



**TERMS OF REFERENCE**

**National consultancy on finalisation and development of the Lesotho Partnership Policy and Lesotho Civil Society Policy Framework**

<b>Type of Contract</b>	Individual Consultant
<b>Post Level</b>	National Consultant (Working with a Lead Consultant)
<b>Duration of Contract:</b>	80 Working Days

**1.0 Background**

The Government of Lesotho has taken steps towards fast-tracking implementation of the sustainable development goals by initiating the Integrated National Financing Framework (INFF). The INFFs are a tool that is recommended by the Addis Ababa Action Agenda, which helps countries to strengthen planning processes and overcome existing impediments to financing sustainable development and the Sustainable Development Goals (SDGs) at the country level. Lesotho like many developing countries is facing an increasingly complex landscape of development finance to manage at national level. The INFF will allow for a development of a strategy to increase investment, manage risks and achieve sustainable development priorities, as identified in National Strategic Development Plan (NSDP) II.

Government of Lesotho, through the Ministry of Development Planning (MoDP) with assistance from the United Nations Development Programme (UNDP) Country Office is finalising a Development Finance Assessment (DFA) which is a mechanism developed by UNDP to support governments in establishing INFF and managing better the development finance flows in achieving National Development Agendas and the SDGs. DFA provides a broad picture of development efforts, especially 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. The DFA assesses government’s existing financing strategies, policies and institutional structures and identifies specific roles and responsibilities of key stakeholders for implementation of the DFA recommendations (INFF road map).

The AAAA and other financing frameworks show that, ODA is one of the important sources of financing development especially in less developed countries like Lesotho. Currently bilateral donors can play a more prominent role, as international aid is increasingly becoming bilaterally driven. The Government of Lesotho should therefore, approach traditional donors and explore opportunities for collaboration in the financing and implementation of its sustainable development agenda. This should be guided by a framework that is aimed at strengthening aid coordination and management, the Lesotho Partnership Policy (LPP)

The INFF process has come at an opportune time when the Government through the Ministry of Development Planning has started reviewing the Lesotho Partnership Policy that was approved in 2013. The Ministry is also in preliminary stages of drafting the Civil Society Organizations Policy Framework. These frameworks will establish mechanisms for cooperation between government with all its development partners including non-state actors. Specifically, LPP will promote effectiveness of development cooperation, increased transparency and accountability, and accelerated progress towards policy coherence. It addresses the issue of large volumes of assistance that are delivered in structures parallel to Government which in turn undermine Government ownership and hinder effective resources allocation to priority areas. The National Strategic Development Plan II (NSDP II) has identified a limitation that the current LPP is not inclusive. Other stakeholders who are recipients of aid, such as CSOs, are not included in the LPP 2013. It recommends development of a framework that will provide the basis for a more structured engagement with civil society, which defines clear benchmarks and objectives for CSOs participation in achievement of national priorities.

## **2.0 Scope of work**

The Ministry of Development Planning requires services of a Local Consultant to work in collaboration with the Lead Consultant to support the working team to finalise the Lesotho Partnership Policy and the CSOs Partnership Policy and develop the implementation frameworks of the two policy documents (policy implementation plans and the monitoring and evaluation frameworks). The local consultant will provide support to collate all information and undertake the necessary analysis and provide strategic guidance towards finalisation of the two policies. The scope of work for the consultant is as follows:

### **A. Finalise review of LPP and develop supporting documents**

- Collect data for desk-based analysis - review of documents and other sources of information.
- Identify the limitations of the Lesotho Partnership Policy benchmarking on best practices including the tenants of the Addis Ababa Action Agenda.
- Working with the Ministry of Development Planning, identify key stakeholders and carry out interviews to ensure a consultative and responsive document.

- Review the current policy and legislative framework for development cooperation and recommend accordingly, also considering potential overlaps and synergies with other policies
- Identify and recommend the specific areas of focus for the LPP (Strategic objectives / outcomes)
- Undertake strategy development for LPP policy – Provide strategic interventions to address limitations of the LPP and build on / strengthen the strategies that have delivered results.
- Support development of the implementation plan for LPP to clearly align strategic interventions, activities, implementation structures and timelines for delivery.
- Support development of the Monitoring and evaluation framework of the LPP
- Provide input to the draft Framework Partnership Agreement for LPP for finalization

#### **B. Develop the Civil Society Partnership Policy for Lesotho**

- Carry out district consultations and validation workshops for inclusive stakeholder participation and buy-in
- Provide inputs (Primary and secondary data) to the situation analysis for CSOs partnerships/involvement in the implementation of Lesotho's development priorities.
- Identify challenges and opportunities for CSOs partnership in Lesotho.
- Undertake strategy development for the policy- Develop a strategic framework to address challenges and tap into the Opportunities.
- Work with the Lead Consultant to develop the implementation plan for CSOs policy to clearly align strategic interventions, activities, institutional arrangements and timelines for implementation.
- Support development of the Monitoring and evaluation framework of the CSOs policy
- Provide input to the draft Framework Partnership Agreement for CSO policy for finalization by the Lead Consultant.

### 3.0 Expected Outputs and Deliverables

The schedule of outputs is expected to be as follows:

Expected Output	Duration	Target Dates	Responsible for review
1. Inception Report (Methodology, workplan)	5	August	Ministry of Development Planning
2. Sensitise working team and stakeholder engagement – Consultation workshops, Interviews and desk-based research	15	September	Ministry of Development Planning
3. Draft Policies	20	September - October	Ministry of Development Planning
4. Implementations plans and M&E frameworks	15	October	Ministry of Development Planning
5. Final Reports with audit trail of comments <ul style="list-style-type: none"> <li>- Lesotho Partnership Policy with Implementation Plan and M&amp;E Framework</li> <li>- Lesotho CSO Partnership Policy with implementation plan and M&amp;E Framework</li> </ul>	20	October - November	Ministry of Development Planning
6. Framework Partnership Agreements	5	November - December	Ministry of Development Planning

### 4.0 Institutional Arrangements

- The National Consultant will work under the guidance of the Lead Consultant under direct supervision of the Director Aid Coordination and DAC staff for consultations on delivering the expected outputs
- The Consultants will prepare reports and submit reports by email. At least 5 days lead time must be allowed for review and feedback on submitted content
- Both in person and virtual tools may be used for stakeholder engagement and collection of information, ensuring compliance to the COVID-19 regulations
- Payments will be processed based on approved and certified milestones
- The consultant should have his / her own computer, access to internet and other logistical arrangements as necessary to complete the assignment.

## 5.0 Duration of the Work and Duty Station

The assignment will require 80 working days shared at 40:40 between the consultants. The implementation of the assignment is expected to take place from the August 2021 with a completion date of November 2021. The assignment will take place both in the field covering Central, North and South Regions and in the office in Maseru, Lesotho Ministry of Development Planning.

## 6.0 Qualifications and Experience

### Qualifications:

#### Education:

- At least a master's degree in Economics/Development Studies or other relevant university degree

#### Language:

- Excellent written and spoken English

### Professional Experience:

- At least 10 years of experience in the field of Public Policy formulation and analysis
- Ability to research and conduct interviews with key stakeholders
- Demonstrated knowledge of Lesotho's development context
- Expert knowledge of government processes
- Knowledge of CSOs landscape and participation in Lesotho
- Proven ability to lead consultations at both central and local level

### Competencies:

- Strong organizational skills
- Ability to work independently, produce high quality outputs
- Sound judgment, strategic thinking, and the ability to manage competing priorities
- Demonstrated ability to meet deadlines and work under pressure
- Ability to be flexible and respond to changes to text as part of the review and feedback process
- Focused and results oriented

## 7.0 Scope of Bid Price 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 of 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 follows:

Deliverables / Outputs	% Payment	Due Date	Review and Approvals Required
1. Inception Report	5	August	Ministry of Development Planning
2. Draft Policy	35	September - October	Ministry of Development Planning
3. Final Reports with Implementation frameworks	50	October - November	Ministry of Development Planning
4. Framework Partnership Agreements	10	November - December	Ministry of Development Planning

### 8.0 Recommended Presentation of Proposal

- Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP.
- **Personal CV or P11**, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, on how they will approach and complete the assignment.
- Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.
- Sample report or research paper.

### 9.0 Criteria for Selection of the Best Offer

A successful Consultants 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%. The criteria for scoring will be guided by the following:

Criteria for technical evaluation	Ranking
Academic Qualification	20%
Professional Experience as outlined in section 6.0 above	30%
Quality of previous work – presentation and English writing skills (Sample report of previous work)	15%
Methodology and Technical Proposal	35%
<b>Total</b>	<b>100%</b>

### 10.0 Annexes to the TOR

- Letter of confirmation interest and availability template
- P11 template
- Partnership Policy 2013
- Draft Lesotho Partnership Policy
- Draft CSOs Policy Framework (Proposed Strategies)

### 11.0 Submissions

Interested offerors may submit their applications to:

**REF: Development of the Lesotho Partnership and Civil Society Organizations Frameworks**

Ms Betty Wabunoha  
UNDP Resident Representative

Electronic submissions must be sent to: [ls.procurement@undp.org](mailto:ls.procurement@undp.org).

### 12.0 Approval

**This TOR is approved by:**

Name: Ms Nessie Golakai  
Deputy Resident Representative

Signature: Nessie Golakai

Date of signing: 07-Jul-2021

