



## **CAPACITY BUILDING ON SDG ALIGNED PLANNING AND BUDGETING FOR GOVERNMENT OFFICIALS**

### **Terms of Reference**

**Type of Contract**

**Individual Consultant**

**Time Commitment:**

**20 Working Days**

### **A. Background**

Lesotho is in the initial stages of its third National Strategic Development Plan (NSDP III) process. The NSDP III is meant to accelerate the country's own development and the multiple commitments enshrined in the 2030 Agenda for Sustainable Development (SDGs), the 2063 Africa Union Agenda (A2063), and the SADC Regional Indicative Strategic Development Plan 2030 (RISDP) amid the complex post-covid environment.

Lesotho took the first step to integrate SDGs in the NSDP II 2018/19-2022/23 and will look to consolidate this and further strengthen integration of Agenda 2063 and RISDP2030 in the NSDP III. The process is expected to facilitate integrated planning and prioritisation of development needs. It is also expected to facilitate integration of planning and financing processes and objectives. The third National Strategic Development Plan comes at a critical time when Lesotho along with the rest of the global economy has been hit by the COVID-19 which has worsened socio-economic challenges that already existed before the pandemic. A lot of development progress was derailed including achievement of the SDGs, as a result of COVID-19 response measures which included reallocation of development financial resources to address COVID-19 impacts. The NSDP will, therefore, provide a framework for reconstructing the economy and build forward better and accelerate the SDGs.

Complementary to this, in 2019, the Government with support from UNDP established the Integrated National Financing Framework (INFF) process. The INFF is a tool that helps countries to overcome existing impediments to financing national priorities and the Sustainable Development Goals (SDGs). In that context, a Development Finance Assessment was undertaken during the inception phase of the INFF and has provided recommendations for undertaking key financing reforms, looking into integrating planning and financing systems, as well as public and private actors to ultimately look into a better mobilization and management of development financing towards implementing SDG aligned national priorities. Among those recommendations, (1) the introduction of Budgeting for SDGs (including climate budget tagging); (2) conduct periodic SDG aligned public expenditure review - linking the Government (Public Sector) spending with the NSDP II goals and SDG commitments – and ascertain the expenditures, their effectiveness and efficiency, and recommend the necessary (re-)alignments and (3) Introduce Gender Responsive Budgeting,

to demonstrate its commitment to gender equality and inclusion, including an initial targeted Gender costing exercise of the NSDP II and the Gender and Development Policy.

In building capacities towards integrated planning and financing for SDGs, UNDP has supported GoL on capacity building on SDGs awareness and domestication. The training workshop provided strategies for domesticating and implementing the SDGs to national stakeholders that included the private sector, parliament, Government officials and Non-Government Organizations.

As a next level of engagement, UNDP will collaborate with the Ministry of Development Planning and the Ministry of Finance, to develop capacities for promoting the SDG aligned planning and budgeting processes among the public officers responsible for planning and budgeting and to promote tracking and achievement of the SDGs, and ensure SDG aligned financing and planning decisions. The process will entail training and dissemination of guiding tools/resources to standardise the planning and budgeting for SDGs, including through UNDPs toolkit on Budgeting for SDGs<sup>1</sup>.

## **B. Objectives**

The assignment is meant to provide and in-depth training to the officers in the Ministry of Development planning, Ministry of Finance and line Ministries to align the national planning and budget processes to the SDGs, Agenda 2063 and RISDP. The aim is to equip the Economic Planners with the tools to integrate the SDGs into the NSDP III and prospective sectoral strategic plans in support of the impending process for developing the NSDP III.

The assignment will have 4 main parts:

- To develop skills for systems-thinking analysis and strategies among the officers, to enable development of government-wide concepts to mapping and integrating SDGs to the NSDP priorities and financing objectives and the related regional and global development agenda
- To support the government to align the long-term development needs and financial resources for achievement of sustainable development,
- To facilitate advocacy and development dialogues necessary for development of the SDGs financing strategy.
- To provide knowledge of tools and methodologies available to enable adoption and integration of the goals, targets, and indicators of the 2030 agenda into policy making and implementation of the National Strategic Plan and Budget.

## **C. Scope of work**

The SDG training expert is expected to deliver on the following:

---

<sup>1</sup> [https://sdgfinance.undp.org/sites/default/files/UNDP%20Budgeting%20for%20the%20SDGs%20-%20Guidebook\\_Nov%202020.pdf](https://sdgfinance.undp.org/sites/default/files/UNDP%20Budgeting%20for%20the%20SDGs%20-%20Guidebook_Nov%202020.pdf)

1. To develop/design a training package on SDGs aligned planning and budgeting translating content into a 5 - day training curriculum including background readings and adoption of vetted training programmes including through UNDPs toolkit on Budgeting for SDGs.
  - Undertake a brief needs assessment to determine the focus of the proposed training programme.
  - Review and benchmark with some renowned programmes for SDGs aligned planning and budgeting that will support both medium and long-term planning.
2. Conduct Training based on the following:
  - Alignment of the long-term development needs and financial resources for achievement of sustainable development.
  - Theoretical overview of an SDG aligned financing strategy.
  - Integration of the goals, targets, and indicators of the 2030 agenda into the National Strategic Plan and Budget.
  - Country experiences on SDGs integration on Planning and Budgeting.
  - Current approaches to National Development Planning and budgeting processes to determine the appropriate approach for Lesotho.
3. Develop user friendly manuals and tools to guide SDG-alignment and integrated planning and financing processes for the NSDP

#### **D. Expected Outputs and Deliverables**

The schedule of outputs is expected to be as follows:

<b>Expected Output</b>	<b>Duration</b>	<b>Target Dates</b>	<b>Responsible for review</b>
1. Inception report	5	July 2022	Ministry of Development Planning / UNDP
2. Needs assessment and Curriculum development	7	July 2022	Ministry of Development Planning / UNDP
3. Economic Planners training on SDGs	5	August 2022	Ministry of Development Planning / UNDP
4. Final Report	3	August 2022	Ministry of Development Planning / UNDP

#### **E. Institutional Arrangements**

- The consultant will be engaged by UNDP and directly responsible to the UNDP Deputy Resident Representative. The consultant will work under direct supervision of the Director of Policy and Strategic Planning (Ministry of Development Planning) to deliver this assignment.

- The consultant will be engaged by UNDP and directly responsible and work under direct supervision of the Director of Policy and Strategic Planning (Ministry of Development Planning) to deliver this assignment.
- The consultant will liaise with relevant UNDP Programme Officer and designated officers in the Ministry of Development Planning, Department of Policy and Strategic Planning to ensure delivery of quality results.
- The consultant will engage with the Ministry of Development Planning, UNDP, Ministry of Finance and representatives in the line Ministries to design the curriculum and focus of the training programme
- The consultant shall develop protocols and mechanisms for managing stakeholder participation in the training programme
- UNDP will provide financial support on logistical arrangements (Meals, accommodation and venue for participants)
- Payment will be made once, on submission of satisfactory outputs required in this assignment

#### **F. Duration of the Work and Duty Station**

- The assignment will require 20 working days during the months of June and July.
- The assignment will be carried out physically.

#### **G. Qualifications and Experience**

##### **Qualifications:**

##### **Education:**

- Advanced university degree in Development Economics, Public policy and administration, social sciences.

##### **Professional Experience:**

- At least ten years in the field of Public policy and Economic Development
- A minimum of ten years of established capacity development experience, including the development and leading the delivery of training contents and programmes for government officials.
- Experience in training on the Sustainable Development Goals with a focus on institutional capacity development.
- Demonstrated experience in the design and implementation of trainings courses in the area of sustainable development.

##### **Competencies:**

- Excellent communication and ability to relay new concepts in a way that is engaging.

- Strong adaptability skills, flexibility, and creativity to adjust and device more appropriate ways to deliver learning material.
- Focused and results oriented.
- Strong organizational skills.
- Ability to work independently, produce high quality outputs.
- Proficient in the use of all Word Office programs, incl. PowerPoint, and proficiency with other learning management systems.
- Demonstrated ability to meet deadlines and work under pressure.

#### H. 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

Payments will be scheduled as follows:

Deliverables / Outputs	% Payment	Due Date	Review and Approvals Required
1. Inception report 2. Needs assessment and Curriculum development	30%	July 2022	UNDP
3. Economic Planners training on SDGs Planning and budgeting 4. Final Report	70%	August 2022	UNDP

#### I. 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 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.
- **Methodology** on how they will approach and complete the assignment including a sample of designed and delivered SDGs related training course.
- **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.

## 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%. The criteria for scoring will be guided by the following:

Criteria for technical evaluation	Ranking
Academic Qualification	20%
Professional Experience:	45%
<ul style="list-style-type: none"> <li>At least ten years in the field of Public policy and Economic Development</li> </ul>	10%
<ul style="list-style-type: none"> <li>A minimum of ten years of established capacity development experience, including the development and leading the delivery of training contents and programmes for government officials.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Experience in training on the Sustainable Development Goals with a focus on institutional capacity development.</li> </ul>	15%
<ul style="list-style-type: none"> <li>Demonstrated experience in the design and implementation of trainings courses in the area of sustainable development.</li> </ul>	15%
Technical Proposal including methodology	35%
<b>Total</b>	<b>100%</b>

## K. Annexes to the TOR

- Letter of confirmation interest and availability template
- P11 template

## L. Submissions

Interested offerors may submit their applications to:

**REF: CAPACITY BUILDING ON SDG ALIGNED PLANNING AND BUDGETING FOR GOVERNMENT OFFICIALS**

Ms Betty Wabunoha  
UNDP Resident Representative

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

**M. Approval**

This TOR is approved by:

Name: Ms Nessie Golakai

Signature:   
D1E7035AE727472...  
Deputy Resident Representative

Date of signing: 27-Jun-2022

**Certificate Of Completion**

Envelope Id: 0B29EF9BBDFD44DCB5AD0BE944C2DBF4

Status: Completed

Subject: Please DocuSign: Procurement Memo - Capacity Building on SDG Aligned Planning

Source Envelope:

Document Pages: 9

Signatures: 3

Certificate Pages: 2

Initials: 0

AutoNav: Enabled

EnvelopeId Stamping: Enabled

Time Zone: (UTC-08:00) Pacific Time (US &amp; Canada)

Envelope Originator:

Liepollo Ramaqabe

One United Nations Plaza

New York, NY 10017

liepollo.ramaqabe@undp.org

IP Address: 197.155.192.114

**Record Tracking**

Status: Original

6/27/2022 6:50:16 AM

Holder: Liepollo Ramaqabe

liepollo.ramaqabe@undp.org

Location: DocuSign

**Signer Events**

Liepollo Ramaqabe

liepollo.ramaqabe@undp.org

UNDP Headquarters

Security Level: Email, Account Authentication  
(None)**Signature**

DocuSigned by:



1305843555C444D...

Signature Adoption: Uploaded Signature Image  
Signed by link sent to liepollo.ramaqabe@undp.org  
Using IP Address: 197.155.192.114

**Timestamp**

Sent: 6/27/2022 6:54:06 AM

Viewed: 6/27/2022 6:54:25 AM

Signed: 6/27/2022 6:54:37 AM

Freeform Signing

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Motulu Molapo

motulu.molapo@undp.org

Project Officer

Security Level: Email, Account Authentication  
(None)

DocuSigned by:



76E92AD261FA40D...

Signature Adoption: Pre-selected Style  
Signed by link sent to motulu.molapo@undp.org  
Using IP Address: 197.155.192.114

Sent: 6/27/2022 6:54:38 AM

Viewed: 6/27/2022 7:05:41 AM

Signed: 6/27/2022 7:05:54 AM

Freeform Signing

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Mabulara Tsuene

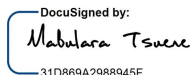
mabulara.tsuene@undp.org

Programme Specialist

UNDP

Security Level: Email, Account Authentication  
(None)

DocuSigned by:



31D869A2988945F...

Signature Adoption: Pre-selected Style  
Signed by link sent to mabulara.tsuene@undp.org  
Using IP Address: 129.232.2.203

Sent: 6/27/2022 7:05:55 AM

Viewed: 6/27/2022 12:11:24 PM

Signed: 6/27/2022 12:11:33 PM

Freeform Signing

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp**



Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/27/2022 6:54:06 AM
Certified Delivered	Security Checked	6/27/2022 12:11:24 PM
Signing Complete	Security Checked	6/27/2022 12:11:33 PM
Completed	Security Checked	6/27/2022 12:11:33 PM
Payment Events	Status	Timestamps