

TERMS OF REFERENCE Individual Contractor

1. Assignment Information

Assignment Title:	International Consultant – Climate Change Knowledge Products
UNDP Practice Area:	Environment and Energy
Cluster/Project:	Cambodia Climate Change Alliance Phase II (CCCA II)
Post Level:	Senior Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Home based and Phnom Penh, with travels to project sites
Expected Place of Travel:	Phnom Penh (5 days) and selected provinces in Cambodia (15 days)
Contract Duration:	38 working days in March - April 2019

2. Project Description

The Cambodia Climate Change Alliance (CCCA) - Phase 2 is an initiative led by the Ministry of Environment and supported by the European Union, Sweden and UNDP. The overall objective is to strengthen national systems and capacities to support the coordination and implementation of Cambodia's climate change response, contributing to a greener, low carbon, climate-resilient, equitable, sustainable and knowledge-based society.

CCCA operates a grant facility funding climate change adaptation and mitigation projects in the field. Window 1 of the grant facility provides support to demonstration projects implemented by Government agencies in line with their Climate Change Action Plans (CCAP), while Window 3 funds innovative projects from both civil society and the private sector. A total of USD 4.45 million have been allocated to 22 projects between 2015 and 2019 (14 under Window 1 and 8 under window 3). Projects cover a wide range of activities and sectors. More detailed information is available at:

<http://camclimate.org.kh/en/documents-and-media/library/category/138-2015-grant-window-1.html>
and <http://camclimate.org.kh/en/documents-and-media/library/category/143-2015-grant-window-3.html>

As the current phase of CCCA is due to end in June 2019 and most projects in the field will be closed by March 2019, CCCA is now looking to hire an experienced consultant to extract key lessons learnt from the projects and document their impact on beneficiaries, through the development of knowledge products.

3. Objectives of the Assignment

The overall objective of the assignment is to document lessons learnt from the CCCA project portfolio, as well as individual beneficiary stories, for communication purposes and advocacy with decision-makers.

Specific objectives:

- To identify and document lessons learnt of a cross-cutting nature across the CCCA project portfolio, related to adaptation or mitigation policies or to implementation issues. These selected lessons learnt shall reflect factors of success but also common constraints and limiting factors faced by the projects;
- To identify specific innovative approaches or technologies with potential for replication and document them through case studies and beneficiary stories.

4. Scope of Work

This assignment will cover the 22 projects funded by CCCA, with activities implemented in 46 districts of Cambodia.

The proposed tasks – to be refined at inception stage – are as follows:

- Initial desk review of the project documents, progress reports and key deliverables;
- Based on the desk review and discussion with CCCA staff (in particular the Grants Management Officer) identification of a sample of projects and sites for field visits;
- Development of a brief inception report including proposed themes / areas of interest (at least three) for the lessons learnt document, potential case studies and beneficiary stories, and a refined methodology and work plan. Selected themes and case studies/stories shall reflect a diversity of interventions and beneficiaries;
- Field visits to the concerned projects including collection of the relevant data, interviews and photos;
- Collection of complementary information (as required) from concerned project teams (in Phnom Penh);
- Drafting of the knowledge products;
- Integration of comments from CCCA and finalization of the knowledge products.

The lessons learnt documents shall be structured around themes that are common across several CCCA projects (at least three). Expected length is 8,000 to 10,000 words.

Case studies shall be 2,000 to 2,500 words, with related photos.

Beneficiary stories shall be 500-800 words, with related photos.

CCCA will provide the branded templates and style guides for these knowledge products.

5. **Expected Deliverables**

Deliverables	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Deliverable 1. A detailed methodology for the assignment, including timelines and proposed focus of the knowledge documents, based on results of the desk review and consultations with CCCA.	7 working days	By 13 March 2019	UNDP CCCA Trust Fund Administrator
Deliverable 2. Draft knowledge products including: - A document on lessons learnt, covering at least 3 cross-cutting themes; - At least 4 case studies; - At least 6 beneficiary stories.	29 working days	By 19 April 2019	UNDP CCCA Trust Fund Administrator
Deliverable 3. Final knowledge products incorporating comments received from CCCA	2 working days	By 15 May 2019	UNDP CCCA Trust Fund Administrator
Total estimated number of days:	38 days		

6. **Duration of Work**

The proposed duration of this assignment is 38 working days spreading over the period of March to May 2019. The following estimated timeframe is provided as guidance (indicative) for applicants:

Activity	Estimated Working Days

Desk review of project documents and progress reports	4
Consultations with CCCA team and inception report	3
Field visits / information gathering	15
Information gathering in Phnom Penh (as required)	2
Drafting of the knowledge documents and draft submission	12
Comments from CCCA on the draft documents	-
Incorporation of comments and submission of final knowledge products	2
Total	38

7. Duty Station

The duty station for this assignment is home country and Cambodia. During the assignment the consultant is expected to be based in Phnom Penh (one in country mission) with travel to selected provinces (field visits). It is estimated that the consultant needs to spend a minimum of 5 days in Phnom Penh and another 15 working days traveling to selected provinces. The project team will arrange the transportation and necessary logistics support for the travels in Phnom Penh and to provinces.

The selected individual contractor who is expected to travel to the Country Office (CO) to undertake the assignment in the country (Cambodia) is required to undertake the BSAFE training (<https://trip.dss.un.org/dssweb/bsafe.aspx>) prior to travelling.

8. Team

This is an individual assignment. The CCCA Grant Management Officer will support the consultant to gather relevant documents and organize/ accompany the consultant on field trips.

The consultant will report to the CCCA Trust Fund Administrator, with overall guidance from the CCCA Project Manager / Director of the Department of Climate Change.

9. Institutional Arrangement

The CCCA team will work closely with the consultant to facilitate the process, including providing relevant documents related to the projects for desk review, identifying stakeholders and sources of information, and assisting in arranging field visits. Transportation for field trips will be provided by CCCA.

A working space in the CCCA office can be provided if required.

10. Minimum Qualifications of the Individual Contractor

Education:	<ul style="list-style-type: none"> Minimum of a master's degree or equivalent in climate change, natural resource management, environment, development studies, communication for development or related field demonstrably relevant to the position.
Experience:	<ul style="list-style-type: none"> At least 10 years of relevant experience, including 5 years of experience in conducting monitoring or producing knowledge/communication

	<p>documents for projects in the field of climate change, green economy, rural development or related field;</p> <ul style="list-style-type: none"> • Proven experience in data collection and analysis; • Good experience in communication for development, including proven writing skills for advocacy products; • Demonstrated knowledge of climate change adaptation and mitigation approaches; • Prior experience in Cambodia or South-East Asia and knowledge of climate change best practices in the region will be an asset
Competencies:	<ul style="list-style-type: none"> • Excellent English writing skills for a variety of communication products; • Demonstrated analytical skills, ability to assess complex situations, to succinctly and clearly distill critical issues, and to draw practical conclusions; • Demonstrated ability to work with developing country government agencies and NGOs; • Ability to meet short deadlines. • Excellent interpersonal, coordination and planning skills. Sense of diplomacy and tact. • Ability and willingness to travel to provincial/rural areas of Cambodia
Language Requirement:	English
Other Requirements (if any):	N/A

11. Criteria for Evaluation

Please find below for transparency and information purposes 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
Technical Evaluation Criteria	
Minimum of a master's degree or equivalent in climate change, natural resource management, environment, development studies, communication for development or related field demonstrably relevant to the position.	10
At least 10 years of relevant experience, including 5 years of experience in conducting monitoring or producing knowledge/communication documents for projects in the field of climate change, green economy, rural development or related field;	30
Proven experience in data collection and analysis;	10
Good experience in communication for development, including proven writing skills for advocacy products	30
Prior experience in Cambodia or South-East Asia and knowledge of climate change best practices in the region will be an asset	10
Demonstrated analytical skills, ability to assess complex situations, to succinctly and clearly distill critical issues, and to draw practical conclusions	10
Total Obtainable Score:	100

12. Payment Milestones

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

1. **First Payment:** 20% of the total lump sum amount will be made upon satisfactory submission and acceptance of Deliverable 1 by 13 March 2019.
2. **Second Payment:** 60% of the total lump sum amount will be made upon satisfactory submission and acceptance of Deliverable 2 by 19 April 2019.
3. **Final Payment:** 20% of the total lump sum amount will be made upon satisfactory submission and acceptance of Deliverable 4 by 15 May 2019.