

TERMS OF REFERENCE

Individual Contractor

1. Project Information

Assignment Title:	National Consultant for Cambodian National Mine Action Strategy 2018-2025 Mid-Term Review
UNDP Practice Area	Land Mine Clearance
Cluster/Project:	Programme and Results Cluster/Clearing for Results, Phase IV (CfRIV): Mine Action for Human Development
UNDP CPD Output:	Left-behind and mine-affected communities have access to safe land for better livelihoods.
Post Level:	Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Phnom Penh, Cambodia
Expected Place of Travel:	Selected provinces in Cambodia, including Banteay Meanchey, Battambang, Siem Reap, and Ratanak Kiri (10 days)
Contract Duration:	60 working days (from 29 August to 23 December 2022)

2. Project Description

Cambodia remains heavily affected by landmines and explosive remnants of war (ERW) as a result of internal and regional conflicts that took place from the 1960s to 1998. Mine Action, or more specifically mine clearance, started in Cambodia in 1992 in response to the need to repatriate and resettle refugees from the Thai border camps into safe areas. When Cambodia became a signatory to the Anti-Personnel Mine Ban Convention (APMBC) in 1997 and hostilities ceased in 1998, there was recognition of the need for Cambodia to more holistically plan and manage its national mine action programme.

This led the Royal Government of Cambodia (RGC) to establish the Cambodian Mine Action and Victim Assistance Authority (CMAA) in 2000 under Royal Decree No. 160 with the mandate to regulate, coordinate and monitor the mine action sector in Cambodia. Currently, the CMAA has five Departments (Regulation and Monitoring (R&M); Socio-Economic Planning and Database Management (SEPD); Victim Assistance (VA); Public Relations (PR); and General Administration (GAD)) within its organizational structure, with each Department overseen by a Department Director and coordinated by a Deputy Secretary-General under the authority of a Secretary-General.

The Department's functions include - but are not limited to - setting up and monitoring processes and procedures, standards, and guidelines; preparing national plans, monitoring project proposals and other strategies related to the national mine action programme; managing and centralizing data; ensuring coordination with donors, agencies, and relevant authorities; registering information and compiling reports; and ensuring effectiveness of mine action as per development plans. CMAA is also the focal point for coordination of mine action in Cambodia, through mechanisms such as the Technical Working Group - Mine Action (TWG-MA), the Mine Action Coordination Committee (MACC), various Technical Reference Groups (TRGs), and as Chair of the Project Board for Clearing for Results Phase IV (CfRIV) project.

In 1999, the RGC ratified the APMBC, becoming a State Party committed to eliminate all landmines. Cambodia initially committed to achieve this by 2009, however, on 11 May 2009, Cambodia submitted a request to extend its mine clearance deadline. The request was granted at the Cartagena Summit and a new deadline was set for 1 January 2020. Upon a feasibility assessment of the mine action sector in Cambodia, and considering the operational and financial challenges at hand, the 2019 extension deadline was deemed unachievable. In

September 2015, Cambodia initiated a long and detailed process of reviewing and developing its new strategy. In 2016, an independent review of the Mine Action Sector in Cambodia undertaken by the Geneva International Centre for Humanitarian Demining (GICHD) with financial support from UNDP, recommended that the Cambodian mine action sector fine-tune and develop a new and well-informed strategic plan to guide the future direction for Cambodia's humanitarian mine action program.

On 27 March 2019, Cambodia submitted a second request to extend its mine clearance deadline. The request was granted at the Fourth Review Conference of the States Parties, Oslo, Norway, and a new deadline set for 31 December 2025. Simultaneous to preparing the second extension request, the CMAA developed the National Mine Action Strategy (NMAS) 2018-2025 by building on lessons learned and rich experience gained from the implementation of previous strategies, reports and reviews, and the result of numerous stakeholder consultations. Already recognized globally as a leader in mine action in terms of planning, technical knowledge, and innovation, the NMAS serves as strategic guidance to the follow-on Implementation Plans which outline how Cambodia will address its landmine/ERW problems to support national development planning in terms of alleviating poverty and accelerating economic development to achieve international obligations and prepare for what remains as mine/ERW residual threats going forward.

The NMAS 2018-2025 aims to achieve the vision "Cambodia is mine free and the threat of explosive remnants of war is minimized, and human and socio-economic development takes place safely". It outlines how Cambodia will address its mine/ERW problem, specifically to release all known Anti-Personnel Mines (APM) and Anti-Tank Mines (ATM) areas by 2025 and will prepare to address mine/ERW residual threats after 2025. To achieve this vision, eight strategic goals have been set together with 27 objectives, and their respective strategies. The eight goals are:

- Goal 1: Release all known landmine contaminated areas by 2025.
- Goal 2: Release prioritized cluster munitions contaminated areas by 2025.
- Goal 3: Address the threats from other explosive remnants of war.
- Goal 4: Minimize mine/ERW including cluster munitions casualties and improve livelihood of survivors and mine/ERW affected communities.
- Goal 5: Contribute to economic growth and poverty reduction.
- Goal 6: Promote regional and international disarmament and cooperation in mine action.
- Goal 7: Establish a sustainable national capacity to address the residual threats after 2025.
- Goal 8: Ensure mine action activities are supported by enhanced quality management system and effective information management and are gender and environment protection sensitive.

Furthermore, in addition to the global 17 Sustainable Development Goals (SDGs), the RGC established a local goal (CSDG 18) to end the negative impact of Mine/ERW and promote victim assistance.

As of June 2022, some 2,431km² of landmine and ERW contaminated land has been cleared and released to affected communities for productive use and development. Clearance has resulted in 1,142,391 APM, 26,051 ATM, and 3,008,323 items of ERW, including cluster munitions, removed and destroyed. Cambodia still has some 1,992km² to be cleared, of which, 716km² is contaminated by landmines (APM/ATM).

In this framework, UNDP has partnered with the CMAA through the Clearing for Results project since 2006, aimed at building the national capacity of the RGC to manage Cambodia's national mine action programme. Now in its fourth phase, CfrIV 2020-2025, is focused on continued support to the national authority to integrate land clearance and release activities, victim assistance, mine risk education and gender mainstreaming in mine action efforts and broader national and international frameworks while supporting enabling factors which will allow for development in villages declared mine free. Concentration is also now shifting to enhancing the RGCs capacity to move from proactive clearance of mines/ERW to managing residual risks, namely efficiently and effectively responding to individual explosive ordnance hazards identified post 2025.

3. Call for Application

UNDP is now looking to hire qualified and experienced consultants (a National and an International Consultant). The National Consultant will report to the International Consultant, forming a Review Team to conduct a comprehensive Mid-Term Review (MTR) of the NMAS 2018-2025. The International Consultant will hold the overall responsibility for the delivery of the outputs under this review.

This Terms of Reference is for the National Consultant.

4. Objectives of the MTR

The NMAS MTR will assess progress towards the achievement of the eight NMAS 2018-2025 goals and associated objectives and strategies. It will assess early signs of success or failure with the aim of identifying the necessary changes to be made in order to set the Strategy on-track to achieve its intended results of achieving the country's APMBBC obligations under Article 5. This will include recommendations for further mine action sector stakeholder support to the CMAA/sector during this period. The NMAS MTR must address gender equality and inclusion and other cross cutting issues within its scope.

The NMAS MTR aims to:

- Gauge and assess how the NMAS 2018-2025 is progressing towards achieving its results by reviewing the design, implementation, results, and adaptive management requirements.
- Review and assess the Strategy's impacts and results against what was expected to be achieved.
- Draw out lessons learned, good practices, and case studies.
- Assess the ongoing suitability and sustainability.
- Make recommendations for course corrections to enhance outcomes and impact.

The results will be shared with the CMAA, the UNDP and other relevant stakeholders to inform on the achievements and shortcomings of the NMAS 2018-2025 and provide guidance to enable a corrective course of action.

5. Scope of work

The NMAS MTR will be conducted in such a way to ensure that the key principles of UNDP Evaluation are fully respected. The review shall be independent, impartial, transparent, ethical, and credible.

The NMAS MTR will:

- Detail the delivery of mine action activities and the overall results achieved to date under the NMAS 2018-2025.
- Assess outcomes and impacts of such activities, including identifying key challenges that the NMAS 2018-2025 has faced to date and evaluate the responses in addressing these.
- Identify opportunities for improvement and required corrective actions that will enhance likelihood of success and further increase effectiveness and efficiency.
- Draw out lessons learned and good practice which can be disseminated.
- Identify links/alignments to the future direction of the mine action sector.
- Assess the extent to which the CMAA manages, regulates, coordinates, and monitors the mine action sector to implement the NMAS 2018-2025.
- Articulate critical/prioritized areas, opportunities and improvements that will inform future institutional development of the CMAA, achievement of the 2025 vision and capacity to manage residual threats.

This MTR will mainly focus on assessing relevance, effectiveness, results, efficiency, impact, sustainability, gender and inclusion, partnerships, and global learning. The following are guiding points within the framework of the MTR criteria (to be reviewed/elaborated in the MTR inception report):

- **Relevance:** The relevance of the NMAS 2018-2025 goals and objectives, design and implementation arrangements in today's context while also considering future challenges. This includes overall relevance of the NMAS 2018-2025 in the national and local development context.
 - Outline to what extent have the results of the NMAS 2018-2025 met the needs of communities.
 - Explain to what extent are the NMAS 2018-2025 goals and objectives still valid in Cambodia's current and future development contexts.
 - Assess if the activities and outputs of the NMAS 2018-2025 are consistent with the overall objectives and goals of other relevant strategies and RGC national priorities.
- **Effectiveness:** How effective has the NMAS 2018-2025 been in achieving its goals. The MTR will also look at how the CMAA has identified, managed, and mitigated risks. Practical recommendations concerning the improvement of future effectiveness will be provided.
 - Assess to what extent the goals of the NMAS 2018-2025 are likely to be achieved.
 - Define what were the major factors influencing the achievement/non-achievement of the goals of the NMAS 2018-2025.
 - Identify to what extent the capacity building processes by all stakeholders have been effective in helping the CMAA to effectively manage and coordinate Cambodia's mine action sector through the NMAS 2018-2025.
- **Results:** To what extent have the activities of the NMAS 2018-2025 contributed to the RGCs obligations under the APMBC, CSDG 18 and other relevant strategies that mine action should support/contribute to.
 - Assess the extent of which tangible results have benefited local communities.
 - Define what the main activities are that have contributed to these results.
 - Identify the lessons learned, good practices/strategies and recommendations which can be used to further improve results and CMAAs management of Cambodia's mine action sector and its cooperation among development partners and concerned stakeholders.
- **Efficiency:** Comparison of benefits from the NMAS 2018-2025 with the overall sector budget to assess how efficient the mine action sector is under the NMAS 2018-2025. The MTR will provide practical recommendations regarding how to improve the efficiency of the mine action sector.
 - Assess achievements under the first three-year implementation plan and make recommendations for future implementation plans.
 - Assess if annual outputs are achieved on time, identifying potential bottlenecks and recommend solutions to mitigate against delays.
 - Assess the annual workplan process and make recommendations for improved sector coordination to avoid duplication of surveying and clearance.
- **Impact:** How has the NMAS 2018-2025 contributed to the RGCs goal of being mine-free by 2025 and minimize the threat of ERW to enable socio-economic development, in particular through access to productive land for agriculture, housing, infrastructure development and economic development.
 - Assess pre- and post- land use (through the Performance Monitoring System) to identify how mine action efforts under the NMAS 2018-2025 have contributed to Cambodia's socio-economic development.
 - Identify what were the changes in the livelihood/behaviour/safety of the local communities as a result of the NMAS 2018-2025 activities.
 - Ascertain if the intended beneficiaries benefited from the implementation of the NMAS 2018-2025 and disaggregate how many people have directly and indirectly benefitted from the NMAS 2018-2025.

- Identify any negative impacts of the NMAS 2018-2025 and provide recommendations to address these.
- **Sustainability:** How has the NMAS 2018-2025 enhanced or limited sustainability factors including financial, socio-economic, institutional, and environmental.
 - Assess the extent that the benefits of the NMAS 2018-2025 are likely to continue after completion of activities.
 - Present the major factors which influenced the achievement or non-achievement of sustainability.
- **Gender & Inclusion:** Assess how the NMAS 2018-2025 strengthened gender and inclusion across institutional, operational, and beneficiary levels.
 - Gauge if the NMAS 2018-2025 promotes an inclusive approach and has it delivered on this or presented any barriers/solutions?
 - Consider if gender mainstreaming and empowerment of women have been considered and applied across beneficiary, operational and institutional levels. Identify where do the gaps and opportunities exist to further enhance gender equality and inclusion within the mine action sector.
 - Measure to what extent have beneficiaries and communities been involved and/or empowered by the processes employed by the NMAS 2018-2025.
- **Partnership:** to review how the project engaged other partners on potential synergies and strengthened sectoral coordination.
 - Assess to what extent has the NMAS 2018-2025 forged new or strengthened partnerships among different stakeholders (government institutions, development partners, civil society/academia, international/sub-regional organizations, etc.).
- **Global Learning**
 - Assess the extent to which the strengths of the NMAS 2018-2025 and its results and lessons learned can contribute to the learning of the mine action sector at a global level.

6. **Methodology**

The methodology should be participatory, inclusive and gender responsive. Evaluation should employ a combination of qualitative and quantitative evaluation methods and instruments. The methodology should include sampling methods for selecting stakeholders and methods for assessing results stated in the respective NMAS Three Year Implementation Plans (2018-2020, and 2021-2023). Some data collections will need to be done virtually as appropriate.

At the beginning of the assignment, the Review Team will produce an inception report that contains a main section on the methodology to deliver the assignment. The methodology section shall entail the specific proposal in the following areas:

- **Desk reviews**
 - At the beginning of the assignment, the Review Team will need to review the key documents as listed below:
 - RGCs second extension request to Article 5 of the APMBC
 - Annual CMAA APMBC transparency reports
 - NMAS 2015-2019
 - NMAS 2018-2025
 - NMAS First Three Year Implementation Plan 2018-2020
 - NMAS First Three Year Implementation Plan 2018-2020 Report
 - NMAS Second Three Year Implementation Plan 2021-2023
 - Technical Working Group – Mine Action ToR

- Mine Action Sector Review Report 2016
 - Gender Mainstreaming in Mine Action Plan 2021-2025
 - Minutes from sector coordination mechanisms, including the Technical Working Group – Mine Action, the Mine Action Coordination Committee, and the Technical Reference Groups
 - Executive Order #7 issued by the Office of the Council of Minister
 - CMAA draft study: Feasibility towards a Mine Free 2025
 - Clearance operator workplans and reports
 - Quality assurance/quality control reports
 - Landmine & Cluster Munition Monitor reports
 - Annual CMAA Departmental reports
 - Technical/financial monitoring reports.
 - Complete set of documents will be shared once the Review Team is on board.
- **Interviews and meetings**
 - With key stakeholders (men and women) such as key government counterparts, national and international operators, United Nations Development Programme (UNDP), beneficiaries, donor community members, representatives of key civil society organizations, and implementing partners.
 - Semi-structured interviews, based on questions designed for different stakeholders based on evaluation questions around relevance, coherence, effectiveness, efficiency, and sustainability.
 - Key informant and focus group discussions with men and women, beneficiaries, and stakeholders.
 - All interviews with men and women should be undertaken in full confidence and anonymity. The final evaluation report should not assign specific comments to individuals.
- **Surveys and questionnaires:** With male and female beneficiaries, participants in development programmes, UNDP, and/or surveys and questionnaires to other stakeholders at strategic and programmatic levels.
- **Field visits** and on-site validation of key tangible outputs and interventions.
- **Other methods** such as outcome mapping, observational visits, group discussions, etc.
- **Data review and analysis** of monitoring and other data sources and methods. To ensure maximum validity, reliability of data (quality) and promote use, the evaluator will ensure triangulation of the various data sources.
- **Gender and human rights lens**
 - All evaluation products need to address gender, disability, and human right issues. Data collection tools must be designed to enable the review to apply those lenses.

All conclusions, judgments and opinions must be qualified by evidence and not be based on opinions.

7. MTR Deliverables

- **Inception Report (7-10 pages):** The inception report should be carried out following the desk review and based on preliminary discussions with CMAA, UNDP and national partners as relevant. It should detail an understanding of what is being evaluated and why, showing how each evaluation question will be answered by way of proposed methods, sources of data, and data collection procedures. The inception report should include a proposed schedule of tasks, activities, and deliverables and provides. The inception report must include the detailed data collection tools and line of questions to be asked of the different stakeholders.

- **Debrief of preliminary MTR result:** Immediately following the completion of fieldwork and data collection, the Review Team is expected to provide a preliminary debriefing and findings to CMAA, UNDP and key stakeholders via a debriefing meeting.
- **Draft MTR Report (35-40 pages):** The content of the MTR Report should consist of the following:
 - o List of Acronyms and Abbreviations
 - o Executive Summary
 - o Introduction
 - o MTR Scope and Objective/s
 - o MTR approach and methodologies
 - o Data analysis
 - o MTR findings and conclusion, including a table of progress against targets outlined in the Implementation Plan/s
 - o Recommendations
 - o Lessons learned
 - o Annexes.
- CMAA and UNDP will coordinate with key stakeholders to review the draft MTR report and provide comments to the Review Team within an agreed period (within two weeks after receiving the document), addressing the content required (as agreed in the ToR and inception report) and quality criteria as outlined in these guidelines.
- **Evaluation report audit trail.** Comments and changes by the Review Team in response to the draft report should be retained by the Review Team to show how they have addressed comments in an Audit Trail Report.
- **Final MTR Report:** The Review Team will revise the draft based on inputs provided and submit the final report within two weeks after receiving the comments. The Review Team is expected to develop a brief power point presentation and present the evaluation results (max two times) to CMAA, UNDP, and relevant stakeholders as suggested by the CMAA.

	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1	Deliverable 1: Inception report produced with detailed review methodology, including timelines.	5 working days	By 02 Sept 2022	CMAA Secretary General and UNDP Project Coordination Specialist
2	Deliverable 2: A debriefing meeting, presenting preliminary findings and recommendations to stakeholders.	35 working days	By 04 Nov 2022	CMAA Secretary General and UNDP Project Coordination Specialist
3	Deliverable 3: A draft version of the MTR report and recommendations circulated to stakeholders for review/comments.	10 working days	By 25 Nov 2021	CMAA Secretary General and UNDP Project Coordination Specialist
4	Deliverable 4: A final MTR report, addressing	10 working days	By 23 Dec 2021	CMAA Secretary General and UNDP

	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
	consolidated findings and recommendations, to be submitted within one week of receipt of the consolidated comments on the draft report.			Project Coordination Specialist
Total estimated number of days:		60 working days		

8. Timeframe for the MTR

ACTIVITY	ESTIMATED # OF DAYS	DATE OF COMPLETION	PLACE	RESPONSIBLE PARTY
Phase One: Desk review and inception report				
Meeting briefing with CMAA First Vice President, CMAA Secretary General, CMAA Deputy Secretary General, CMAA Department Directors, and UNDP CfRIV Project Team	0.5	29 Aug 2022	Virtual	International Consultant, CMAA, UNDP
Sharing of the relevant documentation with the Review Team	-	29 Aug 2022	Email	CMAA Secretary General and UNDP Project Coordination Specialist
Desk review, evaluation design, methodology and updated workplan including the list of stakeholders to be interviewed	3	30 Aug – 01 Sept 2022	Home-based	International Consultant
Submission of the inception report (10 pages maximum)	1	02 Sept 2022	Email	International Consultant
Comments and approval of inception report	0.5	09 Sept 2022	Virtual	CMAA Secretary General and UNDP Project Coordination Specialist
Phase Two: Data-collection				
Consultations and meetings, in-depth interviews, and focus groups including online or in person surveys for feedback	34	12 Sept – 03 Nov 2022	Home-based and remote, including an estimated 15 days in Cambodia, minimum of 5 days in Phnom Penh and	CMAA to organize with national and international operators, UNDP, development partners, service providers, beneficiaries.

			maximum of 10 days in four identified provinces, including travel. Possibility of additional travel	
Debriefing to CMAA, UNDP and key stakeholders	1	04 Nov 2022	Remote, Phnom Penh (1 day)	International Consultant
Phase Three: Drafting and Finalization of the Evaluation report writing				
Preparation of draft evaluation report (40 pages maximum excluding annexes, executive summary)	10	07 - 25 Nov 2022	Home-based	International Consultant
Draft report submission	-	25 Nov 2021	Email	International Consultant
Consolidated CMAA, UNDP and stakeholder comments to the draft report	-	9 Dec 2022	Email	CMAA Secretary General and UNDP Project Coordination Specialist
Finalization of the evaluation report incorporating additions and comments provided by CMAA, UNDP and stakeholders and Power Point Presentation of key evaluation findings, and Audit Trail report	9	12 – 22 Dec 2022	Home-based	International Consultant
Submission of the final evaluation report, Audit Trail Report, and power point presentation to CMAA, UNDP, and stakeholders (40 pages maximum excluding executive summary and annexes)	1	23 Dec 2021	Home-based	International Consultant
Estimated total days	60 days			

9. Duration of Work

The assignment is expected to be completed within 60 working days. In Cambodia, the working week is from Monday to Friday. The Review Team is expected to start the assignment from 29 August 2022. It is expected that the final report will be submitted by 23 December 2022.

10. Duty Station

The Review Team will complete the MTR deliverables both home-based (44 days) and remotely (16 days). When working remotely, the Duty Station for the Review Team will be Phnom Penh, with some travel to the selected

provinces to validate and/or collect information (field visits, interviews with partners, beneficiaries, and key stakeholders).

It is expected that the Review Team will need to spend 6 working days in Phnom Penh (5 days during data collection, 1 day for preliminary findings presentation) and another 10 working days in the field, total estimated 16 days of remote work (National Consultant will spend 10 working days in selected provinces), tentatively starting from 14 October to 04 November 2022.

The Review Team will have to decide on the approach to include all required methodologies (desk reviews, interviews, field visits, etc.) within the MTR exercise. The Review Team will be responsible for all costs and arrangements needed for the implementation of the project. This includes professional fees, living allowances, travel, accommodation, and transportation. The Review Team is required to provide their own logistical and support arrangements to complete the assignment. The Review Team is expected to be self-sufficient for the provinces, accommodation, food, communication, and technology (i.e. phone and laptop), transportation within Phnom Penh, and other support the Review Team deems necessary to deliver the expected outputs. However, the CMAA will provide the Review Team with transportation when travelling to the provinces. The National Consultant will provide the required translation requirements.

11. Institutional Arrangement

Given the scope and size of the NMA MTR, the Review Team will consist of the following members: 1 (One) International Consultant (Team Leader); and 1 (One) National Consultant (Team member). The National Consultant will report to the International Consultant, who will report to the Secretary General of CMAA and be responsible for conducting and reporting on the review.

The Review Team will be working closely with the Secretary General of CMAA and the UNDP CfRIV project team. While the International Consultant will be responsible for the overall delivery of the MTR outputs, the division of work is to be determined between the International Consultant and the National Consultant. It is anticipated, however, that the National Consultant will provide technical support, translation services and in country follow up when the International Consultant is home-based.

The Review Team is expected to meet with representatives of CMAA, CfRIV project team and donors, development partners, national and international operators, aligned services and ministries, local rights-holders (mine/ERW victims and person with disabilities), and others as necessary.

The CMAA Secretary General and UNDP CfRIV project team will work closely with the Review Team to facilitate the process, including providing relevant documents related to the desk review, identifying stakeholders and sources of information, assisting in organizing meetings with stakeholders, assisting in arranging field visits and resolving any issues arising during the assignment period to the extent possible.

The deliverables will be reviewed by the Secretary General of CMAA who also facilitates inputs from the relevant stakeholders, including UNDP focal team. Inputs will be consolidated by the Secretary General of CMAA before sharing them back with the Review team. The deliverables are to be cleared by the Secretary General of CMAA and UNDP Country Office to ensure evaluation objectives are met, reports are at acceptable quality standards and that relevant stakeholders are duly consulted.

Payment release will be approved by the UNDP Assistant Resident Representative - Programme upon confirmation of the deliverables by the Secretary General of CMAA and UNDP Project Coordination Specialist.

UNDP Cambodia reserves the right to maintain regular communication with the Review Team and to engage/visit/monitor the implementing activities where needed.

The Review Team is expected to adhere to all RGC COVID-19 mitigation measures.

12. Evaluation Ethics

This MTR will be conducted in accordance with the principles outlined in the UNEG 'Ethical Guidelines for Evaluation'. The Review Team must safeguard the rights and confidentiality of information providers, interviewees and stakeholders through measures to ensure compliance with legal and other relevant codes governing collection of data and reporting on data. The Review Team must also ensure security of collected information before and after the evaluation and protocols to ensure anonymity and confidentiality of sources of information where that is expected. The information, knowledge and data gathered in the review process must also be solely used for the review and not for other uses without the express authorization of CMAA, UNDP and partners.

13. Minimum Qualifications

The National Consultant (Specialist) shall be eligible for the assignment on the basis of the following criteria:

Education	- A minimum of a Bachelor's degree in a field demonstrably relevant to their role in the assignment
Experiences	<ul style="list-style-type: none"> - At least 5 years of experience relevant to their role in the assignment, including 2 years of experience in project management within humanitarian and/or development sectors - Strong experience in data collection, analysis and evaluation report writing - Demonstrated knowledge of Cambodia's mine action sector - Demonstrated experience working with government, non-government and civil society actors - Good experience acting as a translator - Previous work experience with UNDP will be an asset
Competencies	<ul style="list-style-type: none"> - Strong evaluation skills, including capacity to produce high quality and constructive reports - Good English report writing skills - 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 Cambodian 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 areas. - Computer literate (MS Office package).
Language Requirement	- English and Khmer (fluent)

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

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
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A minimum of a Bachelor's degree in a field demonstrably relevant to their role in the assignment	10
At least 5 years of relevant experience, including 2 years of project management within humanitarian and/or development sectors	25
Experience in data collection, analysis and evaluation report writing. Excellent evaluation skills, including capacity to produce high quality and constructive reports.	25
Demonstrated experience working with government, non-government and civil society actors	15
Experience in translation roles between English and Khmer	15
Relevant country, regional and/or UNDP/UN experience	10
Total obtainable score:	100

15. Payment Milestones

The National Consultant will be paid on a lump sum basis under the following instalments.

	Outputs/Deliveries	Payment Schedule	Payment Amount
1	Upon satisfactory completion of Inception report/work plan	09 Sept 2022	20%
2	Upon submission of draft evaluation report.	09 Dec 2022	50%
3	Upon submission of final evaluation report	23 Dec 2022	30%

The proposed Budget must cover all reasonable costs related to the assignment. This includes all professional fees and living allowances, and all logistical arrangement costs to complete the assignment in-country, such as international and local travel, required workshops/meetings, office space/equipment, administrative/support staff.

16. Annexes

1. NMAS 2018-2025
2. NMAS First Three Year Implementation Plan 2018-2020
3. NMAS First Three Year Implementation Plan 2018-2020 Report
4. NMAS Second Three Year Implementation Plan 2021-2023