

TERMS OF REFERENCE

Individual Contractor

1. Assignment Information

Assignment Title	Consultant to develop Action Plan for National Protected Areas Strategic Management Plan
Post Level	Senior Specialist
Contract Type	Individual Contractor
Duty Station	Home based and Phnom Penh, Cambodia
Expected Place of Travel	Phnom Penh
Contract Duration	40 days. From 15 July 2017 to 30 September 2017

2. Assignment Description

The Royal Government of Cambodia (RGC) is a signatory to the United Nations Framework Convention on Climate Change (UNFCCC) and is a REDD+ partner country. The objective of REDD+ is to reduce emissions from deforestation and forest degradation and the conservation, sustainable management of forests and enhancement of forest carbon stocks. REDD+ participant countries shall be eligible for results based payments for verifiable emissions and/or enhanced carbon stocks.

Prior to seeking such results based payments Cambodia REDD+ has to establish an implementation framework. The key elements of this framework include a national REDD+ strategy, national forest reference emission level, national forest monitoring system, and a safeguards information system.

Given the importance of conservation of forest stocks the Cambodia REDD+ Programme has supported the development of the National Protected Areas Strategic Action Plan 2017-2026 (NPASMP). This document aims to guide the sustainable management of Cambodia's protected areas.

In 1993 the Royal Government of Cambodia (RGC) issued a Royal Decree designating 23 areas, covering about 3.3 million ha (18.3 % of total land area), as protected areas. In 2015-16 the RGC has increased its total conservation area to approximately 7.5 million ha that includes 45 landscapes and three Biodiversity Conservation Corridors. Cambodia has brought approximately 41 per cent of its total area under conservation management. These areas are governed by a policy framework that includes the Constitution of Cambodia (1993), the Protected Area Law (2008) and the Law on Environmental Protection and Natural Resources Development (1996).

These regulations are complemented by the NPASMP that will also act as an important policy instrument to link REDD+ and protected area management at the national level. REDD+ provides an opportunity for Cambodia to access results based payments for its efforts towards sustainable

managements of its forests. This will also support the implementation of the NPASMP in particular when this leads to reducing emissions from deforestation and forest degradation and/or enhancing removals of greenhouse gasses from the restoration and establishment of new forests.

The General Department of Administration for Nature Conservation and Protection (GDANCP), Ministry of Environment (MoE) is responsible for the planning and management of Cambodia's protected area system. GDANCP has a mandate to develop strategic plans, action plans, and technical guidelines for managing the protected areas.

The NPASMP will guide the effective implementation of the national protected area policies by prioritizing strategies, and recommending institutional arrangements. The strategy also includes approaches for the conservation and sustainable management of protected areas, expansion of community livelihood opportunities and strengthening the infrastructure and institutional capacity of the MoE.

The objective of this assignment is to produce a time-bound Action Plan that prioritizes short, medium and long term activities, outlines specific targets, clarifies roles and responsibilities, provides a monitoring framework, and budgets, for the effective implementation of the NPASMP.

3. Scope of Work

The Consultant will perform the following Tasks:

Produce a Work Plan

- Produce a work plan that outlines methodology and approach; timeline and deliverables

Organize individual interviews and discussion forums

- Organize individual and group interviews with key GDANCP personnel and all agreed discussion forums as per the work plan for consultations on the development of the Action Plan

Produce a draft Contents of Action Plan-NPASMP

- Produce a draft of the Contents for the Action Plan and receive comments; and finalize Contents

Produce the first draft, building blocks for Action Plan-NPASMP

- Review the NPASMP and identify key priority actions and activities for the short-term 2017-2020; mid-term 2020-2025; and long-term (2025-2031) in consultation with the GDANCP and relevant stakeholders.
- Review status of GDANCP's financial resources for implementation of NPASMP including the identification of available financial resources and pipeline of projects. Produce a draft resource mobilization strategy for Action Plan
- Prepare the first draft, building blocks, of Action Plan based on agreed Contents for reviews by GDANCP and UNDP. This draft can be prepared as bullet points- to present key contents of each section. The Action plan shall include but is not limited to the following key contents: 1) priority activities and targets, 2) implementation strategies, 3) institutional arrangements (roles and responsibilities of concerned stakeholders), 4) risks and benefits,

5) estimated budgets and timeline for target activities, 6) Monitoring and Evaluation, and 7) resource mobilization strategy.

- The Consultant will describe each activity that will include title, justification, activity objectives and outcomes. In addition budgets for each department/unit responsible for implementation will be allocated. If responsibility for implementation is across multiple departments/units, the Consultant will facilitate the production and agreement of separate action plans and budgets for each department/unit with appropriate coordination mechanisms.
- Present the first draft to GDANCP and UNDP for comments

Produce the second draft Action Plan-NPASMP

- Prepare the second draft “full” Action Plan incorporating comments received from GDANCP and UNDP. The second draft should be prepared as a near-final document.
- Design, organize, and facilitate all consultation and discussion groups
- Make a presentation on key contents of the second draft Action Plan

Produce a final draft of Action Plan NPASMP

- Produce a third draft of the Action Plan that incorporates all comments received.
- Make a presentation on key contents of the Action Plan for comments
- Produce the fourth, final draft Action Plan incorporating final comments

4. Expected Outputs and Deliverables

No	Deliverables/Outputs	Estimated Duration to Complete	Target Dates	Due	Review and Approvals Required
1	Work plan of the assignment	5 days	20 July 2017		Reviewed by National Project
2	First Initial Draft Action Plan. The Action plan shall include but is not limited to the following key contents: 1) priority activities and targets, 2) implementation strategies, 3) institutional arrangements (roles and responsibilities of concerned stakeholders), 4) risks and benefits, 5) estimated budgets and timeline for target activities, 6) Monitoring and Evaluation, and 7) resource mobilization strategy.	15 days	15 August 2017		Advisor/Programme Analyst/Policy Specialist/Technical Specialist Approved by National Project Director (NPD) of the Forest Carbon Partnership (FCPF) project & Assistant Country Director
3	Second full draft Action Plan covering the above contents incorporating comments. Consultation on the Second Action Plan which includes a draft Action Plan, presentation materials, and a list of participants	10 days	25 August 2017		

4	Third draft Action Plan and final Action Plan incorporating comments	10 days	30 September	
Total number of days		40 days		

5. Institutional Arrangements

Roles of the international consultant

- The Consultant shall work with a national consultant, a national project advisor and a REDD+ coordinator throughout the assignments
- The Consultant shall work under and have regular meetings with the NPD and UNDP (i.e. National Project Advisor, Technical specialist, Programme analyst, Policy Specialist,)
- The Consultant shall report on/submit the above deliverables to NPD of the FCPF I and II projects as well as to UNDP Cambodia for comments.
- The Consultant needs to maintain daily communication with the NPD, the REDD+ Secretariat and UNDP Country Office as and when problems emerge during the consultancy period, especially if they affect the scope of the job.
- In cooperation with a national Consultant, the Consultant will lead preparation of meeting agenda and presentation materials.

Roles of the NPD

- NPD will oversee the nature of work and work plans of the consultancy

Roles of the REDD+ Secretariat

- The REDD+ national coordinator will assist the startup-advisor throughout the assignments, coordinating meetings
- The REDD+ Secretariat will organize regular meetings for concerned stakeholders to invite the working group (or an advisory group).
- The REDD+ Secretariat will lead the organization of meetings. This includes preparation of agenda, participant lists, booking venues, sending invitation letters, preparation of banners, inviting speakers.

6. Duration of the Assignment

The duration of the assignment will be from 15 July 2017 to 30 September 2017 for a total of 40 working days.

7. Duty Station

The duty stations for this assignment are home country and Phnom Penh with at least 2 trips to Cambodia. The Consultant is expected to stay in Phnom Penh, initially for 25 days to deliver the deliverables #2 and #3 (From August 1 to August 25) and for the second time for a minimum number of 5 days during the period between September 1 and September 15, 2017. Travelling costs in Phnom Penh will be covered by the consultant.

Selected individual contract(s) who is expected to travel to the Country Office (CO) to undertake the assignment in the country (Cambodia) is required to undertake the Basic Security in the Field (BSIF) training

(<https://dss.un.org/dssweb/WelcometoUNDSS/tabid/105/Default.aspx?returnurl=%2fdssweb%2f>) prior to travelling. CD ROMs must be made available for use in environments where access to

technology poses a challenge. i

8. Minimum Qualifications of the Individual Contractor

Education:	<ul style="list-style-type: none"> Master's degree or equivalent in natural resource management, forestry, or a related field
Experience:	<ul style="list-style-type: none"> A minimum of 10 years of relevant experience – natural resource management, protected area management, environmental policy Prior work experience with strategy development, policy design, monitoring and evaluation, budgeting and resource mobilization strategies. Prior experience in Cambodia/Southeast Asia is an asset.
Competencies:	<ul style="list-style-type: none"> Proven ability to formulate clear, succinct strategic policies and action plans, including resource mobilization for government agencies in the field of environment (assessed by a sample policy document developed by a Consultant)

9. Criteria for Evaluation of the Individual Contractor

Technical Evaluation Criteria	Obtainable Score
Master's degree or equivalent in natural resource management, forestry, or a related field	20
A minimum of 10 years of relevant experience – natural resource management, protected area management, environmental policy	30
Prior work experience with strategy development, policy design, monitoring and evaluation, budgeting and resource mobilization strategies. Prior experience in Cambodia/Southeast Asia is an asset.	25
Proven ability to formulate clear, and succinct strategic Action plans, including resource mobilization for government agencies in the field of environment (assessed by a sample policy document developed by a Consultant)	25
Total Obtainable Score:	100

10. Payment Milestones

The consultant will be paid on a lump sum basis as per the following milestones:

No	Outputs/Deliveries	Payment Schedule	Payment Amount %
1	Upon satisfactory completion and submission of deliverable # 1	21 July 2017	10
2	Upon satisfactory completion and submission of deliverable # 2 and #3	28 August 2017	50
3	Upon satisfactory completion and submission of deliverable # 4	30 September 2017	40

1. Annexes

1. To be added

2. Approval

Signature:

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Name:

Rany Pen

Title/Unit/Cluster:

Programme

Date:

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