



**Lesotho**



*Empowered lives.  
Resilient nations.*

## **CONSULTANCY**

### **Editing and Design of the Lesotho Development Finance Assessment Report 2021 (including data visualization and infographics)**

Languages Required:	<b>English</b>
Application Deadline:	<b>29<sup>th</sup> June 2021</b>
Duration of Initial Contract:	<b>40 Working Days</b>
Type of Services	<b>Professional Services</b>

#### **1.0 BACKGROUND**

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. UNDP Lesotho supports Lesotho's development priorities as laid out in the National Strategic Development Plan and through that, the achievement of the MDGs. The focus areas of work of UNDP Lesotho are Democratic Governance, Environment and Energy, Poverty Reduction and Economic Growth, with Gender Mainstreaming and HIV/AIDS as crosscutting areas.

Towards Poverty Reduction and Economic Growth, UNDP is assisting the Government of Lesotho to pilot Integrated National Financing Framework (INFF) to align financing policies and strategies to national development priorities for achievement of sustainable development. The INFF process starts with a Development Finance Assessment (DFA), by mapping the landscape for development financing and assessing the institutional, policy and legal capacities, gaps, and opportunities per country to help define the roadmap towards integrated financing and development planning. It provides a broad picture of development efforts, assesses the development finance landscape, and outlines main trends, points out shortcomings/ bottlenecks and contributes to the enhancement of development finance and strategies for delivery of results.

#### **2.0 OBJECTIVE OF THE ASSIGNMENT**

UNDP is seeking the services of a consulting firm or partnership to support the final production of the Development Finance Assessment Report, by providing the services for i) editing and formatting of the

report ii) report design, including data visualisation and infographics, and iii) development of other communications resources such as summary version of the document and thematic primers.

### 3.0 SCOPE OF WORK

The prospective consulting firm is expected to:

#### 1. Design the DFA Report

- Create a visually compelling document.
- Support selection of winning cover page illustrations and chapter divide designs, and adapt these to content.
- Provide the inside page layout templates with all required specifications for typesetting of all text, graphic and statistical annexes.

#### 2. Edit report and ensure quality control

- Improve readability and edit the report to reduce the number of pages (to max 50 pages) by removing redundancies and ensuring consistency of data and information across the report and to match the design, by including artworks, photos, charts and other graphic elements.
- Include data visualisation and infographics that capture key points of each chapter and communicate them clearly and compellingly to readers.
- Provide quality check.

#### 3. Communication Tools

- Design full and summary versions of the document.
- Design thematic primers for the recommendations of the financing strategy.
- Provide specifications for printing of all publications.

### 4.0 EXPECTED SPECIFIC OUTPUT

The firm/team will be expected to deliver the following outputs:

Expected Output	Duration	Target Dates	Responsible for review
<b>Output 1.</b> Draft Edited Report	10 days	15 <sup>th</sup> July	UNDP
<b>Output 2.</b> Draft typeset Report, overall design with visuals	10 days	30 <sup>th</sup> July	UNDP
<b>Output 3.</b> Final Report	10 days	20 <sup>th</sup> August	UNDP
<b>Output 4.</b> Communication tools	10 days	10 <sup>th</sup> September	UNDP

### 5.0 INSTITUTIONAL ARRANGEMENTS

The consultancy is responsible to the UNDP Deputy Resident Representative and will work under the direct supervision of the Programme Specialist for the Strategy and Policy Unit and liaising with the Project officer (INFF) for consultations on delivering the expected outputs.

- a) The Consultancy Firm will prepare reports and submit reports by email. At least 5 days lead time must be allowed for review and feedback on submitted content.
- b) Payment will be effected on approved and certified milestones
- c) The Consultancy Firm should have own computer and relevant software, and facilitate access to appropriate pictures and illustrations. The firm must also facilitate own access to internet, transport and organize own logistical arrangements as necessary.

## 6.0 DURATION OF THE WORK AND DUTY STATION

- The assignment is expected to be carried out in 40 days.
- The assignment will be carried fully at home. Virtual and internet tools will be used to facilitate communication with the relevant officers in the UNDP

## 7.0 ROLES AND KEY QUALIFICATIONS AND EXPERIENCE

The assignment requires a minimum of three experts, including a team leader and content editor, communication specialist and designer. The team will be responsible for editing the report, design, and development of communication tools on the key thematic areas of the report.

**Firm Experience and Qualifications:** Minimum of 10 years undertaking substantive / content editing, graphics designing and publishing of technical reports on development issues.

The proposed team would have the following roles:

### i. **Team Leader and editor**

- Lead and manage the report content editing and design
- Review and edit the report, paying a special attention to the role of boxes, graphics, and tables, to ensure that all the components are in sync with the report
- Oversee selection of graphics and pictures to be included in the report
- Ensure consistency of the table of content, statistics tables, and references, to ensure that they are consistent as referenced in the report.
- Proofread the report, checking for spelling acronyms, and other abbreviations and ensure that they follow the UN terminology and conventions. Ensure standard style consistency, callouts, layout and referencing.
- Finalize the report, related summaries, and thematic primers.

**Educational Background:** A Recognised master's degree in media and communication; Journalism, Social Sciences/Economics and Languages or other related field.

### **Experience:**

- At least 15 years of relevant experience as a Writer/Editor
- Proven experience in English editing and writing
- Familiarity with UNDP style and understanding of publication requirements desirable
- The editor must demonstrate understanding of economic development issues, particularly the Agenda 2030, and development financing.
- The editor has experience in working with statistical data and economic indicators and be familiar with the logic and integrated analysis of development concepts.
- Experience in leading research and editing of economic reports will be an added advantage

**Language.** Excellent command of English; spoken and written is a strict requirement.

### **Competencies:**

- Demonstrates leadership, team working and coordinating skills
- Shares knowledge and experience
- Experience in advocacy and development of communication strategies
- Provides helpful feedback and advice
- Generates innovative, practical solutions to challenging situations
- Demonstrates substantive and technical knowledge to meet responsibilities and post requirements with excellence
- Demonstrates strong written communication skills
- Responds positively to critical feedback and differing points of view

**ii. Communications Specialist**

- Identify and collate key messages for INFF / DFA communication
- Design the required publications in a manner that will clearly articulate and communicate the INFF / DFA to reach all the national stakeholders
- Assist the editor in review and organising the report text, graphics and illustrations
- Consistent to the report structure, identify and development thematic primers on the report and key recommendations

**Educational Background:** A degree in mass communication/public relations/advertising communication, marketing, or any related field

**Experience and competencies:**

- A minimum of 5 years' experience.
- Demonstrate knowledge of different aspect of communication and advocacy
- Experience in designing communications strategies and conducting communications needs analysis
- Proven experience in editing and writing
- Familiarity with UNDP communications and understanding of the publication is desirable

**Language:** Excellent command of English; spoken and written is a strict requirement.

**iii. Graphic designer**

- Adopt the graphics for the report cover and chapter dividers to be consistent to the report style
- Select illustrations, pictures and infographics for the report
- Design the report to be consistent to the UNDP publishing standards

**Educational background:** A recognized degree in one of the following fields: Graphic Design; Fine Arts or other related field

**Experience:**

At least 7 years of relevant experience working with communication media, and specific experience in Graphic Design, reports design and related activities.

**Language:** Excellent command of English; spoken and written is a strict requirement.

## Competencies

- Strong practical background in graphic design, including the knowledge of modern design software -packages and tools
- Exposure to the UN and other international publishing and editorial policies
- Show a clear and mature style of design with an understanding to implement in an official UN setting.
- Proven experience of graphic production from start to published/printed product with knowledge of printing processes (offset and digital) and colour management;
- Other skills: Working experience in a development or humanitarian environment is desirable.

## 8.0 SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

- The financial proposal should be presented as a **Lump Sum Amount** –representative of payments closely linked to deliverables.
  - The lump sum amount must be “all-inclusive”; and provide a breakdown consistent to the project deliverables
  - The contract price is fixed regardless of changes in the cost components;
  - UN’s Daily Subsistence Allowance (DSA) rates prevailing at the time of sourcing, will be used for all travel related components.
- Payments will be scheduled as:

Deliverables/ Outputs	% of payment	Dates of Payment	Review and Approvals Required
1. Draft edited report	30%	July 2021	UNDP
2. Draft typeset Report, overall design with visuals	15%	August 2021	UNDP
3. Draft communication tools: Summary and primers	15%	August 2021	UNDP
4. Final Report: <ul style="list-style-type: none"> <li>a. Full report</li> <li>b. Summary report and primers</li> </ul>	40%	August 2021	UNDP

## 9.0 Recommended Presentation of Offer

Interested firms should submit their application using the specified template and include the following:

- a) **Brief description** of why the firm is the most suitable for the assignment, and a methodology, on how they will approach and complete the assignment.

- b) **Personal CVs** of proposed personnel indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidates
- c) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.

d) **Sample of previous similar assignments carried out**

Request for proposals must be clearly marked in the subject matter: **“Design and Communications - Lesotho DFA**

**10.0 CRITERIA FOR SELECTION of BEST OFFER**

A Combined Scoring method will be used for selection, where the qualifications and methodology (technical scoring) will be weighted a maximum of 70% as follows and combined with the price offer which will be weighted a max of 30%. The criteria for scoring will be guided by the following:

- Expertise and experience and of the Firm (30%)
- Technical proposal; its appropriateness to the report (30%)
- Management Structure and Qualification of Key personnel (40%);

**11.0 APPROVAL OF TOR**

This TOR is approved by:

Name:

Ms Nessie Golakai Gould  
Deputy Resident Representative

Signature:

Nessie Golakai