



TERMS OF REFERENCE

FOR DESIGNING AND PRINTING COMMUNICATION MATERIALS FOR THE DEEPENING DECENTRALIZATION PROGRAMME (DDP)

1. Introduction

The Government of Lesotho through the Ministry of Local Government and Chieftainship (MOLG) in partnership with the European Union (EU), the United Nations Development Programme (UNDP) and the United Nations Capital Development Fund (UNCDF) has embarked on the implementation of the Deepening Decentralization Programme (DDP), whose main purpose is to promote decentralized service delivery for socio-economic growth through the development of transparent funding mechanisms and by improving the accountability of local authorities.

The design of the Programme provides for information sharing at all levels to enable key stakeholders develop a common understanding about the overall goal and expected outputs of the programme and their role in its implementation. This intervention is expected to stimulate people's participation in identifying development interventions relevant to societal needs that will lead to effective service delivery, improved accountability and transparency in the use of public resources to promote local development.

In order to simplify and communicate the messages on DDP better to the stakeholders, the MoLG in partnership with EU, UNDP and UNCDF have found it necessary to develop simplified information, education and communication (IEC) materials that will relay the objectives, outputs and activities of the DDP. The intention is to prepare communication materials that will

not only best illustrate the Programme but also stimulate action from the various stakeholders at national and local levels.

The government of Lesotho through the MoLG in partnership with EU, UNDP and UNCDF is now seeking the services of a competent design and printing firm to work with the DDP Programme Technical Committee to develop, design and print the required IEC materials for the Programme. The materials will be produced in both English and Sesotho.

2. Objectives of the Assignment

The objective of this assignment is to design and print an assortment of simplified IEC materials that will relay the DDP messages.

3. Scope of the Assignment

The selected firm shall be required to design and print the following materials:

- a) 1000 copies of DDP fact sheet
- b) 1000 copies of DDP branded diaries for 2015
- c) 500 copies of the LDG Training Handbook
- d) 500 copies of the LDG operational Manual
- e) 500 copies of the LDG Assessment Manual
- f) 500 copies of DDP Wall calendars for 2015
- g) 500 copies of DDP desk calendars for 2015
- h) 500 copies of the DDP 2014 Annual Report
- i)

Bidders are expected to attach samples and designs for all these materials to their quotations.

5. Time frame

All the materials listed above must be delivered within 60 days upon signing of the contract.

6. Experiences and competencies of the firm

This assignment requires a local firm that has over 5 years' experience in designing and printing of information, education and communication materials for different stakeholders/audiences at national and local level. Interested firms should have demonstrated capacity and skills in drafting, editing, proofreading, production, illustration and translation.

7. Reporting

The Consultant shall report to the Principal Secretary, Ministry of Local Government, Chieftainship and Parliamentary Affairs for overall strategic guidance and to the Programme Manager DDP for day to day management. The DDP Technical Committee of which UNDP and UNCDF are members will provide the technical guidance for quality assurance.

8. Financing and payment Schedule

The assignment will be financed under the Deepening Decentralization Programme (DDP).

The payment will be made in three installments:

- 20 % of total costs upon signing of the contract.
- 40 % of total costs upon the approval of the draft communication materials ready for printing.
- 40 % of total costs upon the receipt of the final printed communication materials.

9.1 Requirement for submission of proposals

(a) Interested local firms should submit samples of IEC materials that the firm has designed and printed and financial quotation in separate envelopes to the address below clearly marked DDP Design and Printing of Communication Materials.

The Resident Representative

United Nations Development Programme

UN House, United Nations Road

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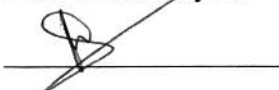
E-mail: registry.ls@undp.org

Approval

This TOR is approved by: Thabo Mosoeunyane – Head, Governance Unit, UNDP

Signature

Name and Designation


Thabo Mosoeunyane
Governance Specialist