CONSULTANCY SERVICES FOR VIDEOGRAPHY AND DOCUMENTATION OF PLASTIC WASTE
MANAGEMENT PROJECT RESULTS

Type of Contract: Professional Services
Duty Station: Lesotho
Initial Contract Term: 20 working days (distributed in 1 months)
Language of the assignment: English

TERMS OF REFERENCE

A. Background and Context

Since its introduction in the 1950’s, plastic has shown a versatility of use across manufacturing, consumer goods packaging, industrial and medical application. However, given the low degradation rates of plastics and the discovery of Great Pacific Garbage patch which is 1.6 million square kilometers with an estimated 150 million tons of plastic waste, the management of plastic waste has been propelled to one of global concerns in both the industrialized and developing countries due to the anthropogenic nature of its source. Most plastic produced still exists somewhere in the environment, or as micro-plastic which has seeped into water sources and inadvertently entered the food chain. Identifying solutions to address plastic waste is critical as it can offer a holistic and sustainable approach to protect our environment, create jobs and provide opportunity for smart and resilient communities and cities to utilize technologies and innovations to reduce, repurpose, re-use, recycle and to refuse plastics.

Lesotho, is no exception to rapid urbanization and increasing urban waste within a context of weak infrastructure often resulting in poor waste management. In assisting the Government of Lesotho to address the plastic pollution challenges, United Nations Development Programme (UNDP) partnered with Ministry of Tourism, Environment and Culture (MTEC) in the implementation of a project on strengthening partnership on sustainable plastic life-cycle management in Lesotho in the year 2021. The aim of the project was to complement efforts of the Government of Lesotho in encouraging behavioural change for responsible production and consumption patterns (SDG 12). In addition, the project aimed to educate Basotho on the impacts of plastic on the environment, methods in which plastic can be used to great livelihoods, as well as finding alternatives to plastic use. This was realized through working with a broad range of partners to agree on a menu of possible solutions including refusing and reducing of single use plastic in commercial and corporate spaces and enabling the reuse, repurposing, and recycling of plastic waste.

The project was piloted in Maseru, Maputsoe, TY, Mafeteng, Hlotse and Butha Buthe Urban Councils. However, the project had a nationwide impact since most of the activities will spill over to other areas beyond the pilot areas. To strengthen partners, UNDP together with MTEC identified Ministry of Local Government and Chieftainship, Maseru City Council, Maputsoe Urban Council, Ministry of Health,
Bureau of Statistics, Street vendors associations, and Consumer Protection Association as implementing partners in the success of the project.

The project implemented various activities throughout its lifecycle. The activities included, plastic free Wednesday, environmental policing, cleanest town competition, development of the waste information system, awarding of innovation and Community based organization grants to include among others.

UNDP is seeking services of a national development communications consultancy company to document lessons and best practices from activities implemented under the plastic waste management, including a documentation of key achievements and profiling of lead partners and initiatives through project-specific report, human stories and documentary (video).

B. The objectives of the consultancy

1. Profile and document the project achievements and partners, identifying key results, success factors and challenges
2. Document human stories and impact of the lives of Basotho through the project implementation
3. Visual presentation and documentation of the project activities.
4. Document lessons learnt and best practices from the project

C. Scope of Work

The documentation should cover all components of the project, for the period between June 2021 – June 2022. The documentation should report the project results and should take into account the project’s purpose and objectives as set out in the project document.

- Documentation of intervention areas and achievements of the project, best practices and lessons learnt, inclusive of
  1. Policies, regulations, and coordination
  2. Innovation and technology
  3. Waste management systems
  4. Capacity development, knowledge management, communications and networking
- Detail stories of activities undertaken under the plastic waste management project with a clear outline of achievements and challenges, inclusive of
  1. Waste information system
  2. Environmental policing
  3. Regulatory framework
  4. Plastic free Wednesday
  5. Cleanest town competition
  6. Engagements with waster pickers and collectors
  7. Engagements with schools
  8. Others support activities to organizations and NGOs
- Documentation of human stories on the project views, impact, and recommendations
- Pictorial presentations of the project interventions
1. Document views of various stakeholders on the project – achievements, lessons, and recommendations
2. Identify lessons learnt from the various partnerships and assess the possibility of broadening, deepening, and sustaining partnerships for expansion
   - Visual documentation detailing project activities and human stories. The video should be
     1. 30mins full length compelling stories
     2. 2-3 minutes synthesis video

D. Expected Outputs

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Estimated Duration</th>
<th>Target Due Dates</th>
<th>Review and Approvals Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inception report with a detailed workplan accompanied by visitation and documentation schedules</td>
<td>2 days</td>
<td>27th July 2022</td>
<td>Head SPU and AccLab</td>
</tr>
<tr>
<td>Draft stories of various activities and video script and photography</td>
<td>5 days</td>
<td>4th August 2022</td>
<td>Head SPU and AccLab</td>
</tr>
<tr>
<td>Draft documentation report</td>
<td>10 days</td>
<td>19th August 2022</td>
<td>Head SPU and AccLab</td>
</tr>
<tr>
<td>Final report and video</td>
<td>3 days</td>
<td>24th August 2022</td>
<td>Head SPU and AccLab</td>
</tr>
</tbody>
</table>

F. Institutional Arrangement

- The firm will report to and work under the overall supervision of the Head of SPU and direct supervision of the Accelerator Lab.
- The firm is also expected to meet the implementing partners of the project, namely Ministry of Tourism, Environment and Culture, Ministry of Local Government and Chieftainship, Maseru Street Vendors, Khathang Tema Baitshukuli. Additionally, the consultant will be expected to meet project and grant beneficiaries and partners within the private sector implementing plastic free Wednesday.
- Intellectual property: All information, title rights, copyrights, and all other rights of whatever nature in any materials used or generated by the consultant and assets related development of the documentation of the plastic waste management project will be exclusively property of UNDP. The firm must submit all documentation, videos and pictures related to all assignment activities to UNDP upon completion of the assignment.
- The firm 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.
G. Duration of the Assignment

- This assignment is expected to run for 20 working days, starting from 25th July 2022 ending 24th August 2022.
- UNDP will have at least 2-3 days to review and give feedback on written outputs.

H. Duty Station

a) The assignment is based in Lesotho (covering project sites).
b) The assignment will be delivered both from home and on site. The contractor will submit an inception report to UNDP within 2 days with a schedule of activities and site visits as maybe relevant to the project.
c) Online meetings will be held with the contractor on a need basis.

I. Qualifications of the Successful Contractor

The interested firm must provide the project lead dedicated to all work required in undertaking this assignment and supporting personnel, based on the following qualification, experiences and competencies.

Educational Qualifications and Competencies

Team Lead:

- A minimum of University Degree or higher qualification in Communications, or marketing;
- A minimum of five (5) years’ experience in project management;
- Proven understanding of Lesotho’s development landscape, particularly relating to the environment sector;

Photography/Videographer:

- A minimum University Degree is Photography, Film Production, or relevant Media Studies
- A minimum of three (3) years’ experience in photography and videography

Script writer:

- A minimum University Degree in Creative Writing or Professional Communication or Journalism
- A minimum of three (3) years’ experience in writing

I. Language Requirement:

□ Excellent English communication skills – oral and written; knowledge of Sesotho among team members is an added advantage.

J. 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/documentation required prior to the release of any tranches of payment.

<table>
<thead>
<tr>
<th>Deliverable/Outputs</th>
<th>Target Due Date</th>
<th>% Payable upon completion of milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detailed workplan accompanied by visitation and documentation schedules</td>
<td>July 2022</td>
<td>10%</td>
</tr>
<tr>
<td>Draft video script and photography</td>
<td>August 2022</td>
<td>10%</td>
</tr>
<tr>
<td>Draft documentation report</td>
<td>August 2022</td>
<td>40%</td>
</tr>
<tr>
<td>Final report and video</td>
<td>August 2022</td>
<td>40%</td>
</tr>
</tbody>
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K. **Recommended Presentation of Proposal**

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

- Brief description on why the firm is the most suitable for the assignment, and a methodology on how they will approach and complete the assignment.

- Institutional profile, with at least three institutional references.

- Individual CV of experts that the institution will nominate to conducting the evaluation; indicating all experience from similar projects, as well as the contact details (email and telephone number);

- Financial proposal

L. **Criteria for selecting the best offer**

A successful consultancy firm 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:

a) Technical Proposal (70%)
   - Expertise of the firm 20%
   - Proposed methodology 50%
   - Personnel 30%
b) Financial Proposal (30%), to be computed as a ratio of the lowest price among the proposals received by UNDP

M. Annexures to the TOR
   a. Template for Technical Proposal
   b. Template for Financial proposal
   c. Request for Proposals

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

Signature: [Nessie Golakai-Gould]

Name and Designation: Nessie Golakai DRR P&O

Date of Signing: 01-Jul-2022