

## **TERMS OF REFERENCE**

### **Individual Contract**

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

<b>Assignment Title:</b>	Senior International Specialist(s) on Climate Change mitigation (with Residency in South-East Asia, preferably based in Cambodia)
<b>Cluster/Project:</b>	Policy and Innovation Hub
<b>Post Level:</b>	Senior Specialist
<b>Contract Type:</b>	Long Term Agreement (LTA) up to <b>two LTAs</b>
<b>Duty Station:</b>	Cambodia and Home-based
<b>Contract Duration:</b>	Initial contract is from May 2020 to May 2021 (up to 110 days per year); (possibility of extension for one year more)

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

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. UNDP Cambodia Country Office works in partnership with the Royal Government of Cambodia, non-government organizations, civil society organizations, community-based organizations, multilateral aid agencies, bilateral donors and private sector to support the progress towards the Sustainable Development Goals (SDGs). To support the implementation of the country programme 2019-2023, the Policy and Innovation Hub (PIH) plays an important role within the country office to develop high level policy and technical advisory support to the government. Its work guided by three set of strategies (1) research, policy and innovation, (2) communication, and (3) programming. Through the policy, research and innovation, communications, and programming, the Policy and Innovation Hub is expected to deliver the two main outputs (1) Prosperity, and (2) Planet. Climate change, natural resources, circular economy and energy are the focused areas of the Output 2 Planet.

Climate change is the biggest threat to long-term human prosperity. Under the UN Convention on Climate Change and the 2015 Paris Agreement, countries unanimously agreed to work toward global goals that would limit global average temperature rise. A key principle in the Paris Agreement is that no country should backslide on its intentions, which were put forward in climate action plans known as NDCs (Nationally Determined Contributions). Cambodia submitted its (I)NDC prior the Paris Agreement in 2015 covering both adaptation and mitigation actions. The focus on this contract is on activities that support mitigation activities short and long-term in Cambodia.

This will be in sectors such as renewable energy, waste management, sustainable transport and industrial development. As part of UNDP's support to the Royal Government of Cambodia in its economic growth, as well as poverty reduction, UNDP is seeking up to two International Senior Specialists on Climate change mitigation project identification, programming and implementation. The consultants will support the core policy team of UNDP Cambodia.

This solicitation is for a Long-Term Agreement (LTA) for one year and renewable up to two years linked to satisfactory performance of the individual consultants. 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.

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

The International specialist on climate change mitigation is to provide the support to the UNDP Cambodia policy team through the following set of activities in the areas of climate change mitigation:

#### **Policy, Research and Strategy Development:**

- Analyse developments in sectors relevant for climate change mitigation such as energy, waste management, transport and urban development in Cambodia;
- Undertake research in the climate change mitigation sectors such as renewable energy, waste management, industrial development based on the review of existing literature and policies and laws;
- Identify priority mitigation measures to reduce Greenhouse Gas (GHG) emissions;
- Prepare reports and power point presentations for policy engagement;
- Provide advices on policy engagement process including coordination with stakeholders;
- Prepare policy briefs and status papers on developmental challenges/issues related to climate change
- Make recommendations for course of action with emphasis on activities with highest value added in terms of systemic change and/or quick wins;
- Identify barriers and proposed solution for policy interventions and development;

#### **Project Design and Formulation:**

- Prepare conceptual frameworks/concept notes based on developmental challenges within climate change and/or environmental sectors;
- Identify potential resources mobilization sources from bilateral, multilateral (GEF and other vertical funds) and other sources of financing;
- Provide technical assistance in identification of developmental challenges, target areas, beneficiaries and partners and formulation of implementation strategy for UNDP support;
- Provide technical support in development of new interventions/projects with implementation (operational plan, monitoring and resource requirement), institutional, financial and management arrangements;
- Conduct studies on project/program highlights, activities and processes involved;
- Prepare project documents following UNDP rules and procedures;
- Prepare project proposals to ensure innovation in concepts, strategies, theory of change, results-orientation using log frames, and incorporation of best practices;
- Develop work plans, budgets, monitoring and procurement plans.

#### **Technical advisory & other project related functions**

- Conduct technical analyses and provide high quality technical inputs in relation to climate change and/or natural resource management related reports and policy documents including the Nationally Determined contributions (NDC)s;
- Provide high quality technical inputs to trainings and technical assistance to partners on matters related to climate change mitigation.
- Prepare knowledge and communication products related to the projects/programs (project factsheets, and presentations);
- Document good practices, case studies, innovations and pilot models for UNDP

A separate ToR will be developed for the specific services needed within the scope of the LTA. The consultants shall ensure confidentiality of all the information received during the assignment.

#### **4. Institutional Arrangement**

The consultant will be responsible to deliver the expected outputs of the assignment and shall report directly to the concerned focal point as listed in specific separate TOR, but based at Policy and Innovation Hub, UNDP Cambodia. The consultant will work in close collaboration with other UNDP staff (specialist, analysts, and advisors).

#### **5. Duration of the Work**

The initial assignment is up to 110 days per year expected from May 2020 to May 2021, with possible extension one year more based on the needs and satisfactory performance of the consultant. The proposed professional fee remains valid for up to 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.

#### **6. Duty Station**

The duty station for this assignment is Cambodia and home based. Some assignments can be home based. This will be specified for each assignment in separate TORs.

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* prior to travelling at below website

(<https://dss.un.org/dssweb/WelcometoUNDSS/tabid/105/Default.aspx?returnurl=%2fdssweb%2f>) prior to travelling.

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

<b>Education:</b>	Master's degree in Climate Change, Environmental Policy or Sciences, Engineering, Economics, Energy, Natural Resource Management, International Affairs, or other related field
<b>Experience:</b>	<ul style="list-style-type: none"><li>• At least 7 years of working experience in analysis, policy support, and design and project development for climate change, energy and environment</li><li>• Very good understanding of the situation in Cambodia. Prior working experience in Cambodia is a must.</li><li>• Experience dealing with climate change mitigation such as renewable energy and waste management in developing countries context</li><li>• Proven experience working with a wide variety of development actors including governments, international development organizations, donors and other funding agencies, private sector entities, and/or civil society organizations including community groups.</li><li>• Knowledge of climate finance from both public and private sources.</li></ul>

<b>Competencies:</b>	<p>Functional competencies:</p> <ul style="list-style-type: none"> <li>• Strategic vision, strong technical and analytical capabilities;</li> <li>• Strong writing and reporting skills.</li> <li>• Ability to work in a team, develop synergies and establish effective working relations with government counterparts, donors, NGOs and other development partners;</li> <li>• Strong interpersonal and communication skills, resourcefulness, initiative, maturity of judgment, tact, and negotiating skills, and the ability to cope with situations which may pose conflict;</li> <li>• Openness to change and ability to receive/integrate feedback;</li> <li>• Ability to accommodate additional demands on short notice;</li> <li>• Ability to work under pressure and stressful situations;</li> <li>• Ability to manage heavy workload and solve complex problems with minimum supervision.</li> </ul> <p>Corporate competencies:</p> <ul style="list-style-type: none"> <li>• Demonstrates integrity by modeling the UN's values and ethical standards;</li> <li>• Promotes the vision, mission, and strategic goals of UNDP;</li> <li>• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;</li> <li>• Treats all people fairly without favouritism.</li> <li>• Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.</li> </ul>
<b>Language Requirement:</b>	Excellent writing, editing and oral communication skills in English is required.

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

Technical Evaluation Criteria	Obtainable Score
Master's degree in Climate Change, Environmental Policy or Sciences, Engineering, Economics, Energy, Natural Resource Management, International Affairs, or other related field	15
At least 7 years of working experience in a developing country context in analysis, policy support, and project design and development for climate change, waste management, energy and/or environment	30
Experience in project design and formulation (GEF and vertical funds).	10
Experience in working with Southeast Asian governments and very good understanding of the situation in Cambodia. Prior working experience in Cambodia.	25
Strong reporting and writing skill (demonstrated by at least one written sample: e.g. project proposal)	20
<b>Total Obtainable Score:</b>	<b>100</b>

## 9. 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 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.