

TERMS OF REFERENCE

Individual Contractor

1. Assignment Information

Assignment Title:	International Editor to develop specific chapters and policy briefs for UNDP Cambodia National Human Development Report (NHDR)
Cluster/Project:	Policy and Advocacy
Post Level:	Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Home-based
Expected Place of Travel:	N/A
Contract Duration:	40 days, and from August 31 2017 to March 31, 2018

2. Project Description

This year, the United Nations Development Programme (UNDP) Cambodia initiated a series of research on sustainable Natural Resources Management (NRM) as a part of the UNDP National Human Development Report (NHDR). The main objective of the report is to identify best policy strategies to promote sustainable management of natural resources, which are vital for the nation and people and to unlock the potentials for natural resources for the rural poor. The proposed content for the NHDR (subject to further changes) is as follows.

Draft working papers on chapter 4 (sustainable timber production), 5 (sustainable consumption and production of woodfuel), 6 (upgrading value chains of Non Timber Forest Products) and 8 (geospatial planning) have been prepared by UNDP consultants. Other chapters have been developed by other consultants and an UNDP policy specialist.

Executive summary

1. Introduction: this section briefly describes:

- The state of ecosystems in the country,
- Recent trajectories of environmental governance and policies,
- Main issues and challenges that the country presently faces in achieving sustainable NRM and
- Objectives and methods of the NHDR

2. Insights from fields: Drawing on two ethnographic studies, this chapter seeks to unpack key factors driving transformation of ecosystems and landscapes and illustrate major issues and opportunities in building resilience of ecosystems

3. Community based NRM: A draft Environment and Natural Resources Code includes a proposal for collaborative management to leverage power and rights of communities in NRM. This research draws on international and national practices of community based NRM to highlight opportunities and risks of CBNRM. The research provides a set of recommendations for designing and implementing successful CBNRM.

4. Sustainable Timber Production: At present, limited knowledge is available with regard to viable production models. This chapter presents economic analyses of nine timber production models to identify economically viable production models in the context of Cambodia.

5. Sustainable consumption and production of woodfuel: There has been an alarming rate of

consumption and production of firewood and charcoal. This has posed mounting pressure on forests. This chapter analyses the present state of consumption and production and proposes ways to promote sustainable consumption and production of firewood and charcoal.

6. **Upgrading value chains of Non Timber Forest Products (NTFPs) for local communities:** This research analyses five key NTFPs, namely, bamboos, rattan, resin, honey, medicinal plants which are commonly harvested by rural communities and unpacks value chains of these products.
7. **Payment for Ecosystem Services (PES) as a tool for sustainable conservation financing:** This chapter draws on findings from two feasibility studies on PES and makes policy recommendations for PES.
8. **Geo Spatial planning as a tool for Integrated Natural Resources Management:** A recent jurisdictional reform resulted in significant increase in conservation areas. There is now a critical need to balance between the need for conservation and the need for development. This research introduces how a geo spatial planning tool can be used to promote integrated NRM.
9. **Conclusion:** this section summarizes key results and recommendations from each chapter- and presents overall policy recommendations

3. Scope of Work

The main tasks of the Consultant are to convert the following four working papers into four individual chapters and policy briefs:

- Sustainable Timber Production
- Sustainable consumption and production of woodfuel
- Upgrading value chains of Non Timber Forest Products (NTFPs) for local communities
- Geo Spatial planning as a tool for Integrated Natural Resources Management

1. **Convert the working papers to 4 specific chapters with references** (not more than 15 pages for each chapter excluding references).

Each chapter should be prepared in a manner that succinctly presents main challenges and issues, key results of the analyses and concrete and realistic policy recommendations. The structure and contents of each chapter should be pre-approved by the UNDP policy specialist, before preparing each chapter.

2. **Convert the working papers to 4 specific policy briefs with references** (not more than 6 pages for each chapter excluding references).

Each brief should be prepared in a manner that succinctly presents main challenges and issues, key results of the analyses and concrete and realistic policy recommendations. The structure and contents of each brief should be pre-approved by the UNDP policy specialist, before preparing each brief.

3. **Finalize the NHDR incorporating all comments.** This work will be coordinated with another editor, who will lead the development and editing of other sections including introduction and conclusion. The role of the Consultant is to provide inputs and comments to introduction, conclusion and other sections, and to specifically improve the four sections under the Consultant's responsibility.

4. Expected Outputs and Deliverables

N	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1	Draft chapter on sustainable timber production for comments	5 days	September 10, 2017	Reviewed by a policy specialist Approved by a senior policy advisor
2	Draft chapter on sustainable consumption and production of wood fuel for comments	5 days	September 20, 2017	
3	Draft chapter on upgrading value chains of Non Timber Forest Products (NTFPs) for local communities for comments	5 days	October 10, 2017	
4	Draft chapter on geo Spatial planning as a tool for Integrated Natural Resources Management for comments	5 days	October 20, 2017	
5	Draft policy briefs for comments, The policy briefs should include: <ul style="list-style-type: none"> • Sustainable Timber Production • Sustainable consumption and production of woodfuel • Upgrading value chains of Non Timber Forest Products (NTFPs) for local communities: • Geo Spatial planning as a tool for Integrated Natural Resources Management 	8 days	November 10, 2017	
6	Final four chapters and policy briefs incorporating comments	5 days	November 25, 2017	
7	Final NHDR including introduction, conclusion and four sections, incorporating comments.	7 days	March 15, 2018	
Total # of Days		40 days		

The consultant should submit all the deliverables of satisfactory quality by the target due dates. The failure to meet the set due dates and quality standards may result in the immediate revoke of the contract.

5. Institutional Arrangement

Roles of the international consultant

- The consultant shall work closely with and under the guidance of an UNDP policy specialist,
- The consultant shall work under and have regular skype meetings with the policy specialist
- The consultant shall report on/submit the above deliverables to UNDP Cambodia for comments.
- The consultant needs to maintain regular communication with UNDP Country Office as and when problems emerge during the consultancy period, especially if they affect the scope of the job.

Roles of the UNDP Country

- The County Offices will review and comment the deliverables for payment release

6. Duration of the Work

The total number of this work assignment is 40 days. The assignment period is expected from August 31st, 2017 to March 31st, 2018.

7. Duty Station

The duty station for this assignment is home country.

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:	A master degree in geography, forestry, ecology, natural resources management, or other relevant discipline. A PhD degree is preferred.
Experience:	<ul style="list-style-type: none"> At least 8 years of working/research experiences (including the number of years enrolled as a PhD candidate) in the natural resource/forest management sector. Prior working experience in the southeast Asia/Cambodia is preferred. Prior experiences in publishing policy papers/ briefs/reports in the NRM/Forestry sector as a first author. Prior experience in editing policy reports, journals and books is an advantage
Competency	<ul style="list-style-type: none"> Proven writing and analytical skills to formulate well-structured, clear, and succinct policy documents (assessed by a list of main author publication and a sample policy brief developed by a Consultant)
Language Requirement:	Fluency in written and spoken English

9. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

As part of transparency, ToR must bear the general criteria, which will be used in

Technical Evaluation Criteria	Obtainable Score
A master degree in geography, forestry, ecology, natural resources management, or other relevant discipline. A PhD degree is preferred.	20
At least 8 years of working/research experiences (including the number of years enrolled as a PhD candidate in the natural resource/forest management sector. Prior working experience in the southeast Asia/Cambodia is preferred.	25
Prior experiences in publishing policy papers/ briefs/reports in the NRM/Forestry sector as a first author. Prior experiences in editing policy reports, journals and books is an advantage	30
Proven ability to formulate well-structured, clear, and succinct policy documents (assessed by a list of publication and a sample policy brief developed by a Consultant)	25
Total Obtainable Score:	100

10. Payment Milestones

The consultant will be paid on a lump sum basis under the following installments.

N	Outputs/Deliveries	Payment Schedule	Payment Amount
1	Upon satisfactory completion of deliverable #1	September 10,2017	20%
2	Upon satisfactory completion of deliverable #2	September 30, 2017	20%
3	Upon satisfactory completion of deliverable #3	October 20,2017	20%
4	Upon satisfactory completion of deliverable #4, #5	November 30, 2017	20%
5	Upon satisfactory completion of deliverable #6	December 15 2017	10%
6	Upon satisfactory completion of deliverable #7	March 31 2018	10%

11. **Approval**

Signature:

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Name:

Napoleon Navarro

Title/Unit/Cluster:

Senior Policy Advisor

Date:

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