



## **KINGDOM OF LESOTHO**

### **LESOTHO eGOVERNMENT INFRASTRUCTURE PHASE II PROJECT**

#### **PROJECT MANAGEMENT UNIT**

### **TERMS OF REFERENCE**

### **PROJECT COORDINATOR**

## **1. Background**

1.1 In 2013, the Government of Lesotho sought financial assistance of USD 12,825,000 to finance a four-year e-Government Infrastructure project. The objective of the project, which is in its last month of implementation, was to enhance good governance of the country by deploying a modern and secure e-government broadband infrastructure. Specifically, the project was meant to enhance coordination of public service delivery across ministries, key agencies and local governments. The Project is also expected to strengthen the existing Government data centers and portals; and improve access to e-services for state building such as automated administrative services including e-payroll; civil registration; e-health, e-procurement, e- customs and revenue management.

1.2 As the implementation of the e-Government Infrastructure project progressed, the Government of Lesotho saw the need of further enhancing the work already done on some components of the project including improvement of rural connectivity, expansion of broadband infrastructure to critical parts of the country, and the establishment of a national Payment System. Subsequently, in June 2018, the Government officially requested the Bank for resources to finance the implementation of Lesotho e-Government Infrastructure Phase II project.

1.3 The objective of the project is to drive digital finance and financial inclusion by improving access to reliable digital Services, particularly among citizens living in rural and unserved areas. The aim is to provide access to a diverse range of financial products and services for individuals as well as small, medium and large businesses through the expansion of

digital infrastructure and services, which will lead to creating jobs, and contributing to Lesotho's economic growth.

Specifically, the project shall:

- i. increase data enabled coverage in rural and unserved areas;
- ii. improve financial inclusion among unbanked citizens in Lesotho by developing digital payment infrastructure and strengthening digital services ecosystem; and
- iii. Improve government skills to oversee and implement ICT initiatives.

## 2. Description of the Project

The project will have three main components described below.

**Component 1:** Increase broadband coverage in rural and unserved areas- The component will include (a) support the construction of 48 mobile sites to achieve 99.6% population coverage improving 4G coverage in rural and unserved areas of Lesotho, (b) and support the completion of a 96km OPGW fiber network from Roma (Maseru) to Thaba-Tseka thus improving the quality of service experienced by end users in Thaba-Tseka when using mobile data services.

**Component 2:** Strengthening of Government Digital Services- This sub component will include (a) support the overall design, renovation and equipment of 40 locations identified in collaboration with the Lesotho Post Office. The offices will be provided with Local Area Network (LAN) and internet connectivity; (b) development of a Rural Community Payment Agent Network (RCPAN) in the district of Leribe and Berea on a pilot basis; (c) enhancement of the Electronic Payment Policy and Regulation that will be favourable policy and regulation for e- payments (d) implementation of a National electronic Payment Switch which will support financial interoperability (e) development of a Government Electronic Payment Gateway (GePG)for e-Services (f) The implementation of e-Parliament solution in this project will include the digital transformation of the preparation and execution of the legislative procedure from paper to paperless, enabling access to rich, contextual information to everyone involved in parliamentary process.

**Component 3:** Capacity Building and Project Management- This component will provide staff development skills in areas relating to ICT infrastructure and e-Services. The component will also support the operations of the project implementation units. The areas that will be considered for training and technical assistance include USF models and IRU contract management, e- waste, e- Payment agent management; e-Parliament models and technical skills; financing digital

infrastructure, support of organization of annual national forum on eProcurement and the use of digital payment to fight corruption.

In the context of the implementation of the e-Government Infrastructure Phase II project, the MCST intends to recruit one (1) experienced individual as a Project Coordinator to support project implementation, and for which these Terms of Reference (TORs) are prepared.

### **3. Assignment Objectives**

i. The objective of the assignment is to recruit a Project Coordinator to provide strategic leadership in coordination and implementation of the project. The Project Coordinator will carry out the following tasks:

- Manage and coordinate the activities required for implementation of the Project in accordance with the Project's covenant documents such as the Project Appraisal Report, Financing Agreement, the African Development Bank Procurement Rules & procedures, among others; and
- Coordinate capacity building of the project implementation team and other stakeholders in order to ensure long-term sustainability of the project outcomes; and
- Coordinate preparation and submission of project reports

ii. A key requirement of the Project Coordinator is familiarity with the African Development Bank and other MDB's procurement rules, procedures and guidelines.

### **4. Scope of Services**

- i. Responsible for coordination, execution and day-to-day management of the overall project's planned activities and delivering of expected results on time and in quality;
- ii. Responsible in particular for the overall implementation project activities including financial management, procurement, progress reporting and monitoring in collaboration with the participating countries;
- iii. Develop the project's annual work Plan and budget and coordinate its implementation;
- iv. Plan and organize meetings, workshops, conferences and other events relating to the program;
- v. Act as the secretary at the meetings of the project related committees including the Policy Steering Committee (PSC); Technical Committee (TC);
- vi. Preparing physical and financial monthly, quarterly, annually; and ad hoc progress reports and facilitating project audits;

- vii. Coordinate the execution of the procurement plan and maintain a database on the status of procurement of goods and services done under the program;
- viii. Coordinate the progress and timeliness of procurement activities in accordance with the AfDB procurement plan and requisite documents including standard bidding documents, contracts and contracts table.
- ix. Prepare reports or minutes for various activities of the program and at each stage of each procurement activities in line with the guidelines;
- x. Assist the Executing Agency (MCST) Management in the selection of Evaluation Committees and assume the role of the Committee's secretary in recording the minutes of the meetings;
- xi. Establish and maintain a performance monitoring database for all suppliers, contractors and consultants, and ensure efficiency and timeliness in the delivery of outputs from the services providers;
- xii. Regular monitoring of procurement activities across the Project and problem-solving as needed including regular updates on problems experienced and on changing needs for specific types of advice;
- xiii. Provide advice, mentoring, coaching and providing on-the-job training for relevant PMU staff, and advise them to plan and execute all stages of the procurement cycle in accordance with the Bank procedures;
- xiv. Supervise contracts in accordance with the respective contract Agreements including the processing of payments, physical inspection and testing, receipt and transfer of the goods to the Client, submission of consultants' reports and closing of respective contracts;
- xv. Deal with claims, bid challenges and litigations relating to contracts and procurement processes;
- xvi. Initiate appropriate quality assurance procedures to the procurement function of the Project;
- xvii. Carryout any other relevant duties that may be assigned from time to time by the Director General ICT, MCST.

## **5. Reporting, Communication and Time Schedules**

- i. The incumbent shall report directly to the Director General ICT as an overseer, MCST and will prepare monthly, Quarterly, Semi-Annual and Annual procurement reports (or for any period as necessary) as inputs into the Project Management Reports and, in addition, prepare other procurement reports, as and when needed;
- ii. Emphasis will be placed on highly effective, regular and detailed communication with the relevant component managers;
- iii. S/he will be required to assess technical skills transfer to the counterpart staff;

- iv. S/he is expected to report and analyze all problems experienced with project implementation so that remedial and capacity-building actions can be promptly taken;

## **6. Qualifications, Experience and Competencies**

### **Qualifications and Experience:**

- i. Master's degree preferably in the field of ICT, Telecommunications Engineering, Electronic Engineering or any related degree from recognized University. Courses in Project planning and Management or Business Courses will be an added advantage.
- ii. At least 10 years proven track record in project coordination or management of digital networks and digital services and management as it contributes to economic development.
- iii. Rigorous, results-oriented individual with strong analytical skills, sound business judgement and the ability to identify needs and constraints, to set priorities and translate them into actions;
- iv. Experience in strategic planning and execution of ICT projects/programmes.
- v. Proven experience in coordination and project management of similar multilateral financed initiatives/projects and familiar with the Africa's continental ICT landscape and its industry requirements.
- vi. Experience in coordination of trainings and capacity building programs at international level

### **Skills and Competencies:**

- i. Good interpersonal skills and demonstrate ability to interact with a range of stakeholders including senior people from the Government, private sector and other stakeholders. Strong IT skills and should be computer literate in MS Office and project management software;
- ii. Strong team leadership skills;
- iii. Good moderating skills (in workshops, facilitation and policy making skills), presentation (in high level meeting), communication (with flair and enthusiasm), in project and time management, advisory skills and experience in empirical work;
- iv. Ability to build consensus, collaboration, and maintain effective working relationships with internal and external stakeholders, at all levels including in an international and cross-cultural context;
- v. Fluency in spoken English and ability to write lucid reports and documents in English is required;
- vi. Excellent interpersonal skills, sound judgment, communication skills, training experience, ability to identify and resolve policy and operational constraints;
- vii. Ability to handle multiple tasks simultaneously, set priorities, and work independently, or under minimum supervision;
- viii. Demonstrate ability to adapt to challenges and changes in the workplace.

## **6. Period of the Assignment**

The duration of the contract is one year with another year renewable subject to satisfactory performance. The sequencing of the deliverables and specific timelines will be agreed prior to contract signature.

## **7. Remuneration**

**Salary and benefits are negotiable**

## **8. Location**

The Coordinator will be located within the Project Management Unit of the Ministry of Communication Science and Technology, Maseru, Lesotho.

## **9. Language of Assignment**

The language of the assignment shall be English.

## **10. Mode of Application**

All applications in writing should be accompanied by up-to-date Curriculum Vitae and supporting documents (Note: do not send originals) with the names and addresses of three referees, one of which should be the last or current employer and addressed to:

Director Human Resources

Ministry of Communications Science & Technology

Level 3 Moposo House

Kingsway Maseru

**Enquiries should be addressed to:**

Director ICT – Mr. Khiba Masiu

Email: [Khiba.Masiu@gov.ls](mailto:Khiba.Masiu@gov.ls)

Cellphone: (+266) 58093188

**Deadline for the applications is 15<sup>th</sup> November 2021**