

Terms of Reference (TOR)

INDIVIDUAL CONTRACT: COMMUNICATIONS SPECIALIST CONSULTANT

A. GENERAL INFORMATION

Services/Work Description: The Communication Specialist will collect, compile and document the best practices on climate-smart land rehabilitation and management programmes and interventions in the Lithipeng, Khoelenya and Thaba-Mokhele Community Councils; and communicate/disseminate lessons learned on project initiatives through existing national and international platforms.

Project/Program Title: Reducing Vulnerability from Climate Change in the Foothills, Lowlands and Senqu River Basin (RVCC)

Type of Contract: Individual contract – National

Duty Station: Own premises based with frequent trips to the project site in Mphahle's Hoek

Duration of Contract: 12 Months

Expected Start Date: Immediately after signing the contract

B. BACKGROUND AND PROJECT DESCRIPTION

Climate change – including rising temperatures and a greater frequency of droughts and extreme rain events – is negatively affecting local communities living in rural parts of Lesotho. The fragile mountain ecosystems of Lesotho provide a range of benefits that could increase the resilience of such communities to climate change. These include regulating services such as storing and retaining water as well as mitigating floods. However, these ecosystems are characterised by

widespread degradation as a result of unsustainable land management and exploitation of natural resources. The effects of this ecosystem degradation in Lesotho include loss of vegetative cover and extreme soil erosion. Such effects reduce the capacity of these ecosystems to protect vulnerable communities from the increasingly negative impacts of climate change that are threatening their livelihoods.

The Government of Lesotho has a climate change policy though there may be gaps in sector specific strategies in place to adapt to the anticipated impacts of climate change. For example, ongoing initiatives related to addressing ecosystem degradation currently do not take into account climate change-related risks and adaptation needs. Furthermore, the capacity of Lesotho's line ministries and various socio-economic sectors to plan and implement appropriate climate change adaptation interventions is hindered by the limited availability of technical skills, up-to-date climate information and best-practice examples to inform the design of locally appropriate adaptation measures.

The preferred solution to the climate change problem facing Lesotho is to strengthen the resilience of climate-vulnerable communities by: i) enhancing the capacity of government institutions and local communities to mainstream climate change risks into policies, plans and programmes; ii) implementing climate-smart ecosystem rehabilitation and management measures using a community/household based approach; and iii) establishing a system for monitoring and evaluating the effectiveness of various approaches to climate change adaptation to inform a process of adaptive management

In response to above-mentioned challenges, the Government of Lesotho and the Lesotho UNDP Country Office are currently implementing a five year (2015-2020) GEF-financed project **“Reducing Vulnerability from Climate Change in Foothills, Lowlands and Lower Senqu River Basin (RVCC)”** in Lithipeng, Khoelenya and Thaba Mokhele Community Councils areas of Mphahle's Hoek District. The Objective of the project is to mainstream climate risk considerations into the Land Rehabilitation Programme of Lesotho for improved ecosystem resilience and reduced vulnerability of livelihoods to climate shocks. The project is supporting the integration of climate change adaptation into national and sub-national land use planning and decision-making.

Project Goal, Objective and Outcomes

The project Goal is to ensure that by 2017 Lesotho adopts environmental management practices that promote a low-carbon, climate-resilient economy and society, sustainably manages natural resources and reduces vulnerability to disasters.

The project Objective is to mainstream climate risk considerations into the Land Rehabilitation Programme of Lesotho for improved ecosystem resilience and reduced vulnerability of livelihoods to climate shocks.

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 (MFRSC) 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 up scaling 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.

C. SCOPE OF WORK

Under the overall supervision of the Project Coordinator, and in collaboration with project staff, the consultant will collect, compile and document the best practices on climate-smart land rehabilitation and management programmes, and climate change resilience interventions in the Lithipeng, Khoelenya and Thaba-Mokhele Community Councils. The consultant will also communicate and disseminate lessons learned on project initiatives through existing national and international platforms such as radio, television, newspapers, social media, the project website and others. The consultant will also be expected to work in close collaboration with the Information offices of the Ministry of Forestry, Range and Soil Conservation (MFRSC), Ministry of Agriculture and Food Security (MAFS) as well as the UNDP communications office and other media houses in collecting and disseminating information on lessons learned and developing strategic communication products. The consultant will also contribute to regular reporting to UNDP, MFRSC, Project Steering Committee (PSC) and Global Environment Facility (GEF).

Specific tasks:

- Collate on quarterly basis, information and data (past and present) on land rehabilitation programmes and climate smart interventions in the Lithipeng, Khoelenya and Thaba-Mokhele Community Councils and compile short television radio and print media etc. advertisements on project interventions and their impact towards supporting the government and the people of Lesotho.

- Conduct quarterly field missions to collect materials on success stories from the project site with coverage on land rehabilitation and management interventions and other project interventions implemented through established structures such as Farmer Field Schools (FFS), permaculture gardens and, grazing associations, the use of climate-smart technologies and other user groups supported by the project; and to liaise with media institutions to join such missions to document and share best practices and success stories.
- Facilitate capacity building of information office staff from the Ministries of Forestry and Agriculture on digital documentation using diverse technologies available.
- Participate in collate and document project activities such as exhibitions, field days, field excursions and similar initiatives and compile media releases and publish/publicise the lessons learned from such activities and project interventions in digital and print form.
- Organize and lead awareness creation campaigns about the impacts of climate change and land degradation in collaboration with technical departments and project committees.
- Synthesis and document land rehabilitation programmes and climate smart interventions in the Lithipeng, Khoelenya and Thaba-Mokhele Community Councils.
- Facilitate quarterly media appearances for UNDP, Partners and the project management to create awareness about the project intervention and share success stories to different platforms including radio, television, parliamentary sub committees and parliamentarians.
- Contribute to mapping of project results and impact and promotion of its products.
- Compile a final report on documented project experiences, interventions and lessons learned.
- Develop policy briefs on communication issues for decision-making and public awareness.

D. EXPECTED OUTPUTS AND DELIVERABLES

Table 1: Deliverable/Milestone

Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required)
Submission of workplan and presentation of inception report	1 week	12 June 2020	Project Coordinator
<p>Collate information and data (past and present) on land rehabilitation programmes and climate smart interventions in the Lithipeng, Khoelenya and Thaba-Mokhele Community Councils and compile short television radio and print media etc. advertisements on project interventions and their impact towards supporting the government and the people of Lesotho.</p> <p>Synthesise and document (both digital and print) land rehabilitation programmes and climate smart interventions in the Lithipeng, Khoelenya and Thaba-Mokhele Community Councils.</p> <p>Facilitate media appearances for UNDP, Partners and by the project management to create awareness about the project intervention and share success stories to different platforms including radio, television, parliamentary sub committees and parliamentarians (2 appearances for each category).</p> <p>Contribute to quarterly mapping of project results and impact and promotion of its products.</p>	8 weeks	19 th June – 7 th August 2020	Project Coordinator
Conduct quarterly field missions to collect materials on success stories from the project site with coverage on land rehabilitation and management interventions and other project interventions implemented through established structures such as Farmer Field Schools (FFS), permaculture gardens and, grazing associations, the use of climate-smart technologies and other user groups supported by the project; and to liaise with media institutions to join	8 weeks	27 th July – 11 th September 2020	Project Coordinator

<p>such missions to document and share best practices and success stories.</p> <p>Synthesise and document (both digital and print) land rehabilitation programmes and climate smart interventions in the Lithipeng, Khoelenya and Thaba-Mokhele Community Councils.</p> <p>Facilitate media appearances for UNDP, Partners and by the project management to create awareness about the project intervention and share success stories to different platforms including radio, television, parliamentary sub committees and parliamentarians (2 appearances for each category)</p> <p>Contribute to quarterly mapping of project results and impact and promotion of its products.</p>			
Facilitate capacity building of information office staff from the Ministries of Forestry and Agriculture on digital documentation using diverse technologies available.	1 week	10 th – 14 th August 2020	Project Coordinator
<p>Participate in, collate and document project activities, such as exhibitions, field days, field excursions and similar initiatives and compile media releases and publish/publicise the lessons learned from such activities and project interventions in digital and print form. Synthesise and document (both digital and print) land rehabilitation programmes and climate smart interventions in the Lithipeng, Khoelenya and Thaba-Mokhele Community Councils.</p> <p>Contribute to quarterly mapping of project results and impact and promotion of its products.</p>	8 weeks	23 Nov to 15 th January 2021	Project Coordinator
Organize and lead awareness creation campaigns about the impacts of climate change in the project sites.	1 Week	14 th – 18 th September 2020	Project Document
Develop policy briefs on communication issues for decision-making and public awareness.	1 Week	1-5 March 2021	Project Coordinator
Final report on documented project experiences, interventions and lessons.	2 weeks	31 st May 2021	

E. INSTITUTIONAL ARRANGEMENT/REPORTING RELATIONSHIPS

The Consultant will report to, and work under the supervision of the Project Coordinator with technical support provided by the Chief Technical Officer (CTA) as maybe required. Overall guidance will be provided by UNDP Lesotho Sustainable Development Specialist and UNDP Lesotho Deputy Resident Representative. The Consultant will be required to present to the Technical Advisory Committee (TAC) and the Project Steering Committee (PSC) as may be required during the contract.

The Consultant will be expected to utilise their own transportation to and from the project areas as well as stationery etc. while the project will be responsible for transportation and conference facilities for partners during planned trainings The consultant will have access to the PMU offices if possible and will be supported by the PMU in setting up meetings with various stakeholders.

F. DURATION OF THE ASSIGNMENT

The consultancy of is expected to run for one year, starting from June 2020 and ending March 2021.

G. DUTY STATION

The Consultant should be based in own premises with frequent trips to the project site in Mphahle's Hoek, where most of the information will be collected, for the duration of the assignment.

H. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONSULTANT

Educational Qualification and competence of the Communication Specialist:

- First degree in Media studies, broadcasting instructional technology, Communications, Public Relations or related areas; Masters' degree will be an added advantage.

Experience

- Six years experience in media production and design experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.
- Two years media production and design experience;
- Have good report writing, presentation, communication and interpersonal skills.
- Experience working with international organizations, including UNDP/GEF, will be an added advantage, as will experience in working in Lesotho. Knowledge of methods and techniques used in production of media related projects.

- Knowledge and skill in coordinating work of media productions.
- Experience in working collaboratively with government officers at the national and district level, and also with land users.

Language

- Fluent in Sesotho and English.

Core values to subscribe to:

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism; and
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

I. SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

The prospective consultant/s will indicate the cost of services for each deliverable in Lesotho Loti when applying for this consultancy:

- The proposed price must be a lump-sum contract amount which is an 'all-inclusive package' including duty travel, accommodation and daily subsistence allowances.
- The contract is fixed regardless of changes in the cost components;
- Payment shall be done after satisfactory completion, submission and delivery of every milestone outlined in table below:

Table 2: Payment Schedule

DELIVERABLES/OUTPUTS	Target Due Dates	Payment Schedule
Submission of workplan and presentation of inception report	12 June 2020	5%
Approved report on the following: <ul style="list-style-type: none"> • Collated information and data (past and present) on land rehabilitation programmes and climate smart interventions in the Lithipeng, Khoelenya and Thaba-Mokhele Community Councils and compile short television radio and print media etc. advertisements on project interventions and their impact towards supporting the government and the people of Lesotho. • Synthesised and documented (both digital and print) land 	7 th August 2020	20%

<p>rehabilitation programmes and climate smart interventions in the Lithipeng, Khoelenya and Thaba-Mokhele Community Councils.</p> <ul style="list-style-type: none"> Facilitated media appearances for UNDP, Partners and by the project management to create awareness about the project intervention and share success stories to different platforms including radio, television, parliamentary sub committees and parliamentarians (2 appearances for each category). Contribution to quarterly mapping of project results and impact and promotion of its products. 		
Facilitate capacity building of information office staff from the Ministries of Forestry and Agriculture on digital documentation using diverse technologies available.	11 th September 2020	10%
Organize and lead awareness creation campaigns about the impacts of climate change in the project sites.	14 th August 2020	5%
<p>Approved reports on the following:</p> <ul style="list-style-type: none"> Quarterly field missions to collect materials on success stories from the project site with coverage on land rehabilitation and management interventions and other project interventions implemented through established structures such as Farmer Field Schools (FFS), permaculture gardens and, grazing associations, the use of 	15 th January 2021	20%

<p>climate-smart technologies and other user groups supported by the project; and to liaise with media institutions to join such missions to document and share best practices and success stories.</p> <ul style="list-style-type: none"> • Synthesised and documented (both digital and print) land rehabilitation programmes and climate smart interventions in the Lithipeng, Khoelenya and Thaba-Mokhele Community Councils. • Facilitated media appearances for UNDP, Partners and by the project management to create awareness about the project intervention and share success stories to different platforms including radio, television, parliamentary sub committees and parliamentarians (2 appearances for each category) • Contribution to quarterly mapping of project results and impact and promotion of its products. 		
<p>Approved reports on the following:</p> <ul style="list-style-type: none"> • Collated and documented project activities, such as exhibitions, field days, field excursions and similar initiatives and compile media releases and publish/publicise the lessons learned from such activities and project interventions in digital and print form. • Synthesised and document (both digital and print) land rehabilitation programmes and climate smart interventions in the Lithipeng, Khoelenya and 	18 th September 2020	20%

Thaba-Mokhele Community Councils. • Contribution to quarterly mapping of project results and impact and promotion of its products.		
Develop policy briefs on communication issues for decision-making and public awareness.	5 March 2021	10%
Final report on documented project experiences, interventions and lessons.	31 st May 2021	10%

J. Recommended Presentation of Offer

Interested consultants must submit the following documents to facilitate evaluation of their suitability for this assignment:

1. Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP (Annex I);
2. **Personal CV or 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 (Annex II);
3. **Brief description** of why the individual or team/firm consider themselves as the most suitable for the assignment.
4. **Technical Proposal/methodology**: Provide detailed approach, with timelines, of how the assignment will be conducted in relation to the terms of reference and proposal format provided (Annex III).
5. **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided (Annex IV).

K. Criteria for Selection of the Best Offer - Cumulative analysis

The award of the contract will be made to the consultant/s whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight (Qualification, Methodology, Experience); 70%

* Financial Criteria weight; 30% (to be computed as a ratio of the proposal's offer to the lowest price among the proposal received by UNDP)

Only candidates obtaining a minimum of 70 points in the technical evaluation would be considered for the Financial Evaluation as per evaluation criteria in table below:

Table 3: DETAILED EVALUATION CRITERIA

Criteria	Total point 100
<i>Technical</i>	70%
<i>Qualification</i>	
First degree in Media studies, broadcasting instructional technology, Communications, Public Relations or related areas; Masters' degree will be an added advantage.	10%
<i>Methodology:</i>	15%
<i>Experience:</i>	
Six years experience in media production and design experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.	10%
Two years media production and design experience	5%
Have good report writing, presentation, communication and interpersonal skills.	5%
Experience working with international organizations, including UNDP/GEF, will be an added advantage, as will experience in working in Lesotho.	5%
Knowledge of methods and techniques used in production of media related projects.	5%
Knowledge and skill in coordinating work of media productions.	5%
Experience in working collaboratively with government officers at the national and district level, and also with land users;	5%
Fluent in Sesotho and English.	5%
<i>Financial</i>	30%
Total – technical + financial (70% + 30%)	100

L. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

M. Annexes to the TOR

Annex 1- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;

Annex 11- **Personal CV or 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;

Proposals with the requirements listed above may be submitted to:

United Nations Development Programme.

The Resident Representative.

REF:-NC; Communications Specialist

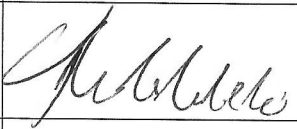


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Signature			
Date	06-05-2020	06/05/2020	06.05.2020