

TERMS OF REFERENCE

Individual Contractor

1. Assignment Information

Assignment Title:	International Consultant to facilitate the formulation of the NDC Roadmap for Cambodia
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 and home based
Expected Place of Travel:	Phnom Penh
Contract Duration:	40 working days (over three and a half months from mid-February through end of May 2019)

2. Project Description

The Royal Government of Cambodia has since long been committed to combating climate change and accelerating the transition to low-carbon sustainable modes of development, being a Party to the UNFCCC since 1995, and having ratified all relevant subsequent agreements, such as the Paris Agreement. The country has also submitted its intended nationally determined contributions (INDC) in December 2015.

Understanding that climate change can compromise the nation's goals for sustainable economic growth and threaten the lives and livelihoods of many of Cambodians, there has been a concerted effort to strengthen legal, policy and planning frameworks to ensure the integration of climate change adaptation objectives and to promote mitigation opportunities, especially those with sustainable development co-benefits. There have been also efforts to attract climate finance to fund the implementation of climate change adaptation and in some case mitigation measures, with a renewed commitment from the government to invest in climate action (with annual public climate expenditures rounding 1% of its fast growing GDP).

Cambodia's Climate Change Strategic Plan (CCCSP 2014-2023), approved at the end of 2013, set the guidance for actors at all levels, from national to sub-national, on the priorities of the national climate change response for the period of 2014-2023. CCCSP, along with other strategic frameworks, including Cambodia Climate Change Financing Framework and the National M&E Framework for Climate Change Response, as well as the new institutional arrangements for climate change response (with the establishment of the National Council of Sustainable Development holding the mandate for coordination of climate change response) were already in place as the country submitted its INDC.

With Cambodia's first BUR approaching completion, TNC work underway, and agreed upon CSDGs, the General Secretariat of the National Council for Sustainable Development (GSSD) and its Department of Climate Change (DCC) are now starting the process for the formulation of NDC's roadmap to ensure that the country will be able to confidently and timely confirm or review its NDC targets by 2020 and to achieve its stated contributions by 2030. The formulation of the NDC roadmap will help engage a wide range of stakeholders in key sectors in the discussion of which resources and mechanisms can be leveraged and what still needs to be put in place to ensure full delivery of NDC targets by 2030, thus preparing the country for NDC implementation.

DCC, with the support of Cambodia Climate Change Alliance Program (CCCA-Phase 2), is engaging the support of an international consultant to facilitate the formulation of the NDC Roadmap for Cambodia.

3. Overall objective of the Assignment

The main objective of the assignment is to formulate Cambodia' NDC Roadmap, involving key stakeholders at crucial points of the process, thus preparing them to participate in roadmap implementation.

Specific results expected from this assignment include:

- Stocktake of the NDC implementation
- Gap assessment
- Delivery of a roadmap and stakeholder engagement plan for NDC implementation
- Increased engagement and capacity of key stakeholders for the implementation of NDC

4. Scope of Work

In line with the objectives stated above, the international consultant assignment, working in collaboration with DCC and the CCCA team, and in consultation with NCSD, Climate Change Technical Working Group (CCTWG), will be responsible for the following tasks:

1. Prepare an **inception report** with the approach to be followed for the development of the NDC roadmap, stakeholder engagement plan and a detailed workplan for the assignment (indicating all activities and responsible individuals, including that of international and national consultants)
 - The approach to be followed in the formulation of the roadmap should be agreed to by DCC and CCTWG to ensure their understanding and engagement at early stage. As such, the inception report should highlight a number of issues that need to be agreed to from the start, including underlying principles, scope and timeframe of the roadmap, indicating whether it will be a standalone plan or whether it will be a guiding document embedded in relevant strategies and plans, outlining the content both the roadmap and engagement plan (understanding that different dimensions need to be covered, including mitigation, adaptation, governance, finance, and MRV)
2. Prepare a report on the **status of NDC implementation**
 - This stocktake will include a review of the assumptions and analysis at the base of INDC goals and targets (confirming relevance of analysis, using recent information on national circumstances including recent findings from FBUR, to understand whether there is a need for additional measures or make other adjustments)
3. Conduct a **gap assessment**
 - Given stocktake findings and information on national circumstances and existing resources that can be mobilized for NDC implementation, the assessment will indicate what is required for NDC full implementation
4. Take lead in the **development of roadmap formulation process** and deliver a **roadmap and stakeholder engagement plan for NDC implementation**
 - This includes a series of analysis to inform stakeholders and build common understanding and agreement on the identification, prioritization and timeframes of key policies and measures, roles and responsibilities of key implementing entities and chosen coordination mechanisms, financing requirements, human resources and information needs, and institutional capacity needed to deliver on NDC, as well as propose the MRV mechanism to

be used to guide NDC roadmap implementation, and identify linkages with policies and actions being carried out under other sustainable development agendas including SDGs.

5. **Plan for continued engagement of key actors and stakeholders** during the assignment and throughout the implementation of the NDC roadmap and preparation of initial communication materials on NDC roadmap.

- It is expected that the level of engagement and capacity of key stakeholders for NDC implementation will be increased by their involvement in the formulation of the roadmap. However, a stakeholder engagement plan needs to be designed with a larger timeframe, to secure the continued participation of key stakeholders throughout roadmap implementation (relevant activities should be included in the larger roadmap)

5. Expected Outputs and Deliverables

N	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1	Inception report (including desk review, interviews, meetings, approach and workplan)	7 days	4 March 2019	CCCA Climate Change Technical Specialist and CCCA Manager
2	Report on the status of NDC implementation (including a review of INDC assumptions and analysis)	6 days	20 March 2019	CCCA Climate Change Technical Specialist and CCCA Manager
3	NDC gap assessment	8 days	5 April 2019	CCCA Climate Change Technical Specialist and CCCA Manager
4	Draft NDC roadmap and stakeholder engagement plan	14 days	10 May 2019	CCCA Climate Change Technical Specialist and CCCA Manager
5	Final report for this consultancy, including documentation the process for the formulation of the road map (including facilitated discussions throughout the process) and final drafts of NDC roadmap, stakeholder engagement plan and communication materials (integrating comments received from DCC and key stakeholders on initial drafts)	5 days	31 May 2019	CCCA Climate Change Technical Specialist and CCCA Manager
Total # of Days:		40 days		

6. Management Arrangement

The international consultant will operate under the overall guidance of the CCCA Programme Director and Programme Manager, with direct reporting to the CCCA Climate Change Technical Specialist. He/she will work in consultation with CCTWG.

7. Duration of the Work

The assignment is expected to include 40 working days over a period of three and a half months (mid-February 2019 through end-May 2019), with at least 25 working days in Phnom Penh (with possibility of two extended in-country missions)

8. Duty Station

Phnom Penh, Cambodia. Some work may be home-based but it is expected that at least 25 working days will be required in-country (and a minimum of two in-country missions).

Selected individual contract 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

9. Minimum Qualifications of the Individual Contractor

Education:	MSc degree in climate change, development studies, natural resource management, environment, or related field demonstrably relevant to the position.
Experience:	<ul style="list-style-type: none">- At least 10 years' experience in climate change related work;- Proven experience in facilitating participatory planning process, including the formulation of roadmaps or action plans involving government and a wide range of stakeholders;- Experience in working with UNFCCC mechanisms and guidelines, demonstrating a good understanding of a wide range of issues relevant for NDC roadmap formulation is required; experience in working on NDC processes is preferred.- Experience in resource mobilization and climate finance mechanisms, MRV, climate policy and governance frameworks is strongly desired;- Experience in developing countries strongly desired, experience in the Asia-Pacific region or Cambodia will be an advantage;
Competencies:	<ul style="list-style-type: none">- Strong analytical, facilitation and planning skills;- Ability to interact with senior government officials and a wide range of stakeholders (including private sector) and to facilitate discovery and planning processes;- Team leadership experience with strong communication skills;- Excellent written and oral communication skills.
Language Requirement:	<ul style="list-style-type: none">- Fluency in English is required.
Other Requirements (if any):	N/A

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

For transparency and information purposes, please find below the general criteria, which will be used in evaluating the acceptability and level of technical compliance of the candidates, as well as their corresponding weight.

Technical Evaluation Criteria	Obtainable Score
At least 10 years' experience in climate change related work;	25
Proven experience in facilitating participatory planning process, including the formulation of roadmaps or action plans involving government and a wide range of stakeholders;	15
Experience in working with UNFCCC mechanisms and guidelines, demonstrating a good understanding of a wide range of issues relevant for NDC roadmap formulation is required; experience in working on NDC processes is preferred.	30
Experience in resource mobilization and climate finance mechanisms, MRV, climate policy and governance frameworks is strongly desired	15
Experience in developing countries strongly desired, experience in the Asia-Pacific region or Cambodia will be an advantage	15
Total Obtainable Score:	100

11. 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	10 March 2019	30%
2	Upon satisfactory completion of outputs 2, 3	15 April 2019	20%
3	Upon satisfactory completion of output 4	17 May 2019	20%
4	Upon satisfactory completion of output 5	12 June 2019	30%

ⁱ POPP: <https://intranet.undp.org/global/popp/cap/Pages/administration-of-travel-of-ic.aspx>