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General information

- a. Brief information on the project

Support to Integrated Catchment Management in Lesotho

The Government of Lesotho, with support from the European Union and the German Federal Ministry for Economic Cooperation and Development, has embarked on an ambitious national programme for Integrated Catchment Management (ICM). Known as ReNOKA, the programme's aim is to support the rehabilitation of degraded watersheds across the country and prevention measures that will halt the further degradation of Lesotho's catchment areas. The sustainable management of Lesotho's catchments are of critical importance for water, land, energy and food security not only in Lesotho itself but in the entire Orange-Senqu Basin and Gauteng Province, Southern Africa's economic centre.

The *Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH* has been commissioned by the European Union and the German Federal Ministry for Economic Cooperation and Development to implement a technical cooperation project to support Integrated Catchment Management in Lesotho. The **overall objective** of the project is that "Integrated Catchment Management facilitates socio-economic development and adaptation to climate change in Lesotho", while the specific objective is "ICM is institutionalised and under full implementation in Lesotho, based on gender equality and climate adaptation principles". To achieve this objective, the Action will work concurrently on **five interlinked outputs**:

- b. Output 1: Effective and efficient, gender sensitive and climate-resilient policy framework for ICM is developed and applied.

- c. Output 2: Effective and efficient institutions for ICM are established, with equitable representation of women and youth.
- d. Output 3: Capacity, skills and knowledge of public, private sector and civil society for sustainable ICM is facilitated.
- e. Output 4: ICM measures are implemented.
- f. Output 5: Capacity strengthened for coordination, monitoring, supervision and general programme management.

g. Context

The Compendium of Soil and Water Conservation Measures is a national guideline comprising of measures to combat soil erosion, sedimentation in water sources, and to promote rehabilitation of degraded landscapes. It contributes to sustainable soil, land, and water management practices. The Compendium provides a practical and detailed compilation of various suitable soil and water conservation measures for implementation in the Lesotho landscape, to reduce the impacts of climate change on natural resources and contribute towards improved resilience and adaptation to climate change.

Various stakeholders were consulted during the development of the Compendium, including the technical staff the Departments of Water Affairs, Rural Roads, Forestry, Range Resources Management, Soil and Water Conservation, Crops, Livestock, Environment, Ministry of Local Government and Chieftainship, NGOs/CBOs involved in land resources management and protection, and representatives from various development partners who are supporting catchment management initiatives, to ensure alignment of support.

This Compendium provides the technical guidance on how to implement recommended soil conservation and runoff management measures to mitigate, prevent or manage erosion, or activities resulting in erosion, in the catchment area. Naturally, erosion is not limited to a particular sector or land use. All activities taking place on land have the potential to cause soil erosion. Therefore, this compendium has compiled the measures according to the cause or effect of the soil erosion and where it is in the landscape, rather than by Ministry and Department, or sector of land use type.

The erosion and sedimentation control measures and interventions detailed in this compendium relate to the key aspects of preventing and rehabilitating erosion and sedimentation, and are grouped under the following themes:

1. **Soil and land conservation** to protect soil from exposure to erosive processes.
2. **Water conservation** to retain and detain water in the landscape.
3. **Runoff management** to reduce the velocity and volume of runoff as an erosive force.
4. **Erosion and sediment control** to rehabilitate erosion and trap sediment.
5. **Sustainable utilisation of resources** to prevent degradation of natural resources.

Each control measure then includes a series of detailed interventions for implementation. In many situations, more than one intervention will be required to prevent or rehabilitate erosion

and sedimentation. For example, interventions that address soil conservation as well as those that address runoff management will be required in combination to prevent erosion.

Information such as the objective of the intervention; methodology for implementation including any variations or adaptations for site specific characteristics such as slope, and maintenance requirements; as well as illustrations, diagrams or photos for each intervention are included, to help users to implement the control measure intervention. There are more than 340 pages presenting 36 measures which are demonstrated through over a hundred illustrations and photographs. The intended users are the technical officers of all ICM relevant ministries, Non-governmental and all sectors involved in ICM, including some measures that the communities can implement on their own.

The Support to ICM is therefore seeking to appoint **an Expert to lead the development of training modules and manuals on the use of the Compendium of Soil and Water Conservation and pilot a first training of trainers. The target group for the developed capacity development measure is district level ICM staff (i.e. CPUs).**

- h. GIZ shall hire the contractor for the anticipated contract term, from 1st April 2024 to 30th January 2025.
- i. The contractor shall provide the following service:

The contractor must prepare a training of trainers (ToT) programme with detailed exercises in close collaboration with the NUL Water Institute as host of subsequent trainings. Development of appropriate instructional material and training methodology coordinated with NUL entities (i.e. WI, CTL) are key elements for the development of training manuals and documentations for 5 training modules of the Compendium of Soil and Water Conservation Measures. The developed programme will be verified by senior experts of line ministries and accredited at the Council for Higher Education (CHE) to certify future participants.

The overall tasks are outlined below:

- Develop a detailed ToT programme with 5 training modules and training manuals, each module focusing on one theme and subsequent interventions of the ReNOKA Compendium.
 - Use the concept for the compendium trainings developed by ICU/ GIZ as guideline for content and methodological development.
 - Organize content for in-house and on-field activities for the training modules and manuals, such as presentations, and other trainee engaging exercises.
 - Work with the Centre for Teaching and Learning to develop target group oriented training methodologies.
 - Produce training manuals for each module of the ToT programme (5)
- Develop implementation plan for roll out of ToT programme
 - Work with NUL Water Institute as host for the trainings to develop implementation plan for pilot and verification trainings as well as subsequent target group trainings.
- Produce full ToT programme documentation jointly with NUL according to Council for Higher Education (CHE) requirements for accreditation.
 - Identify requirements of CHE for accreditation
 - Prepare documentation for ToT programme according to requirements (e.g. venue, transport, trainer/participants ratio, trainer arrangements, etc.)
- Verify the Training Manuals via pilot trainings hosted by the WI
- Advise NUL WI on technical questions to accredit the ToT programme at CHE.

- Coaching of trained trainers during a first roll out of trainings for target group hosted by WI.

The scope of the Facilitator will include:

- Inception meeting with GIZ, ICU, WI and CTL to set the stage.
- Presentation of a detailed roadmap for development of compendium training modules ready for accreditation at CHE, including deadlines and implementation plan for pilot/ verification trainings and subsequent target group trainings.
- Elaboration of content for the 5 ToT programme modules
- Workshops with CTL for methodological development of the 5 manuals including practical field activities.
- Validation meetings with ICU/ GIZ to verify scope and content of draft training manuals
- Coordination meetings with WI and key experts to develop documentation and plan for pilot/ verification trainings with ICM experts for validation and comments as well as subsequent target group trainings
- Validation meeting with ICU/ GIZ to verify logistical documentation and plan
- Facilitation of trainings for ICM experts for validation and comments hosted by the Water Institute.
- Incorporation of feedback in training manuals and documentation of ToT programme.
- Coaching of trained trainers during trainings for target groups (i.e. CPUs).
- Post training meeting to gather lessons learnt for the format of future trainings.

Deliverables:

- A ToT training programme with five comprehensive training manuals and training module documentations that are aligned to the five themes of the ReNOKA Compendium in English and Sesotho.
- Reports of conducted pilot trainings with focus on lessons learnt and coaching elements for trainers that are to be included into the final Trainings Manuals.
- Final report with lessons learnt
- Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term, and at particular locations:

Milestone	Deadline/place/person responsible
Inception Meeting	One week after the start of the contract
Detailed Road Map presentation	Two weeks after the start of the contract
Validation meeting on scope of first training manual	Three weeks after the start of the contract
Draft Training manuals	Six weeks after the start of the contract
Validation meeting of draft training manuals for 5 modules	Six weeks after the start of the contract
Validation meeting on logistical documentation and plan for pilot trainings	Seven weeks after the start of the contract
Start implementation of pilot trainings for verification	18 weeks after the start of the contract
Start training by trainers for catchment target groups (CPUs)	20 weeks after start of contract
Final Training Manuals and Documentations for submission to CHE	39 weeks after the start of the contract

Post training meeting	40 weeks after start of contract
Final report with lessons learnt	44 weeks after start of contract

Tender requirements

1. *Qualifications of proposed staff*

1.1. *Expert 1:*

1.1.1. General qualifications

Education: A Postgraduate degree in Soil Science, Environmental Science, Physical Geography or relevant field.

Professional experience: 20 years' experience in Natural Resource Management, or Integrated Catchment Management or relevant field.

15 years in training or training facilitation in Natural Resource Management, or Integrated Catchment Management or similar field.

Experience with the compendium of the ReNOKA Compendium of Soil and Water Conservation is an advantage.

Experience in collaboration with NUL entities is an advantage.

1.1.2. Experience in the region/knowledge of the country

20 years of work experience in Lesotho and key stakeholders in the areas of Natural Resources Management, Integrated Catchment Management of relevant field.

1.1.3. Language skills

business fluency in English and Sesotho.

2. *Appropriateness of proposed concept*

Please specify between one and five objective criteria which are to be used for an objective evaluation of the concept within the 'Assessment grid for the technical evaluation of tenders' and enter these in the second section of the grid. (2.1 – 2.5).

1. Description of content development
Based on the training concept that is developed by ICU/ GIZ and the components that are suggested to be part of the training modules.
2. Coordination-plan with WI and CTL
Understanding of leading role of WI and methodological input from CTL as well as envisioned support role while leading the content development.
3. Engagement of ICM experts

Understanding of role as coach for the trainers and ways to ensure that coaching will influence subsequent trainings for target groups.

3. Specification of inputs

Sustainability aspects for travel

GIZ would like to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

If they cannot be avoided, CO₂ emissions caused by air travel should be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

The market for carbon credits is made up of a large number of providers, each with different claims as to their climate impact. The [Development and Climate Alliance](#) has published a [list of standards](#). GIZ recommends using the standards specified there

Fee days	Number of experts	Number of days per expert	Comments
<ul style="list-style-type: none"> Preparation/debriefing 	1	5	Preparation: <ul style="list-style-type: none"> Inception Meeting (0,5 days) Workshops with WI & CTL on implementation plan/ road map (1 day) Preparation of detailed roadmap (1 day) Presentation of detailed roadmap (0,5 days) De-briefing: <ul style="list-style-type: none"> Post training meeting on lessons learnt (0,5 days) Preparation of final report (1,5 days)
<ul style="list-style-type: none"> Implementation 	1	69	Implementation <ul style="list-style-type: none"> Content preparation for each of the 5 themes (10 days) Workshops with CTL on methodology (5 days) Drafting training manuals (5 days)

			<ul style="list-style-type: none"> • Verification Meeting on scope and content of draft manuals (2 day) • Workshop on training logistics (1 day) • Validation meeting on logistical documentation and pilot training plan (1 day) • Pilot training rollout (25 days) • Incorporation of lessons learnt (2,5 days) • Support & backstopping to WI for CHE accreditation (2,5 days) • Support and backstopping/ coaching for trainings for target group (15 days)
Travel expenses	Number of experts	Number of days/nights per experts	Comments
• Per-diem allowance in country of assignment	1	15	
• Overnight allowance in country of assignment	1	10	
• Travel costs (train, private vehicle)	1	1300Km	
Flights	Number of experts	Number of flights per experts	Comments
• International flights	-	-	
• Domestic flights	-	-	
• CO ₂ compensation for air travel <u>Guidance for GIZ service providers on avoiding, reducing and offsetting GHG emissions (giz.de)</u>	-	-	
Other costs	Number of experts	Amount per experts	Comments

<ul style="list-style-type: none"> Flexible remuneration <p><i>In the case of a contract for work, the requirements for the assignment of personnel, travel, consumables, workshops/training do not apply.</i></p>	-	-	<p>A budget of LSL 14.300,00 is foreseen for flexible remuneration. Please take this budget into account in your price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.</p>
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Travel expenses

The contractor is requested to travel in Lesotho as required and as permitted by GIZ risk management regulations. Provision for up to 1200 km of the contractor's own transport (in cases where GIZ transport is not available) has been made.

For the piloting and coaching support, provision has been made in the budget for up to 10 nights' accommodation and 15 days of subsistence allowance.

Equipment

The contractor must have available a laptop, mobile phone, and internet connectivity for delivering her / his services under the assignment.

Operating costs in the country of assignment

The contractor must provide for her / his office operating costs related to the assignment in the proposed fee rate.

Workshops, education, and training

The contractor is not responsible for the logistical organisation of the workshops and therefore the costs do not need to be specified.

*Calculate your financial bid exactly in line with the quantitative requirements of the specification of inputs above. There is no contractual right to use up the full days/travel or workshops or budgets. The number of days/travel/workshops and the budgets will be contractually agreed as **maximum amounts**. The regulations on pricing are contained in the price schedule.*

4. Requirements on the format of the tender

The CV submitted for each expert can have a maximum of four pages. The **concept** (if required) should not exceed five pages. If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

Structure of your financial bid

Please submit the following two price schedules: Price schedule