

Terms of Reference (TOR)

INDIVIDUAL CONTRACT: NATIONAL CONSULTANT TO SUPPORT PROJECT DEVELOPMENT AND DESIGN

A. GENERAL INFORMATION

Services/Work Description: The proposed consultancy service seeks to procure the services of a national expert/consultant to update and finalize the project document for the “Promoting conservation, sustainable utilization and fair and equitable benefit-sharing from Lesotho’s Medicinal Plants for improved livelihoods” as per guidance provided by the donor (Global Environmental Facility).

Project/Program Title: Promoting conservation, sustainable utilization and fair and equitable benefit-sharing from Lesotho's Medicinal Plants for improved livelihoods

Type of Contract: Individual contract – National Consultant

Post title: National Expert

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

Duration of Contract: 25 Working days through 31 October 2021

Expected Start Date: 9th August 2021

B. BACKGROUND AND PROJECT DESCRIPTION

The Kingdom of Lesotho features rich ecosystems and high species diversity, which provide critical ecological infrastructure, and offer many goods and services to rural communities that make up 70 to 80 percent of the population. The Government of Lesotho aims to support these populations to continue to derive sustainable benefits from its natural resources, particularly in the areas of medicinal, aromatic and ornamental species. It will do this by strengthening the enabling framework and capacity for implementing the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization (in short “the Nagoya Protocol”).

The Nagoya Protocol is a supplementary agreement to the Convention on Biological Diversity (CBD). It provides a transparent legal framework for the effective implementation of one of the three objectives of the CBD: the fair and equitable sharing of benefits arising out of the utilization of genetic resources. The Kingdom of Lesotho has been a party to the Nagoya Protocol since February 2015.

Certain aspects of access to genetic resources and benefit sharing (ABS), and traditional knowledge are addressed in some of Lesotho's policy instruments and plans that call for conservation of biodiversity in support of sustainable development, but a more coherent and comprehensive approach is required. In this context, Lesotho seeks to create an enabling environment and equip stakeholders with the skills, capacity, and resources to sustainably harvest, add value to, manage, conserve, and benefit from genetic resources.

As the largest operational and financial UN player in the field of ecosystems and biodiversity, the United Development Programme (UNDP) is widely recognized as a global leader in supporting governments to sharpen policy, access finance and develop capacity for the management of biodiversity and ecosystems for sustainable development and poverty eradication. UNDP in Lesotho provides support to build resilience at every level to help achieve the Sustainable Development Goals. UNDP provides assistance in the areas of poverty reduction, transparent, accountable and effective governance, and sustainable management of natural resources.

UNDP is supporting the Government of Lesotho (GoL) through the Ministry of Tourism, Environment and Culture (MTEC) to develop a project, supported by the Global Environment Facility (GEF), that promotes conservation, sustainable use, and benefit-sharing, as well as research and development of natural products from such resources. This support is at an advanced stage, with a draft Project Document (ProDoc) in place. The ProDoc is proposing the following three interrelated components that will enable Lesotho to achieve above-mentioned ABS objectives:

1. Strengthened institutional capacity and regulatory framework to support the implementation of the Nagoya Protocol on ABS.
2. Sustainable use and conservation of selected commercially important medicinal plants for the development of ABS products for the pharmaceutical sector.
3. Gender mainstreaming, knowledge management, and monitoring and evaluation.

Context of the Required Service for the assignment

UNDP is seeking a national consultant who will support updating and finalizing the mentioned ProDoc and CEO endorsement request document as per the donor's (GEF) feedback on the ProDoc for the proposed project "Promoting conservation, sustainable utilization and fair and equitable benefit-sharing from Lesotho's Medicinal Plants for improved livelihoods."

E. SCOPE OF WORK AND SPECIFIC TASKS

The Consultant will be responsible to support the international consultant/Project Development Specialist (PDS) leading finalization of the project document for the project "Promoting conservation, sustainable utilization and fair and equitable benefit-sharing from Lesotho's Medicinal Plants for improved livelihoods."

He/she will be responsible for undertaking desk-top research and consolidating inputs needed for updating and finalization the ProDoc and CEO Endorsement Request, with all mandatory and project specific annexes and supporting documentation. The national consultant will be expected to support with the following tasks as it may be necessary and/or additional information that may be needed for updating and finalization of the ProDoc:

- Compile an ethnobotanical, antimicrobial, phytochemical and efficacy profile of medicinal plants of Lesotho.
- Use above profile to identify and prioritize medicinal plants of Lesotho with a high potential for successful commercialization and research and development.
- Identify current commercial activities on medicinal plants of Lesotho including identifying plants currently traded in local and international markets, mapping market chains, market actors, products and industries.

- Compile information on current activities on research and development of medicinal plants of Lesotho including identifying targeted plants and potential industries.
- Undertake capacity needs assessment of relevant institutions as well as private sector to carry out research and development on medicinal plants of Lesotho including required expertise, infrastructure and equipment.
- Identify challenges prohibiting successful commercialization and research and development and strengthened value-chains of medicinal plants of Lesotho.
- Identify opportunities and make recommendations on measures to improve commercialization and research and development of medicinal plants of Lesotho. as well as strengthening of the value-chains.

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) |
|--|---------------------------------------|-------------------------|---|
| 1. Report on: <ul style="list-style-type: none"> • Medicinal plants of Lesotho with a high potential for successful commercialization and research and development. • Commercial activities on medicinal plants of Lesotho including identifying plants currently traded in local and international markets, mapping market chains, market actors, products and industries. • Current activities on research and development of medicinal plants of Lesotho including identifying targeted | 20 days | 27-08-2021 | PDS, DRR, RTA, SDS & GEF-NOFP |

| | | | |
|---|---------|------------|-------------------------------|
| <p>plants and potential industries.</p> <ul style="list-style-type: none"> • Capacity needs of relevant institutions as well as private sector to carry out research and development on medicinal plants of Lesotho including required expertise, infrastructure and equipment. • Barriers and challenges prohibiting successful commercialization and research and development and strengthened value-chains of medicinal plants of Lesotho. • Opportunities and recommendations on measures to improve commercialization and research and development of medicinal plants of Lesotho, as well as strengthening of the value-chains | | | |
| 2. Finalized GEF Prodoc and CEO Endorsement Request | 5 days | 03-09-2021 | PDS, DRR, RTA, SDS & GEF-NOFP |
| | 25 days | | |

G. INSTITUTIONAL ARRANGEMENT/REPORTING RELATIONSHIPS

The consultant will report to and work under the overall supervision of the UNDP Lesotho Deputy Resident Representative (DRR), with technical guidance by international consultant leading revision of ProDoc, UNDP and MTEC staff that support the development of the project including UNDP Sustainable Development Specialist (SDS)

and UNDP Regional Technical Advisor (RTA) responsible for the project, and the GEF National Operational Focal Point (GEF-NOFP). The Consultant will be provide relevant information necessary for execution of the tasks under this assignment and will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to a reliable internet connection.

H. DURATION OF THE ASSIGNMENT

The consultancy of is expected to run for 25 working days, starting from August through 31 October 2021.

I. DUTY STATION

The consultant should be based in his/her own premises with frequent interactions with relevant stakeholders for the duration of the assignment.

J. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONSULTANT

Education:

- Master's degree in Plant Ecology, Ethnobotany, Biodiversity or other closely related field.

Experience:

- At lease 5 years of experience working in Biodiversity, Plant Ecology and Ethnobotany or related field.
- Extensive knowledge of medicinal plants of Lesotho including their traditional and commercial utilization
- Knowledge of both national and international regulatory frameworks on biodiversity and Access and Benefit Sharing (ABS) will be an added advantage.

Languages:

- Excellent verbal communication and writing skills in Sesotho and English.

Core values to subscribe to:

Corporate

- 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.

Technical/Professionalism

- Demonstrated ability to think logically and design projects and programmes according to a theory of change, logical framework or other scheme which designs outputs in support of broader outcomes and overall objectives.
- Demonstrated organizational skills, attention to detail, ability to work with quickly and accurately while under pressure and within short deadlines.
- Able to work independently and remotely with minimal supervision.

- Capacity to plan, prioritize and deliver tasks on time.

Communications

- Demonstrated strong research and excellent writing skills.
- Strong interpersonal skills, able to communicate and work with diverse people at UNDP, GoL and GEF Secretariat.

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

Payments will be made upon submission of a certification of payment form, and acceptance and confirmation by the UNDP Deputy Resident Representative on days worked (with a “day” calculated as 8 hours of work) and satisfactory delivery of outputs.

| Deliverables/ Outputs | Estimated Duration to Complete | Target Due Dates | % of Lump Sum to be Paid |
|---|---------------------------------------|-------------------------|---------------------------------|
| 1. Report on: <ul style="list-style-type: none"> • Medicinal plants of Lesotho with a high potential for successful commercialization and research and development. • Commercial activities on medicinal plants of Lesotho including identifying plants currently traded in local and international markets, mapping market chains, market actors, products and industries. • Current activities on research and development of medicinal plants of Lesotho including identifying targeted plants and potential industries. • Capacity needs of relevant institutions as well as private sector to carry out research and development on medicinal plants of Lesotho including required expertise, infrastructure and equipment. • Barriers and challenges prohibiting successful | 20 days | 27-08-2021 | 60% |

| | | | |
|--|---------|------------|------|
| commercialization and research and development and strengthened value-chains of medicinal plants of Lesotho. | | | |
| <ul style="list-style-type: none"> • Opportunities and recommendations on measures to improve commercialization and research and development of medicinal plants of Lesotho. as well as strengthening of the value-chains | | | |
| 2. Finalized GEF Prodoc and CEO Endorsement Request. | 5 days | 03-09-2021 | 40% |
| Total | 15 days | | 100% |

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> |
|---|------------------------------------|
| <u>Technical</u> | |
| <u>Qualification</u> | |
| <ul style="list-style-type: none"> • Master's degree in Plant Ecology, Ethnobotany, Biodiversity or other closely related field. | 15 |

| | |
|--|-----|
| <i>Methodology and Approaches</i> | 25 |
| <i>Experience</i> | |
| <ul style="list-style-type: none"> At least 5 years of experience working in Biodiversity, Plant Ecology and Ethnobotany or related field. | 25 |
| <ul style="list-style-type: none"> Knowledge of both national and international regulatory frameworks on biodiversity and Access and Benefit Sharing (ABS). | 15 |
| <ul style="list-style-type: none"> Extensive knowledge of medicinal plants of Lesotho including their traditional and commercial utilization. | 15 |
| <ul style="list-style-type: none"> Excellent verbal communication and writing skills in Sesotho and English | 5 |
| 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: PIMS 5891 Project Document Updating and Finalization

3rd Floor UN House.

P.O. Box 301

MASERU, LESOTHO.

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

E-MAIL: ls.procurement@undp.org

Only short-listed contractors will be responded to.

This TOR is:

| | | |
|--------------------|------------------------------------|--------------------------------|
| | Prepared by: | Approved By: |
| Name | Limomane Peshoane | Nessie Galokai-Gould |
| Designation | Sustainable Development Specialist | Deputy Resident Representative |
| Signature | <i>Limomane Peshoane</i> | <i>Nessie Galokai</i> |
| Date | 21-Jul-2021 | 21-Jul-2021 |