

TERMS OF REFERENCE

Individual Contractor

1. Assignment Information

Assignment Title:	National Consultant on Climate Public Expenditure Review 2019
UNDP Practice Area:	Environment and Climate Change
Cluster/Project:	CCCA
Post Level:	Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Phnom Penh (with some home based)
Expected Place of Travel:	n/a
Contract Duration:	27 working days (over three months from September to November 2020)

2. Project Description

Since 2012 UNDP has been working with Swedish and EU support to generate knowledge and understanding of how to integrate a response to climate change within the budget process in Cambodia, under a partnership between the Cambodia Climate Change Alliance and the regional UNDP programme on Strengthening the Governance of Climate Change Finance (GCCF).

A first Climate Public Expenditure and Institutional Review was conducted in Cambodia in 2012, with updates to the expenditure review now covering fiscal years 2009-2018. These reviews include public finance from both the Government and external partners. Being able to effectively track climate finance is important for several reasons:

- It helps decision-makers to assess if domestic and external climate finance is aligned with national priorities, to assess the effectiveness and efficiency of these expenditures in contributing to economic and social development objectives, and to make the required adjustments in institutional arrangements and public finance management practices;
- It demonstrates Cambodia's capacity to track and manage climate finance, and helps with the mobilization of additional external resources.

Unlike other countries in the region (e.g. Nepal, Indonesia, Bangladesh), Cambodia does not yet have a "Climate Change Marker" in its budget information system, which would allow for systematic tracking of climate change finance. While this is being considered, it is necessary to conduct annual reviews to track the trends in climate finance. The current exercise is conducted to update climate finance data for fiscal year 2019, and also includes a specific component looking at gender mainstreaming practices in climate change programmes.

UNDP is looking for a national expert to support the climate public expenditure review for 2019, which will be led by the Ministry of Economy and Finance (MEF).

3. Scope of Work

The main objectives of the assignment are:

- Identify the degree of climate change relevance of public expenditure (budget and ODA) for financial year 2019, in line with the methodology used in the previous CPERs, and analyze these trends in relation to national climate change priorities and plans;
- Provide mentoring, support and assist responsible staff from the MEF (General Department of Budget and General Department of Cooperation and Debt Management) and the Cambodia Rehabilitation and Development Board of Council for the Development of Cambodia (CRDB/CDC) to apply the methodology to budgets that they are responsible for;
- Identify key institutional or policy arrangements that either promote a better integration of climate change and gender in public financing decisions, or create challenges for this integration;
- Conduct an analysis of how gender concerns are mainstreamed in climate change programmes, and present recommendations on potential improvements.

The consultant is expected to take roles and responsibilities as follows:

- **Work planning and facilitation of the exercise:** in coordination with all stakeholders involved and under the guidance of the designated MEF team, the consultant will assess availability and quality of data and support the development of a detailed work plan and approach for the exercise, including allocation of responsibilities and expected outputs from each stakeholder, as well as an inception meeting. The consultant will also assist in liaising with the CCCA team and with the UNDP regional team, particularly on methodological issues;
- **Mentoring and capacity development:** provide on-the-job support to the MEF and CRDB/CDC officials to apply the climate expenditure review methodology to the budgets and expenditures under their supervision;
- **Review available data and conduct analysis of the current status of gender mainstreaming in climate change programmes.** This should include quantitative analysis where possible, as well as one or two case studies of specific climate change programmes or ministries. Based on this analysis, the consultant shall include recommendations to improve gender mainstreaming in climate change budgeting and programming.
- **Lead in drafting the climate public expenditure review report:** the report will include at a minimum analysis of trends for budgets vs expenditure; capital vs recurrent; on-budget vs off-budget expenditure and domestic vs external resources, as well as sector allocation of climate finance and type of instruments (loans, grants). It will also include analysis of best practices and challenges with regard to policy and institutional arrangements, and recommendations for potential improvements. The report will also assess alignment of the budgets/expenditures with national and sectoral climate change priorities, and include analysis of the interaction between gender programming and climate change programming.
- **Support finalization of the report.**

4. Expected Outputs and Deliverables

N	Deliverables/Outputs	Estimated Duration Complete to	Target Dates	Due	Review and Approvals Required <i>(Indicate designation of person who will review outputs and confirm acceptance)</i>
1	Data assessment and work planning, inception meeting	3	4 September 2020		CCCA Chief Technical Adviser
2	Budget/expenditure data analysis with MEF staff	5	16 October 2020		CCCA Chief Technical Adviser
3	ODA data analysis with CDC staff	5	16 October 2020		CCCA Chief Technical Adviser
4	Policy/institutional analysis and gender mainstreaming analysis / case studies	5	2 November 2020		CCCA Chief Technical Adviser
5	Data clean-up and draft report writing	5	2 November 2020		CCCA Chief Technical Adviser
6	Finalizing full draft and addressing final comments	4	30 November 2020		CCCA Chief Technical Adviser
Total # of Days:		27 days			

5. Institutional Arrangement

The national consultant will operate under management of the UNDP/CCCA Chief Technical Adviser, with guidance from the regional Climate Finance Adviser and regional Gender Specialist. He/she will work on a day-to-day basis with assigned staff from MEF (for the national budget part) and CRDB/CDC (for the ODA part), including planning and budget officials.

6. Duration of the Work

The assignment is expected to include 27 working days over a three month period (September 2020 - November 2020).

7. Duty Station

Phnom Penh, Cambodia.

8. Minimum Qualifications of the Individual Contractor

Education:	Master's degree in economics, public policy, finance or closely related subjects.
Experience:	<ul style="list-style-type: none">- Minimum 5 years of experience in public finance, planning and budgeting processes;- Expertise and experience in research on climate change financing in Cambodia;- Experience on analysing gender mainstreaming in development programmes, preferably in sectors relevant to the climate change response;- An experience related to climate public expenditure reviews in Cambodia or in the region would be an advantage;- Familiarity with government planning systems;- Ability to interact with senior government officials;- Ability to work as a team with strong communication skills;
Competencies:	<ul style="list-style-type: none">- Strong interpersonal skills, communication and diplomatic skills.- Openness to change and ability to receive and integrate feedback.- Strong analytical, reporting and writing abilities.- Excellent speaking and presentation skills.
Language Requirement:	<ul style="list-style-type: none">- Fluency in spoken and written English and Khmer required
Other Requirements (if any):	N/A

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

Technical Evaluation Criteria	Obtainable Score
Minimum 5 years of experience in public finance, planning and budgeting processes;	30
Expertise and experience in research on climate change financing in Cambodia; An experience related to climate public expenditure reviews in Cambodia or in the region would be an advantage;	30
Experience on analysing gender mainstreaming in development programmes, preferably in sectors relevant to the climate change response;	20
Ability to interact with senior government officials; Fluency in spoken and	20

written English and Khmer;	
Total Obtainable Score:	100

10. Payment Milestones

The consultant will be paid on a lump sum basis under the following installments.

N	Outputs/Deliveries	Payment Schedule	Payment Amount
1	Payment will be made upon certification by CCCA on presentation of initial work plan and methodology	Early September 2020	20%
2	Upon submission of the draft report	Early November 2020	50%
3	Upon submission of the final report and a short assignment report including description of support provided and recommendations for next steps	End of November 2020	30%