

Opportunity for Professional Services Providers

QUOTATIONS FOR INTEGRATED ANNUAL REPORT VETTING & PACKAGING

LHDA is advancing to integrated reporting under its new Integrated Reporting Framework. We're seeking expert support to vet, refine, and finalize our 2024/2025 Integrated Annual Report – a key publication for our Board, Lesotho Highlands Water Commission, government officials, financiers, stakeholders and the public.

This report must align with global best practices, showcase value creation across the six capitals, and be publication-ready.

SCOPE OF SERVICES REQUIRED

Service providers must deliver:

- Report Assessment & Gap Analysis: Review draft against Integrated Reporting Framework; identify gaps; provide prioritized recommendations.
- Strategic Advice: Best practices for clarity, flow, and stakeholder alignment.
- Regulatory Guidance: Ensure compliance with reporting standards and disclosures.
- Copywriting & Content: Edit for clarity, consistency, and accessibility.
- Design & Layout: Evaluate and enhance visualizations, infographics recommendations; and full report design per LHDA Brand Guidelines (up to 4 iterations included).

SUBMISSION REQUIREMENTS

- Technical Proposal (70% weighting): Company experience (past 5 years, min. 2 similar projects with samples & min. 2 references); project plan; team profiles.
- Financial Proposal (30% weighting): Detailed breakdown (unit prices ex-VAT, VAT separate, total; admin/logistics costs).
- Attach: Tax Clearance, Trader's Licence, Company Registration, Bank Details, VAT Cert (if applicable).

Evaluation:

Min. 70% technical score to qualify for financial stage consideration.

KEY DELIVERABLES

- Assessment report with recommendations.
- Edited draft report.
- Designed draft for LHDA approval.
- Final publication-ready report (post-LHDA revisions).

Terms: Ownership & confidentiality with LHDA; timelines aligned to LHDA schedule.

HOW TO SUBMIT

Email full quotation (PDF) to **procurement@lhda.org.ls**

Subject: **"LHDA Integrated Annual Report Vetting & Packaging"**

Deadline: 7 November 2025, 17:00

Timeline:

Evaluation by 14 November 2025; Award notification by 21 November 2025.

For queries: Email **procurement@lhda.org.ls**