FORESTRY RANGE AND SOIL CONSERVATION

INTEGRATED WATERSHED MANAGEMENT FOR IMPROVED AGRO-PASTORAL LIVELIHOODS IN THE SEBAPALA SUB-CATCHMENT

Terms of Reference (TOR)

INDIVIDUAL CONTRACT: MONITORING AND EVALUATION SPECIALIST
A BACKGROUND

The Ministry of Forestry, Range and Soil Conservation is implementing a four-year Integrated Watershed Management for Improved Agro-Pastoral Livelihoods in the Sebapala Sub-Catchment Project in Quthing District. The long-term goal of Integrated Watershed Management for improved agro-pastoral livelihoods in the Sebapala sub-catchment project is to safeguard the ecological functionality and biological productivity of the Sebapala Watershed and ensure that the people in this watershed benefit from the conservation, use and sustainable management of land and water resources. This is to be achieved by adopting an integrated catchment management approach that creates the conditions for land- and water-resource users, managers and decision-makers to plan and work together to restore, reduce, and avoid land degradation in the Sebapala Watershed, through uptake of Sustainable Land and Water Management (SLWM) practices. Because the solutions to the problems of land degradation and low land productivity are many and complex, they can only be effectively addressed when implemented in the context of a holistic framework, such as the integrated catchment or watershed planning approach.

The objective of the project is to mainstream sustainable rangeland management and restoration into the use of watersheds to combat land degradation, enhance the flow of agro-ecosystem goods and services, and improve the livelihoods of agro-pastoral communities in the Sebapala Watershed in the Lower Senqu Basin. Its strategy for delivering on this objective will be to strengthen conditions (plans, institutional capacity, practical skills, demonstration projects, knowledge management and M&E systems and gender mainstreaming) for enabling the uptake of sustainable and integrated management in the Sebapala Watershed. The project strategy is centred on an Integrated Catchment Management approach to put in place plans, systems and capacities to catalyse and sustain the integrated landscape management practices required to shift the Sebapala Watershed and Sub-catchment towards land degradation neutrality. Under this approach, stable institutional arrangements for watershed-governance will be put in place. To enable meaningful collaboration between resources user groups and to effectively champion the adoption of IWM measures, Sebapala project must embrace ICM as an approach for addressing degradation of land and water resources including necessary governance structures.

Under Outcome 4 of the project (Lessons learned by the project through gender mainstreaming and participatory M&E are used to promote SLWM in the wider catchment and nationally) the project has to procure consultancy services to strengthening its monitoring and evaluation systems and practices and generate evidence-based feedbacks. The objective of this assignment is to update/develop the project’s Monitoring Plan and the M&E Plan and Budget which will both guide monitoring and evaluation at the project level for the duration of project implementation. The project results, corresponding indicators and mid-term and end-of-project targets in the project results framework will be monitored annually and evaluated periodically during project implementation. The Monitoring Plan included in Annex 3 provides
details on the roles, responsibilities, and frequency of monitoring project results. The Project-level monitoring and evaluation will be undertaken in compliance with UNDP requirements.

B CONSULTANT TASKS

M&E Specialist/Consultant will perform tasks under the overall PS and the direct supervision of the project manager assisted by an assigned Officers. The consultant will:

1. Update/develop the project's Monitoring Plan and the M&E Plan and Budget which will both guide monitoring and evaluation at the project level for the duration of project implementation.
2. Develop Recording and Reporting Forms and Formats - assist the project to develop/modify recording and reporting templates and formats that meet reporting requirement of the Government and UNDP
3. Built capacity of project Staff, ministry of Environment staff and relevant stakeholders on development of plans and Monitoring and Evaluation
   ✓ Conduct M&E need identification survey among project staff, ministry of Environment staff (including those at district level) and identify M&E capacity gaps.
   ✓ Organize capacity building training to project staff, Ministry of Environment staff to minimize M&E capacity gaps among staff.
   ✓ develop guidelines on how to organize on the job monitoring field visits and provide support on the use of monitoring techniques.
   ✓ Guide project staff, ministerial staff and relevant stakeholders to prepare plans.
   ✓ Guide project staff and relevant stakeholders to prepare field monitoring reports and help them to disseminate for feedbacks.
   ✓ Help the project to prepare Terms of Reference (ToR) for any program/project evaluation
   ✓ Help the project to prepare Request for Proposal (RFP) to invite potential evaluator/bidders as directed.
   ✓ Help the project to evaluate RFP, select appropriate consulting firm, prepare contract papers, assess inception report and draft report, finalize the evaluation report and disseminate it at appropriate level.
4. Under the guidance and supervision, the Evaluation Specialist will ensure the effective implementation of the evaluation policy, sets minimum monitoring and evaluation requirements for the Project
   ✓ The Specialist will ensure that objective evaluation is designed and managed to assess relevance, effectiveness, efficiency, impact and sustainability of results; evaluations carried out in a credible and systematic manner; evaluation lessons and recommendations are used for programme design, contribute to implementation of GEF and UNDP priorities.
   ✓ The Specialist will liaise closely with Ministerial planning Office regarding evaluation approaches and methodologies, ensuring that project meets the minimum requirements for monitoring and evaluation, including the conduct of mandatory project evaluation.
6. Contact Ministerial Monitoring and Evaluation/Planning unit with a view to harmonizing evaluation approaches and agendas, evaluation standards, quality assurance/control and capacity development as well as organization and coordination of evaluation missions for the project.
7. Ensure effective management of the evaluation process through provision of technical advice at the design and setting up a framework with defined indicators to facilitate the evaluation at the later stages.

8. Follow up on implementation of evaluation recommendations ensuring optimal use of evaluations by providing guidance in preparation of timely management response to all mandatory evaluations and by developing a communication plan.

9. Ensures the implementation of evaluation policies and strategies.

10. Follow up on implementation of evaluation recommendations ensuring optimal use of evaluations by providing guidance in preparation of timely management response to all mandatory evaluations and by developing a communication plan.

✓ Ensures facilitation of knowledge building and knowledge sharing in the area of monitoring and evaluation.
✓ Identification and formulation of evaluation findings, lessons learned and recommendations
✓ Collaboration and coordination with other programmatic interventions on monitoring and evaluation issues.

Conduct results-oriented monitoring and evaluation trainings.

11. Perform other works assigned by the relevant authority - the incumbent will perform other relevant technical works as assigned.

C EXPECTED OUTPUTS

The following are the expected assignment deliverables.

<table>
<thead>
<tr>
<th>Deliverables/Outputs</th>
<th>Estimated Duration to Complete</th>
<th>Project Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Approved inception report and presentation of inception report</td>
<td>2 weeks after signing of the contract</td>
<td>2</td>
</tr>
<tr>
<td>2 A first draft of the project’s Monitoring Plan and the M&amp;E Plan and Budget as well as costed implementation plan</td>
<td>4 weeks after approval of inception report</td>
<td>2</td>
</tr>
<tr>
<td>3 Stakeholder workshops to present project’s Monitoring Plan and the M&amp;E Plan and Budget.</td>
<td>Within a week after concluding first draft</td>
<td>2</td>
</tr>
<tr>
<td>4 A final version of the project’s Monitoring Plan and the M&amp;E Plan and Budget incorporating comments on the first draft.</td>
<td>2 weeks after stakeholders’ workshop</td>
<td>2,3</td>
</tr>
<tr>
<td>5 Approved project’s Monitoring Plan and the M&amp;E Plan, Budget and operational manual/tool kit</td>
<td>2 weeks before training session</td>
<td>2,3</td>
</tr>
<tr>
<td>6 Capacity/training to implementing staff regarding implementation and strategy</td>
<td>4 weeks after finalization of the strategy</td>
<td>2,3</td>
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maintenance of project’s Monitoring Plan and the M&E Plan and Budget

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<tbody>
<tr>
<td>7</td>
<td>Financial strategy, sustainability plan and a detailed monitoring and evaluation framework</td>
<td>Be part of the report submission</td>
</tr>
<tr>
<td>8</td>
<td>Interim progress briefs on the status of the assignment</td>
<td>Monthly</td>
</tr>
<tr>
<td>9</td>
<td>Approved, comprehensive and fully referenced report. The report must contain an in-depth analysis of the issues described in the objectives and should include clear, implementable and verifiable information on the feasibility, resource requirements and implementation time of the recommended measures.</td>
<td>4 weeks before contract expiry</td>
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</table>

D INSTITUTIONAL ARRANGEMENT

- The service provider/consultant /expert/specialist will be engaged by the Ministry and will report to and work under direct supervision of the PM with support of technical office.
- PS will be overseeing the design and implementation of this assignment.

E. DURATION OF THE WORK AND DUTY STATION

This assignment is expected to run through the life of a project and renewal will be based on performance. The first engagement will last for 30 days spread over a period of a year, starting from July 2023. The service provider/consultant /expert/specialist will work from home and will agree with the project leader for reporting and in person engagement.

F. 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) Payment will be disbursed through a bank transfer upon a satisfactory report based on the completion and acceptance of the deliverables.

c) 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.

- Provision of a copy of **Tax Clearance** before the signing of the contract is mandatory.
Annual Payments scheduled of deliverables.

<table>
<thead>
<tr>
<th>Deliverables/Outputs</th>
<th>Payment Schedule %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved inception report and presentation of inception report</td>
<td>10</td>
</tr>
<tr>
<td>A first draft of the project’s Monitoring Plan and the M&amp;E Plan and Budget as well as costed implementation plan</td>
<td></td>
</tr>
<tr>
<td>Stakeholder workshops to present project’s Monitoring Plan and the M&amp;E Plan and Budget.</td>
<td>10</td>
</tr>
<tr>
<td>A final version of the project’s Monitoring Plan and the M&amp;E Plan and Budget incorporating comments on the first draft. Financial strategy, sustainability plan and a detailed monitoring and evaluation framework</td>
<td>20</td>
</tr>
<tr>
<td>Finalized zero drafts of documents (eg Consultants reports, technical reports, mission reports, strategic report, progress report project implementation review, completed products, technical interpretations etc. after consultation and validation with stakeholder for final incorporation of final comments</td>
<td>30</td>
</tr>
<tr>
<td>Delivery, acceptance, and approval of a comprehensive and fully referenced report.</td>
<td>30</td>
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G   CRITERIA FOR SELECTION OF THE BEST OFFER

The award of the contract will be made to the consultant/s whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; 70 points
* Financial Criteria weight; 30 points

Only candidates obtaining a minimum of 70 points in the technical evaluation would be considered for the Financial Evaluation as per the set evaluation criteria

H   CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Service provider/Consultant/expert shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of the Ministry.
I. LANGUAGE
The report should be written in English, however, the consultations may be conducted in Sesotho depending on the target group. Fluency of other language e.g. Sephuthi, Xhosa is an added advantage.

J. QUALIFICATIONS AND EXPERIENCE

Education:
- Postgraduate degree in Social Sciences, International Development, or related field.
- Additional certification in statistics, MIS management and Monitoring and Evaluation will be considered as an asset.
- Experience in database management, statistical packages, and spreadsheets will be an advantage.

Experience:
- A minimum of seven years of professional experience in Monitoring and Evaluation (M&E) for international development programmes
- Demonstrated experience in international development programmes that are focused
- Good understanding of Integrated Watershed Management, Sustainable Land and Water Management and natural resources management issues.
- Prior experience with M&E in development is an advantage.
- Proven writing, editing and language skills, and an ability to convey complex ideas in a concise, clear, direct, and lively style.
- Strong organizational and interpersonal skills, ability to meet deadlines and to manage multiple tasks effectively and efficiently, ability to take initiative and be innovative.
- Working knowledge of relevant computer software such as MS Office, WordPress, Adobe InDesign/Illustrator/Photoshop, electronic mail procedures.
- A minimum of five (5) years’ experience conducting large surveys and/or research Proven experience with Project/Program Monitoring and Evaluation
- Must have understanding and experience in gender mainstreaming, gender equality and women's empowerment in natural resources management

Skills
- Strong Researching, analysing, and evaluating issues/situations.
- Ability to run effective meetings and facilitate group discussions to lead decision-making processes.
- Developing tools and options

Competencies
- Teamwork
- Respecting and promoting individual and cultural differences
- Excellent communication
- Producing results
• Awareness and Sensitivity Regarding Gender Issues
• Accountability
• Creative Problem Solving
• Stakeholder Engagement

**RECOMMENDED PRESENTATION OF PROPOSAL**

Interested candidates must submit the following:

- **Detailed technical Proposal (Separate envelope)**
- A signed letter of interest stating why you are eligible for the assignment.
- Signed Individual CV of service provider/consultant/expert/s identified to lead the assignment including a summary of similar assignments undertaken previously indication areas of responsibility and contact details (email and telephone number)
- Provide us with the original copy of the technical proposal and four (4) copies of this technical proposal.
- On a separate envelope, submit financial proposal (Detailed budget including professional fee (in Maluti or USD).
- Both technical and financial proposals will be submitted in one envelope labelled: Monitoring & Evaluation (M&E) Specialist
- The contract price is fixed regardless of changes in the cost components

**L MANDATORY DOCUMENTS**

- Signed application letter
- Signed CV together with supporting educational certificates

**M CRITERIA FOR SELECTION OF THE BEST OFFER**

Only applications submitted before or by the deadline will be considered. The award of the contract will be made to the consultant/s whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Only candidates obtaining a minimum of 70 points in the technical evaluation would be considered for the financial evaluation as per evaluation criteria below:

A successful Service provider/consultant/entity will be selected based on the Combined Scoring method – where the technical proposal will be weighted; 70 points and financial criteria will be weighted; 30 points, broken down as:
**EVALUATION SHEET FOR Monitoring & Evaluation (M&E) Specialist**

<table>
<thead>
<tr>
<th>Item</th>
<th>Criteria, Sub criteria and points system for the evaluation of Technical Proposals are 70 Points</th>
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</table>
| 1.   | (i) Specific experience of the Consultant relevant to the assignment 30  
      (ii) Adequacy of the proposed methodology and work plan in responding to the terms of reference:  
      (a) Technical approach and methodology 25  
      (b) Work plan 15  
| 2.   | (iii) Key professional qualifications and competence for the assignment  
      (a) Team leader 25  
      (iv) For application of Basotho Margin of preference - 5  

**Total**

100

The minimum technical score required to pass is **70**. ONLY Financial proposal of Consultants who have scored 70 points and above will be opened.

1.1

The formula for determining the financial score is the **Lowest Responsive Proposal** (30 points)

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**N CONSULTANT TERMS**

This consultancy is homebased. All products resulting in this contractual arrangement are the exclusive property of Sebapala Project.

**O.** There will be a **Pre – Bid meeting** on the 01st November, 2023 at 10.00 am. Venue: 7th floor Post Office Building, Boardroom.

**P.** Any additional documents in relation to Sebapala will be obtained at the following address upon request, ratseler@gmail.com.

**Q.** **SUBMISSIONS OF APPLICATIONS**

Interested offerors may submit their applications in the Tender box on the 7th floor, Post Office Building at 10:00am on the 16th November, 2023. The respective opening will resume at 10:30 am on the same day.