

TERMS OF REFERENCE

Individual Contractor

1. Assignment Information

Assignment Title:	National Consultant - Gender Specialist
Cluster/Project:	Programme and Results Cluster/Clearing for Results IV: Mine Action for Human Development
Post Level:	Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Phnom Penh
Expected Place of Travel:	5 provinces (BTB, BMC, PLN, KPC, RTK)
Contract Duration:	40 days (from July to November 2020)

2. Project Description

The Royal Government of Cambodia (RGC) created the Cambodian Mine Action and Victim Assistance Authority (CMAA) in 2000 with the role to coordinate and administer all demining and Explosive Remnants of War (ERW) clearance activities and assistance to mine victims in the Cambodia as per Royal Decree No.160.

A multi-donors¹ funded Clearing for Results project (Phase I: 2006-2010, Phase II: 2011-2016, Phase III: 2016-2019, and Phase IV: 2020-2025) implemented by CMAA has been working to strengthen the national capacity to manage the mine action sector effectively and to respond to different needs and concerns of affected populations. In Phase III, the Gender Mainstreaming in Mine Action Plan (GMAP 2018-2022) was developed by Technical Reference Group-Gender (TRG-Gender), chaired by CMAA and consisting of representatives from CMAA, line ministries and institutions, and national and international operators. The plan was officially launched in March 2018. It links to the National Mine Action Strategy (NMAS) and sets out goals aiming to ensure that men and women participate, contribute and benefit from mine action and that their needs and concerns are addressed through researches, planning and prioritization for clearance, victim assistance and mine risk education activities. CMAA's internal gender group was established with members from different CMAA's department.

In Phase IV, the project will continue to support CMAA efforts on gender mainstreaming based on the Geneva International Centre for Human Development (GICHD) Gender and Diversity Baseline Assessment in 2019 as well as the CMAA Gender Mainstreaming Action Plan (GMAP) 2018-2022. The project is therefore looking for a national Gender Specialist to support capacity development initiatives of the CMAA gender team and other relevant field officers and to review and update GMAP.

3. Scope of Work

- a. Assess and analyse the progress of the implementation of the GMAP 2018-2022 and provide recommendations to address low performing areas.
- b. Conduct field mission to identify issues (what has been done and what did not implement in gender mainstreaming in mine action at field level) through interview and discussion with the local community, MAPU, operators. Field mission is expected up to 5 Provinces.

¹ DFAT, SDC, Canada, etc.

- c. Develop materials and provide training to the CMAA Gender team based on the assessment of GMAP strategy, field missions, and GICHD Gender and Diversity Baseline Assessment in 2019.
- d. Based on NMAS 2018-2025 and findings/recommendations from the above assessments, update the GMAP 2018-2022 to GMAP 2021-2025 together with the CMAA Gender team. Ensure that the GMAP 2021-2025 has a set of key indicators, baselines and annual targets (log frame) responsible party, and indicative budget to aid monitoring by the Gender team in the future.
- e. Develop TOR for the CMAA Gender team and individual staff members.

4. Expected Outputs and Deliverables

N	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required <i>(Indicate designation of person who will review outputs and confirm acceptance)</i>
1	Inception report with detailed methodology and work plan laying out the steps for updating the GMAP until 2025, work plan training materials and preparing the ToRs	2 days	3 rd Wk of July	Project team, CMAA, UNDP
2	Submission of field mission report after completion of mission to 5 provinces to meet with communities, operators, , QM teams and MAPU staffs	8 days	4 th Wk of July	
	Submission of ToRs of gender team and ToR of 18 individual staff.	3 days	3 rd Wk of Aug.	
3	Submission of the revised/updated log frame of GMAP till 2025 (include initial submission and submission of the revised version after feedback from CMAA and UNDP)	8 days	1st Wk of Sept.	
4	Submission of revision of GMAP 2021-2025	3 days	2 nd Wk of Sept	
5	Submission of the training work plan	5 days	2 nd Wk of Sept.	
6	Conduct the Gender Mainstreaming in Mine Action training sessions to enhance its capacity on each responsibility of CMAA gender team	8 days	between Sept. – Nov.	
7	Submission of final report which includes progress of GMAP 2018-2022 and reflection on capacity development and recommendations for improvement.	3day	4 th wk of Nov.	
Total # of Days:		40 days		

5. Institutional Arrangement

Under the overall guidance of CfRIV project director and the day-to-day management of CfRIV manager, the national Gender Specialist will work closely with Gender team of CMAA, CfRIV project team, and UNDP. Specifically, the CMAA gender team is expected to work closely with the consultant

and will subsequently manage and further enhance the system. The outputs generated by the consultant will be reviewed and approved by Gender team, CfrIV manager, and UNDP before the payment can be made. A short weekly update is expected from the consultant outlining significant achievements and events for the week and expected significant achievements and events for the following week.

The national consultant will be allocated a desk, access to existing office equipment and supplies and the internet at CMAA.

6. **Duration of the Work**

The assignment is expected to be completed within 40 working days. In Cambodia, the working week is from Monday to Friday. The consultant is expected to be in country and start the assignment by July 2020. It is expected that the final report will be submitted by Nov. 2020.

The consultant can expect a one-week turnaround for feedback on any material developed and submitted, except for the final report which will be at least two weeks.

7. **Duty Station**

The national consultant will be based at CMAA in Phnom Penh. S/he is expected to travel to 5 provinces (BTB, BMC, PLN, KPC, RTK) for field mission for a maximum of 8 days. The Daily Substantive Allowance (DSA) to the province should be included in the proposal, the project will cover the transportation cost. Expected travel related activities should be defined and noted in advance.

Selected individual contract(s) to undertake the assignment in the country (Cambodia) is required to undertake the *BSAFE Training through*: <https://training.dss.un.org/course/category/6> prior to travelling. CD ROMs must be made available for use in environments where access to technology poses a challenge.ⁱ

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

Education:	Master's degree in Gender Studies, social science, sociology, international development or other related fields.
Experience:	<ul style="list-style-type: none"> ▪ At least 5 years of work experience in gender mainstreaming, gender equality, and women's empowerment in Cambodia and/or Asia-Pacific region; ▪ Experience in managing development programme, in particular humanitarian and post-conflict programme; ▪ Solid understanding of de-mining sector and gender issues in mine-action; ▪ Working experience in mainstreaming gender equality into Mine Action sector structures and programmes is desirable; ▪ A minimum of 5 years' experience in designing and implementing gender mainstreaming capacity-building tools and trainings; ▪ Ability to work efficiently and responsively within a multicultural environment and in a diverse team; ▪ Strong commitment to gender equality, human rights and respect for diversity; ▪ Previous relevant work experience with United Nations or other multilateral/bilateral development assistance agencies.
Competencies:	<ul style="list-style-type: none"> • Good understanding of RGC and Cambodia's mine action programme; • Excellent organizational skills with attention to details;

	<ul style="list-style-type: none"> • Excellent interpersonal, coordination and planning skills, and ability to work in a team; • Excellent oral, written, communication and reporting skills in English; • Computer literate (MS Office package)
Language Requirement:	Fluency in written and spoken English and Khmer

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

Technical Evaluation Criteria	Obtainable Score
Master's degree in International Relations, Social Science, Gender Studies, social science, sociology, international development or other related fields.	15
At least 5 years of work experience in gender mainstreaming, gender equality, and women's empowerment in Cambodia and/or Asia-Pacific region;	20
<ul style="list-style-type: none"> ▪ Experience in managing development programme, in particular humanitarian and post-conflict programme; ▪ Solid understanding of de-mining sector and gender issues in mine-action; ▪ Working experience in mainstreaming gender equality into Mine Action sector structures and programmes is desirable; ▪ A minimum of 5 years' experience in designing and implementing gender mainstreaming capacity-building tools and trainings; 	25
<ul style="list-style-type: none"> ▪ Ability to work efficiently and responsively within a multicultural environment and in a diverse team; ▪ Strong commitment to gender equality, human rights and respect for diversity; ▪ Previous relevant work experience with United Nations or other multilateral/bilateral development assistance agencies. 	20
Competences and good understanding of RGC and Cambodia's mine action programme. Proven knowledge and experience of working in the context of mine action in Cambodia is a strong asset.	20
Total Obtainable Score:	100

10. Payment Milestones

The 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 Inception report/work plan	15%	
	<ul style="list-style-type: none"> - Submission of the revised/updated; log frame of GMAP till 2025 (include initial submission of the revised version after feedback from CMAA and UNDP) - Submission of field mission report after completion of mission to 5 provinces to meet with commune leaders and MAPU staff - Satisfactory Submission of ToRs of gender team and ToR of 18 individual staff. 	25%	

2	<ul style="list-style-type: none"> - Submission of revision of GMAP 2021-2025 - Submission of training work plan and materials - Satisfactory completion of Gender Mainstreaming in Mine Action training sessions to enhance its capacity on each responsibility of CMAA gender team 	30%	
3	Debriefing meeting with CMAA and UNDP, submission report, final report	30%	

11. Annexes

Existing literature or documents that will help a consultant gain a better understanding of the project situation and the work required should be provided as annex/es to the ToR, especially if such literature or documents are not confidential.

1. GMAP 2018-2022
2. GICHD Gender and Diversity Baseline Assessment in 2019

ⁱ POPP: <https://intranet.undp.org/global/popp/cap/Pages/administration-of-travel-of-ic.aspx>