DocuSign Envelope ID: BA48CD61-3429-4B32-8BA0-DD329B63D93E

Terms of Reference (TOR)

INDIVIDUAL CONTRACT: NATIONAL FORESTRY POLICY REVIEW CONSULTANT

A. GENERAL INFORMATION

Services/Work Description: The proposed consultancy service seeks to procure the services of an expert/consultant to review and revamp the Lesotho National Forest Policy Statement (LNFP) of the Department of Forestry under the Ministry of Forestry, Range & Soil Conservation (MFRSC) and to mainstream/integrate climate change/variability and ecosystems management issues into the policy through a wide and inclusive stakeholder consultation process.

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: Lesotho National Forest Policy Statement (LNFP) Consultant

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

DocuSign Envelope ID: BA48CD61-3429-4B32-8BA0-DD329B63D93E

Duration of Contract: 3 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.

DocuSign Envelope ID: BA48CD61-3429-4B32-8BA0-DD329B63D93E

Project Goal, Objective, Outcomes and Outputs

Project objective: To mainstream climate risk considerations into the Land Rehabilitation Programme of Lesotho for improved ecosystem resilience and reduced vulnerability of livelihoods to climate shocks.	
Outcomes	**Outputs**
Outcome 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.	**Output 1.1:**A geo-based climatic agro-ecological and hydrological information system to support better planning for climate change adaptation and mitigation under the Land Rehabilitation Programme established **Output 1.2:** A socio-economics unit in the Ministry of Forestry, Range and Soil Conservation strengthened. **Output 1.3:** Assessment of climate-driven vulnerability in the Lithipeng, Khoelenya and Thaba-Mokhele Community Councils and cost-benefit analysis of specific adaptation and mitigation interventions conducted. **Output 1.4:** Technical guidelines for climate change adaptation and mitigation interventions developed **Output 1.5:** Training of technical staff of engineering, planning and monitoring sections of the Ministry of Forestry, Range and Soil Conservation on climate science conducted **Output 1.6:** A strategy for maintaining technical capacity in the Ministry of Forestry, Range and Soil Conservation and relevant departments developed and implemented.
Outcome 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).	**Output 2.1:** Training of technical staff of the District Technical Teams, Community Councils staff and land managers on restoring and managing ecosystems and agro-ecological landscapes in a climate-smart manner designed and implemented. **Output 2.2:** Local community members from the Lithipeng, Khoelenya and Thaba-Mokhele Community Councils trained on the implementation and maintenance of climate-smart ecosystem rehabilitation and management interventions. **Output 2.3:** Inter-council and rehabilitation committee established in the Lithipeng, Khoelenya and Thaba-Mokhele Community Councils.
Outcome 3: Over 50,000 hectares of land across the Foothills, Lowlands and the Lower Senqu River Basin	**Output 3.1:** Climate-smart ecosystem rehabilitation and management interventions in the Lithipeng, Khoelenya and Thaba-Mokhele Community Councils completed.

DocuSign Envelope ID: BA48CD61-3429-4B32-8BA0-DD329B63D93E

rehabilitated through operationalization of the climate-smart Land rehabilitation programme.	**Output 3.2:** A long-term strategy for monitoring and evaluating climate-smart ecosystem restoration and management interventions using grass cover as a proxy for rangeland productivity established at the Ministry of Forestry, Range and Soil Conservation and relevant departments.
Outcome 4: National strategies for rangelands and wetlands management strengthened by the integration of climate change/variability and ecosystem management.	**Output 4.1:** Policy guidelines for incorporating climate science in the review/formulation processes of national sectoral strategies by the Departments of Rangelands Management and Water Affairs produced and disseminated.
Outcome 5: NSDP mainstreamed into local development strategies to support the constituency-wide adoption of the climate smart land rehabilitation programme.	**Output 5.1:** Strategy for improved coordination between District and Community Council development teams to reduce vulnerability to extreme climatic events in the Foothills, Lowlands and the Lower Senqu River Basin developed. **Output 5.2:** Policy recommendations for the integration of climate risk considerations in the Lithipeng, Khoelenya and Thaba-Mokhele Community Councils' development plans, as well as the Mohale's Hoek District development plan implemented. **Output 5.3:** Training on climate-resilient construction; climate-smart land use and water resources planning; and climate risk management designed and implemented for staff of structural engineering unit, urban and rural infrastructure planning units, local authorities, district planning units, Ministry of Development Planning, and teaching staff from technical colleges and vocational training institutes. **Output 5.4:** Best practices and documentation on climate-smart land management, adaptation and mitigation in the Lithipeng, Khoelenya and Thaba-Mokhele Community Councils disseminated through existing national and international platforms.

Context of the Required Service for the assignment

Component 2 of the Reducing Vulnerability from Climate Change Project (RVCC) talks about Climate Change Adaptation being mainstreamed into local and national development plans; and has two outcomes 4 & 5:

DocuSign Envelope ID: BA48CD61-3429-4B32-8BA0-DD329B63D93E

Outcome 4 is about the development of National Strategies for rangelands and wetlands management through 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.

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

C. BACKGROUND TO POLICY

The first National Forestry Policy came into effect in 1997. In 2008, the revised version was approved by cabinet, an update to which has been in the offices for nearly five (5) years. The new National Forest Policy (NFP) is required to factor in climate change, issues of gender and other important strategic systems such as agro-forestry, farm forestry and community forestry. Most importantly, the current policy does not acknowledge the existence of the new Ministry of Forestry, Range and Soil Conservation. It still makes reference to the Honorable Minister of Agriculture, Principal Secretary (Ministry of Agriculture) and Chief Forestry Officer instead of Director Forestry just to highlight a few examples. A new Forest Policy is a significant and much required document because it will provide an overarching framework and direction for the country.

The policy is expected to take into account the changes that have come into laws that deal with forests, climate change, pollution and other pressing challenges of the present times. Indeed, significant advances within the forestry sector have prompted the urgent need for the revision of the National Forest Policy. Advances within the sector which need articulation range from institutional arrangements such as the establishment of the new Ministry of Forestry, Range and Soil Conservation and the ratification of the Global Sustainable Development Goals (SDGs) by the Government of Lesotho.

D. APPROACH TO THE REVIEW

It is proposed that the work follows a phased approach. Outputs at each phase will be reviewed by the forestry Experts before the subsequent phase commences. The phases are proposed to be arranged as follows:

Phase 1 - Articulation of a clearly refined methodology.

Phase 2 - Review of the 2008 National Forestry Policy (NFP) and related literature (i.e. forest regulations, forest fund regulations and national forestry action plan).

Phase 3 - Development of a new Lesotho National Forest Policy (LNFP).

The selected consultant is expected to work closely with relevant ministries such as Ministry of Forestry Range and Soil Conservation, Ministry of Local Government, Ministry of Agriculture

DocuSign Envelope ID: BA48CD61-3429-4B32-8BA0-DD329B63D93E

and Food Security, Ministry of Energy and Meteorology and Ministry of Tourism, Environment and Culture.

E. SCOPE OF WORK AND SPECIFIC TASKS

Under the overall supervision of the Director of Forestry of the MFRSC, the RVCC Project Coordinator, and in collaboration with project staff; the consultant will review and update the National Forestry Policy (NFP) and mainstream/integrate climate change/variability and ecosystems management issues into the Policy, factor in issues of gender and other important strategic systems.

The consultant will be expected to organize and hold consultation meetings with all relevant departments and 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 the Guidelines for the Integration of Climate Change in National, Sectoral and Local Policies, Strategies and Development Plans and the National Strategic Development Plan (NSDP) II documents as references in developing the policy.

- The consultant is required to prepare an inception report. The report will be based on an initial literature review and discussions with relevant stake holders. This will include:
    - The methodology to be used for analyzing the 2008 NFP.
    - The approach to be adopted to ensure inclusive and representative consultation.
    - Outline of each output.
    - Detailed timeline for the consultancy/Schedule of work

- In the review of the 2008 NFP and other relevant documents, the consultant is expected to perform the following tasks:
    - Meet with the Forestry experts and officials, the Principal Secretary and Minister to ascertain the policy direction of the forestry Sector.
    - Review the 2008 National Forest Policy Statement and other Forestry sector development literature. The review is expected to pay particular attention to the following:
        - Relevant Policies: policy, legislative and institutional reforms within the forestry sector since 2003 when the Ministry of Forestry, Range and Soil Conservation was formed.

- Development of a revised National Forestry Policy Statement which would have drawn its strength from the results of the proceedings of the first two phases.

DocuSign Envelope ID: BA48CD61-3429-4B32-8BA0-DD329B63D93E

F. EXPECTED OUTPUTS AND DELIVERABLES

Table 1: Deliverable/Milestone

Deliverables/ Outputs	**Estimated Duration to Complete**	**Target Due Dates**	**Review and Approvals Required** ***(Indicate designation of person who will review output and confirm acceptance)***
Submission of workplan, with: • Clearly articulated and refined methodology. • Literature review • List of stakeholders. Presentation of inception Report: • Methods of analysis, consultation approaches, output structures and work schedule.	2 weeks after award	16-07-2021	Project Coordinator (PC), Director of Forestry (DOF), Chief Technical Advisor (CTA), & United Nations Development Programme (UNDP)
Review of the 2008 National Forestry Policy (NFP) and related literature (i.e. forest regulations, forest fund regulations and national forestry action plan) and drafting of a new Lesotho National Forest Policy (LNFP); mainstreaming/integrating climate change adaptation and mitigation considerations into the policy; and presentation of policy to stakeholders.	4 weeks after presentation of inception report	13-08-2021	PC, DOF, CTA & UNDP
Presentation of draft revised and updated National Forestry Policy incorporating inputs and corrections from stakeholders, for final review.	3 weeks	03-09-2021	PC, DOF, CTA & UNDP

DocuSign Envelope ID: BA48CD61-3429-4B32-8BA0-DD329B63D93E

Development of Policy Implementation/Action Plan; and presentation to stakeholders	2 weeks	17-09-2021	PC, DOF, CTA & UNDP
Review and update Policy Implementation/Action Plan and incorporate inputs and corrections from stakeholders	2 weeks	30-09-21	PC, DOF, CTA & UNDP

G. INSTITUTIONAL ARRANGEMENT/REPORTING RELATIONSHIPS

The Consultant will report to and work under the supervision of the Project Coordinator – RVCC and Director of Forestry 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.

H. DURATION OF THE ASSIGNMENT

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

I. DUTY STATION

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

J. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONSULTANT

Educational Qualification and competence of the Forestry Policy Consultant:

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

DocuSign Envelope ID: BA48CD61-3429-4B32-8BA0-DD329B63D93E

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 (MS Office).
- Proven communication skills, both oral and written.
- 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.

K. 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:

DocuSign Envelope ID: BA48CD61-3429-4B32-8BA0-DD329B63D93E

Table 2: Payment Schedule

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	% of Lump Sum to be Paid
Approved workplan and inception report with: • Clearly articulated and refined methodology and approaches. • Literature/desk review • List of stakeholders.	2 weeks after award	16-07-2021	10
Satisfactory first Draft National Forestry Policy: • Reviewed and updated 2008 National Forestry Policy (NFP) mainstreaming/integrating climate change adaptation and mitigation considerations into it; and policy presented to stakeholders.	4 weeks after presentation of inception report	13-08-2021	30
Final and approved National Forestry Policy: • Reviewed and updated draft policy incorporating inputs and corrections following presentation to stakeholders.	3 weeks	03-09-2021	30
First Draft Implementation/Action Plan: • Policy Implementation/Action Plan developed. • Draft implementation plan presented to stakeholders	2 weeks	17-09-2021	15
Final and approved Implementation/Action Plan: Reviewed Policy Implementation/Action Plan incorporating inputs and corrections following presentation to stakeholders	2 weeks	30-09-21	15

L. RECOMMENDED PRESENTATION OF OFFER

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

DocuSign Envelope ID: BA48CD61-3429-4B32-8BA0-DD329B63D93E

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).

M. 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 Points Weight (100 %)***
Technical	
Qualification	
A Master's Degree or PhD in a field related to Climate Sciences, public policy, Natural Resources Management or a related subject;	10
Methodology and Approaches	25
Experience	
A minimum of 5 years of professional experience in developing Policies, Strategic Planning frameworks for community-based natural resource management projects;	25
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	15

DocuSign Envelope ID: BA48CD61-3429-4B32-8BA0-DD329B63D93E

Multilateral Environmental Agreements would be an added advantage.	
Relevant experience in working with international organizations, academics and government officials at the technical level	10
Proven writing skills, Computer skills, Fluent in English and Sesotho.	5
Total	100

N. 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.

O. 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: National Forestry Policy Consultant

3rd Floor UN House.

P.O. Box 301

MASERU, LESOTHO.

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

E-MAIL: ls.procurement@undp.org

DocuSign Envelope ID: BA48CD61-3429-4B32-8BA0-DD329B63D93E

Only short-listed contractors will be responded to.

This TOR is:

	Prepared by:	**Endorsed by:**	**Approved By:**
Name	Lebone Molahlehi	Limomane Peshoane	Lefu Manyokole
Designation	Project Coordinator	Sustainable Development Specialist	PS – Ministry of Forestry, Range and Soil Conservation
Signature		Limomane Peshoane	
Date	15-Jun-2021	15-Jun-2021	16/06/2021