

TERMS OF REFERENCE

Individual Consultant

1. Project Information Summary

Assignment Title:	Governance and Innovation
UNDP Practice Area:	Governance/Programme
Post Level	National Expert
Contract Type	Individual Contractor
Cluster/Project:	Programme and Results Unit
Assignment Location:	Phnom Penh, Cambodia
Assignment Duration:	10 days (01 October - 15 November 2018)

2. Background

Over the past two decades, Cambodia has seen a significant economic growth, with poverty rate being reduced from 47.8 per cent in 2007 to 13.5 per cent per cent in 2014. Growth has also been relatively inclusive, but inequality has remained in check and more need to be done to ensure that Cambodia's natural resources are not being compromised. To achieve a sustainable growth, it is important that efforts should be made to develop and strengthen effective, accountable and transparent public institutions (including especially civil service) that are inclusive and responsive to the needs of people, especially the marginalized segments of the population.

In addition to UNDP's existing initiatives on the governance of environment, gender and disabilities, UNDP is exploring opportunities to expand the governance portfolio with a focus on *innovation in civil service and public service delivery*. UNDP Cambodia is seeking to form a team of experts in these above-mentioned fields to assist UNDP in the conceptualization of this new endeavour. *UNDP is therefore recruiting a national expert in governance to perform tasks in the following sections.*

3. Overall Objectives and Scope of Work

In this assignment, the team will support UNDP to conceptualize and design a strategy for enhancing UNDP’s governance engagement and positioning and for supporting Cambodia’s priorities to achieve SDG 16 and to accelerate structural transformation for sustainable development with the governance as a centre. The national expert will specifically perform the following:

- Stock take of UNDP’s governance contributions/results/impact in the past 20 years;
- Map current governance initiative in Cambodia by the Government and others;
- Identify key stakeholders for further discussion;
- Contribute to consultation/ dialogue with key selected local experts and stakeholders on governance challenges and opportunities;
- Contribute to the design of UNDP’s new intervention.

4. Expected Deliverables

The deliverables of this assignment include the following:

- Stock take of UNDP’s governance contributions/results/impact in the past 20 years;
- Rapid mapping of current governance initiative in Cambodia by the Government and others;
- List of key stakeholders for further discussion.

5. Timeline and Duration:

The national expert will join the experts mission to Cambodia (tentatively scheduled in the week of **22 October 2018** for a period from one week). S/he will start desk review and analysis on UNDP’s past intervention and the mapping of governance works in Cambodia.

No.	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates
1	Analysis of UNDP’s past intervention (secondary data/ desk review) and mapping of stakeholders’ intervention in governance.	5 days	1 st week of October 2018
2	Participate in the experts mission (facilitate & coordinate if needed) and provide inputs to the design of new programme.	5 days	Mission: 3 rd week of October 2018 Additional inputs: till Mid-November 2018

6. Duty Station

The duty station of this assignment is in Phnom Penh (home-based and meetings with stakeholders during the mission week). During the mission week, UNDP will arrange the team’s local transportation in Phnom Penh.

7. Institutional Arrangements

The consultant will be performed under the direct supervision of UNDP Head of Programme and Result Unit. S/he will be working closely with UNDP Programme Analyst in charge of governance, voice and participation. While UNDP will provide necessary contacts and documentations, it is the responsibility of the consultant to identify documents and key informants in consultation with UNDP and to contact them directly. UNDP can provide limited support, if needed. While working from home, the consultant shall maintain regular communication and report on/submit the above deliverables to the Programme Analyst and Head of Programme. The deliverables will be reviewed by UNDP in which the feedback will be provided within two-week time after each deliverable is submitted **(Note: the target due dates in the above section are for final submissions.**

Consultant must submit each deliverable well in advance to avoid unnecessary delay)

8. Minimum Qualifications

Education:	Master’s degree in public policy, public administration, development studies, political science, or other relevant fields.
Experiences:	<ul style="list-style-type: none"> • At least 7 years of relevant experiences in governance in Cambodia (including research experiences in governance); • Solid experience and knowledge in the design of complex governance related initiative/ projects and in multi-stakeholder coordination; • Solid experience and knowledge in institutional capacity development, organizational changes and governance reforms; • Experience working with international development organization including the UN agencies in Asia; • Ability to facilitate expert group discussion and workshop;
Language Requirement:	Fluency in English and Khmer.

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

Scope of Bid Price and Schedule of Payments

Technical Evaluation Criteria	Obtainable Score
Master's degree in public policy, public administration, development studies, political science, or other relevant fields;	20
At least 7 years of relevant experiences in governance in Cambodia (including research experiences in governance);	30
Solid experience and knowledge in the design of complex governance related initiative/ projects and in multi-stakeholder coordination;	20
Solid experience and knowledge in institutional capacity development, organizational changes and governance reforms;	20
Experience working with international development organization including the UN agencies in Asia;	10
Total Obtainable Score:	100

10. Payment Milestones

The contractor will be paid on a lump sum basis under the following instalments. Every payment is subject to receipt of certification for payment, and performance evaluation for the last payment duly completed by the Head of Programme and Result Unit, UNDP Cambodia.

No.	Deliverables/Outputs	Payment Schedule	Payment Amount
1	Upon satisfactory submission and acceptance of deliverable 1;	15 October 2018	50%
2	Upon completion of deliverable 2	10 November 2018	50%

11. Approval

Signature: _____

Name: _____

Title/Unit/Cluster: _____

Date:
