review in a stakeholder meeting. The Consultant must allow two weeks for the review process to take place.***

#### ***F. Institutional Arrangements***

The Consultancy will be supervised by the Project Manager, with technical support provided by the Chief Technical Advisor(CTA) as maybe required. The Consultancy Firm will be required to present to the Technical Advisory Committee (TAC) and the Project Steering Committee as may be required.

The Consultancy Firm will be expected to utilise own resources to and from the project areas as well as stationery and transport. The firm shall have access to the PMU offices if possible and shall be supported by the Project Officer in setting up meetings with various stakeholders.

#### ***G. Duration of work***

60 working days (approximately 3 calendar months).

#### ***H. Duty Station***

The Consultancy firm shall operate from own office base. PMU will consider accommodating the firm as and when required e.g. meeting venues for regular updates. The Consulting firm shall carry out the assessment in the project areas.

#### ***I. Qualifications of a successful Consulting Firm***

The Firm is expected to be performed by a Professional Company with a Team Leader and a component of Consultants that shall cover tasks 1, 2 and 3. The Team Leader must at least have a Master's degree in Socio-Economics, Development Studies, Geography and Human Sciences or a related field, with:

##### *Experience*

- A minimum of 10 years of relevant experience in Southern Africa in project design, including designing log frames, and conducting socio-economic and capacity assessments
- Demonstrate experience of working with various groups/communities and in gender-sensitive programming
- Experience in the design of natural resource management and biodiversity conservation projects;
- A good understanding of how climate change adaptation issues interact with natural resources management will be an asset.
- Working in complex and remote rural situations will be an added advantage.
- Must possess excellent communication and computer skills.
- The Consultant must be able to demonstrate where he/she has written high quality technical reports.
- Must be able to demonstrate experience of working and collaborating with various stakeholders using various methodological approaches.

Supporting Technical Consultants must have:

- (1) Wide and detailed experience in the performance of Socio-Economic and Institutional Assessments as stipulated under C-Scope of Work task 2.
- (2) Experience in the Preparation of Development Models for Project Communities.
- (3) Experience in the preparation of Intervention Designs as mentioned under task 3.
- (4) Knowledge and Experience in the Development of training plans and other measures to support implementation of the Development Model proposed above.

##### *Language*

- The Consultancy firm must have some members fluent in English and Sesotho, both written and verbal communication skills.

#### ***J. Scope of bid price proposal and schedule of payment***



- The proposed price must be a lump-sum which is an “all-inclusive package” including duty travels and daily subsistence allowances.
- The contract price is fixed regardless of changes in the cost components, any changes will go through a variation negotiation.
- The contractor will be required to submit timesheet which shall form the bases for payment including expected deliverables.
- Schedule of payment will be as per table below;

Deliverables/ Outputs	% of lump sum to be paid
Contract signing	20%
Socio Economic Draft Report	30%
Stakeholder Workshop	10%
Socio Economic Final Report	40%

#### **K. Scope of Bid Price and Schedule of Payment**

Qualified consultants are requested to submit their Proposals for undertaking this consultancy in English, the submission package must include a **financial** and **technical** proposals, along with a description of the methodology to be undertaken, assignment timelines and a summary of similar work carried out in the past, including a detailed CVs of personnel to undertake the assessment.

#### **L. Submissions for this Request for Proposals must be made as follows;**

- FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL (**Annex 2**)
- FORM FOR SUBMITTING SERVICE PROVIDER'S Financial PROPOSAL (**Annex 3**)

#### **M. Criteria for selection of the best Offer**

Highest Combined Scoring method – Qualifications, methodology and experience will be weighted a max of 70%, and combined with the price offer which will be weighted a maximum of 30%.

Criteria for the Assessment of Proposal	<b><u>Technical Proposal (70%)</u></b>
	<ul style="list-style-type: none"> <li>• Qualification of Firm 30%</li> <li>• Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40%</li> <li>• Personnel 30%</li> </ul>
	<b><u>Financial Proposal (30%)</u></b>

	To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
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**N. Annex to the ToRs**

- Annex I – Request for Proposal
- Annex II - Technical proposal template
- Annex III – Financial proposal template

Proposals with the requirements listed above may be submitted to:

United Nations Development Programme  
The Resident Representative,  
REF: Socio- Economic and Institutional Assessments Study.  
United Nations Road  
3<sup>rd</sup> Floor UN House  
P.O Box 301  
MASERU, LESOTHO  
Tel: +266 2231 3790 Fax: +266 2231 0042  
Email: ls.procurement@undp.org

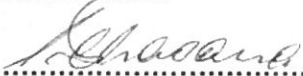
Only short listed contractors will be responded to.

**Prepared by Project Manager**

Name: MAMOJAKISANE MOJAKISANE Signature: 

Date: 22 / MARCH / 2017

**Approved by PS- Ministry of Forestry, Range and Soil Conservation**

Name: LOREEN CHADOMA Signature: 

Date: 22/03/2017

**Authorised by UNDP Sustainable Development Advisor:**

Name: LIMOMANE PESIDANE Signature: 

Date: 22/03/2017