



SUSTAINABLE AND INCLUSIVE ECONOMIC GROWTH PROJECT

TERMS OF REFERENCE FOR CONSULTANT - COORDINATION FOR THE DEVELOPMENT OF THE NSDP III (MINISTRY OF DEVELOPMENT PLANNING)

1. Background

Since 1970s, Lesotho's economic development has been guided by the national planning frameworks to improve its health systems, quality of education, infrastructure, communication, and social protection. However, there have been little progress in attaining the desired outcomes. The country remains vulnerable with low investment in key areas, low productive capacity, and high-income inequality, among others.

The Government of Lesotho is implementing the second National Strategic Development Plan (NSDP II) (2018/19 – 2022/23). The NSDP II is the medium-term framework that is implementing the Lesotho Vision 2020. The framework comprises four Key Priority Areas (KPA) articulated to foster job creation and inclusive growth and further reduce poverty: (i): Enhancing Inclusive and Sustainable Economic Growth and Private Sector-led Job Creation; (ii): Strengthening Human Capital; (iii): Building Enabling Infrastructure; and (iv): Strengthening National Governance and Accountability Systems. The NSDP II sets out the jobs and growth strategy anchored on the four productive sectors—agriculture; manufacturing; tourism and creative industries; and technology and innovation.

The Government of Lesotho is embarking on the process of formulating the third National Strategic Development Plan (NSDP III). The current National Strategic Development Plan (NSDP II) is reaching the end of its implementation period in 2022/23. The country is developing a new NSDP III in a precarious economic environment plagued by weak economic growth, high unemployment, persistent political instability and high poverty levels. The emergence of COVID-19 pandemic has further weakened Lesotho's macroeconomic performance threatening gains made in human capital accumulation and poverty alleviation efforts. The highlighted development challenges facing Lesotho require robust response that will set the country on the desired growth trajectory in order to achieve sustainable development.

In its quest to achieve this aim, Lesotho will also continue mainstreaming of the regional and global development documents such as the SADC Regional Indicative Strategic Development Plan (RISDP) 2020-2030, African Union Agenda 2063 and the Agenda 2030 for Sustainable Development (SDGs) in its development planning.

It is against this background that the Government of Lesotho, through the Ministry of Development Planning is seeking the services of a suitably qualified development expert to coordinate the process for developing the National Strategic Development Plan. The consultant will work in consultation with the Ministry of Development Planning to design the programme for NDSP III planning, establish mechanisms for stakeholder consultation, management and oversight, facilitate data collection and analytical process required in the process, and production of the NSDP III. The NSDP III is expected to inform the national planning and budgeting cycle for the 2022/23 fiscal year.

2. Scope of Work

The overall scope of the NSDP III development will span for a period of 12 months. It covers the period of conceptualisation of the plan, drafting until publishing of the final NSDP document. The coordinator will inspire and motivate the NSDP secretariat, technical working groups and transfer expertise. He/she will be expected to perform the following functions:

1. Working with the Director - Policy Strategic Planning, provide strategic management and coordination of the process for the development of the NSDP III.
 - Provide technical leadership for finalisation of the concept note and development methodological frameworks informed by theory and practice in development practice for the NSDP III
 - Determine Lesotho specific approaches for NSDP development, based on international best practices and lessons learnt from the Lesotho planning frameworks
2. Support the Ministry in identification of additional requisite technical support for the process
 - Development of the terms of reference for the technical experts required for development of the NSDP III
 - Supervise of work of the other NSDP III consultants, provide technical inputs and ensure timely complement of good quality milestones
3. Support establishment of a national coordinating mechanism for the NSDP III development process and capacity building of the national secretariat
 - Support development/resuscitation of the institutional mechanism for development and coordination of the NSDP
 - Advise on the composition of the NSDP III Secretariat and facilitate capacity building and management of its operations
 - Develop terms of reference and manage the operations of the TWGs
4. Ensure inclusive and effective participation of national stakeholder into the process, and determine strategies to ensure 'leaving no one behind' based on the Lesotho's political, socio-economic, and geographic landscape and population groups
 - Working with the Ministry of Development Planning, establish innovative platforms stakeholder consultations and communication,
 - Determine the mainstreaming agenda/themes for the NSDP III, with consideration of gender, youth, climate change, disability and other strategic areas.

- Prepare presentations, periodic progress reports, communication resources and engagement of stakeholders
5. Support knowledge creation, information dissemination and capacity building of national stakeholders on the national development planning agenda
- Support development and implementation of communication and advocacy strategy for the NSDP III development process
 - Identify strategic capacity development opportunities for the MDP and national stakeholders for the NSDP process and its implementation

3. Expected Outputs and Deliverables

The expected deliverables will include:

Deliverables	Expected Duration	Target Due Dates	Review and Approvals Required
1. Inception Report including proposed workplan and schedule of deliverables	2 weeks	fourth week of April 2022	MDP/UNDP
2. Concept note	3 weeks	1 st week of May 2022	MDP
3. Work structures and ToRs	2 weeks	2 nd week of May 2022	MDP
4. Advocacy Strategy	1 week	3 rd week of April	MDP/UNDP
5. Draft document, Consultations and validation of reports:			
a. Strategic Framework	8 months	January 2023	MDP
b. Public Sector Investment Programme	6 months	March 2023	MDP
c. Implementation Plan	4 months	March 2023	MDP
d. M&E framework	4 months	March 2023	MDP
e. Financing Strategy	4 months	March 2023	MDP
6. Draft Consolidated Report		February 2023	
7. Final Consolidated NSDP Document including: <ul style="list-style-type: none"> • Strategic Framework • Public Sector Investment Programme • Implementation Plan • M&E Framework • Financing Strategy 	1 week	March 2023	MDP

4. Institutional Arrangement

- The consultant will be engaged by UNDP and will be assigned to the Ministry of Development Planning (Dept of Policy and Strategic Planning) for the duration of the assignment.
- The consultant will be accountable to the Ministry of Development Planning for the delivery of the assignment, with regular updates to UNDP.
- The consultant will report to the Director of Policy and Strategic Planning (PSP) for day-to-day supervision and management of this assignment, working closely with the staff of PSP department. He/she will also be expected to actively liaise with other relevant departments within the MDP as may be relevant
- Department of PSP will establish a secretariat and multistakeholder technical working groups to support the NSDP development process.
- MDP will provide and facilitate access to relevant reference document as may be required in this assignment
- MDP will work with the consultant to engage other experts to assist in delivery of other components of the Plan.
- The consultant will consult with all relevant stakeholders. The Department of PSP will provide the list of stakeholders to guide the process.
- Reports shall be submitted to the Department of PSP, at MDP. A period of 10 days must be allowed for review of submitted written outputs.
- The consultant with help from PSP, will take responsibility for setting up and facilitation meetings, including consultation and validation sessions.
- Both in person and virtual tools may be used for stakeholder engagement and collection of information, ensuring compliance to the COVID-19 regulations.
- The consultant must have own facilities including computers and facilitate own access to internet, transport and organize own logistical arrangements as necessary. MDP will provide the necessary office space and transport to consultation meetings and workshops outside of Maseru.

5. Duration of Work and Duty Station

- The assignment is expected to take 12 months. It is intended to start on the 18th April 2022.

6. Key Qualification, Experience and Skills

- A Master's Degree in Economics A PhD will be an added advantage.
- The consultant should have technical and professional expertise in socio-economic research and a sound leadership and project management skills with a minimum of 10 years in related field. Experience in leading development of national strategic programmes, and multistakeholder consultative processes is required.
- In addition, the consultant should possess the following skills and competencies:
 - Broad knowledge and understanding of key developmental issues in Lesotho;
 - Experience undertaking policy research on various macro/micro economic issues, finance and/or modelling development policy

- Proven ability to work with diverse stakeholder groups, and ability to develop maintain networks and partnerships.
- Demonstrated leadership in design and execution of related programmes
- Good analytical and report writing skills;
- Fluency in both spoken and written English;
- Good communication, interpersonal and facilitation skills;
- Knowledge of econometrics analytical software

7. Scope Price Proposal and schedule of payment

The financial proposal should be presented as a Lump Sum Amount –representative of payments closely linked to deliverables. Payments will be scheduled as:

Deliverables	% Payment	Expected Date of Payment	Review and Approvals Required
#1. Inception Report including proposed workplan and schedule of deliverables	10%	20 th April 2022	MDP/UNDP
#2. Concept note, Work structures and ToRs, Advocacy Strategy	10%	20 th May 2022	Ministry of Development Planning
#3. Monthly Progress reports, including draft documents, consultation, and validation reports on: <ul style="list-style-type: none"> a. Strategic Framework b. Public Sector Investment Programme c. Implementation Plan d. M&E framework e. Financing Strategy 	60% (distributed through 8 months)	June 2022 July 2022 August 2022 September 2022 October 2022 November 2022 December 2022 January 2023	Ministry of Development Planning
#4. Draft Consolidated Report	20%	February 2023	
#5. Final Consolidated NSDP Document including: <ul style="list-style-type: none"> • Strategic Framework • Public Sector Investment Programme • Implementation Plan • M&E Framework • Financing Strategy 		March 2023	MDP

8. Recommended Presentation of Offer

The following documents may be requested:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **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;
- c) **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.
- d) **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.

9. Criteria for Selection of Best Offer

The proposal will be evaluated using a 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%, using the following criteria:

- 1) Technical Proposal (70%)
 - Qualification 20%
 - Experience on similar assignments 20%
 - Experience per Section 6 above 30%
 - Proposed Methodology and writing skills 30%
- 2) Financial Proposal (30%), to be computed as a ratio of the lowest price among the technically qualified proposals.

10. Approval

Prepared by:

Name: Mahlaphe Ramoseme
Director Policy and Strategic Planning
Ministry of Development Planning

Signature:  DocuSigned by: FDE81C6A3B3A43C...

Date: 18-Mar-2022

Approved by:

Name: Betty Wabunoha
Designation: Resident Representative
United Nations Development Programme

Signature:  DocuSigned by: 904B9AC5660740B...

Date: 19-Mar-2022

11. ATTACHMENTS

- Letter of Confirmation of Interest and Availability
- P11 Template

Certificate Of Completion

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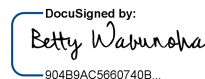
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UNDP Headquarters

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