

TERMS OF REFERENCE
Individual Contractor

1. Assignment Information

Assignment Title:	Consultancy to Support Project Inception Phase focusing on Consultation with Duty Bearers
Cluster/Project:	A project for “Building Capacities for Civic Engagement, Peacebuilding and Inclusive Dialogue Towards Inclusive and Participatory Governance”
Post Level:	Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Phnom Penh
Expected Place of Travel:	Phnom Penh
Contract Duration:	20 working days (1 May to 30 June 2020)

2. Project Description

Over the past two decades, Cambodia has made significant economic progress, with growth being over 7%. The opportunity exists to underpin this progress towards an inclusive and equitable social contract by strengthening social capital, expanding trust among social groups and between groups and the government, establishing and improving access to participatory mechanisms and ensuring the voices of citizens are heard by decision-makers. Government and civil society each have a significant role to play in peacebuilding and strengthening relations with citizens at the national and sub-national levels. However, this potential has not been fully realised due to capacity gaps, limited civic space and a polarising political discourse. The ability of Cambodia’s vibrant Civil Society Organizations (CSOs) and Community-Based Organizations (CBOs) to deliver on their mission has been affected by these developments.

The overall objective of the project is, therefore, to promote a peaceful, inclusive and equitable society through expanding opportunities for inclusive dialogue. Specifically, the project seeks to build the space and demand for constructive, meaningful and inclusive engagement and collaboration among civil society, governmental authorities and citizens while also creating opportunities for dialogue on issues related to development, social cohesion and peacebuilding. At the same time and given the crucial role that civil society and government can play throughout this process, the project seeks to strengthen the institutional capacity of CSOs, CBOs, and governmental authorities, and provide the soft skills necessary to engage with each other and citizens.

The proposed project will bring a human rights-based approach to development. The design and implementation of activities under the project will be framed by human rights principles and the Royal Government’s international human rights obligations. It will also be guided by recommendations emanating from continuous broad and participatory consultation with CSOs, CBOs and other relevant stakeholders.

To ensure a consultative, inclusive, and the innovative design of the initiative and a careful analysis of the needs on dialogue at the national and sub-national levels among governmental authorities, UN agencies, Development Partners, CSOs and CBOs, UNDP is seeking to recruit two individual National Consultants to conduct further consultation and analysis during the inception phase.

In this ToR, the National Consultant is expected to focus on consultation with the government authorities (duty bearers) both at national and sub-national levels. She/he is also expected to work together with another national consultant (recruiting separately) to consult with other different key stakeholders other than duty bearers such as UN agencies, INGOs and Development Partners and to jointly identify specific geographic coverage, scoping CSOs

beneficiaries as well as key CSOs implementing partners, to develop a detailed work plan, and to co-produce an inception report that capturing the findings during the inception phase.

3. Scope of Work

The National Consultant will develop an analysis of the capacity needs of project beneficiaries, primarily for duty bearers, and co-work, throughout the assignment, with another national consultant whose analysis will focus on CSOs and CBOs. He or she will work closely with the UNDP Governance Specialist, UN Peace Development Advisor and UNDP programme unit to assess the risks, challenges, solutions, and opportunities to promote inclusive dialogue at the national and sub-national levels among governmental authorities, CSOs and CBOs.

The specific tasks of the assignment will include:

Implementation of Inception Consultation

- Familiarize with the Project Document;
- Review the minutes from the Local Project Appraisal Committee, and other consultative meetings conducted in the project development phase to follow up with the issues being raised by concerned stakeholders;
- Conduct stakeholder consultations principally with duty bearers including counterparts in the Ministry of Interior and others (individual or/and in groups) to get their feedback and comments on the project approaches, objectives and strategies, and reflect and incorporate the comments in the inception report;
- Co-working with another national consultant to jointly deliver the following tasks:
 - Consult with UN technical partners (OHCHR and UN Women) and incorporate/reflect suggestions;
 - Consult with development partners, as deemed relevant,
 - In consultation with relevant stakeholders, identify specific target provinces and communes for the inclusive dialogue initiative jointly with one more national consultant;
 - Identify key training institutions and other entities to be engaged as implementing partners for the project

Co-prepare an inception report and co-update/adjust project documentation jointly with another national consultant whose analysis will focus on Rights Holders (CSOs and CBOs)

- Produce a Joint Inception Report capturing the whole process and findings of the inception analysis including the discussions during stakeholder consultations that result in a change in the approach and scope of the project and other subsequence outputs that are developed during the start-up phase. All documents that are developed and updated should be included as Annexes to the Report;
- Co-organize and co-facilitate an end inception phase consultation with key stakeholders (Embassy of Japan, MoI, UN agencies, CSOs) and UNDP team to validate the changes proposed as resulted from the joint inception phase analysis.
- Work with UNDP assigned focal persons to identify key partners of the initiative to adjust the multi-year and annual work plans for 2020-2023 following the recommendation from the joint inception phase analysis with one more national consultant.
- Co-identify entry points to mainstream gender in the project and develops Gender Mainstreaming Work Plan;
- Co-update the project Theory of Change (ToC) in the Project Document based on the up-to-date data available and consultations with stakeholders;

- Co-update project resource and result frameworks (RRF) and risks and issues logs as necessary in the Project Document.

4. Expected Outputs and Deliverables

The two National Consultants are expected to work together on the assignment and co-produce one set of deliverables as listed in the table below.

N	Deliverables/Outputs	Estimated Duration of Works	Target Due Dates	Review & Approval
1	Output 1: Detail workplan which corresponds to the scope of works and draft outline of the inception report.	2 days	6 May 2020	Head of Programme Unit and Programme Analyst, Governance Specialist, UNDP
2	Output 2: The first draft of the joint inception report after exhaustive consultations with stakeholders and taken into account all aspects described in the scope of works. Conduct validation meeting (could be virtual) with key stakeholders to validate the proposed changes to the project following inception analysis.	10 days	5 June 2020	Head of Programme Unit and Programme Analyst, Governance Specialist, UNDP
3	Output 3: The second draft of the joint inception report following comments/feedback from UNDP and stakeholders. Revised project documents on relevant sections (ToC, RRF, target beneficiaries, Partnership, Workplan, etc)	5 days	19 June 2020	Head of Programme Unit and Programme Analyst, Governance Specialist, UNDP
4	Output 4: Final joint inception report capturing the whole process and findings of the inception phase and revised project document after UNDP final comments.	3 days	26 June 2020	Head of Programme Unit and Programme Analyst, Governance Specialist, UNDP

Total:	20 days
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5. Institutional Arrangement

The National Consultant will be under day-to-day supervision by UNDP Governance Specialist working closely with the Peace Development Advisor and Programme Analyst. The deliverables will be reviewed by the Governance Specialist and subsequent approval by the Programme Analyst and the Head of Programme Unit of UNDP based on confirmation of satisfactory outputs from the Governance Specialist.

6. Duration of the Work

Each Consultant will be provided with 20 working days spreading from 1 May to 30 June 2020. A more detailed work plan of the assignment will be further elaborated by the selected consultants and in collaboration with the UNDP focal team.

7. Duty Station

The duty station of the work is Phnom Penh, Cambodia with the expectation to travel to targeted provinces for stakeholder consultations for a maximum of 5 working days. Due to COVID-19 situation, the Daily Substantive Allowance (DSA) and transportation for the provincial visits should not be included in the price proposal. UNDP will disburse the DSA and transportation to the consultant on an actual basis if the fieldwork is feasible during the assignment. The consultant is also encouraged to consider alternate virtual consultation using technology platform if fieldwork may not be feasible during the assignment.

8. Minimum Qualifications of the Individual Contractor

Education:	Bachelor's degree (or higher education) in political science, public policy, public administration, development studies, social science or other relevant fields.
Experiences:	<ul style="list-style-type: none"> • Minimum 5 years of relevant experience in analysis and facilitation of issues and processes related to democratic governance and civic space in Cambodia; • Solid experience in providing strategic coordination and establishing inter-relationships with government and development partners; • Knowledge and understanding of development challenges in Cambodia, including an understanding of inclusive dialogue, democratic governance and participation; • Sound technical knowledge on project management, monitoring and evaluation and analysis report writing; • Familiarity with UN programming modalities; • Ability to facilitate diverse group discussion and workshop;
Competencies:	<ul style="list-style-type: none"> ▪ Solid analytical skills ▪ Excellent communication skills (spoken, written and presentational); ▪ Independent and initiative working ▪ Good interpersonal skills and ability to work in and with teams;
Language Requirement:	Fluency in English and Khmer language (spoken and written)

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

Technical Evaluation Criteria	Obtainable Score
Bachelor's Degree (or higher education) in political science, public policy, public administration, development studies, social science or other relevant fields.	10
Minimum 5 years of relevant experience in analysis and facilitation of issues and processes related to democratic governance and civic space in Cambodia;	40
Solid experience in providing strategic coordination and establishing inter-relationships with government and development partners;	20
Experience in facilitating workshop and group discussion with people from diverse background and with local communities;	30
Total Obtainable Score:	100

10. Payment Milestones


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

N	Outputs/Deliveries	Payment Schedule	Payment Amount
1	Upon satisfactory completion of output #1 and 2	5 June 2020	50%
2	Upon satisfactory completion of output #3 and 4	26 June 2020	50%

11. Annexes

UNDP CSO-RGC Inclusive Dialogue Project Document

12. Approval

Signature: 
 Name: Rany Pen
 Title/Unit/Cluster: ARR-Programme Unit
 Date: April 22, 2020