



**TERMS OF REFERENCE**  
**PROFESSIONAL SERVICES TO CONDUCT THE INDEPENDENT EVALUATION OF THE**  
**LESOTHO UNITED NATIONS DEVELOPMENT ASSISTANCE PLAN (LUNDAP, 2013-2017) FOR**  
**PERIOD OF 2013-2016, COUNTRY ANALYSIS AND**  
**STRATEGIC PLANNING FOR THE NEW UNDAF (2018-2022) – LESOTHO UNDAF CONSULTANT**

**UNDP LESOTHO**

Type of Contract	:	Individual Contract (International)
Languages Required	:	English
Commencement Date	:	2 May 2016
End Date	:	30 November 2016
Duration of the work	:	75 working days – Lesotho UNDAF Consultant
Location/duty station	:	Maseru, Lesotho / desk consultancy
First Level Supervisor	:	UN Resident Coordinator
Second Level Supervisor	:	UN Coordination Specialist

The Government of Lesotho in collaboration with the United National Country team (UNCT) formulated Lesotho United Nations Development Assistance Action Plan (LUNDAP, 2013-2017) which outlines United Nations planned support to achieving national priorities under the National Strategic Development Plan (2013-2017). LUNDAP provides a collective, coherent and integrated UN system response. LUNDAP was signed in December 2012. Participating Agencies include: FAO, UNAIDS, UNDP, UNICEF, UNFPA, WHO and WFP. Non-Resident Agencies (NRAs) are also contributors to the LUNDAP. RC The Resident Coordinator is the representative of all NRAs. The United Nations in Lesotho is a Delivering as One (DaO) self-starter piloting for One UN reform.

The Common Country Assessment conducted in 2012 presented a robust analysis of national development challenges which helped shaping the current LUNDAP (2013-2017). Significant analytical products were subsequently developed during the first three years of the LUNDAP cycle, as highlighted in the LUNDAP Review conducted in April 2016. The major achievements made by the UNCT Lesotho, the Review noted, have been most evident in supporting the development of informed and evidence-based planning and policy formulation, through extensive collection and analysis of data. Support to national analytical work will be provided, in particular, through technical assistance to the Ministry of Development Planning the primary development national partner to the UNCT and other line ministries, for the review of the NSDP I (2013-2017) the drafting of the NSDP II (2018-2022) through close involvement of UN Agencies. The Ministry of Development Planning also collaborated closely with the UNCT during the Review process demonstrating that the Government of Lesotho and the UNCT share common views on national challenges and priorities. As the UNCT is preparing the new UNDAF cycle (2018-2022), it intends to conduct a comprehensive Country Analysis which, jointly with the UNDAF Evaluation, will help inform the strategic planning phase of the next UNDAF.

The LUNDAP Evaluation and country analysis outcomes will build the base for Strategic Planning for the development of the new UNDAF.

This assignment seeks to support key UNDAF processes:

- 1) **Independent Evaluation of LUNDAP (2013-2016) – 25 working days**
- 2) **Develop comprehensive analysis providing critical insights on the national development priorities, good practices and programming gaps in Lesotho – 20 days**
- 3) **Strategic Planning for the new UNDAF and drafting of the UNDAF – 30 days**

**1. Objectives of the Independent Evaluation of LUNDAP (2013-2016):**

The evaluation exercise will be a combination of an evaluation and defining of the UN position in the country by looking at UN contributions at the key results areas and outcomes level. Overall purposes of the LUNDAP evaluation are:

*Handwritten initials*

- To assess the contributions made by the UNCT in the framework of the LUNDAP to national development results through making Judgments using evaluation criteria based on evidence
- To identify the factors that have affected the UNCT's contributions, answering the question of why the performance is as it is and explaining the enabling factors and bottlenecks
- To reach conclusions concerning the UN's contributions and comparative advantage, including good practices and lessons learned across the scope being examined;
- To provide actionable recommendations for the design and implementation of the new UNDAF. These recommendations should be logically linked to the conclusions and draw upon lessons learned identified through the evaluation.
- To provide specific recommendations on how the UN should position itself in the changing development context of Lesotho, including Lesotho's accession to lower middle income country status, emerging development priorities and the end of the MDGs.
- To build upon lessons learned and good practices for informing better programming for the next cycle of UNDAF

The LUNDAP will be evaluated against the strategic intent laid out in the LUNDAP document. More specifically, the evaluation will use as its basis the LUNDAP 2013-2017 document and **will assess:**

- i. The UNCT's interventions in support of national development results as described in the four strategic priority areas and thirteen outcome statements included in results framework;
- ii. The effectiveness of the strategies employed for development cooperation by the UN in Lesotho;
- iii. The extent to which the UNCT has addressed the five cross cutting issues (gender equality, human rights-based approach, environmental sustainability, results-based management, capacity development, climate change & disaster risk-reduction, role of civil society & volunteerism, communications and information) in its results programming;
- iv. The comparative advantage of the UNCT in the context of other development partners in achieving development results in Lesotho

**Other factors to be considered in the evaluation to the extent possible are:**

- v. *UN Coordination:* Did UN coordination reduce transaction costs and increase the efficiency of LUNDAP implementation? To what extent did the UNDAF create actual synergies among agencies and involve concerted efforts to optimise results and avoid duplication? Did the UNCT respond and adapt to major national changes effectively through the LUNDAP.
- vi. *Data collection and analysis:* To what extent did the LUNDAP strengthen the capacities for data collection and analysis to improve understanding and support to vulnerable groups?
- vii. *Partnership:* To what extent did stakeholders participate in the implementation in the LUNDAP and how did their presence improve its performance? How did partners view UN's contribution to development?

**The contribution of the UNCT to the development outcomes will be assessed according to the following standard set of evaluation criteria:**

- viii. **Relevance:** The extent to which the outcomes of the LUNDAP are consistent with the issues, underlying causes and challenges identified in the 2010 Common Country Assessment and a reflection of Lesotho's commitments to internationally agreed goals, norms and standards;
- ix. **Effectiveness:** the extent to which the UNCT contributed to, or is likely to contribute to, the outcomes defined in the LUNDAP; and the effectiveness of the LUNDAP as a coordination and partnership framework;
- x. **Efficiency:** whether the LUNDAP was appropriately funded and the extent to which LUNDAP served as a mechanism to mobilize resources and minimize transaction costs for UN agencies and the GoL
- xi. **Sustainability:** The extent to which the benefits from a development intervention have continued or are likely to continue after the completion of the LUNDAP; and led national capacity development;

**Methodology and Process:**

The evaluation will follow the UN Development Group (UNDG) Guidelines for UNDAF Evaluations. Overall approach for the evaluation is:

- To make the assessment, first, the evaluators will examine the stated LUNDAP Result Areas and outcomes; identify the change over the period being evaluated on the basis of available baseline information; and observe the national strategy and actions in support of that change. Second, they will examine the implementation of UNDAF strategy and interventions in support of national efforts. The UNDAF evaluation is also a forward looking evaluation.
- Recommendations to the UNCT on how to position itself in the changing development context in Lesotho, especially with end of the MDGs and new 2030 agenda, the fact that Lesotho has reached lower middle income country status and ODA has declined and the emergence of new development challenges such as inequality and urbanization.
- The 2013-2017 LUNDAP Evaluation will be participatory and inclusive exercise.
- Convene validation stakeholder consultations and workshops.

**Proposed Structure of the Final Report of the Evaluation:**

The final report is expected to have sections related to the national context, evaluation findings and conclusions and recommendations. It shall also have an executive summary and introduction sections. The expected structure of the evaluation report is as follows:

- Executive Summary;
- Introduction (objectives, scope and methodology, limitations);
- Chapter 1: National development context;
- Chapter 2: Evaluation Findings;
- Chapter 3: Conclusions and Recommendations (including UN positioning in the country);
- Annexes: as relevant.

A detailed outline of the UNDAF evaluation final report should be included in the Inception report. The final report shall be prepared in accordance with UNEG guidance (Quality Checklist for Evaluation Reports).

**2. Objectives and scope of the comprehensive Country Analysis:**

Is to better understand development trends and challenges with a view to identifying key entry points for the UN. It is important that the findings and recommendations of the evaluation inform and contribute to the country analysis and guide the UNCT in identifying priority areas for UN intervention.

Based on the above and in accordance with the new UNDAF guidelines, the Country Analysis is designed to:

- i. Provide a desk review of current analytical products (national, regional and global), as well as the LUNDAP review, and the national priorities identified by national counterparts for the next national development cycle;
- ii. Complement UN-supported analytical work, with a focus on gaps in existing analysis
- iii. Identify national capacity gaps as perceived by Government's counterparts and in particular with regard to the UN Five Programming Principles;
- iv. Assess UN's comparative advantage and collaborative capacities
- v. Develop comparative and collective advantage of the UN
- vi. Provide an updated status of the country's fulfilment of international norms and standards;
- vii. Provide a mapping of development partners, private, and academic sectors in Lesotho, taking into particular consideration ODA decrease, MICs context as well as an analysis of donor trends;
- viii. Map Government's national strategies that will be implemented during the next UNDAF cycle;
- ix. Identify national priorities for the next five years.
- x. Human Rights/Root causes analysis
- xi. Gender Analysis
- xii. Capacity assessment of UN and Risk Analysis
- xiii. Identify geographic priorities and gaps
- xiv. Review current UNDAF to highlight what is still relevant.
- xv. Contact Government ministries and departments to assess the socio-economic needs of Lesotho

- xvi. Identify geographic priorities and gaps
- xvii. Obtain data to support rationale and develop evidence base.
- xviii. Review current UNDAF to highlight what is still relevant.
- xix. Highlight development activities where the UN system could contribute most effectively.
- xx. Convene consultations and present the findings to the UN and partners

The expected outcome of the Country Analysis is to define the areas of intervention where UN support will be the most strategic over the coming five years (2018-2022). The analysis will take into particular consideration the context of Lesotho as a Lower Middle Income Country and what it implies for the role of the UN system. As highlighted in the R-UNDG Strategy in support of MICs, evidence suggests that UN agencies need to define a sharper thematic focus, provide high quality upstream technical assistance, policy advocacy, capacity development and develop partnerships that nurture meaningful and sustainable support in key sectors where significant policy change is required. In the case of Lesotho, health, poverty, governance and issues of youth are recognized as an eminent priority that requires solid national strategies.

#### **Proposed Structure of the Country Analysis:**

The Country Analysis report is expected to have sections related to the national context, evaluation and consultations findings and conclusions and recommendations. It shall also have an executive summary and introduction sections. The expected structure of the CA is as follows:

- Executive Summary;
- Introduction (objectives, scope and methodology);
- Chapter 1: The country context;
- Chapter 2: Opportunities for the UN;
- Chapter 3: Analysis of Priority National Issues
- The Way forward: UNDAF and Priority Development Challenges. Conclusions and Recommendations;
- Annexes: as relevant.

#### **3. Strategic Planning for the new UNDAF and drafting of the UNDAF is aimed to develop:**

- A New UNDAF Narrative
- Results Matrix including the guidance on the Theory of Change and evaluability assessment of the Results Matrix and M&E Plan Development including costing.

#### **Proposed Structure of the new UNDAF:**

The final UNDAF text is expected to have sections related to the national context, evaluation and CA findings and conclusions and recommendations. It shall also have an executive summary and introduction sections. The expected structure of the UNDAF text (not more than 50 pages narrative) is as follows:

- Executive Summary;
- Introduction and Context;
- Chapter 1: UNDAF Results;
- Chapter 2: UNDAF Estimations;
- Chapter 3: Conclusions and Recommendations (including UN positioning in the country);
- Annexes including TORs for coordination structures.

#### **Data collection methods are:**

The LUNDAP evaluation and other process, will draw on a variety of data collection methods including, but not limited to:

- i. Document review focusing on LUNDAP planning documents, mid-term progress reviews (where undertaken), annual reports and past evaluation reports (including those on programmes and projects, and those issued by national counterparts), strategy papers, national plans and policies and related programme and project documents. These should include reports on the progress against national and international commitments;
- ii. Other relevant UNCT and agency reports;

- iii. Semi-structured interviews with key stakeholders including key government counterparts, donor community members, representatives of key civil society organizations, UNCT members, and implementing partners;
- iv. Focus Group discussions and consultations involving groups and sub-groups of stakeholders, decision-makers, beneficiaries;
- v. Other methods such as outcome mapping, observational visits, etc.

UN Agencies and Government of Lesotho counterparts will provide the necessary information, data, support and guidance required to carry out planned activities and prepare the LUNDAP Evaluation and other UNDAF processes.

**Management and Governance of LUNDAP Evaluation and UNDAF design process:**

The evaluation and other processes will be commissioned by UNCT and the Government (represented by the Ministry of Development Planning).

The LUNDAP Evaluation Team will work under the supervision of a dual-tiered management structure. Direct supervision is provided by the RCO, M&E Group Chair within the UNDAF Reference Group (UNDAF RG) and overall guidance is provided by UN RC/UNCT. The UNDAF Reference Group will be responsible for the day-to-day implementation of the evaluation, country analysis, new UNDAF design and management of the UNDAF budget. The key roles of the UNDAF RG are:

To provide oversight in each step of the evaluation and other processes:

- Guiding the review, evaluation, country analysis and UNDAF design processes
- Ensures UNCT, Joint UN-National Steering committee and other structures receive timely information and engaged where necessary
- Guide the team of consultants (national and international) in each step of the processes
- Develop TORs and ensure feedback from management
- Review and provide substantive comments and approve the inception reports, including the work plans, analytical frameworks and methodology
- Review and provide substantive feedback to the draft and final review and evaluation reports, for quality assurance purposes, including the country analysis and new UNDAF drafting
- Ensure the quality and independence of the review, evaluation and other processes to guarantee its alignment with UN Evaluation Group Norms and Standards and Ethical Guidelines and UNDAF guidelines
- Identify and ensure the participation of relevant stakeholders throughout the UNDAF processes
- Ensure the findings and conclusions are relevant and recommendations are implementable
- Ensure all analytical reports are made available to the consultants team
- Contribute to the dissemination of the findings and follow-up on the management response.

The decision-making organ for the Evaluation and other processes are the UNCT and Joint UN-National UNDAF Steering Committee guiding the representatives of the UNDAF Reference Group and bringing possibly other key stakeholders such as national civil society organizations and donor representatives into consultations. All key deliverables need to be approved by the UNDAF Reference Group. The group is also the main body responsible for providing a written and agreed management response to the evaluation within two weeks of receiving the final evaluation report and for other reports accordingly. The UN Coordination Specialist of the UN Resident Coordinator's office (RCO) will serve as the UNDAF Task Manager and provide day to day support to the consultants also in close collaboration with the UNDAF Reference Group.

**Key Reference Documents**

- Lesotho Millennium Development Goals progress reports;
- Lesotho's country development strategies and policies;
- 2013-2015 LUNDAP Review Reports;
- Respective agency's annual and mid-term review reports;
- LUNDAP M&E framework;
- Table on UN coordination structure, i.e. results groups, theme groups, working groups, TFs.
- Country Program Documents (CPDs) and Country Programme Action Plans of UN agencies;
- End-of-programme evaluation reports of all UN agencies that participated in the LUNDAP Process;

- UN Evaluation Group Guidance Note on Application of Programming Principles to the UNDAF (2010);
- Standards for Evaluation in the UN System;
- Norms for Evaluation in the UN System;
- UNEG Ethical Guidelines;
- UNEG Code of Conduct for Evaluation in the UN system;
- Any other relevant documents and guidelines provided by the UNRCO and UN agencies.

**Team composition and timelines:**

- The evaluation is expected to be done in 25 working days, starting from 2 May through May 2016.
- The Country Analysis is expected to be completed in 20 working days in June-July 2016 with consideration that some areas with overlap with Evaluation findings and processes.
- The Strategic planning will engage 30 days of consultancy while M&E Expert and UNDAF Reference Group will continue supporting the processes and the work under overall guidance of RC/UNCT.

Two consultants (one international and one national) will be mobilized through individual contracting modality. The international consultant will serve as the Team Leader and have ultimate responsibility for delivering results. He/she will be responsible for quality and timeliness of all deliverables under this TOR and will guide the national consultant and will work closely with the RCO and UNDAF Reference Group.

**Travel:**

- International travel will be required to Lesotho to undertake the assignment;
- Individual Consultant(s) are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries;
- Consultants are required to comply with the UN security directives set forth under <https://dss.un.org/dssweb>.
- Deliverables and Timeframe
- The duration of the assignment is expected to be 75 working days.

**Deliverables/Content/Duration – Evaluation:**

- Kick off meetings and table review of key documents:
- Week 1-Conduct meetings and communication with the RCO, UNDAF RG, LUNDAP RGs leads and MoDP; review key documents;
- Inception report: End of Week 1
- Refine the overall evaluation scope, approach, methodology, design and timeframe also with consideration of the Country Analysis processes;
- Recommend and agree on field missions;
- Present and agree on detailed outline of the LUNDAP evaluation final report.
- Data Collection: Week 2 -Data collection, field trips as needed, meetings and consultations.
- Progress Report: End of Week 2-Present progress report (1-2 pages) to the UNDAF RG/RC/UNCT on:
  - ✓ How tasks are progressing; and Evaluation of LUNDAP 2013 -2017
  - ✓ Any challenges faced, (this is not a report on initial evaluation findings, but related to the process).
  - ✓ Draft evaluation report: Beginning of Week 3 -Present draft evaluation report to UNDAF RG/UNCT, to include but not limited to:
    - ✓ Findings and lessons learned;
    - ✓ Conclusions concerning Capacity assessment of UN and Risk Analysis, the UN's contributions, comparative advantage (through survey) and collective advantage of the UN, including best practices and lessons learned across the scope being examined;
    - ✓ Identify national capacity gaps as perceived by Government's counterparts and in particular with regard to the UN Five Programming Principles;
    - ✓ Provide an updated status of the country's fulfilment of international norms and standards;

- ✓ Provide a mapping of development partners, private, and academic sectors in Lesotho, taking into particular consideration ODA decrease, MICs context as well as an analysis of donor trends;
- ✓ Map Government's national strategies that will be implemented during the next UNDAF cycle;
- ✓ Identify national priorities for the next five years.
- ✓ Human Rights/Root causes analysis
- ✓ Gender Analysis

**Deliverables/Content/Duration – Country Analysis:**

The Common Country Analysis consist of three elements:

- A. Analysis of country situation
- B. Mapping of UNCT work in country and determine UNCT comparative advantages
- C. Analysis of the Stakeholders

Process:

- Develop a roadmap for the Common Country Analysis with key milestones
- Stakeholder engagement towards analysis and validation
- Information gathering and consolidation of development problems from existing sources
- Shortlist major development problems for deeper analysis
- In-depth analysis of the root causes of the short listed elements and their linkages

At the end of the process Country Analysis:

- Critical gaps are identified
- An understanding of key developmental challenges in relation to the MDGs and agreed international standards is attained
- The UNS comparative advantage is identified
- Information is gathered to assist in establishing strategic priorities and the UNDAF Outcomes

**Programming Considerations/Checklist**

- Structured, comprehensive, accessible analysis of country situation
- References to existing processes and reports
- Identification of patterns of discrimination & inequality
- Disaggregated data (e.g. gender, religion)
- Identification of key environmental issues
- Assessment of capacity gaps at different levels
- Involvement of non-government stakeholders and civil society
- Assessment of risks of conflict and natural disasters

**Deliverables/Content/Duration – Strategic Planning:** Strategic Planning Based on CCA and other reports, the processes will be based on the following:

1. Conduct a Strategic Prioritization Exercise
2. Select priorities and outcomes (use as a guide 5 programming principles, Management for Development Results principles & UN comparative advantages)
3. Develop an UNDAF Results Matrix
4. Obtain feedback on Results Matrix
5. Finalize the UNDAF and prepare for Government Signature

**Recommendations.**

Work on all report for each of the three milestones and data analysis: ensure at least 2 weeks for comments and continue work on data collection and analysis.

Validation workshops: Beginning of Week 4-Presentation of findings, conclusions & recommendations to stakeholders.

Work on finalization of the final reports: Incorporate comments from stakeholders and finalize the report.

Final Report: present final report by end of each milestone.

Meeting to establish synergies between the Evaluation and Country Analysis: End May - work on the Country Analysis to present results and help establish synergies between the findings of the Evaluation and those of the country analysis and for consolidate for the strategic planning of the new UNDAF.

**Recommended presentation of offer:**

- Cover letter, stating why the candidate thinks s/he is the best candidate for the assignment;
- CV indicating all past work experiences with details relevant to the announced TOR and at least two (2) professional references;
- Brief Description of Approach to Work/ Methodology;
- P11 shall be required from the selected candidate prior to concluding a contract;
- Financial Proposal should be all-inclusive fixed total contract price, including professional fee, travel cost as a lump sum.

**Note:**

While preparing your financial offer, kindly note that the standard for all travel authorized by UNDP for individual subscribers is economy class. Individuals on this contract are not UN staff and are therefore not entitled to DSAs. All living allowances required to perform the demands of the ToR must be incorporated in the financial proposal.

For further questions and clarifications, please contact UNDP Lesotho Rethabile Thipe [rethabile.thipe@undp.org](mailto:rethabile.thipe@undp.org).

**Payment schedule:**

The UNDP standard method of payment is the output-based lump-sum scheme and the payment will be made upon satisfactory completion of deliverables in up to 3 instalments scheduled as follows:

1. Upon submission of final Evaluation report and acceptance by the UNDAF Reference Group/RC/UNCT/Joint UN-National UNDAF Steering Committee -33%;
2. Upon submission of the Country Analysis Report and acceptance by the the UNDAF Reference Group/RC/UNCT/Joint UN-National UNDAF Steering Committee - 33%;
3. Upon submission of the UNDAF Narrative and with M&E Framework and acceptance the UNDAF Reference Group/RC/UNCT/Joint UN-National UNDAF Steering Committee – 34%.

**Criteria for Selection of the Best Offer:**

Applications will be assessed on a basis of a cumulative analysis that will evaluate both the technical suitability and the financial proposal. The weight of the technical criteria is 70%; the weight of the financial proposal is 30%. Only candidates with a minimum of 70% in the technical evaluation will be considered for the financial evaluation.

**Technical Criteria:**

- At least 10 years of relevant education & experience and proven expertise with CCA/UNDAF processes, evaluations and reviews, including strong understanding of UN's relevant Programming Guidelines on Gender Equality, HRBA, Capacity Development, Environmental Sustainability and RBM;
- Previous experience in UNDAF or related evaluation process and practical experience in the Africa region and/or knowledge of the development issue in MICs;
- Excellent report writing skills, analytical skills as well as good computer skills;
- Experience in working as a team leader in evaluation and UNDAF design teams.
- The applicant receiving the highest combined score that has also accepted UNDP's general terms and conditions will be awarded the contract.



### **Competencies**

- A strong record in designing and leading evaluations;
- Data collection and analysis skills;
- Excellent report writing skills, analytical skills as well as good computer skills;
- Process management skills such as facilitation skills and ability to negotiate with a wide range of stakeholders;
- Technical competence in undertaking complex evaluations which involve use of mixed methods;
- Knowledge of UN role, UN reform process and UN programming at the country level, particularly UNDAF;
- An understanding of and ability to abide by the core values of the United Nations;
- Exposure to the Africa region, as well as MICs and post-socialist context as an added advantage
- Required Skills and Experience Education:
  - Master's degree or equivalent in M&E, Economics, Development Studies, Social Studies, international Relations, Environment, Governance, Human Rights or other related field.
  - Proven track record in evaluation and review writing Language:
  - Proven excellent command in written and spoken English

### **REPORTING REQUIREMENTS**

The reporting and timely information sharing on substantial part of the assignments will be made to UN UNDAF Reference Group, M&E WG, LUNDAP RGs Chairs and Leads and RCO. RCO will provide Secretariat Support to the UNCT and M&E WG.

The contractor will submit the reports based on the results achieved in agreed format stating all actions taken during the assignment. Reports shall be submitted after each deliverable result achieved according to the schedule and approved by the UN M&E WG Chair and RCO, which will serve as a justification for the payments.

### **SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS**

#### **Contracts based on lump-sum**

##### **Lump sum contracts**

The financial proposals shall specify a total lump sum amounts, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, number of anticipated working days).

### **ADDITIONAL REQUIREMENTS FOR RECOMMENDED CONTRACTOR**

Individual Consultants/Contractors whose assignments require travel and who are over 62 years of age are required at their own cost to undergo a full medical examination including x-rays and obtaining medical clearance from an UN approved Doctor prior to taking up their assignment.

Individual Consultants/Contractors are required to have vaccinations/inoculations when traveling to certain countries, as designated by the UN Medical Director. The cost of required vaccinations/inoculations, when foreseeable, must be included in the financial proposal. Any unforeseeable vaccination/inoculation cost will be reimbursed by UNDP.

#### **Travel**

If applicant is requesting for travel coverage, the costs need to be calculated and included in the financial proposal.

The fare will always be "most economical" and any difference in price with the preferred route will be paid for by the consultant.

In the case of additional and unforeseeable travel, payments of travel costs including tickets, lodging and terminal expenses should be agreed upon, between UN M&E Team, RCO and the Individual Consultant, prior to travel and will be covered and paid by the managing agent.

### **SECURITY CLEARANCE**

**TOR approved by UN Resident Coordinator on 21 April 2016**

The Consultant should undertake the Basic Security in the Field (BSIF) training and Advanced Security in the Field (ASIF) tests prior to travelling. These requirements apply for all Consultants, attracted individually or through the Employer.

**UNDP INPUT**

UNDP will provide the Consultant with the following:

- ✓ Access to premises and working space in the UN House;
- ✓ Access to network, internet, printing/copying communication equipment.

**This TOR is approved by:** Karla Hershey, UN Resident Coordinator in Lesotho

Signature: \_\_\_\_\_

Name and Designation: Karla Hershey, UN Resident Coordinator in Lesotho

Date of Signing: 21 April 2016