

TERMS OF REFERENCE

Individual Contractor

1. Assignment Information

Assignment Title:	International Specialist – Climate Change Planning and Budgeting in the Rural Development Sector
UNDP Practice Area:	Environment and Climate Change
Cluster/Project:	Cambodia Climate Change Alliance Phase II (CCCA II)
Post Level:	Senior Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Phnom Penh (with some home based)
Expected Place of Travel:	Phnom Penh
Contract Duration:	30 working days (over four months from February-May 2018)

2. Project Description

Cambodia is consistently ranked as one of the ten countries most vulnerable to climate change, and one of the three most vulnerable in Asia.

Recent Climate Public Expenditure Reviews indicated that the level of climate related expenditures has grown from 0.9% of GDP (373 Bn riels) in 2009 to 1.2% of GDP (859Bn riels) in 2015. Due to the potential impacts of climate change on the Cambodian economy, it is essential that climate-related expenditures be managed in the most efficient and effective way. A three-year programme of work has been agreed between Ministry of Economy and Finance (MEF) and the National Council for Sustainable Development (NCSD), with support from the Cambodia Climate Change Alliance, to strengthen Government's capacity to plan, budget and manage these climate change expenditures.

As part of this programme, tools are being introduced to reflect climate change in national planning and budgeting processes, and to take into account climate change and gender in the prioritization of public investments. Given the importance of the rural development sector in the climate change response, Ministry of Rural Development (MRD) has been selected to pilot this initiative. Following a review of the current status of climate change and gender mainstreaming in the sector conducted in 2017, it is proposed to integrate a climate change lens in the new rural development policy, strategy and action plan to be developed for the period 2019-2023.

3. Scope of Work

The main objective of this assignment is to support the Ministry of Rural Development to integrate climate change in the new July 2018- June 2023 Rural Development Policy, Strategy and Action Plan, and their Budget Strategic Plan. The final documents shall reflect MRD's objectives to contribute simultaneously to Cambodia climate change and economic growth objectives with a view to also being gender sensitive.

The international consultant will be responsible (lead) for the following tasks:

3.1 Conduct initial consultations and research, and support the development of a detailed work plan and approach

- Review the existing rural development policy(ies), strategy(ies) and plans, existing budget documents,

the sectoral climate change strategic plan and action plan, and previous analysis/ experience to date on climate change and gender mainstreaming in MRD (including meetings with stakeholders as appropriate);

- Review the proposed process for the development of the new Rural Development Policy, Strategy and Action Plan, as well as the proposed structure/contents of these documents;
- Identify entry points for MRD to integrate climate change and gender in these documents and formulate recommendations to improve the structure of the documents as necessary.;
- Propose a process to achieve the main objective, including appropriate consultations with concerned departments and development partners, and develop the corresponding work plan.

3.2 Support the drafting process and consultations for the development of climate-responsive and gender sensitive Rural Development Policy, Strategy and Action Plan

- In line with the agreed work plan, support MRD's Department of Planning and Public Relations to produce an initial outline of the above documents, highlighting entry points for climate and gender - related content, and how climate change mainstreaming also supports equitable economic growth objectives in rural areas;
- Support the iterative process of consultations and drafting of the documents, with a specific focus on climate change contents. Ensure that up-to-date information/evidence, climate change priorities, gender considerations and lessons learnt from implementation of climate change initiatives in MRD is adequately integrated, both for investment and for management / capacity development aspects. It is expected that a least one major consultation on a full draft and one validation workshop will be required;

3.3 Support finalization of a climate-responsive and gender sensitive Rural Development Policy, Strategy and Action Plan

- Integrate any final comments received during the validation workshop and from MRD senior management and submit a final draft of the above documents, with final English editing;

3.4 Support the translation of the plan into MRD's Budget Strategic Plan 2019-21

- Working with Department of Planning and Public Relations, define the scope and approach to adjust the Ministry's new 3-year BSP to the new Policy, Strategy and Action Plan;
- Support the Department in leading this effort, in cooperation with all concerned technical departments. Provide technical inputs and mentoring where required to ensure proper incorporation of climate change and gender in the BSP;
- Support the Department in reviewing the now outdated performance monitoring tool for the BSP, and lead the development of a new tool reflecting latest BSP guidelines and integrating climate change and gender concerns;

4. Expected Outputs and Deliverables

N	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1	Initial desk review, consultations held and detailed work plan endorsed by MRD's Director of Planning	5 days	21th February 2018	CCCA Trust Fund Administrator
2	Full draft of the policy, strategy and action plan submitted to MRD	10 days	7 th March 2018	CCCA Trust Fund Administrator
3	Consultation and validation workshop on draft documents held and final drafts submitted to MRD.	5 days	16 th March 2018	CCCA Trust Fund Administrator
4	Capacity development support (training, mentoring) delivered to MRD staff to reflect the agreed policy/strategy/plan in the 2019-21 BSP	5 days	18 th May 2018	CCCA Trust Fund Administrator
5	Monitoring tool for the BSP developed, including climate change and gender concerns.	5 days	31 st May 2018	CCCA Trust Fund Administrator
Total # of Days:		30 days		

5. Institutional Arrangement

The international consultant will operate under the overall guidance of the CCCA Result 2 Team Leader and the Trust Fund Administrator. He/she will work on a day-to-day basis with a national consultant. Division of labour with the national consultant will be detailed in the work plan, but it is expected that the national consultant will bring expertise on the rural development sector in Cambodia, and support in particular the design and delivery of training/mentoring in Khmer language for MRD staff.

On a day-to-day basis, the international consultant will report to the Director of the Planning and Public Relations Department in MRD, and work with members of MRD's climate change working group.

6. Duration of the Work

The assignment is expected to include 30 working days over a four month period (early-February to end-May 2018), with two in-country missions.

7. Duty Station

Phnom Penh, Cambodia. Some work may be home-based but it is expected that at least 25 days will be required in-country.

8. Minimum Qualifications of the Individual Contractor

Education:	Master's degree in rural development, water/sanitation, rural infrastructures, agriculture or closely related subjects
Experience:	<ul style="list-style-type: none"> - At least 10 years' experience in development planning and policy, including sector planning, budgeting and policy analysis in developing countries; - Experience related to climate change adaptation and/or mitigation, climate finance / public investments in infrastructure sectors (irrigation, water/sanitation, roads); - Experience in Asia-Pacific region or Cambodia will be an advantage; - Familiarity with climate-responsive planning and budgeting concepts; - Familiarity with the differential impacts of climate change on men and women
Competencies:	<ul style="list-style-type: none"> - Familiarity with government planning systems and institutional roles; - Ability to interact with senior government officials; - Team leadership experience with strong communication skills; - Excellent written and oral communication skills; and
Language Requirement:	<ul style="list-style-type: none"> - Fluency in English is required. - Knowledge of Khmer would be an advantage
Other Requirements (if any):	N/A

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

Technical Evaluation Criteria	Obtainable Score
At least 10 years' experience in development planning and policy, including sector planning, budgeting and policy analysis in developing countries.	30
Experience related to climate-responsive planning and budgeting, climate change finance in infrastructure sectors. -Familiarity with the differential impacts of climate change on men and women	40
Experience in Asia-Pacific region or Cambodia	20
Familiarity with government planning systems and institutional roles; ability to interact with senior government officials; team leadership experience with strong communication skills.	10
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 output 1	second week of	20%

		February 2018	
2	Upon satisfactory completion of outputs 2 and 3	Last week of March 2018	50%
3	Upon satisfactory completion of outputs 4 and 5	First week of June 2018	30%

11. Annexes

1. Climate Change Action Plan of Ministry of Rural Development

<http://www.camclimate.org.kh/en/documents-and-media/library/category/128-climate-change-action-plan.html?download=649:ccap-for-rural-infrastructure-2014-2018-en>