

## TERMS OF REFERENCE Individual Contractor

### 1. Assignment Information

<b>Assignment Title:</b>	Consultant to support mainstreaming gender into Cambodia's REDD+ Action and Investment Plan (Open for International and National)
<b>Cluster/Project:</b>	FCPF REDD+ Readiness Project
<b>Post Level:</b>	Specialist
<b>Contract Type:</b>	Individual Contractor (IC)
<b>Duty Station:</b>	Home-based and Phnom Penh
<b>Expected Place of Travel:</b>	Cambodia – Provinces
<b>Contract Duration:</b>	37 days (from April 02 -August 15 )

### 2. Project 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 may become eligible for results-based payments for verifiable emissions and/or enhanced carbon stocks.

Prior to seeking such results-based payments, Cambodia's REDD+ programme must 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 integrating a gender perspective into its REDD+ implementation framework and ensuring women and men are equitably involved in and benefit from REDD+ in Cambodia, the RGC has supported various efforts over recent years to promote the incorporation of gender equality and women's empowerment principles into its REDD+ programme and corresponding implementation framework.

Although there are policies and institutions in place within the country to promote the integration of gender considerations in forestry and other natural resources management sectors, barriers have prevented the effective function of such institutions and implementation of these policies.

Acknowledging these gaps between policy and practice, Cambodia, from 2012-14, agreed to serve as a pilot country in a regional Joint Initiative on women's inclusion in REDD+, organized by the UN-REDD Programme, USAID's LEAF programme and WOCAN. Through a **country assessment** concrete barriers to women's inclusion and integration of gender perspectives in REDD+ (at institutional & community levels) were examined; corresponding key entry points and recommendations for removing those barriers were formulated; and good practices on gender issues for replication were identified.

In response to these findings/recommendations, in 2014, the Government decided that creating an inter-ministerial Gender Group at the national level would be an effective initial measure to help the REDD+ Taskforce to 1) address some of these identified gender gaps and barriers within its ongoing REDD+ work; and 2) strengthen existing good practices on gender. Made up of four government representatives, the objectives of the Gender Group, as established by Cambodia's National REDD+ Strategy are: (i) to **build awareness** on gender among members of the REDD+ Taskforce, Consultation Group and Technical Teams, and (ii) to **advise** on gender in components of the National REDD+ Strategy (NRS). During the development of the NRS, the

Gender Group was actively involved in its consultation meetings and undertook various capacity building and awareness raising activities. Because of these efforts, the NRS integrates gender considerations in its guiding principles and includes the Gender Group in its institutional arrangements for NRS implementation. Efforts are now underway to implement the NRS, and to help guide this work, a National REDD+ Action and Investment Plan will be drafted over the course of 2018.

It is within this backdrop that the Cambodia's REDD+ programme seeks to engage a contractor to support the Gender Group's efforts to mainstreaming gender into the REDD+ Action and Investment Plan. The specific objective of this assignment is to assess existing REDD+ country reports, REDD+ sectoral strategies and action plans and undertake follow up field surveys with REDD+ demonstration sites to identify entry points for mainstreaming gender within the National REDD+ Action and Investment Plan and to work alongside with the gender group to ensure that gender issues are reflected in the above-mentioned National REDD+ Action and Investment Plan.

### **3. Scope of Work**

The Consultant will perform the following tasks:

#### **Task 1: Produce a Work Plan**

- Produce a work plan that outlines tasks, methodology, approach, timeline and deliverables.
- Present the work plan to Technical Specialist in REDD+ Taskforce Secretariat for comments and feedback.
- Revise work plan per comments received.
- Share final work plan to Technical Specialist in REDD+ Taskforce Secretariat for approval.

#### **Task 2: Undertake a desk review to inform the formulation of National REDD+ Action and Investment Plan**

- Topic 1: Review Protected Area, Production Forest and Fisheries plans and reports:
  - a) Review the National Protected Area Strategic Management Plan, National Policy for Production Forestry, and Sub-decree for Mangrove Forest and action plans to identify if the plans integrated gender. If so, identify if and which actions and considerations on gender could also be integrated into the National REDD+ Action and Investment Plan.
  - b) Review the implementation reports (e.g. progress reports, mid-term review report, final report, etc.) for the 5 REDD+ demonstration sites supported by FCPF (these sites demonstrate the implementation of the Protected Area, Production Forest and Fisheries strategic management plans). For this analysis: 1) assess if and how the 5 REDD+ demonstration integrated gender concerns in design and implementation, including in any consultations undertaken and 2) identify any good practices and/or lessons learned on gender undertaken which can be used to help inform provincial level design within the National REDD+ Action and Investment Plan.
- Topic 2: Identify organizations, partners and stakeholders (government, CSOs, NGOs, etc.) in Cambodia that have supported socially inclusive and gender-responsive national policy processes and consultation and engagement efforts. This review can look beyond the natural resource management and forestry sectors, to identify good and concrete examples. As a starting point of this exercise, the contractor should check the UN-REDD/USAID LEAF/WOCAN [country assessment](#) and documentation on Cambodia's community-based REDD+ (CBR+) projects (to be provided by UNDP at start of consultancy). To note, other documents and literature should also be reviewed as part of this task. The good practices and lessons learned identified from this review can be used to help inform the formulation of the National REDD+ Action and Investment Plan.

**Task 3: Conduct field surveys (as necessary)**

- Based on the results of the documentation review for the REDD+ demonstration sites supported by FCPF (e.g. Task 2, Topic 1), determine if ground-truthing in the field is necessary and follow up field surveys with the demonstration sites is required to fill in any gaps of information. Reasons to conduct field surveys can include to 1) assess whether and to what extent they integrated gender considerations; 2) further identify any good practices and/or lessons learned on gender undertaken; and/or 3) desk review revealed no evidence that gender considerations were integrated. The scope of work for the field covers a maximum of 3 REDD+ demonstration site field visits (at 4 days each).
- If follow up in the field is necessary, work with Gender Group and UNDP Cambodia to 1) develop a matrix for selection criteria for the REDD+ demonstration sites supported by FCPF to be visited (based on desk review results); 2) determine the approach and methodology for field work; and 3) identify the stakeholders who should be interviewed and consulted with at the demonstration sites to obtain the gaps in information. The contractor will then organize and undertake the necessary interviews/consultations with stakeholders at the applicable demonstration sites.

**Task 4: Produce outline for first draft report**

- Based on results of the desk review (Task 2) and any necessary field surveys (Task 3), develop a detailed annotated outline for the report for review by the REDD+ Gender Group, and Technical Specialist in the REDD+ Taskforce Secretariat. The report should include the following information: 1) background information including objectives and methodology used; 2) results of desk review on the topics discussed above for Task 2; 3) results of any field research undertaken; and 4) concrete recommendations for how and where the National REDD+ Action and Investment Plan should mainstream gender.
- Present the outline to the REDD+ Gender Group, Programme Analyst in UNDP and Technical Specialist in the REDD+ Taskforce Secretariat for comments.

**Task 5: Produce first draft report**

- Per the agreed upon outline with the REDD+ Gender Group, Programme Analyst in UNDP and Technical Specialist in REDD+ Taskforce Secretariat, develop the first draft report. The draft report should be no more than 30 pages, excluding annexes.

**Task 6: Produce second draft report**

- Prepare the second draft report incorporating all comments received from the REDD+ Gender Group, Programme Analyst in UNDP and Technical Specialist in the REDD+ Taskforce Secretariat. The report should be no more than 30 pages, excluding annexes.
- Present the second draft report to the REDD+ Gender Group, Programme Analyst in UNDP and Technical Specialist in the REDD+ Taskforce Secretariat.

**Task 7: National validation workshop**

- Work with UNDP Cambodia to conduct one national consultation workshop with the REDD+ Taskforce, Consultation Group and Technical Teams, as well as other organizations and government stakeholders working on gender as necessary (tbd) to share and validate findings of the consultancy report. It is expected that the contractor will present the findings and recommendations of the report during the workshop via a PowerPoint presentation.

**Task 8: Produce final report**

- Based on any feedback obtained from the validation workshop, revise the second draft report as necessary. The report should be no more than 30 pages, excluding annexes.
- Present the final report to the REDD+ Gender Group, Programme Analyst in UNDP and Technical Specialist in the REDD+ Taskforce Secretariat for approval.

- Continue to review and work together with gender group to mainstream gender in the National REDD+ Action and Investment Plan.

#### 4. **Expected Outputs and Deliverables**

<b>N</b>	<b>Deliverables/Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b>
1	Work plan	1-2 days	<b>April 7, 2018</b>	Reviewed by FCPF National Project Advisor and Technical Specialist in REDD+ Taskforce Secretariat Clear by  Approved by the NPD and ACD/UNDP
2	First draft report	- 8 days to undertake desk review & draft report - 14 days for field work	<b>Desk review:</b> April 30, 2018  <b>Field Visit:</b> May 30, 2018	
3	Second draft report	8 days	June 30, 2018	
4	National validation workshop	3 days	3 <sup>rd</sup> week of July, 2018	
5	Final report	2 days	August 15, 2018	
<b>Total # of Days:</b>		Approximately 37 days		

#### 5. **Institutional Arrangement**

Roles of the Consultant:

- The consultant will be directly supervised by Technical Specialist of REDD+ Secretariat. The contractor shall report to and seek approval of the final product from REDD+ National Project Director (NPD) through REDD+ Secretariat.
- The consultant will work with Gender Group to seek comments, historical background of gender mainstreaming in REDD+ in Cambodia and some other inputs to improve the work.
- The consultant needs to maintain regular communication with Technical Specialist of REDD+ Secretariat.

Roles of the REDD+ Secretariat

- The REDD+ Secretariat will oversee the work of the contractor throughout the assignment and submit to NPD for approval.
- The REDD+ Secretariat will provide support in identifying and liaising with relevant institutions and key stakeholders including those involve in the policy/strategy design, local authorities, staff, local community who involve in the implement demonstration projects, and other relevant participants for interview.
- The REDD+ Secretariat will coordinate organizing validation workshop and some technical meetings with Gender Group and Technical specialist

Roles of the NPD

- NPD will oversee the nature of work and work plans of the consultancy, provide overall advise, and check to approve the final report.

## 6. Duration of the Work

The duration of the assignment will be from March 25<sup>th</sup> 2018 to August 15<sup>th</sup> 2018 for approximately 37 working days.

## 7. Duty Station

The duty station for this assignment is home country and Phnom Penh with expected travel to provinces.

During the assignment, the consultant is expected to be in Cambodia for at least a total of 7 days with 2 trips to Phnom Penh for undertaking assignments. Travelling and other related cost 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.

## 8. Minimum Qualifications of the Individual Contractor

<b>Education:</b>	<ul style="list-style-type: none"> <li>▪ A master degree in gender studies, anthropology, social science, human geography, natural resource or environmental management or other relevant social sciences.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ At least 10 years of relevant working experience in the areas of gender policies or social development in the environmental field.</li> <li>▪ At least 5 years of experience in women's inclusion and gender related policy development.</li> <li>▪ Strong experience in developing policies and strategies for gender and climate change and/or natural resource management programmes and/or projects.</li> <li>▪ Proven experience in facilitating policy dialogue with government officials and within communities in the field.</li> <li>▪ Proven knowledge in design and/or use of participatory approaches in natural resource management.</li> <li>▪ Experience in advising on natural resource management and/or climate change related themes.</li> <li>▪ Strong experience in providing strategic advice and dealing with the government and development partners and stakeholders.</li> </ul>
<b>Competencies:</b>	<ul style="list-style-type: none"> <li>▪ Strong facilitation and coordination skills.</li> <li>▪ Strong analytical, writing and communication skills, including the ability to articulate ideas in a clear and concise manner.</li> <li>▪ Experience with UNDP and/or UN agencies is an advantage.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Familiarity with UN-REDD Programme or REDD+ initiatives is an advantage.</li> <li>▪ Flexibility and ability to operate in different cultural settings and with a variety of stakeholders, in a culturally and gender-sensitive manner.</li> </ul>
<b>Language Requirement:</b>	<ul style="list-style-type: none"> <li>▪ Fluent in English</li> <li>▪ Or international candidates, a good understanding of Khmer language (speaking, writing, and reading) is an asset</li> </ul>

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

<b>Technical Evaluation Criteria</b>	<b>Obtainable Score</b>
A master advanced degree in gender studies, anthropology, social science, human geography, natural resource or environmental management or other relevant social sciences.	20
At least 10 years of relevant working experience in the areas of gender policies or social development in in the environmental field.	20
At least 5 years of experience in women's inclusion and gender related policy development.	30
Strong experience in developing policies and strategies for gender and climate change and/or natural resource management programmes and/or projects.	10
Proven experience of facilitating policy dialogue and working with communities in the field.	10
Strong analytical, writing and communication skills, including the ability to articulate ideas in a clear and concise manner (measured by policy report submitted by candidate)	10
<b>Total Obtainable Score:</b>	<b>100</b>

## 10. Payment Milestones

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

<b>N</b>	<b>Outputs/Deliveries</b>	<b>Payment Schedule</b>	<b>Payment Amount</b>
1	Upon satisfactory completion and submission of deliverable # 1	April 11, 2018	10
2	Upon satisfactory completion and submission of deliverable # 2	June 11, 2018	30
3	Upon satisfactory completion and submission of deliverable # 3	July10, 2018	30
4	Upon satisfactory completion and submission of deliverable # 4 and # 5	August 31, 2018	30