



SUSTAINABLE AND INCLUSIVE ECONOMIC GROWTH PROGRAMME

TERMS OF REFERENCE

LEAD CONSULTANT FOR DEVELOPMENT OF THE LESOTHO NATIONAL HUMAN DEVELOPMENT REPORT (NHDR): **‘Exploiting technology and innovation for Lesotho’s human development’**

1. Project Descriptions

UNDP is the UN global development network, advocating for change and connecting countries to knowledge, experience, and resources to empower and help people build a better life. It works with individual countries on their own solutions to global and national development challenges. The UNDP Country Programme for Lesotho (2019 – 2023), is based on UNDAF (2019–2023), as a UN common vision, planning, and implementation instrument on how the UN system can support the national needs and priorities as described in Vision 2020 and the National Strategic Development Plan 2019 – 2023 (NSDP II). The programme is also aligned to the UNDP Strategic Plan (2017-2021). The Programme comprises three pillars: (i) Governance, Accountability, Social Cohesion and Stability; (ii) Sustainable and Inclusive Economic Growth (SIEG) and (iii) Environmental Sustainability, Climate Change and Resilience.

In support to the Government of Lesotho, UNDP will collaborate with the Ministry of Development Planning, Ministry of Communications, Science and Technology and academia, to develop the Lesotho National Human Development Report (NHDR) to a) contribute to the body of knowledge; b) to provide an evidence-basis for programme strategies, prioritization, and financing decisions, c) to ensure equitable, inclusive, and sustainable development, utilizing the human development approaches. To date, Lesotho has developed and published three national human development reports, for 1998, 2006, and 2015. The selected theme for planned 4th Lesotho NHDR is **‘Exploiting technology and innovation for Lesotho’s human development’**.

The Human Development Report (HDRs) is a flagship publication of UNDP, aimed at fostering human development globally, by ‘creating an enabling environment for people to enjoy long, healthy and creative lives. The first HDR was published in 1990, introduced human development as a new approach to measuring progress beyond economic growth by focusing on human wellbeing. The concept of human development places people at the center of development process. And it equates development with people’s opportunity to lead valuable lives by expanding their capabilities, freedoms, and choices. This process has been adopted at the regional and country-level, to produce reports that address development challenges and analyses at regional and national levels. Reports

combine qualitative and quantitative information and analyses to inform policy choice and design, monitor trends during implementation, and to evaluate policy and forecast trends for the future.

The Lesotho NHDR 2022, will explore the role of technology and its potential to achieving human development in Lesotho, using the capabilities approach, interrogate trends, experiences and lessons using capabilities approach, and review policy position and gaps to determine the potential and realized impact of technology and innovations on human development. The selected theme takes into consideration development challenges that include poverty and inequality, COVID-19, cybersecurity, technology and digitization, financial inclusion, and climate change - and aims to position Lesotho to take advantage of the global development opportunities presented by the 4th Industrial Revolution by facilitating policy choices that advance human development and in turn, sustainable development.

In this regard, UNDP is looking for a lead consultant, knowledgeable on human development approaches and applications, with advanced experience in applied research methods, coaching and leading teams, to lead the development of the Lesotho NHDR 2022. The consultant will be responsible for the overall development of the Report by providing technical support, capacity building of national experts, and development of the background chapters and consolidation of the Lesotho report, working with the lead institution, to be appointed by UNDP. The consultant will further support UNDP and her partners to ensure adherence to the HDR principles and advocacy with among partners.

2. Scope of Work

The consultant will be expected to deliver the following:

- 1) Review the concept note to ensure alignment of the proposed methodology to human development approaches
 - Review and assess the conceptual framework and outline of the report to ensure alignment of the dimensions of the selected theme and HD concepts
 - Update the proposed workplan for the NHDR
- 2) Provide technical and thought leadership for the development of the Lesotho NHDR2022, working in collaboration with the national experts for development of the background chapters to build national report
 - Ensure integration of the proposed methodology into the development of the report ensuring its alignment with NHDR corporate policies and guidelines and NHDR toolkit.
 - Coordinate with the local experts to ensure uniform structure, data analysis and methods in development of the background chapters
 - Support recruitment of experts and researchers for the report in line with the proposed methodology
- 3) Provide technical oversight for the national stakeholders, and local experts on the human development approaches, to synchronize chapter development and analytical framework
 - Conduct working and training sessions with the experts and related government ministries on the human development approaches, and related indexes
 - Identify innovative and metrics for the Lesotho report and engage stakeholders and experts accordingly for integration into the report
- 4) Provide quality assurance for development of the background papers, ensuring application of the human development approaches in the analysis and proposed policy recommendations

- Collaborate with the lead institution to facilitate dialogue and review sessions to validate the background chapters and the main report and generate interest on the report
 - Participate in advisory committees and steering committees and present the progress reports and ensure integration of feedback into the reports
- 5) Produce Lesotho's national human development report and its summary
- Ensure that the NHDR content and data meet the guidelines of the HDR toolkit
 - Consolidate the Lesotho NHDR, conclusions and recommendations, and summary report
 - In collaboration with UNDP and the lead institution, organize workshops, public debates on draft NHDR

3. Expected Outputs and Deliverables

Deliverables/ Outputs	Estimated Duration to Complete	Reviews required
1. Inception report, including updated concept note	15 days	Ministry of Development Planning UNDP and lead institution
2. Methodology and capacity building workshops on Human Development Approaches and indexes	10 days	Ministry of Development Planning UNDP and lead institution
3. Review of Background Papers	15 days	Ministry of Development Planning UNDP and lead institution
4. Draft Consolidated NHDR Report	20 days	Ministry of Development Planning UNDP and lead institution
5. Final report	10 days	Ministry of Development Planning UNDP and lead institution

4. Institutional Arrangements

- The Consultant will be engaged by the UNDP and becomes directly responsible to the UNDP – Deputy Resident Representative. However, s/he will liaise with the relevant Programme Officer and the designated officer in the Ministry of Development Planning and the lead institution.
- UNDP Programme Officer will provide day to day supervision on the assignment, working with the Ministry of Development Planning to ensure delivery of quality results and objectives as set out in these terms of reference.
- The consultant is expected to engage the lead institution to establish a working arrangement for coordination and support
- The Consultant will prepare reports and facilitate stakeholder/consultation sessions for validation at each stage of the assignment, working with the lead institution and UNDP
- UNDP will establish technical review committees to facilitate feedback mechanisms. All reports will be validated through an open multi-stakeholder validation process, comprising different ministries and partners.

- The consultant should have own computer and facilitate own access to internet, transport and organize own logistical arrangements as necessary.

5. Durations of work and Duty Station

- The assignment is expected to be carried out in 70 days, spread over six months, from June – December 2022.
- The assignment will be carried both at home and in location. The consultant will submit a workplan to determine onsite requirement and activities for home delivery.
- The technical team will have 5-days to review and provide feedback on all the completed deliverables and facilitate next steps

6. Qualification of a successful contractor

Education:

Advanced degree, preferably a PhD in economics, sociology, political science, development studies or other relevant qualifications, with a minimum 5 years' experience in development policy research, programme design and management, policy advocacy.

Required attributes"

- Minimum 10 years of work experience in research; demonstrated knowledge in proposed subject of the research.
- Demonstrated experience in development policy research and analyses, premised on human development approach, and human capabilities approaches
- Experience in preparing human development reports is an asset
- Experience in leading and training teams and capacity development on human development and related research methods
- Experience contributing to
- Excellent written and spoken communication in English

Core competencies

- Demonstrates leadership, team building and coordinating skills
- Demonstrates commitment to human development principles and values.
- Shares knowledge and experience; Provides helpful feedback and advice;
- Strong analytical skills;
- Generates innovative, practical solutions to challenging situations;
- Conceptualizes and analyses problems to identify key issues, underlying problems, and how they relate;
- Demonstrates substantive and technical knowledge to meet responsibilities and post requirements with excellence;
- Responds positively to critical feedback and differing points of view.

7. Scope of Price Proposal 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 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:

Deliverables/ Outputs	% of payment	Dates of Payment	Review and Approvals Required (
1) Inception report, including updated concept note	20%	July 2022	UNDP
2) Methodology and capacity building workshops on Human Development Approaches and indexes	20%	August 2022	UNDP
3) Review of Background Papers	30%	October 2022	UNDP
4) Draft Consolidated NHDR Report		November 2020	UNDP
5) Final Report	30%	December 2022	

8. Recommended Presentation of Offer

- Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- 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;
- Brief description of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services, but may be omitted for support services [Note: this is optional for support services];
- 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 the Best Offeror

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:

Criterial for technical evaluation	Ranking
1) Academic Qualification	5%
2) Professional Experience as outlined in Section 6 above	20%

3) Experience undertaking research using human – centered approaches	35%
4) Experience working in leading teams and capacity building	
5) English writing and oral skills	5%
6) Methodology and technical proposal	35%
7) TOTAL	100%

10. Submission

Interested candidates should apply by presenting the following documents:

- a) Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- b) Personal CV or P11, indicating all experience from similar evaluations, as well as the contact details (email and telephone number) of the Candidate and at least three
- c) (3) professional references;
- d) Brief description of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment.
- e) Financial and Technical Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.
- f) Interested offerors may submit their applications to:

REF: Lead Consultant for Development of the Lesotho National Human Development Report (NHDR)

Ms Betty Wabunoha
UNDP Resident Representative

Electronic submission must be sent to: ls.procurement@undp.org

11. Annexes

- Lesotho NHDR Concept note

12. Approval

Name: Nessie Golakai Gould

Deputy Resident Representative

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Nessie Golakai
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26-May-2022

Date: _____