

## **TERMS OF REFERENCE**

### **Individual Contractor**

#### **1. Assignment Information**

<b>Assignment Title:</b>	National Coordination Consultant
<b>Cluster/Project:</b>	SUMAI
<b>Post Level:</b>	Junior Specialist
<b>Contract Type:</b>	Individual Contractor (IC)
<b>Duty Station:</b>	Phnom Penh
<b>Contract Duration:</b>	60 (Sixty) working days from 1 <sup>st</sup> December 2019 to 30 <sup>th</sup> April 2020

#### **2. Project Description**

Transport drives development, links people, connects local communities to the world, builds markets and facilitates trade. In turn, sustainable transport drives sustainable development, fundamental to meeting the needs of people in their personal and economic lives, while respecting the ability of future generations to meet their needs.

Transport is not an end in itself, but rather a means allowing people to access what they need: jobs, markets, social interaction, education, and a full range of other services and amenities contributing to healthy and fulfilled lives. The report moves away from a focus on providing mobility based on individual motorized transport and improved traffic speed, to the idea of access through transport, prioritizing people and their quality of life, with strong attention to safety and social equity. The 2030 Agenda for Sustainable Development charts this kind of course. Through sustainable transport, we can make significant progress on the Sustainable Development Goals and the Paris Climate Agreement, improving the lives of billions of people around the world.

In some cases, other means of access are available—telecommuting, remote education and health consultations, e-commerce, and perhaps in the near future, 3-D printing, can all make some transport less necessary or at least change the tempo and nature of the demand. In addition, compact, well-planned cities and towns can offer people the ability to access what they need without long trips.

Nonetheless, moving people and freight over short and long distances remains vital to Cambodia development. Transport connects the hinterland to urban centers. Road, rail and inland waterway transit corridors crossing national borders, maritime shipping, and air freight routes all enable trade, which, in turn, fosters development.

The key is meeting the needs of people in their personal and economic lives while respecting the ability of future generations to meet their needs: the essence of sustainable development.

The Royal Government has striven to improve the infrastructure through enhanced transport connectivity and internal integration, and the expansion of the coverage of energy and digital connectivity. The main goal of this connectivity is to build a vibrant logistics system for linking key economic poles and contribute to enhancing competitiveness and diversification of economic growth base.

Based on this, the priorities of the Royal Government in the sixth legislature include those critical reforms:

1. Approving and implementing the Master Plan for Multi-modal Transport and Logistics to accelerate integration, connect the main economic poles and develop key economic corridors to be more competitive in the region and the world.
2. Increasing investment budget and mobilizing financing to rehabilitate, build and develop physical infrastructure, including roads, bridges, railways, waterway and airway as well as expressways, to respond in terms of quantity, quality, safety and resiliency aspects to the demand of national development along with the improvement in inter-institutional coordination mechanisms.

Through the SUMAI project, UNDP aims to support Cambodia to reinforce the conditions for increased investment in sustainable transport and governance. Sustainable transport is defined as the provision of services and infrastructure for the mobility of people and goods in a manner that is safe, affordable, accessible, efficient, and resilient, while minimizing carbon and other emissions and environmental impacts.

Within this framework, UNDP is providing support to the Ministry of Public Works and Transport (MPWT) in formulating a National Land Transport Policy (2020-2025). The policy would provide a unique platform for promoting and adopting sustainable transport principles and solutions.

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

Duties and Responsibilities of the National Consultant will mainly be an overall support to the Lead International Consultant who will spearhead the National Land Transport Policy design process. The consultant will ensure efficient coordination of data collection, meeting arrangements, and translation of key documents (summary and translation) from English to Khmer and vice versa.

The National Consultant will support the Lead Consultant planning and coordination of consultations/workshops (Phnom Penh based), in tandem with the Land Transport Department of MPWT, involving a broad range of national stakeholders covering the land and urban transport ecosystem. Moreover, the National Consultant will support the Lead Consultant in coordinating and translating (if necessary) presentations for the Inter-Ministerial Working Group and the Sub-Steering Committee on Logistics and Transport.

### **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>	<b>Payment Amount</b>
1	Upon signature of the contract and submission of the approach and tentative work plan for the assignment (in coordination with the Lead international consultant)	5 Days	21 Nov 2019	Reviewed by Policy Analyst and DG of MPWT and approved by ARR - Policy	10%

2	Deliverable 1: Concept Note for National Land Transport Policy formulation (in Khmer)	20 Days	20 Dec 2019	Reviewed by Policy Analyst and DG of MPWT and approved by ARR - Policy	30%
3	Deliverable 2: Draft National Land Transport Policy (in Khmer)	20 Days	28 Feb 2020	Reviewed by Policy Analyst and DG of MPWT and approved by ARR - Policy	30%
4	Deliverable 3: Final Draft of National Land Transport Policy (in Khmer)	15 Days	30 Apr 2020	Reviewed by Policy Analyst and DG of MPWT and approved by ARR - Policy	30%
<b>Total:</b>		<b>60 Days</b>			<b>100%</b>

## **5. Institutional Arrangement**

The National Consultant will be based in Land Transport Department, at MPWT while she/he is in the country. She/he will work closely with the Lead International Consultant and under the overall supervision of the UNDP Policy Analyst in charge of private sector and with general direct guidance of the Director General of the General Department of Land Transport. The consultant will also work closely with a working group from the Department of Land Transport to conduct the assignment.

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

The assignment is for a total of 60 working days from **1<sup>st</sup> December 2019 – 30<sup>th</sup> of April 2020**.

## **7. Duty Station**

The National Consultant will be based in Phnom Penh.

## **8. Minimum Qualifications of the Individual Contractor**

<b>Education:</b>	Bachelor's degree in management, law, business administration, development, transportation or related field.
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ A minimum of 2 years experiences in supporting and coordinating international missions,</li> <li>▪ Experience in working with multi-stakeholders especially government institutions, development partners and private sector</li> <li>▪ Experience in arranging and coordinating meetings with different stakeholders and in translating key messages and documents in both English and Khmer.</li> <li>▪ Experience in data collection and research in development related topics; knowledge of transport sector is a strong asset.</li> </ul>

<b>Competencies:</b>	<ul style="list-style-type: none"> <li>▪ Strong communications and networking skills</li> <li>▪ Excellent attention to detail</li> <li>▪ Strong ability to prioritize tasks, meet deadlines, produce high-quality work in a timely fashion.</li> </ul>
<b>Language Requirement:</b>	Fluency in both written and spoken Khmer and English

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

<b>Technical Evaluation Criteria</b>	<b>Obtainable Score</b>
Bachelor's degree in management, law, business administration, development, transportation or related field.	20
A minimum of 2 years experiences in supporting and coordinating international missions,	20
Experience in working with multi-stakeholders especially government institutions, development partners and private sector	20
Experience in arranging and coordinating meetings with different stakeholders and in translating key messages and documents in both English and Khmer.	20
Experience in data collection and research in development related topics; knowledge of transport sector is a strong asset.	20
<b>Total Obtainable Score:</b>	<b>100</b>