



CONSULTANCY FOR TRAINING OF PLANNING UNIT STAFF ON POLICY FORMULATION, ANALYSIS AND MONITORING AND EVALUATION TECHNIQUES

TERMS OF REFERENCE

SUSTAINABILITY SUPPORT FOR TRADE PROJECT (EIF) – 2020

I. Project Description

The Kingdom of Lesotho has been a beneficiary of the Enhanced Integrated Framework (EIF) program since 2002 when the first Diagnostic Trade Integration study (DTIS) was developed. The EIF is a unique global partnership dedicated to supporting the Least Developed Countries (LDCs) to use trade as a tool for economic growth and poverty reduction. Phase I implementation of the Enhanced Integrated Framework (EIF) in Lesotho started in 2010 – 2013, a further extension from 2014 to 2017 was granted. The EIF Tier 1 covered establishment and capacity building of in-country coordinating mechanisms to deliver on EIF activities, whilst Tier II focused on formulation and implementation of actual projects which would improve supply side capacity of the trade related ministries and institutions.

The Global EIF Phase 2 central focus is to leverage Aid for Trade (AfT) resources while assuring that capacity improvements for all LDCs are sustainable. To this effect, the Ministry of Trade and Industry has is implementing a Sustainability Support for Trade Project (2019 – 2021) whose main objective is to mainstream and integrate trade in the national development strategies and policies as a measure for advancing economic growth and employment creation. The Sustainability Support for Trade Project (SSP) is expected to improve the capacity of the Ministry of Trade and Industry (MTI) and partners in the coordination for trade and facilitate improved market access for horticulture products. The project is implemented with technical support from the UNDP as the both the implementing partner and the fiduciary manager for this project and supporting the Ministry of Trade and Industry.

Policy formulation, analysis and evaluation is identified as one the challenges to achieving sustainable and inclusive economic growth. According to the DTIS, this has resulted in limited integration of trade in the Lesotho's development framework. For achievement of the private-sector led economic growth and employment creation, the MTI proposes to strengthen institutional capacities for policy analysis and implementation, to also facilitate integration of trade in development policies. Therefore, on behalf of the Ministry of Trade and Industry, UNDP is looking for a consultancy firm to provide training to staff of the Planning Units in the relevant ministries of the Government of Lesotho, on trade policy analysis, monitoring and evaluation to enable evidence-based and effective policy formulation and implementation. The training is further expected to strengthen policy coordination and support to implementation of trade-related activities.

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II. Scope of Work

The objective of this training is to build capacity of the Planning Officers on Trade Policy Analysis, Monitoring and Evaluation. In this regard, UNDP is looking for a consultancy firm to undertake the following:

- a) Undertake a rapid assessment of capacity gaps for trade and trade policy among the Planning Officers in the Ministry of Trade and Industry and in Partner Ministries, Ministry of Agriculture and Food Security and Ministry of Small Business Development, Cooperatives and Marketing.
 - Engage the Ministry of Trade and Industry and related lead ministries to understand capacity needs for planning officers with respect to mainstreaming and integrating trade in the development framework
 - Review related documentation, including the DTIS, Trade Policy, Investment Policy and NSDP II to determine critical areas for development
- b) Develop a training programme and manual that is consistent to the identified capacity and development needs
 - Develop a training programme consistent to the identified needs and requisite prioritization of training
 - Develop a training materials and manuals
- c) Deliver a training programme with clear objectives and outputs per session.
 - Establish a stable platform for delivering and monitoring the training programme and attendance using on-line resources
 - Establish processes for mutual accountability between trainees and the trainers
- d) Develop and submit a training report

III. Expected Outputs

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1. Inception report	3 days	October 2020 2020	Ministry of Trade and Industry UNDP
2. Training needs Scoping report	5 days	October 2020	Ministry of Trade and Industry UNDP
3. Training programme and training materials	5 days	October 2020	Ministry of Trade and Industry UNDP
4. Training	10 days	October 2020	Ministry of Trade and Industry UNDP
5. Training report	2 days	October 2020	Ministry of Trade and Industry UNDP

IV. Institutional Arrangement

- The Consultant will be engaged by the UNDP and becomes directly responsible to the UNDP – Deputy Resident Representative. However, s/he will liaise with the Programme Officer – Strategy and Policy Unit and the designated officer in the Ministry of Trade and Industry for implementation of this assignment.
- The Ministry of Trade and Industry through the EIF Coordinator will provide day to day supervision on the assignment, working in collaboration with UNDP to ensure delivery of quality results and objectives as set out in these terms of reference.
- The consultant is expected to consult relevant government officials, in the Ministry of Trade and Industry, and as may be recommended to confirm the training needs in this context. The Ministry of Trade and Industry will provide a stakeholder list, including government ministries, institutions and agencies for consultations on this assignment.
- In view of the current situation, online and virtual platforms may be used for consultation and delivery of training programmes
- All reports will be approved by the Ministry of Trade and Industry and UNDP, prior to payment of submitted invoices. At least 2 days should be provided for review and feedback on submitted outputs.
- The consultant should have own computer and facilitate own access to internet, transport and organize own logistical arrangements as necessary.

V. Duration of the Work and Duty Station

- The assignment will be delivered in 25 days, ensuring that the training programme is consistent to the prevailing COVID-19 mitigation measures
- Given the current restrictions for travel and assembly, all the outputs for the assignment will be carried from home.

VI. Qualifications of the Successful Contractor

Training institutions or consulting firms interested in this assignment should be reputable entities focused on development training, policy research and analysis, trade policy and providing technical support to country or institution-based stakeholders. The firm should be able to provide certification of attendance for all participants. The institutions will further be expected to meet the following criteria:

- Proven expertise in the practice and theories of policy analysis, monitoring and evaluation. Expertise in capacity development and training programmes for trade policy will be a added advantage.
- Minimum of 10 years' experience in providing development training programs
- Experience in developing training modules for government or organized institutions

The institution must provide a team of at least 3 members, comprising a team leader, and two (2) supporting consultants. All members should be qualified and experts in policy analysis, trade, monitoring and evaluation. The following are required qualifications for team members:

a) *Qualifications for team lead*

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- Must hold a Postgraduate Degree (PhD will be an added advantage) in Economics, International Trade, Development Studies or related field from an accredited institution.
- Must have experience of ten (10) or more years in training and facilitation of policy formulation and analysis; trade policy, monitoring and evaluation techniques
- Experience in facilitating training sessions on policy analysis and monitoring and evaluation is a requirement
- Be knowledgeable on issues of trade mainstreaming and integration – be able to provide real-life examples that may be applicable in Lesotho's context
- Proven experience in undertaking policy research, analysis and stakeholder engagement
- Knowledge of the trade and development, international trade and mainstreaming Knowledge of the Sustainable Development Agenda, Africa Agenda 2063 and understanding of national development planning processes is required

b) Qualifications for other team members

- Possess advanced degree in Economics, Development Studies, international trade, monitoring and evaluation
- Experience in facilitating training programs for trade policy formulation, policy analysis and or the related for a group with varying levels of expertise
- Prior experience in dealing with government entities will be an advantage
- Appreciation of Lesotho development context will be an advantage
- Knowledge of the Sustainable Development Agenda, Africa Agenda 2063 and understanding of national development planning processes is required

c) Other attributes

- Must have excellent interpersonal and communication skills
- Proven experience of working with a wide range of stakeholders and accommodating their critical inputs into the final output.
- Possess stable platforms for delivering and monitoring online/virtual training programmes

VII. Scope of Bid Price and Schedule of Payments

- The contract price will be fixed output-based price regardless of extension of the herein specific duration of the assignment.
- The financial proposal should be presented as a Lump Sum Amount –representative of payments closely linked to deliverables.
- Payments will be scheduled as follows, with the corresponding percentage per milestone/output, including the conditions/documentations required prior to the release of any tranches of payment.

Deliverables/ Outputs	% Payment	Expected Date of payment	Review and Approvals Required
1) Inception report	20%	October 2020	Ministry of Trade and Industry, UNDP
2) Scoping for training needs	60%	October 2020	Ministry of Trade and Industry, UNDP

3) Training Programme and training materials		November 2020	Ministry of Trade and Industry, UNDP
4) Training report	20%	November 2020	Ministry of Trade and Industry, UNDP

VIII. Recommended Presentation of Proposal

Interested consultancy firms should submit their applications on the specified templates and include the following:

- a) Brief description on why the firm is the most suitable for the assignment, and a methodology on how they will approach and complete the assignment.
- b) Institutional profile, with at least three institutional references
- c) Individual CV of experts that the institution will nominate to conducting the training; indicating all experience from similar projects, as well as the contact details (email and telephone number);
- d) Financial proposal

IX. CRITERIA FOR SELECTION OF THE BEST OFFER

A successful consultancy firm 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%, broken down as:

- 1) Technical Proposal (70%)
 - Expertise of the firm 20%
 - Proposed methodology 50%
 - Personnel 30%
- 2) Financial Proposal (30%), to be computed as a ratio of the lowest price among the proposals received by UNDP

XI. Approval of the TOR :

Prepared by:

Name: **Phera Lepati**

Signature

EIF Coordination - Ministry of Trade and Industry



Approved by

Name: **Ms Betty Wabunoha**

Signature

UNDP Resident Representative



Date

16-Sep-2020

