

TERMS OF REFERENCE

1. Assignment Information

Assignment Title	Identifying greenhouse gas mitigation actions in the waste sector
Cluster/Project	Policy and Innovation Hub
Post Level:	National Expert
Contract Type	Individual Contract
Duty Station	Phnom Penh, Cambodia
Contract Duration	28 working days (from May to Sep 2020)

2. Project Description

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.

In 2020 all countries are expected to submit increasingly ambitious NDCs every five years, often described as a “ratchet mechanism”. Cambodia announced the NDC update process in the Climate Change Technical Working Group (CCTWG) meeting on 5 March 2020. The NDC update is under overall coordination of the Department of Climate Change, National Council for Sustainable Development.

UNDP will support Cambodia to update its NDC. Globally, UNDP announced it would leverage its extensive climate portfolio and scale up urgently needed support for NDC enhancement in 100 countries. Under the UNDP Climate Promise, UNDP Cambodia Country Office supports the Cambodia NDC update on the Energy Efficiency, Waste Management and Early Warning Systems.

The first Cambodian NDC was mainly focused on Energy, Manufacturing and Transport. Waste was not included but has been identified as a key sector to be addressed in the new updated NDC. This ToR focuses on the waste sector.

3. Scope of Work

The overall objective is to identify key actions that will reduce the emissions of greenhouse gases in the sector until 2030. To this the consultant should conduct a situation analysis of the waste management sector and identify a likely development trajectory of the sector until 2030, in regard to emissions of Greenhouse gases.

The contractor is supposed to base the work on strategies and action plans, both in draft and adopted form. There are a number of development partners supporting the development of the Cambodian waste sector. UNDP have recently developed research reports on organic waste, plastic recycling and waste-to-energy, which will be among the base documents for the work. Waste Management have also been decentralized to districts in recent years, which means the overview of the sector at national level is limited.

The contractor is asked to compare likely development of the waste sector with alternatives with the potential to reduce greenhouse gas emissions. These mitigation potentials should be quantified. The end result should be that a number of actions with their mitigation potential are identified. These shall be agreed with the ministry of environment and then passed on a further inter-ministerial review. Given that several ministries are involved in the waste sector it would be useful if the consultant can undertake consultations with different government entities during the implementation of the work. The goal is that identified actions will be incorporated in the submission of the updated Cambodia NDC.

The contractor is expected to:

1. Analyze baseline conditions and make an overview analysis of development of the waste sector in Cambodia and establish a baseline scenario and projection to 2030.
2. Identify possible measures and actions to reduce emissions of greenhouse gases;
3. Propose GHG (Greenhouse Gas) emission reduction targets in the waste management sector.
4. Incorporate the Waste sector inputs in the submission for the Cambodia NDC

These tasks will be undertaken in cooperation with an international consultant and the two are jointly responsible for the delivery of the outputs.

1. Analyze baseline conditions and Make an overview analysis of development of the waste sector in Cambodia and establish a baseline scenario and projection to 2030:

- a. Review the existing documents on waste management, i.e, Draft National Waste Strategy, Phnom Penh Waste strategy, Cambodia Climate Change Strategic Plan, Climate Change Action Plan of MoE, Second National Communication, NDC, Draft First Biannual Update Report etc.
- b. Identify sources of data and approach to obtain the data
- c. Identify the most reliable source(s) for a description of a scenario for the development of the waste sector in Cambodia up to 2030. The consultant shall not develop a new scenario. The task is to review development plans with eyes of how they impact emissions of greenhouse gases
- d. Ensure to include a description of how greenhouse gas emissions will develop following this baseline scenario
- e. Briefly describe this baseline scenario in a word document
- f. Discuss the baseline scenario with the government

2. Identify possible measures and actions to reduce emissions of greenhouse gases in the waste sector:

- a. Identify and prioritize the waste management measures and actions. Estimate cost of these actions as well as the emission reduction potential with the latest available information. While doing so, also Identify the potential entry points to address gender issue in waste management and contribution from private sector;
- b. Document the measures and actions following the CCCA template and guidelines for describing the proposed actions
- c. Consult the suggested actions with the government and revise actions based on feed-back. This will require several meetings

- d. Organise one physical or online consultation with waste management stakeholders in Cambodia to discuss the identified measures and actions

3. Propose GHG emission reduction target in the waste management sector:

- a. Based on available data propose a GHG emissions reduction target for 2030
- b. Submit revised proposed actions based on government and stakeholder feedback

4. Incorporate the Waste sector inputs in the submission for the Cambodia NDC

- a. Participate and present the findings if necessary, in the relevant consultation workshops;
- b. Work with CCCA to assist MoE to prepare the Waste sector inputs for the Cambodia NDC;

4. Expected Outputs and Deliverables

N	Deliverables/Outputs	Estimated Duration to Complete	Due Date	Review and Approvals Required
1.	Submission of workplan	1 day	May, 2020	CC and Env Policy Specialist
2.	<p>Make an overview analysis of development of the waste sector in Cambodia until 2030 to establish a baseline scenario:</p> <p>Identify the most reliable source(s) for a description of a scenario for the development of the waste sector in Cambodia until 2030</p> <p>Include a description of how greenhouse gas emissions will develop following this baseline scenario</p> <p>Briefly describe analysis in a word document</p>	5 days	15 May 2020	CC and Env Policy Specialist
3.	<p>Identify possible measures and actions to reduce emissions of greenhouse gases in the waste sector:</p> <p>Document the draft proposed actions in the template provided by the CCCA</p> <p>Consult with the government to receive feed-back of the proposed actions</p>	12 days	15 June, 2020	CC and Env Policy Specialist
4.	Propose GHG emission reduction target in the waste management sector for 2030	5 days	30 June 2020	CC and Env Policy Specialist

	Submit revised proposed mitigation actions based on government and stakeholder feedback			
5.	Incorporate the Waste sector inputs in the submission for the Cambodia NDC Participate and present the findings if necessary, in the relevant consultation workshops; Work with CCCA to assist MoE to prepare the Waste sector inputs for the Cambodia NDC	5 days	15 September 2020	CC and Env Policy Specialist
	Total	28 days		

5. Institutional Arrangement

The consultant will work under direct supervision of the Climate Change and Environmental Policy Specialist at UNDP country office.

The national consultant will work in team with the international consultant and they will be jointly responsible for the deliverables. The national consultant has the primary responsibility to organize interaction with the government and in establishing the baseline scenario. The international consultant has the primary responsibility to calculate the greenhouse gas emissions and to ensure the quality of the proposed actions and measures to reduce emissions.

The consultants will work closely with the Ministry of Environment, in particular the waste department as well as other relevant entities within the government. He will also consult with the development partners and consultants working on climate change and the waste sector in Cambodia. The outputs of the assignment will be transferred to the Department of Climate Change, NCSD through the coordination of CCCA to be integrated in the NCD update.

6. Duration and Duty Station

The duty stations for this assignment is Phnom Penh. The assignment is expected to be performed within 28 days (from May to 30 September). Timelines might be affected by the ongoing Covid-19 pandemic.

7. Minimum qualifications

Education:	- Master's Degree, or equivalent in Environment, Engineering, Economics and Finance, Energy, Climate Change, Sustainable Development and Natural Resources Management, or other related fields.
Experience:	- At least 3 years of experience with waste management and/or climate change practice and policy in Cambodia; - Very good understanding of the waste management situation in Cambodia;

	<ul style="list-style-type: none"> - Experience working with the government agencies particularly the Ministry of Environment, and National Council for Sustainable Development is an asset; and - Experience in producing strong analytical report.
Competencies:	- Strong analytical skills, ability in communication and excellent writing skills
Language Requirements:	- English and Khmer required

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

Technical Evaluation Criteria	Scores
At least 3 years of experience with waste management and/or climate change mitigation in Cambodia;	20
Very good understanding of the waste management and greenhouse gas emission situation in Cambodia;	30
Experience working with the government agencies particularly the Ministry of Environment is an asset;	20
Experience in producing strong analytical report <i>(A written sample is required to prove this criteria)</i>	20
Experience with development partners: bilateral agencies, ADB, and UN.	10
Total Obtainable Score	100

9. Payment Milestones

This is a fixed out-put based contract price regardless of extension of the herein specific duration. The consultant will be paid on a lump sum basis under the following installments.

N	Outputs/Deliveries	Payment Schedule	Payment Amount
1	Upon completion and satisfactory of deliverable 1 & 2	1 June 2020	30%
2	Upon completion and satisfactory of deliverable 3	15 June 2020	40%
3	Upon completion and satisfactory of deliverable 4 & 5	15 September 2020	30%