

UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)

GLOBAL ENVIRONMENT FACILITY (GEF)

GOVERNMENT OF LESOTHO

Terms of Reference (TOR)

Individual Contract – International Consultant

Start Date: 1st March 2019

Contract Duration: One (1) year (with possibility of renewal)

End Date: 28th February 2020

ENGAGEMENT OF INTERNATIONAL CHIEF TECHNICAL ADVISOR

A. Project Title: Reducing vulnerability from climate change in Foothills, Lowlands and Senqu River Basin

B. Background and Project Description:

The Lesotho UNDP Country Office and the Government of Lesotho will for the next five years (2015-2020) implement a GEF-financed project “**Reducing vulnerability from climate change in Foothills, lower Lowlands and Senqu River**”. The objective of the project is to mainstream climate risk considerations into the Land Rehabilitation Programme of Lesotho for improved ecosystem resilience and reduced vulnerability of livelihoods to climate shocks. The project will support the integration of climate change adaptation into national and sub-national land use planning and decision-making.

Climate change – including rising temperatures, and a greater frequency of droughts and extreme rain events – is negatively affecting local communities living in rural parts of Lesotho. The fragile mountain ecosystems of Lesotho provide a range of benefits that increase the resilience of such communities to climate change. These include regulating services such as storing and retaining water as well as mitigating floods. However, these ecosystems are characterised by widespread degradation as a result of unsustainable land management and exploitation of natural resources. The effects of this ecosystem degradation in Lesotho include loss of vegetative cover and extreme soil erosion. Such effects reduce the capacity of these ecosystems to protect vulnerable communities from the increasingly negative impacts of climate change that are threatening their livelihoods.

The preferred solution to the climate change problem facing Lesotho is to strengthen the resilience of climate-vulnerable communities by: i) enhancing the capacity of government institutions and local communities to mainstream climate change risks into policies, plans and programmes; ii) implementing climate-smart ecosystem rehabilitation and management measures using a community/household based approach; and iii) establishing a system for monitoring and evaluating the effectiveness of various approaches to climate change adaptation to inform a process of adaptive management.

Project goal and objective

The project objective is to mainstream climate risk considerations into the Land Rehabilitation Programme of Lesotho for improved ecosystem resilience and reduced vulnerability of livelihoods to climate shocks.

Project Outcomes

There are five project outcomes which are intended to achieve the project objective, as follows:

- Increased technical capacity of the Ministry of Forestry, Range and Soil Conservation and relevant Departments to apply up-to-date climate science for the management of evolving risks and uncertainty linked to climate change.
- Communities empowered with skills, knowledge, partnerships and institutions for managing natural resources to reduce vulnerability to climate change and increase resilience of natural and social capital (over 7000 households with potential for upscaling to cover 20,000).
- Over 50,000 hectares of land across the Foothills, Lowlands and the Lower Senqu River Basin rehabilitated through operationalization of the climate-smart Land rehabilitation programme.
- National strategies for rangelands and wetlands management strengthened by the integration of climate change/variability and ecosystem management.
- NSDP mainstreamed into local development strategies to support the constituency-wide adoption of the climate smart land rehabilitation programme.

Context of the Required Service

The outcomes 1, 2,3, 4 and 5 would be addressed by the proposed consultancy services. Increased technical capacity required by the Project Staff as well as the Staff of the Implementing Partner would be provided in addressing issues related to management of Natural Resources and at the same time application of best practices through operationalization of the climate smart land rehabilitation methods. The Consultant would need to review reports prepared by consultants engaged by the Project.

C. Scope of Work:

Project Implementation:

- Assist the Project Manager with drawing up of Terms of Reference (ToRs) for technical consultancies (including policy revisions as and when necessary);
- In Collaboration with the Project Manager, the CTA will contribute to the development of the technical contract of internationally acceptable standard and assist with selection process, approach and recommend best candidates;
- Provide technical peer function to sub-contractors; provide training and backstopping where necessary;
- Provide quality assurance and technical review of project outputs;
- Support the Project Manager during project implementation in the provision of technical supervisory function to the work carried out by national and international consultants hired by the project.

Project Management and Monitoring:

- Undertake technical review of project outputs (e.g. studies and assessments);
- Provide quality checks of the work of consultants;
- Assist in monitoring the technical quality of project M&E systems (including Annual Work Plans (AWPs), project indicators and targets);
- Assist the Project Manager in the preparation of the Project Implementation Reporting/Mid-term Review processes and reporting, technical reports, quarterly financial reports for submission to UNDP, the GEF and Government Departments, as required;

- Provide advice on best suitable approaches and methodologies for achieving project targets and objectives, suggest mitigation measures where appropriate.

Communication:

- CTA will assist in knowledge management, improved communications and awareness raising and advice on the documentation of lessons derived from project implementation and make recommendations as necessary for more effective implementation and coordination of project activities;
- Facilitate the development of strategic regional and international partnerships for the exchange of skills and information related to climate change adaptation;
- Facilitate the development of communication for results project documents including factsheets and programme reports.

Competencies

- Planning and timely delivery of work;
- Excellent people's management;
- Persuasive and sound reasoning ability;
- Strong decision-making skills;
- Excellent leadership skills;
- Sound Communication skills both written and spoken;
- Strong technical, managerial and programmatic skills.

D. Expected Outputs and Deliverables

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
<ul style="list-style-type: none"> • Individual Work plan 	Within 2 weeks from contract signing.	End of February 2019	PC, PSC
<ul style="list-style-type: none"> • Technical backstopping and peer review (demonstrated in project monthly reports, timesheets etc.) • Review Terms of Reference for Consultancies to be undertaken in the 1st and 2nd Quarter of 2019. • Review of 2019 annual work plan • Support project communication and sharing of best practices 	2 Months (March – April)	End of April 2019	PC, PSC
<ul style="list-style-type: none"> • Technical backstopping and peer review (demonstrated in 	2 months (May – June)	End of June 2019	PC, PSC

<ul style="list-style-type: none"> project monthly reports, timesheets etc.) • Review Terms of Reference for Consultancies to be undertaken in the 3rd Quarter of 2019. • Support implementation of Mid-Term Review outcome/recommendations • Review of quarterly work plan • Review & Advise on the utilization of Government Counterpart Contribution • Support annual project implementation review • Support project communication and sharing of best practices 			
<ul style="list-style-type: none"> • Technical backstopping and peer review (demonstrated in project monthly reports, timesheets etc.) • Review Terms of Reference for Consultancies to be undertaken in 4th Quarter of 2019 • Support annual project implementation review • Support implementation of Mid-Term Review outcome/recommendations • Support project communication and sharing of best practices 	3 Months (July – September)	End of September 2019	PC, PSC
<ul style="list-style-type: none"> • Technical backstopping and peer review (demonstrated in project monthly reports, timesheets etc.) • Support annual review and report of project implementation in 2019 • Review of 2020 annual work plan • Support project communication and sharing of best practices 	3 Months (October – December)	End of December 2019	PC, PSC
<ul style="list-style-type: none"> • Technical backstopping and peer review (demonstrated in 	2 Months (January - February)	End of February 2020	PC, PSC

project monthly reports, timesheets etc.) • Review Terms of Reference for Consultancies to be undertaken in 1 st and 2 nd Quarter of 2020 • Support project communication and sharing of best practices			
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E. Institutional Arrangements

The Chief Technical Advisor shall report to the Co-chairs of the PSC (UNDP RR/DRR)/PS of the Ministry of Forestry, Range and Soil Conservation through the Project Manager(PM). The CTA will cooperate with the PM to ensure the availability of information on progress of the performance in the implementation of the project. In the performance of his/her duties, the CTA will work in close collaboration with UNDP Sustainable Development Advisor, and update him/her on the project's progress. The main deliverables will be approved through the Project Steering Committee.

The CTA will interact with district officers of the Implementing partner, line ministries, representatives of the Non-Governmental Organizations and the PMU.

F. Duration of the Work

Given the scope of the work required the Contract of twelve (12) months is offered, subject to renewal; depending on amount of work required and performance of the Expert.

G. Duty Station

The Chief Technical Advisor shall be based in his/her own home office and expected to pay quarterly (4) visits and stays in Lesotho. Each visit is anticipated to last for at least 5 working days; unless otherwise, a different arrangement is made with the UNDP and Ministry of Forestry, Range and Soil Conservation. The CTA will also be expected to participate in quarterly PSC and/or Technical Advisory Committee meetings scheduled during his/her visits otherwise through teleconference as it may be necessary for the meetings not scheduled during his/her visits to Lesotho.

H. Qualifications of Successful Contractor

Education:

- At least an advanced MSc post-graduate degree in climate change adaptation or a related discipline such as disaster risk reduction, environmental management, natural resources management, agriculture and water resources management.

Experience:

- A minimum of 10 years' international experience in a senior technical lead position with planning and management of environmental and/or natural resources management programmes in developing countries;
- A minimum of 10 years in a senior technical position involved in institutional strengthening and capacity building;

- Demonstrated experience of working with climate information systems and adaptation planning processes would be an asset;
- Previous similar experience in provision of technical support to complex projects and Global Environment Fund (GEF) financed project will be an added asset;
- Experience in Southern Africa is a requirement;
- Must possess good communication and computer skills;
- Experience of working and collaborating with governments would be beneficial.

Language

- Fluent in English, both written and verbal communication skills.

I. Scope of Price proposal and Payment Schedule

(1) The proposed price must be a lump sum which is all inclusive package including duty travels and daily subsistence allowances.

(2) The Contract is fixed regardless of changes in the cost components.

(3) The CTA will be required to submit timesheets which form the bases for payments including the expected deliverables.

Schedule of Payments shall be as per table below:

Deliverables/ Outputs	Target Due Dates	% of lump sum to be paid
<ul style="list-style-type: none"> • Individual Work plan 	February 28, 2019	10
<ul style="list-style-type: none"> • Technical backstopping and peer review (demonstrated in project monthly reports, timesheets etc.) • Review Terms of Reference for Consultancies to be undertaken in the 1st and 2nd Quarter of 2019. • Review of 2019 annual work plan • Support project communication and sharing of best practices 	April 26, 2019	20
<ul style="list-style-type: none"> • Technical backstopping and peer review (demonstrated in project monthly reports, timesheets etc.) • Review Terms of Reference for Consultancies to be undertaken in the 3rd Quarter of 2019. • Support implementation of Mid-Term Review outcome/recommendations • Review of quarterly work plan • Review & Advise on the utilization of Government Counterpart Contribution • Support annual project implementation review • Support project communication and sharing of best practices 	June 28, 2019	20

<ul style="list-style-type: none"> • Technical backstopping and peer review (demonstrated in project monthly reports, timesheets etc.) • Review Terms of Reference for Consultancies to be undertaken in 4th Quarter of 2019 • Support annual project implementation review • Support implementation of Mid-Term Review outcome/recommendations • Support project communication and sharing of best practices 	September 27, 2019	25
<ul style="list-style-type: none"> • Technical backstopping and peer review (demonstrated in project monthly reports, timesheets etc.) • Support annual review and reporting of project implementation • Review of 2020 annual work plan • Support project communication and sharing of best practices 	December 27, 2019	25
<ul style="list-style-type: none"> • Technical backstopping and peer review (demonstrated in project monthly reports, timesheets etc.) • Review Terms of Reference for Consultancies to be undertaken in 1st and 2nd Quarter of 2020 • Support project communication and sharing of best practices 	January 31, 2020	10

NB: A report of work done should be submitted with each claim

J. Recommended Presentation of Offer

Interested consultants must submit the following documents to demonstrate their qualifications:

1. Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
2. 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;
3. Brief description of why the individual considers him/herself as the most suitable for the assignment.
4. Technical Proposal/methodology: Provide detailed approach of how the assignment will be conducted with reference to the terms of reference provided.
5. Financial Proposal template

K. Criteria for Selection of the Best Offer

Cumulative analysis

The award of the contract will be made to the individual consultant 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%

* Financial Criteria weight; 30%

Only candidates obtaining a minimum of 70 points would be considered for the Financial Evaluation

<i>Criteria</i>	<i>Total Point 100</i>
<u>Technical</u>	
Demonstrated experience of working with climate information systems and adaptation planning process would be an asset.	20
Must at least have an Advanced Master's Degree in Climate Change Adaptation OR a related field such as disaster reduction, Environmental Management or Natural Resource Management	10
Previous similar experience in provision of technical support to complex projects and GEF financed projects would be an added advantage. The candidate must also have worked at senior technical lead position with planning and management of environmental and / or natural Resource management programmes in developing countries	20
Methodology	30
Experience in facilitating Planning	15
Computer skills. Fluent in English.	5
Total	100

L. Annex to the TOR

6. Annex 1- Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
7. Annex 11- 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;
8. Annex III- Brief description of why the individual considers him/herself as the most suitable for the assignment.
9. Annex IV- Technical Proposal/methodology: Provide detailed approach of how the assignment will be conducted with reference to the terms of reference provided.
10. Annex V- Financial Proposal template.

Offers with the requirements listed above may be submitted to:

United Nations Development Programme
The Resident Representative,
REF: IC, Chief Technical Advisor (CTA), RVCC
United Nations Road
3rd Floor UN House
P.O. Box 301
MASERU, LESOTHO
Tel: +266 22313790 Fax: +266 22310042
Email: ls.procurement@undp.org

Prepared by Project Coordinator

Name: LEBONE MOLAHLEHI Signature: [Signature] Date: 07-02-2019

Approved by PS- Ministry of Forestry, Range and Soil Conservation

Name: Thebe Mokoatle Signature: [Signature] Date: 08-02-2019

Authorised by UNDP Sustainable Development Advisor:

Name: LIMOWANE PESHOANE Signature: [Signature] Date: 13/02/2019