



## Terms of Reference (TOR)

### INDIVIDUAL CONTRACT: CONSERVATION POLICY REVIEW CONSULTANT

#### A. GENERAL INFORMATION

**Services/Work Description:** The proposed Consultancy Services Contract seeks to procure the services of an expert/consultant to review and update the draft Soil and Water Conservation Policy of the Department of Conservation under the Ministry of Forestry Range & Soil Conservation (MFRSC) and mainstream/integrate climate change/variability and ecosystems management issues into the Policy.

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

**Type of Contract:** Individual contract – National Consultant

**Post title:** Soil and Water Conservation Policy Consultant

**Duty Station:** Own premises based with frequent interactions with relevant departments and stakeholders

**Duration of Contract:** 4 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 communities are dependent on the natural resources and the ecosystem goods and services from these fragile mountain ecosystems. 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 require appropriate policies and 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 climate change mitigation and adaptation needs. Furthermore, the capacity of Lesotho’s line ministries and various socio-economic sectors to plan and implement appropriate climate change adaptation and mitigation 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 and mitigation measures.

A key 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, lower Lowlands and Senqu River**”. 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 will support the integration of climate change adaptation into national and sub-national land use planning and decision-making.

### *Project goal, objective and Outcomes*

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 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.

### ***Context of the Required Service for the assignment***

The Reducing Vulnerability from Climate Change Project (RVCC) Component 2: - Climate Change Adaptation mainstreamed into local and national development plans has two outcomes 4 & 5:

**Outcome 4:** is about development of National Strategies for rangelands and wetlands management by integration of Climate Change/ Variability and Ecosystem Management. The output from this outcome is the development of Policy Guidelines for incorporating Climate Science in the review/formulation processes of national sectoral strategies especially, in Ministries such as MFRSC, Agriculture & Food Security and other relevant Government Departments.

**Outcome 5:** of the Project is focused on NSDP mainstreamed into Local Development Strategies to support the constituency wide adoption of the climate smart Land Rehabilitation Program.

The proposed Consultancy Services Contract seeks to procure an expert/consultant who shall assist the Government through Ministry of Forestry Range & Soil Conservation and the Project (RVCC) towards achieving Project Outcomes 4.

### **C. SCOPE OF WORK**

Under the overall supervision of the Director of Conservation of the MFRSC, the RVCC Project Coordinator, and in collaboration with project staff; the consultant will review and update the draft Soil and Water Conservation Policy and mainstream/integrate climate change/variability and

ecosystems management issues into the Policy; identify and develop strategic performance indicators and develop a policy implementation plan. The consultant will be expected to organize and hold consultation meetings with all relevant departments and key stakeholders during the review process in order to compile and integrate the views of all concerned into the policy. During the review process, the consultant will use but not limited to the Guidelines for the Integration of Climate Change in National, Sectoral and Local Policies, Strategies and Development Plans, National Climate Change Policy, National Drought Emergency Response Plan (DMA), Land Degradation Neutrality Target Setting in the Kingdom of Lesotho, Basic Principles of Sustainable Land Use Management and the National Strategic Development Plan (NSDP) II documents as references in developing the policy.

**Specific tasks:**

**(1) Critically review and update the current draft Soil and Water Conservation Policy by mainstreaming climate change adaptation and mitigation considerations and ensuring that the policy is current, user-friendly and appropriate to the prevailing circumstances and dynamics in Lesotho.**

- Review the draft Soil and Water Conservation Policy and mainstream/integrate Climate Change adaptation and mitigation into the draft and for discussions with key stakeholders. The review should be done in view of the documents listed above.
- Identify key stakeholders in consultation with Ministry of Forestry Range and Soil Conservation and facilitate technical consultations with and between key stakeholders e.g. other line ministries, land managers etc.; on the integration of climate change into the draft policy.
- Identify programs and activities that assist communities in building resilience to climate change shocks and vulnerabilities and integrate these into the policy revision.
- Identify and integrate climate-smart best practices and lessons learned from climate change adaptation programs into the policy draft.
- Develop a policy brief for decision-makers to facilitate awareness, approval and implementation of above-mentioned policy.

**(2) Identification/development of strategic performance indicators for the monitoring and evaluation and implementation of the Soil and Water Conservation Policy in-line with Land Degradation Neutrality indicators.**

- Review strategic indicators for monitoring Land Degradation Neutrality national voluntary targets in line with the United Nations Convention to Combat Desertification (UNCCD) National Action Program.
- Formulate recommendations on UNCCD National Action Program alignment
- Formulate a M&E strategy for monitoring Land Degradation Neutrality indicators

**(3) Develop Policy Implementation/Action Plan**

- Develop Structure and Content of the Implementation/Action Plan in consultation with technical officials and key stakeholders.

**D. EXPECTED OUTPUTS AND DELIVERABLES****Table 1: Deliverable/Milestone**

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required (Indicate designation of person who will review output and confirm acceptance)</b>
Submission of workplan and presentation of inception Report: <ul style="list-style-type: none"> <li>• Literature/desk review</li> <li>• Methodology &amp; Approaches</li> <li>• List of stakeholders</li> </ul>	2 weeks after award	04/02/2021	PC, DOC, CTA, PS & UNDP
Detailed review and consultations for updating Soil and Water Conservation policy and mainstreaming/integration of climate change adaptation and mitigation considerations into the policy; development and integration of strategic performance indicators into the policy; and presentation of policy to stakeholders.	6 weeks	18/03/2021	PC, DOC, CTA, PS & UNDP
Review and update Soil and Water Conservation Policy and incorporate inputs and corrections from stakeholders	3 weeks	08/04/ 2021	PC, DOC, CTA, PS & UNDP
Development of Policy	3 weeks	29/04/2021	PC, DOC, CTA, PS &

Implementation/Action Plan; and presentation to stakeholders			UNDP
Review and update Policy Implementation/Action Plan and incorporate inputs and corrections from stakeholders	2 weeks	14/05/2021	PC, DOC, CTA, PS & UNDP
Policy and Policy Implementation/Action plan launch	1 week	21/05/2021	PC, DOC, CTA, PS & UNDP

### **E. INSTITUTIONAL ARRANGEMENT/REPORTING RELATIONSHIPS**

The Consultant will report to and work under the supervision of the Project Coordinator and Director of Conservation of the MFRSC, with technical support provided by the Chief Technical Advisor (CTA). Overall guidance will be provided by UNDP Lesotho Deputy Resident Representative (DRR) and the Principal Secretary (PS) MFRSC. The consultant will be required to make presentations to the Technical Advisory Committee (TAC) and the Project Steering Committee (PSC) as may be required during the contract period.

The Consultant will be expected to utilise their own transportation and arrange their own accommodation for any out of station trips, as well as all office expenses. The project will be responsible for transportation and conference facilities for partners during planned workshops. The consultant will have access to the PMU and MFRSC offices if need be and will be supported by the PMU and MFRSC in setting up meetings with various stakeholders.

### **F. DURATION OF THE ASSIGNMENT**

The consultancy of is expected to run for four months, starting from February 2021 and ending May 2021.

### **G. DUTY STATION**

The Consultant should be based in their own premises with frequent interactions with relevant stakeholders for the duration of the assignment.

### **H. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONSULTANT**

**Educational Qualification and competence of the Conservation Policy Consultant:**

- A Master's Degree or PhD in a field related to Climate Sciences, public policy, Natural Resources Management or a related subject;

### **Experience**

- A minimum of 10 years of professional experience in developing Policies, Strategic Planning frameworks for community-based natural resource management projects;
- Experience in working with the UNDP or other development agencies;
- Experience in working on planning processes at the national level as well as the local community level.
- Experience in working on targeting strategies to ensure gender equity;
- Experience in working collaboratively with government officers at the national and District levels;
- Experience working on strategies for Climate Change Adaptation and Mitigation Interventions, drought and flood related issues,
- Knowledge of Multilateral Environmental Agreements would be an added advantage.
- Computer skills.
- Proven report writing skills.
- Proven ability to facilitate policy and implementation plan development.
- Fluent in English and Sesotho.

### **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 proposed price must be a lump-sum which is an 'all-inclusive package' including duty travel and daily subsistence allowances.
- The contract is fixed regardless of changes in the cost components;
- The Consultant will be required to submit complete deliverables and tasks which shall form the basis for payments.
- Schedule of payment will be as per the table below:

**Table 2: Payment Schedule**

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>% of lump sum to be paid</b>
Approved inception report and Workplan: <ul style="list-style-type: none"> <li>• Literature/desk review</li> <li>• Methodology &amp; Approaches</li> <li>• List of stakeholders</li> </ul>	2 weeks after award	04/02/2021	5%
Satisfactory first Draft Soil and Water Conservation Policy: <ul style="list-style-type: none"> <li>• Reviewed and updated soil and water conservation policy with climate change adaptation and mitigation considerations mainstreamed/integrated into the policy; and strategic performance indicators developed and integrated into the policy.</li> <li>• Draft policy presented to Stakeholders.</li> </ul>	6 weeks	18/03/2021	25%
Final Soil and Water Conservation Policy: <ul style="list-style-type: none"> <li>• Reviewed and updated Soil and Water Conservation Policy incorporating inputs and corrections following presentation to stakeholders.</li> </ul>	3 weeks	08/04/2021	15%
Approved Policy Brief		29/04/2021	5%
First Draft Implementation/Action Plan: <ul style="list-style-type: none"> <li>• Policy Implementation/Action Plan developed.</li> <li>• Draft implementation plan presented to stakeholders.</li> </ul>	3 weeks	07/05/2021	20%
Final Implementation/Action Plan: <ul style="list-style-type: none"> <li>• Reviewed Policy Implementation/Action Plan incorporating inputs and corrections following presentation to stakeholders.</li> </ul>	2 weeks	21/05/2021	15%
<ul style="list-style-type: none"> <li>• Final policy and Policy Implementation/Action plan presented at the launch.</li> </ul>	1 week	28/05/2021	15%

## 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**

<i>Criteria</i>	<i>Total Points Weight (100 %)</i>
<b><u>Technical</u></b>	<b>70</b>
<b><u>Qualification</u></b>	
A Master's Degree or PhD in a field related to Climate Sciences, public policy, Natural Resources Management or a related subject;	10
<b><u>Methodology and Approaches</u></b>	15
<b><u>Experience</u></b>	
A minimum of 5 years of professional experience in developing Policies, Strategic Planning frameworks for community-based natural resource management projects;	15

Experience in working on planning processes at the national level as well as the local community level.	10
Experience working on the strategies for Climate Change Adaptation and Mitigation Interventions, Drought related issues; knowledge of Multilateral Environmental Agreements would be an added advantage.	15
Computer skills. Fluent in English and Sesotho.	5
<b><i>Financial</i></b>	<b>30</b>
Total	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: Conservation Policy Consultant**

**3<sup>rd</sup> Floor UN House.**

**P.O. Box 301**

**MASERU, LESOTHO.**

**TEL:- +266 2231 3790 Fax:- +266 2231 0042**

**E-MAIL: [ls.procurement@undp.org](mailto:ls.procurement@undp.org)**

*Only short-listed contractors will be responded to.*

**This TOR is:**

	<b>Prepared by:</b>	<b>Reviewed by:</b>	<b>Approved By:</b>
<b>Name</b>	Lebone Molahlehi	Limomane Peshoane	Adv. 'Mole Kumalo
<b>Designation</b>	Project Coordinator	Sustainable Development Specialist	PS – Ministry of Forestry, Range and Soil Conservation
<b>Signature</b>			
<b>Date</b>	21-Jan-2021	22-Jan-2021	<u>26/01/2021</u>