



Consultancy Services for Capacity Building for Women-led Companies on product and Service Enhancement

Type of Contract:	Individual Consultant
Post-Level:	National Consultant
Duty Station:	Maseru
Initial Contract Term:	40 working days (distributed in 2 months)
Language of the assignment:	English

TERMS OF REFERENCE

A. Background and Context

Lesotho, like other low-income countries around the world has been hit economically by the novel Covid-19 pandemic. Pre-COVID 19, the country was already experiencing an economic recession, since 2017, with increasing socio-economic challenges such as unemployment which affects 27% of women. The IMF shows that the economy of Lesotho contracted by 4.5% in 2020 which came as a result of the public health measures that were put in-place to contain the spread of the virus and its impact, especially the heavy burden that it had on the health system. To address the persistent development challenges and impacts of COVID-19, Government of Lesotho aims to promote sustainable economic growth and a private sector led job creation. However, private sector in Lesotho is under-developed and largely comprised of MSMEs. According to the Lesotho Bureau of Statistics Business Register (2014), MSMEs account for 76% of the private sector economic activities largely in the informal sector. Self-employment is also a dominant form of employment in MSMEs and the informal economy. MSMEs provide jobs to 118,130 Basotho of whom 59% are women and 83% are self-employed owners. Small enterprises mostly have been recorded to lack general business management skills including sound financial management acumen.

Access to finance is one to the most impeding obstacles to business growth as well as access to markets. According to [Finscope MSME Survey Lesotho](#) (2016), apart from access to, and the cost of finance there is an overall lack of business sophistication in the MSME sector in Lesotho. Around 45% of businesses are classified as least sophisticated, followed by 41% emerging businesses. It is against this background and learning that the Acclab intends to implement an experiment to provide capacity building to women-led organizations that could also form part of the vendor database of the United Nations.

B. Objectives of the Experiment

- To capacitate women-led organizations on business acumen, access to finance and access to markets
- To introduce UNDP's prospective vendors to procurement policy requirements
- To create a platform for further needs assessment and learning for extended development of relevant solutions

C. Scope of Work

The BDS Consultant will be responsible for the following:

- Liaising with UNDP Accelerator Lab to determine training needs and schedule training sessions
- Produce a training needs assessment report
- Design effective training programs
- Select and booking venues
- Conduct seminars, workshops, individual training sessions etc.
- Prepare educational material such as module summaries, videos etc.
- Support and mentor new employees
- Keep attendance and other records
- Manage training budgets
- Conduct evaluations to identify areas of improvement
- Monitor employee performance and response to training
- Compile a detailed report outlining successes, challenges and recommendations for future iteration of the experiment.

D. Expected Outputs

Working with the national partners, the consultant will be expected to deliver the following:

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
Approved training needs assessment and Inception Report	10 days	11 March 2022	Accelerator Lab
Approved Progress Report	20 days	08 April 2022	Accelerator Lab
An approved Final Training report with prove of new competencies of the trainees	10 days	22 April 2022	Accelerator Lab,

E. Institutional Arrangement

The Consultant will report to and work under the overall supervision of the Head of SPU and

direct supervision of the Accelerator Lab. Umbrella guidance before, during and post assignment will be provided by UNDP Lesotho Deputy Resident Representative (DRR). The Consultant will be expected to utilize 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 activities for the trainees.

F. Duration of the Work and duty station

This assignment is expected to run for 40 days, starting from 11th March 2022 and ending 22nd April 2022.

G. Qualifications of the Successful Consultant

Successful consultant must be an expert in business development/business training, with the following attributes:

- A minimum of University Degree or higher qualification in Business Management, Economics, Accounting and or other related fields;
- A minimum of five (5) years experience in business development/business training services;
- Experience in working with the Government ministries, UNDP or other development agencies;
- Proven experience in use of participatory approach in development;
- Proven report writing skills.
- Proven track record in **BDS services is a MUST**
- Fluency in English
- Knowledge of MS Windows and MS Office and ability to operate standard IT and communications equipment

Competencies:

- Demonstrating/safeguarding ethics and integrity, by modelling the UN/UNDP's values and ethical standards.
- Promotes the vision, mission, and strategic goals of UN/UNDP.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Demonstrate corporate knowledge and sound judgment.
- Self-development, initiative-taking.
- Acting as a team player and facilitating teamwork.
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control.
- Managing conflicts.
- Learning and sharing knowledge and encourage the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each staff member.
- Informed and transparent decision making.

H. Scope of Bid Price and Schedule of Payments

- a) The contract price will be fixed output-based price regardless of extension of the herein specified duration of the assignment.
- b) The financial proposal should be presented as a Lump Sum Amount –representative of payments closely linked to deliverables.
- c) Payments will be made upon acceptance and approval by the project partners of planned deliverables and components,
- d) Payments will be scheduled as follows, with the corresponding percentage per milestone/output, including the conditions/documentations required prior to the release of any tranches of payment.

Deliverables/ Outputs	Target Due Dates	% Payable upon completion of milestone
1. Approved training needs assessment and Inception Report	August 2021	20%
2. Approved Progress Report	September 2021	40%
3. An approved Final Training report	October 2021	40%

I. Recommended Presentation of Proposal

Interested consultant should submit their applications on the specified templates and include the following:

- 1) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP
- 2) Brief description on why the consultant is the most suitable for the assignment, and a methodology on how they will approach and complete the assignment.
- 3) Individual CV of expert that the individual will nominate to conducting the assessment, indicating all experience from similar projects, as well as the contact details (email and telephone number).

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;

J. Criteria for Selection of the Best offer

A successful consultant 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%, broken down as:

- 1) Technical competency and qualification: (70%)
 - Educational Qualifications (15 Marks)
 - Professional Qualifications and Certifications (15 Marks)
 - Proven and experience/satisfactorily implementation of similar assignments in the past (30 Marks)
 - Methodology and technical proposal (30 Marks)
- 2) Financial Proposal (30%), to be computed as a ratio of the lowest price among the proposals received by UNDP

K. Annexures

- Annex 1. Application templates (CV/P11, financial proposal, letter of confirmation of availability)
- Annex 2. Concept Paper for the Development of Lesotho Integrated Solid Waste Management Strategy

L. Submissions

Interested offerors may submit their applications **Electronically** to:

RFP: Business Development Service (BDS) Provider

United Nations Development Programme.
The Resident Representative.
REF:-NC: Business Development Service Provider
3rd Floor UN House.
P.O. Box 301
MASERU, LESOTHO.
TEL:- +266 2231 3790 Fax:- +266 2231 0042
E-MAIL: ls.procurement@undp.org

Communication and further information on the call may be sent to ls.procurement@undp.org .


Only short-listed Offerors will be responded to.

This TOR is approved by: [*Ms. Nessie Golakai-Gould*]

Signature

Name and Designation

Date of Signing

DocuSigned by:

D1E7035AE727472
Nessie Golakai-Gould, Deputy Resident Representative
17-Feb-2022