

## **TERMS OF REFERENCE**

### **Long Term Agreement**

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

<b>Assignment Title:</b>	Senior International Consultant on Protected Area Management, Biodiversity Conservation and Sustainable Financing
<b>Cluster/Project:</b>	Policy and Innovation Hub
<b>Post Level:</b>	Senior Specialist
<b>Contract Type:</b>	Long Term Agreement (LTA)
<b>Duty Station:</b>	Home based
<b>Expected Place of Travel:</b>	None
<b>Contract Duration:</b>	Initial contract is from 1 June 2020 to 31 May 2021 (up to 60 days per year with possibility of extension up to two years)

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

Whereas Cambodia has attained impressive economic growth over the last 20 years, its natural resources have been subject to growing pressure.

Degradation of natural resources may threaten the depth of environmental and socio-economic benefits they offer. While such consequences are likely to be borne by all Cambodians, especially women, it also risks the wildlife and local people living adjacent to natural resource boundaries.

Recognizing these challenges, the Royal Government of Cambodia (RGC) has taken numerous policy measures to promote new holistic pathways for sustainable development. Amongst others, they include: *1) the development of new policies and legal frameworks; 2) a set of jurisdictional reforms for ecosystem and protected area management to advance its national agenda for conservation and sustainable use of biodiversity; and 3) the drafting of a new Environment and Natural Resources Code.*

The next challenge facing the RGC is how to effectively and sustainably manage the geographically vast Protected Area (PA) system which covers over 40% of the Cambodia's total land surface. Despite the RGC's efforts to increase its state budget for PA management, the allocation of government budget to implement conservation efforts remains minimal. The MoE's current budget comprises less than 1% of the entire Government annual budget in 2019, which is financially insufficient, in sustainably managing the entire Protected Area system where Cambodia's key biodiversity hotspots and ecosystem are located.

To address this problem, in October 2016, the RGC officially approved advancing dialogue on Payments for Ecosystem Services (PES) as a new sustainable financing option for the Protected Areas. Connected with this is the piloting of PES approaches at two sites (Phnom Kulen National Park in Siem Reap province and Kbal Chhay Multiple Use Areas in Sihanoukville province). From 2017 to 2018, the UNDP assisted the RGC in conducting feasibility studies of these two pilot sites and the development of a management plan of Phnom Kulen National Park and its zoning. Since 2019, with funding support from Sweden under the Building an Enabling environment for Sustainable Development (BESD) project, UNDP has supported the National Council for Sustainable Development (NCSD) in conducting additional research and providing policy advice for operationalization of PES pilots.

Moving forward, priority actions for PES include 1) creation of mechanisms of fund collection and distribution, 2) development/implementation of a management plan and actions, 3) design of a national PES strategy or programme and 4) development of project concept note(s), and project document for the

next phase of the Sweden funded BESD project focusing on sustainable financing and biodiversity conservation.

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

In cooperation with technical focal points assigned by UNDP, the international consultant will be responsible for providing high quality technical inputs for the following areas of works:

- 1) **Development of fund management proposals for Phnom Kulen National Park:** Building on earlier studies and policy recommendations, and with data, information, and inputs from technical focal points and a national consultant, the consultant is to finalise fund management options including 1) options to collect fees, 2) fund management structures defining who will manage the fund, 3) priority activities requiring PES financing, and 4) mechanisms to channel the fund to finance the identified priority activities in Phnom Kulen National Park.
- 2) **Development of a management and action plan of Kbal Chhay Multiple Use Areas:** Based on regular discussions with and data, information and inputs from technical focal points, the consultant is to develop a draft management plan for comments and finalise the plan incorporating comments.
- 3) **Drafting a roadmap and action plans for a national programme in support of PES or sustainable financing options:** Building on earlier studies and policy recommendations, and with data, information, and inputs from technical focal points, the consultant is to propose a roadmap towards building a national programme of PES or sustainable financing while linking this to existing sustainable financing options such as REDD+ and Biodiversity Financing Solutions.
- 4) **Provision of technical inputs/reviews/edits on technical studies on biodiversity financing:** the consultant is to provide technical inputs/reviews/edits for technical studies related to protected areas, biodiversity conservation and sustainable financing.
- 5) **Formulation of project concept note(s) and proposal(s)** in the areas of Protected Area Management, PES and Biodiversity-financing solutions in Cambodia. Based on regular discussions with and inputs from technical focal points, the consultant is to develop draft project concept note/proposal(s) in accordance with criteria and guidelines provided by UNDP as well as possible funding agencies and facilities for comments. The consultant is to finalize full project concept note/proposal (s) based on comments received from technical focal points.
- 6) **Formulation of UNDP project document(s)** in the areas of Protected Area Management, PES and Biodiversity -financing in Cambodia. Based on regular discussions with and inputs from technical focal points, the consultant should develop draft project document (s) for the BESD II or other projects, following UNDP templates for comments. The consultant is to finalize full project document (s) based on inputs and comments received from technical focal points.

### **4. Deliverables**

The individual contractor shall take sole responsibility for ensuring high-quality and accuracy of project documents and project proposals. Any corrections and improvements shall be the responsibility of the individual contractor with no extra cost to UNDP CO. If the quality of products still does not meet UNDP standards or requirements, UNDP CO shall have the right to reject the work and payment shall not be settled until corrections and improvements are made at the satisfactory level.

All documents to be written under the scope of this ToR are subjected to strict confidentiality and shall not be disclosed to anyone else.

## **5. Institutional Arrangement**

The consultant will work closely with technical focal points of a particular assignment under direct supervision of Environment Policy Specialist.

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

UNDP does not warrant that any quantity of the services will be purchased during the duration of the contract. For indicative purposes, only, it is estimated that person-days for the total assignment is up to 60 working days/year. The assignment is expected from 1 June 2020 to 31 May, 2021. The proposed professional fee remains valid for two years.

LTA refers to a mutual arrangement whereby the Consultant will provide services as required, over a specific period of time. It specifies the unit price (daily rate), allowing for a framework agreement to be used when the Consultant's services are needed. A separate ToR will be developed for the specific services needed within the scope of the LTA.

## **7. Duty Station**

The duty stations for this assignment is primarily home based. In case of any special need of travels to Cambodia, DSA, and all other related actual travel costs will be covered by UNDP Cambodia, prior to agreement made prior to each assignment taking place. The reimbursement of the associated costs will be made through F-10.

Selected individual contract(s) 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, available at this link: <https://training.dss.un.org/course/category/6>.

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

<b>Education:</b>	<ul style="list-style-type: none"><li>• At minimum, a master's degree in Environmental Policy, Wildlife Conservation, Conservation Biology, Environmental Economic, or other related field</li></ul>
<b>Experience:</b>	<ul style="list-style-type: none"><li>• At least 12 years of working experience in the field of forest management, protected areas management, and biodiversity conservation, along with prior experience in development of policies and strategies for issues related to protected area management, biodiversity conservation and sustainable financing options and PES.</li><li>• Prior working experience in Cambodia is a requirement (given this assignment is home-based and requires understanding of Cambodian issues and contexts).</li><li>• At least 5 years of project proposal writing, and at least 3 successful resource mobilization results related to protected areas management and biodiversity conservation</li></ul>

<b>Competencies:</b>	<ul style="list-style-type: none"> <li>Strong writing and analytical skills (demonstrated by one written sample: e.g. policy document, and funding proposal)</li> </ul>
<b>Language Requirement:</b>	<ul style="list-style-type: none"> <li>English</li> </ul>

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

<b>Technical Evaluation Criteria</b>	<b>Obtainable Score</b>
At minimum, a master's degree in Environmental Policy, Wildlife Conservation, Conservation Biology, or other related field	20
At least 12 years of working experience in the field of forest management, protected areas management, and biodiversity conservation, along with prior experience in development of policies and strategies for issues related to protected area management, biodiversity conservation and sustainable financing options and PES. Prior working experience in Cambodia is a requirement.	35
At least 5 years of project proposal writing, along with at least three successful resource mobilization results related to protected areas management and biodiversity conservation  <b><i>(Please submit one written sample related to policy document or funding proposal and at least three samples related to successful resource mobilization)</i></b>	25
Strong writing and analytical skills (demonstrated by at least one written sample: e.g. policy document, and funding proposal)	20
<b>Total Obtainable Score:</b>	<b>100</b>

#### 10. Payment Milestones

The payment is made based on the actual number of days per each assignment agreed prior to each assignment is taking place. It will be calculated based on the number of actual working days as per assignment (exclude DSA, air-ticket, and other associated costs). The number of days of each assignment is expected to vary. The payment to be made to the contractor as per assignment is maximum 3 times as per agreed ToR.

The contractor can begin working only after a **purchase order (PO)** is issued to him/her each time a service is required and following discussion and agreement between the contractor and the Country Office. The contractor takes his/her own responsibility for performing any service which is out of the scope of this ToR.

Full payment amount is paid within 30 days after satisfactorily completion of work and receiving of original invoice/CoP. Each payment is subject to acceptance of work, receipt of Certification for Payment, and performance evaluation duly completed (for last payment) and signed by the head of the respective unit requesting the service. If additional work is needed due to the assignment not meeting the requirements, this will be at no cost to UNDP.

Offerors shall quote one rate of daily professional fee. The rate shall be all inclusive and fixed during the contract period. Noting that offeror is required to be responsible for own insurance or it can be considered including the cost together with professional fee.

The contractor will be paid on a lump sum basis as per agreed per assignment/ToR.