

## **TERMS OF REFERENCE**

### **Individual Contractor**

#### **1. Project Information**

Assignment Title	Technical Consultant – Development of Standard Operation Procedure for Early Warning System in Cambodia
Organization	UNDP Cambodia
Post Level	Cambodia-based Consultant, Individual Contract
Cluster/Project	Programme Unit
Duty Station	Phnom Penh, home based
Duration	31 working days total from September to October 2019

#### **2. Background and Project Description**

Cambodia is facing mounting development challenges due to climate change. The observed longer dry seasons and shorter, more intense rainy seasons have become a common observation in Cambodia. In addition, climate change exacerbates the frequency and severity of natural hazards (such as floods and droughts), as well as impacts the agricultural production which is dependent on seasonal rainfall. Recovery from such events puts strain on the least developed country's limited resources and forces shifts in development priorities - hindering Cambodia's ability to progress and to achieve its development goals.

The Early Warning System (EWS) is one of the priorities of the Royal Government of Cambodia's (RGC). The purpose of an EWS is to monitor climate and environmental data on a real-time basis, detect adverse trends and conduct reliable predictions of possible impacts in the form of early warning information. An early warning therefore refers not only to advisories in emergency situations, but also to information related to the changing climatic trends revealed after tracking and analyzing climate and weather data over time. An effective EWS would thus enable timely response to natural hazards and extreme weather events, to support the implementation of the risk-informed development.

The project "Strengthening climate information and early warning systems in Cambodia to support climate resilient development and adaptation to climate change" (henceforth "the EWS project") is implemented to assist the Government in achieving the early warning system gaps and challenges in the country. The project seeks to address the current barriers through three complementary outcomes:

1. Increased institutional capacity to assimilate and forecast weather, hydrological, climate and environmental information.
2. Climate and weather information available and utilized for national, sectoral and sub-national planning as well as for transboundary communication in the region.
3. Strengthened institutional capacity to operate and maintain EWS and climate information infrastructure, both software and hardware, in order to monitor weather and climate change.

To meet the above three outcomes, the approach adopted by the project is to 1) invest in early warning infrastructure – hydro and meteorology stations nationwide; 2) mobilize technical expertise to enhance capacity of national entities (namely MOWRAM, NCDM, and MAFF) in making use of the information; and 3) ensure the smooth flow of information sharing both at national level and between national and provincial level. In relation to the latter, the project seeks to develop an SOP for Early Warning System in Cambodia based on the existing mechanism / SOP.

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

The main objective of this assignment is to develop a Standard Operation Procedure of Early Warning System in Cambodia through desktop study and organizing a high-level meeting between the key stakeholders in

Cambodia.

The process will include:

1. Desktop studies on the existing documents / related SOP of EWS in Cambodia (all hazards)
2. Interviews of key stakeholders (UNDP Cambodia, Ministry of Water Resources and Meteorology, Ministry of Agriculture, Forestry and Fisheries and National Committee for Disaster Management.
3. Develop a Multi-Hazard EWS for Cambodia engaging key ministries and stakeholders in Cambodia.
4. Organize and moderate a technical dialog between key ministries in Cambodia.
5. Providing input to the quality of the SOP document in Khmer.

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

<b>Deliverables/Outputs</b>	<b>Estimated Duration</b>	<b>Target Due Dates</b>
Deliverable 1: A document outlining existing documents on related SOP of EWS in Cambodia, including consultations with key ministries.	8 days	10 September 2019
Deliverable 2: An updated SOP for Multi-Hazard Early Warning System in Cambodia.	17 days	5 October 2019
Deliverable 3: a dialog between key ministries in Cambodia is organized; and updated SOP based on comments / inputs from the high-level meeting.	3 days	11 October 2019
Deliverable 4: Providing input to the quality of the SOP document in Khmer.	3 days	15 October 2019
<b>Total working days</b>	31 days	

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

UNDP will review each output and shall provide quality assurance on all outputs produced by the consultant. This consultancy will be performed under the direct supervision of the Project Manager, Early Warning System, UNDP Cambodia, with an oversight of UNDP's Programme Analyst and ACD/Programme Team Leader.

##### Role of the consultant

- The consultant is responsible to provide his/her technical expertise to produce the expected outputs;
- The consultant shall identify the key stakeholders / government counterparts to be interviewed, including arranging interviews with the support of UNDP focal person.
- The consultant shall arrange transportation for his/her mobility in Phnom Penh;
- The consultant shall report on and submit the above deliverables under this assignment to the assigned person, acting as the focal point of UNDP Cambodia;
- The consultant needs to maintain daily communication with the UNDP project focal person as and when problems emerge during the consultancy period, especially if they affect the scope of the job.

##### Role of UNDP focal person/team

- The UNDP programme unit will link the consultant to related Ministries for this assignment;
- The UNDP programme unit will provide overall quality assurance for this consultancy;
- The UNDP programme unit will review deliverables for payment release;
- UNDP focal person will act as the focal person to interact with the consultant to facilitate the assignment, to facilitate the interviews, to facilitate the review of each outputs and ensure the timely generation of the comments from stakeholders on each output.
- UNDP will arrange the logistic support for the high-level meeting.

#### **6. Duration of the Work**

This assignment is expected to be finalized at a maximum of 31 working days, spread from September 2019 to

October 2019.

## 7. Duty Station

The consultant will have to be Phnom Penh -based.

## 8. Minimum Qualifications of the Individual Contractor

<b>Education</b>	Advance university degree (Master’s degree or equivalent) in development, International Relation, International Commerce, MBA, business development, economics or related area.
<b>Professional Experience</b>	<ul style="list-style-type: none"> <li>• Five years of experience in working in development sector. Experience in working with NGO’s or UNDP would be an added value. Experience working in private sector would be desired as well.</li> <li>• Knowledge in climate information / early warning / disaster risk reduction and the work of United Nations, particularly of UNDP, especially in Cambodian context;</li> <li>• Good understanding of developing countries context, particularly Cambodia. Some prior work experience in Cambodia is an asset; Experiences in undertaking consultation processes, liaison with national government and regional organizations;</li> <li>• Demonstrated experience in organizing and moderating inter-ministerial dialog in Cambodia in both Khmer and English.</li> </ul>
<b>Other Competencies</b>	<ul style="list-style-type: none"> <li>• Time management (in managing deliverables);</li> <li>• Team management;</li> <li>• Professionalism, courtesy, patience;</li> <li>• Outstanding inter-cultural communication, networking and coordination skills.</li> </ul>
<b>Language Requirement</b>	Fluency of English language and Khmer is essential. Ability to moderate a high-level meeting in English and Khmer.

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

<b>Technical Evaluation Criteria</b>	<b>Obtainable Score</b>
Advance university degree (Master’s degree or equivalent) in development, International Relation, International Commerce, MBA, business development, economics or related area.	20
Knowledge in climate information / early warning / disaster risk reduction and the work of United Nations, particularly of UNDP.	20
Good understanding of developing countries context, particularly Cambodia. Some prior work experience in Cambodia is an asset; Experiences in undertaking consultation processes, liaison with national government and regional organizations;	30
Demonstrated experience in organizing and moderating high-level inter-ministerial dialog in Cambodia in both Khmer and English. Dialog organized by United Nations would be an added advantage	30
<b>Total Obtainable Score</b>	<b>100</b>

Only candidates obtaining a minimum of 70 points (70% of the total technical points) would be considered for the Financial Evaluation.

## 10. Payment Milestone

The consultant will be paid on a lump sum basis (all-inclusive of expense relate to the above assignment including travels outside and inside the duty station and any tax obligation) under the following installments.

<b>No</b>	<b>Outputs/Deliveries</b>	<b>Payment Schedule</b>	<b>Payment Amount</b>
1	Upon satisfactory completion of deliverable 1 and 2	1 October 2019	40%
2	Upon satisfactory completion of deliverables 3 and 4	16 October 2019	60%