



# CALL FOR PROPOSALS

## **Provision of Micro Assessment, Spot Checks, Financial Audit and Advisory Services for Lesotho**



### **FOR THE PROJECT**

**Promotion of Circular Economy in the textile and garment sector through the sustainable management of chemicals and waste in Lesotho, Madagascar, South Africa, and Ethiopia**

**BID No. AI/UNIDO/CIRCECONOMY/003**

**GEF ID 10543 and GEF ID 10683**

## Background

There are ongoing global efforts to remove/prevent the use of Persistent Organic Pollutants (POPs) and hazardous chemicals from the textile and garment (TG) supply chains. Many textile industries in many African countries are still using POPs chemicals in their industrial operations and due to lack of waste management policy framework and infrastructure off cuts and textiles discards are either disposed in open burning operations and or in open landfills. The open burning operations results in the emission of dioxins and furans and greenhouse gases with serious harmful effects on human and the environment. In order to effectively promote Circular Economy in the textile and garment sector, a value chain approach has to be adopted and other environmental tools to the entire process, from textile manufacturing through apparel and garment production to the disposal of the wastes and end of life products.

UNIDO has developed the initiatives to promote Circular Economy in the textile and garment value chain in Ethiopia as well as a regional one in Lesotho, Madagascar and South Africa through sustainable management of POPs chemicals and wastes; and the reuse, recycling and remanufacturing of textile/garment discards and wastes. In addition to promoting the economic competitiveness of the sector, the projects will also support the adoption of international best practices and compliance with international standards, norms and/or regulations. In particular the project will assist the selected countries to implement the provisions of the Stockholm Convention on persistent organic pollutants with synergistic effects of also reducing the emission of greenhouse gases, thereby addressing the issue of climate change. These initiatives are also a response to Global Environment Facility (GEF)'s recognition of the need to transit from a linear economy to a circular one as an opportunity to pursue a suite of environmental benefits through public-private partnerships.

## Context

A micro assessment was carried out in November 2021 – December 2021 using the Harmonized Approach to Cash Transfer (HACT) assessments tool, to assess the capacity of the National Executing Entities (NEE) in Lesotho, namely the Ministry of Environment and Forestry. The assessment was undertaken remotely via correspondence interviews and inspection of documentation as provided. The assessment identified areas that require improvements of the infrastructure of both NEEs in terms of policies, regulations, deployment and improvement of system processes, personal training, etc. in order to ensure that adequate capacities and resources are available to support the execution of project. The gaps identified through the HACT assessment, and the risks associated with those gaps require tailor made capacity building, training and guidance to ensure a smooth and effective execution of the project.

Therefore, the Africa Institute seeks to identify and engage a service provider to provide professional services to undertake a needs assessment to identify the needs as well as a roadmap to build the infrastructure and capacities of Lesotho. The results of the assessment will lead to the design and execution of a capacity building training on the areas needing improvements. The scope of the capacity-building program will be defined based on the outcomes of the needs

assessment and agreed mutually with UNIDO and the NEEs. The needs assessment needs to be undertaken within 3 months of appointment. The capacity-building program shall be completed within 6 months from the completion of the need assessment. The Department of Environment will be the only department that will undergo assessment.

## Scope of Contracted Services

The professional services are performed by the service provider as described in Table 1.

Item No.	Assessment Area	Service
1	Accounting Policies and Procedures	Risk matrix detailing Lesotho's financial, operational, and other significant risks implemented
2	Project Management	Graphic/narrative process descriptions for activities performed by each department. Including development of a procedures manual with flowcharts and RACI matrices
3	Organisational Structure and Staffing	Internal audit staff at the Department of Environment. These positions need to be included in Lesotho's structure and conduct a key transactional role within the payment approval cycle, among others.
4	Accounting Policies and Procedures	Lesotho needs to look at options for a more integrated accounting system, as Excel spreadsheets are vulnerable to manipulation, accidental or not. TOMPRO tool should be evaluated so that people can access the numbers when needed, making controls more effective and less time consuming.
5	Project Management	Lesotho must provide documented risk assessments prior to project kick off. In addition, they should conduct a risk analysis and scenario planning, understanding the project critical success factors and mitigating actions, should circumstances put the project delivery at risk. This is a sound and widespread practice, especially considering the substantial amounts involved. Communication aspect to project management (i.e. effectively distributing and presenting in English, technological communication tools for events organisation and management).
6	Financial Reporting and Monitoring	Lesotho must incorporate monthly structured reporting which must be sent to the Regional Executing Entity, so that any project deviation (qualitative and/or

		quantitative) can be addressed in a timely manner.
7	Organisational Structure and Staffing	The project accountants and the project coordinator must familiarise themselves with the HACT framework. Wider trainings should be organised for the staff.
8	Fixed Assets and Inventory	Lesotho needs an insurance of the project assets, so that additional pressure is not put on government for more substantial amounts, in case of a loss event.
9	Accounting Policies and Procedures	Lesotho must have an accounting system implemented. The principle of keying in once and using multiple times should be adopted, as far as possible. As the volume of manual data entry risks inaccurate reporting.
10	Procurement and Contract Administration	Lesotho must implement procedures to monitor conflicts of interest on an ongoing basis, whether by staff or by suppliers, as far as they possibly can.

## Competencies

A 4-year degree in Professional Accounting, Auditing, and Financial Management. Members of national accounting or auditing bodies or institutions will be at an advantage.

The consultancy must be a nationally registered organisation. Relevant evidence must be provided.

The project lead must have at least 10 years' post qualification experience in performing assessments like micro assessments, HACT assessments and assessing organizational internal control frameworks and processes and related risks in the areas of accounting, financial and procurement management and oversight. The team must be led by a duly certified professional auditor, such as a Chartered Accountant (CA), Chartered Certified Accountant (CCA), Certified Public Accountant (CPA), or Certified Auditor (CA). The team should also have minimum 3 years experienced in applying the International Standards on Auditing. The Auditor must employ an adequate number of staff with appropriate professional qualifications and suitable relevant experience.

Demonstrated knowledge and understanding of carrying out micro assessments, HACT assessments, risk assessments and auditing. Consultants with experience in country assessments being an advantage.

International bidders are encouraged apply

Excellent analytical, interpersonal, and communication skills.

Fluency in English; knowledge of the local language (Sesotho) is a pre-requisite.

Financial and technical proposal to be submitted as separate documents.

# Evaluation Criteria

## Functional criteria

Only bidders who score 70 points and above (out of a possible 100) during the functional evaluation will qualify for second stage valuation.

Table 2: Functional criteria

Description	Scoring Criteria	Weighting
<p><b>Methodology</b> Bidder has provided a detailed and customised methodology on how the Needs Assessment will be conducted. Include proposed workplan or Gantt chart</p>	<p><b><u>Excellent:</u></b> <i>Detailed and customised methodology on the required service provided. Workplan or Gantt chart provided</i> <b>Score = 20 points</b></p> <p><b><u>Good</u></b> <i>Detailed but not customised methodology provided. <b>Score = 14 points</b></i></p> <p><b><u>Poor:</u></b> <i>Generic methodology provided.</i> <b>Score = 0 points</b></p>	20
<p><b>Consultant (and/or team) expertise</b> Detailed CVs of resources to be deployed to the assignment will be submitted.</p> <ul style="list-style-type: none"> <li>- 4-year degree in Professional Accounting, Auditing, and Financial Management. Lead member is part of national accounting or auditing body or institution</li> <li>- Minimum 10 years of demonstrable experience in the technical area of built environment comprised of textile industries for project lead.</li> </ul>	<p><b><u>Excellent:</u></b></p> <ul style="list-style-type: none"> <li>- Consultant(s) has 4 degree in Professional Accounting, Auditing, and Financial Management. Lead member is part of national accounting or auditing body or institution.</li> <li>- Minimum 10 years of demonstrable experience in auditing and financial management in the context of the project.</li> <li>- Team member has minimum 3 years of demonstrable experience.</li> <li>- National registration of organisation</li> </ul> <p><b>Score = 20 points</b></p> <p><b><u>Good:</u></b></p> <ul style="list-style-type: none"> <li>- Only one of the above is fulfilled: the consultant(s) has 4 degree in Accounting, Auditing, and Financial Management, or a related field <b>OR</b></li> </ul>	20

Description	Scoring Criteria	Weighting
<ul style="list-style-type: none"> <li>- The team should also have minimum 3 years experienced in applying the International Standards on Auditing</li> <li>- Evidence of national registration of organisation</li> </ul>	<p>Project lead with minimum 10 years of demonstrable experience in the technical areas (micro assessment and assessing organizational internal control frameworks and processes and related risks in the areas of accounting, financial and procurement management and oversight) in the context of country needs assessment.</p> <p>Team member has minimum 3 years of demonstrable experience.</p> <ul style="list-style-type: none"> <li>- National registration of organisation</li> </ul> <p><b>Score = 15 points</b></p> <p><b><u>Poor:</u></b></p> <ul style="list-style-type: none"> <li>- Bidder does not have any of the required expertise nor National registration of organisation</li> </ul> <p><b>Score = 0 point</b></p>	
<p>The deployed consultant/s are expected to have experience on the following key requirements listed below:</p> <ul style="list-style-type: none"> <li>- Experience in micro assessments</li> <li>- Experience in assessing organisational internal control frameworks and processes</li> <li>- Experience related risks in areas of accounting, financial management and procurement management and oversight</li> </ul>	<p><b><u>Excellent:</u></b></p> <ul style="list-style-type: none"> <li>- Project lead with minimum 10 years' experience in all aspects mentioned. Evidence of adherence to international auditing standards. Project support staff with minimum 3 years relevant experience. At least one member with knowledge of local language (Sesotho).</li> </ul> <p><b>Score = 50 points</b></p> <p><b><u>Good:</u></b></p> <ul style="list-style-type: none"> <li>- Meets only two of the three requirements. At least one member with knowledge of local language (Sesotho).</li> </ul> <p><b>Score = 28 points</b></p> <p><b><u>Average:</u></b></p> <ul style="list-style-type: none"> <li>- Only one of three requirements.</li> </ul> <p><b>Score = 20 points</b></p> <p><b><u>Poor:</u></b></p>	50

Description	Scoring Criteria	Weighting
	<ul style="list-style-type: none"> <li>- None of the requirements are fulfilled.</li> </ul> <p><b>Score = 0 points</b></p>	
<p><b>References</b></p> <p>The bidder should provide 2 or more traceable references not older than 5 years from clients confirming successful completion of evaluations.</p>	<p><b><u>Excellent:</u></b></p> <p>2 reference letters related to the work required or more submitted clearly describing the following:</p> <ul style="list-style-type: none"> <li>- Clear indication of name of organisation, contact person and contact details</li> <li>- Scope of work completed by the bidder (should be in line with requirements of these TORs)</li> </ul> <p><b>Score = 10 points</b></p> <p><b><u>Good:</u></b></p> <ul style="list-style-type: none"> <li>- 2 reference letters submitted related to the work, however no clear indication of name of organisation, contact person and contact details and/or work is not entirely relevant.</li> </ul> <p><b>Score = 7 points</b></p> <p><b><u>Average:</u></b></p> <ul style="list-style-type: none"> <li>- Only 1 letter provided related to the work, however no clear indication of name of organisation, contact person and contact details and/or work is not entirely relevant.</li> </ul> <p><b>Score = 5 points</b></p> <p><b><u>Poor:</u></b></p> <p>Bidder does not have letters of reference that are relevant to the gender assignment <b>Score = 0 point</b></p>	10
<b>Totals</b>		100
<b>Threshold</b>		70

## Pricing

Tender value will not be disclosed, competitive pricing is encouraged.

## Enquiries and Other Details

The Bids (with correct Bid No.) should be packaged in two envelopes (marked functionality and Pricing) if sent by post; or sent as two attachments via email and marked for the attention of the Executive Director: Africa Institute for Environmentally Sound Management of Hazardous and Other Wastes; and should be submitted using either of the following:

Physical delivery	By post	By e-mail
Environment House 473 Steve Biko Road Arcadia, Pretoria	Environment House Private Bag X447, Pretoria 0001, South Africa	Functionality proposal and pricing proposal should be sent separately, with e-mail subject giving indication of what the proposal is for. Email address: <a href="mailto:NMasha@dffe.gov.za">NMasha@dffe.gov.za</a>

Enquiries should be sent by e-mail to **Ms Neo Masha** on: [NMasha@environment.gov.za](mailto:NMasha@environment.gov.za) and **Ms Daphney Tshipepele** [DTshepepele@dffe.gov.za](mailto:DTshepepele@dffe.gov.za) or by post to **Environment House, Private Bag X447, Pretoria, Office GF A3 East**, for attention of Ms Neo Masha and/or Ms Daphney Tshipepele. We endeavour to respond to all e-mail enquiries within 48 hours. Enquiries submitted by post may take longer.

## Closing Date

The closing date for applications is **13 December 2024 at 13:00 Pretoria Time**. Late submissions will not be considered.