TERMS OF REFERENCE
DEVELOPMENT OF THE YOUTH MENTORSHIP PROGRAMME STRATEGY FOR THE MINISTRY OF GENDER AND YOUTH, SPORTS AND RECREATION

<table>
<thead>
<tr>
<th>Type of Contract</th>
<th>Individual Contract (national)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Languages Required</td>
<td>English</td>
</tr>
<tr>
<td>Commencement Date</td>
<td>05 June 2021</td>
</tr>
<tr>
<td>End Date</td>
<td>20 August 2021</td>
</tr>
<tr>
<td>Duration of the work</td>
<td>8 weeks</td>
</tr>
<tr>
<td>Location/duty station</td>
<td>Maseru, Lesotho</td>
</tr>
</tbody>
</table>

I. PROJECT DESCRIPTION

UNDP is the UN’s global development network, advocating for change and connecting countries to knowledge, experience, and resources to help people build a better life. It works with individual countries on their own solutions to global and national development challenges. The Lesotho Country Programme (2019-2023), is anchored on the NSDP II, the UNDAF (2019–2023) and is guided by the UNDP Strategic Plan (2018–2021) through 3- programme pillars: (i) Governance, Accountability, Social Cohesion and Stability; (ii) Sustainable and Inclusive Economic Growth and (iii) Environmental Sustainability, Climate Change and Resilience.

The Sustainable and Inclusive Economic Growth (SIEG) Programme is aimed at strengthening capacities of private and public sector stakeholders to create decent and sustainable jobs, promoting economic diversity, facilitating increased economic participation by promoting innovative and technological interventions, collaborative and informative stakeholder policy-shaping platforms and technical support and development. This will be done through implementation of different projects and initiatives for focused on livelihoods development and economic diversification, and data, research and evidence for policy. Through this programme, UNDP is leading and support implementation of various projects, in collaboration with national stakeholders in government, civil society, academia and private sector. These include supporting activities and capacity building to promote youth empowerment, in collaboration with the Ministry of Gender and Youth, Sports and Recreation, and other national partners.

Through the Department of Youth Development, MGYSR has implemented a series of activities to strengthen youth engagement, youth entrepreneurship and partnerships. The Ministry intends to establish a joint Youth Mentorship Programme, working with youth and youth development organizations, private sector and partners to help bridge the youth confidence gap, challenges regarding
sustainability of youth-led business entities and partnerships and help inform strategic areas to anchor the programme and programme coordination. The Ministry has conducted preliminary mentorship awareness sessions with stakeholders to sense stakeholder appreciation and perceptions on youth mentorship programmes. With UNDP support, the Ministry has further piloted mapping of youth-owned enterprises to establish youth prevalent economic sectors and facilitate matchmaking for both potential mentors and mentees.

In this regard, UNDP is looking for an individual consultant to assist the Department of Youth in designing a Youth Mentorship Program Strategy, and the associated implementation tools including M&E frameworks and resources mobilization plans. The Programme will be based on the National Youth Policy and reflect Lesotho’s vision and goals related to youth empowerment in different sectors, backgrounds, and aspirations, especially targeting the NSDP II priority sectors for employment generation. The strategy should provide recommendations for a phased approach, covering processes and targets for the piloting/testing phase, and programme scaling, and stakeholder and partnerships mobilization.

II. OBJECTIVES
The Youth Mentorship Programme aims at facilitating the process of business skills transfer of knowledge between Mentors and Mentees; empower youth entrepreneurs and increase sustainability and growth of youth enterprises. The consultant is therefore required:

✓ To identify and contact the already existing mentors and mentees to assess their working relations.
✓ To draw a national mentorship program, its implementation plan and exit strategy.
✓ To draw implementation plan and a resource mobilization plan.

III. SCOPE OF WORK
Under the supervision of Director - Youth in close collaboration with UNDP Lesotho, the Consultant will be responsible for the following:

1. Develop a framework for the Lesotho Youth Mentorship Program which will be informed by the Lesotho National Youth Policy 2017-2030 and other recognized working documents.
   • Conduct a desk review and scoping of similar national and international youth mentorship and identify best practices relevant for Lesotho’s context
   • Conduct the field visits and consultations with local stakeholders and document local practices, lessons learnt and recommendations on the programme, process and relations management between mentors and mentees.
   • Identify and contact various young entrepreneurs in selected sectors (a cross section of sectors with youth presence in Lesotho, and the NSDP II economic drivers) to establish potential areas of focus for the national mentorship program.
   • identify a stakeholder consultation group that includes business people, tertiary schools,
Government Ministries, and other stakeholders/youth workers, to construct the programme and establish available capacities and modalities for engagement.

- Develop a Youth Mentorship Program, with the following features:
  - Purpose and objectives
  - Working method and timeframe (duration, format)
  - Template mentorship log for mentor and mentee to report progress
  - Template for case studies/successful stories
  - Impact evaluation framework (result chain, monitoring tools, key performance indicators, means of verification)
  - Lessons learned and recommendations for next steps for the mentor and the mentee for future mentorship cycle
  - Monitoring and evaluation framework

2. Develop an Implementation plan with a monitoring and evaluation framework for the programme
3. Development of Resource and partnerships mobilization Plan

IV. EXPECTED OUTPUTS

The following products and deliverables expected to be completed by the National Consultant according to an agreed schedule:

<table>
<thead>
<tr>
<th>Key activities</th>
<th>Estimated days</th>
<th>Tentative deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Inception report</td>
<td>5 days</td>
<td>June 2021</td>
</tr>
<tr>
<td>2. Stakeholder’s consultations</td>
<td>10 days</td>
<td>June 2021</td>
</tr>
<tr>
<td>3. Draft mentorship strategy report review</td>
<td>10 days</td>
<td>July 2021</td>
</tr>
<tr>
<td>4. Draft implementation plan and resource mobilization plan.</td>
<td>10 days</td>
<td>July - August 2021</td>
</tr>
<tr>
<td>5. Final reports</td>
<td>5 days</td>
<td>August 2021</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>40 days</strong></td>
<td></td>
</tr>
</tbody>
</table>

V. 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 Gender and Youth, Sports and Recreation for implementation of this assignment.
- The MGYSR through the Director- Department of Youth 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 MGYSR through the Director- Department of Youth 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 expected to consult relevant government officials, in the MGYSR and as may be recommended, youth groups, youth organizations and youth development organizations. The MGYSR 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 engagement

• All reports will be approved and certified by the MGYSR, prior to payment of submitted invoices. At least 5 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.

VI. DURATION OF THE WORK AND DUTY STATION

• The assignment will be delivered in 40 working days

• Given the current restrictions for travel and assembly, all the outputs for the assignment will be carried from home.

VII. QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR

Academic Qualifications:

Master’s in Public Policy/ Social science/ Project Management / Business Management

Skills and Experience:

• At least 10 years of relevant professional experience with development of policies, programmes and consultancies in the field of youth development, education, and/or entrepreneurship

• Demonstrated knowledge of youth policy and entrepreneurship development

• Experience in conducting policy research and analysis for development programmes

• Proven knowledge of Lesotho’s development context and youth development issues

• Good analytical, documentation and report writing skills in English.

• Experience in gender equality or human rights is an asset;

• Experience in barriers youth experience in the labour market.

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
VIII. SCOPE OF PRICE PROPOSAL AND PAYMENT SCHEDULE

Payment will be effected upon satisfactory delivery of the following outputs:

<table>
<thead>
<tr>
<th>Deliverables/ Outputs</th>
<th>% Payment</th>
<th>Expected Date of payment</th>
<th>Review and Approvals</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Inception report</td>
<td>20%</td>
<td>June 2021</td>
<td>MGYSR, UNDP</td>
</tr>
<tr>
<td>2) Framework for the Youth Mentorship Programme</td>
<td>40%</td>
<td>July 2021</td>
<td>MGYSR, UNDP</td>
</tr>
<tr>
<td>3) Youth Mentorship Programme with M&amp;E Framework</td>
<td></td>
<td>July 2021</td>
<td>MGYSR, UNDP</td>
</tr>
<tr>
<td>4) Implementation and Resources (technical and financial)</td>
<td>20%</td>
<td>August 2021</td>
<td>MGYSR, UNDP</td>
</tr>
<tr>
<td>Mobilization Plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5) Final report</td>
<td>20%</td>
<td>August 2021</td>
<td>MGYSR, UNDP</td>
</tr>
</tbody>
</table>

IX. RECOMMENDED PRESENTATION OF OFFER

Interested consultant requested to submit the following:

- P11 indicating all experience from similar projects, as well as the contact details (e-mail and telephone number) of at least three (3) professional references using the template provided by UNDP (Annex I)
- Letter of Confirmation of Interest and Availability using the template provided by UNDP (Annex II)
- Methodology – Brief description of why the individual considers him/herself as the most suitable for the assignment
- Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs using template provided by UNDP (Annex III)

X. CRITERIA FOR SELECTING THE BEST OFFER

Successful offers will be selected based on the following criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications: Minimum of a bachelor’s degree</td>
<td>20%</td>
</tr>
<tr>
<td>in Economics,</td>
<td></td>
</tr>
<tr>
<td>Experience as outlined in Section 6.</td>
<td>50%</td>
</tr>
<tr>
<td>Financial</td>
<td>30%</td>
</tr>
<tr>
<td>Total = technical + financial (70% + 30%)</td>
<td>100%</td>
</tr>
</tbody>
</table>
XI. FURTHER INFORMATION
For further information, interested consultants may contact

Contact Person: Director Youth (Mrs Lipalesa Lesenyeho)
Ministry of Gender and Youth, Sports and Recreation
P.O Box 729
Post Office Building, 6th Floor
Maseru 100
Office number: 22313140/22321255 Ext 216

XII. SUBMISSION OF APPLICATIONS
PROPOSAL WITH THE REQUIREMENTS LISTED ABOVE TO BE SUBMITTED TO:
Resident Representative
United Nations Development Programme
United Nations Road
3rd Floor, United Nations House
Maseru 100

XI. APPROVAL OF THE TOR
Prepared by: Ministry of Gender and Youth Sports and Recreation
Name: Mamoeketsi Ntho  Signature
Principal Secretary – Ministry of Gender and Youth, Sports and Recreation

Date  20/04/2021