

## **TERMS OF REFERENCE**

### **Individual Contractor**

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

|                                  |  |
|----------------------------------|--|
| <b>Assignment Title:</b>         | Technical Specialist/Advisor (International Consultant, residence in Cambodia) |
| <b>Cluster/Project:</b>          | Programme Unit   |
| <b>Post Level:</b>               | Specialist   |
| <b>Contract Type:</b>            | Individual Contractor (IC)   |
| <b>Duty Station:</b>             | Phnom Penh, Cambodia   |
| <b>Expected Place of Travel:</b> | Phnom Penh, Cambodia with 9 days travel in the field.                          |
| <b>Contract Duration:</b>        | 26 days (from December 2020 to April 2021)                                     |

#### **2. Project Background**

The INRM project objective is to promote integrated landscape management for the conservation and sustainable use of biodiversity, natural resources and ecosystem services in the northern part of Cambodia. The intent is to generate multiple landscape benefits including effective conservation of globally threatened species and high conservation forests, improve management of natural resources and ensure the maintenance of ecosystem services. It is aimed specifically at improving the management of protected areas and ensuring their financial sustainability, enhancing the productivity of production and agricultural lands and improving local livelihoods. Increasing demand for forest, agricultural and wildlife products, crop land and agriculture monocultures, and infrastructure and transportation development has accelerated in recent years thereby, rapidly changing the landscape with consequential threats to biodiversity and ecosystem services. The project is thus aimed at addressing these multiple threats by harmonizing socio-economic development, sustainable management of land, forests, natural resources and biodiversity conservation through an integrated management approach, with water as a catalyst, in Northern Landscapes of Cambodia. To achieve these, actions will be taken to – strengthen policies and institutional capacity at the national and sub-national levels to ensure the integration of biodiversity and ecosystem services in sector and sub-national socio-economic development planning.

This will be achieved through three inter-related components that are focused on addressing existing barriers, these are:

- Component 1: Systemic and institutional capacity for integrated landscape management;
- Component 2: Effective management of Protected Areas and surrounding riparian and multiple use production landscapes in Northern Cambodia;
- Component 3: Knowledge management, gender mainstreaming, learning and M&E

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

Under the overall guidance and supervision of the National Project Director and UNDP Programme Analyst, the Specialist will work closely with PMU and perform the following roles:

1. Technical Support on overall management.
  - Provide technical support to prepare multi-year work plan and budget plan;
  - Review the multi-year work plan of the Project Document, and prepare and finalize five-year Work Plan with detail activities and timeframes;
  - Present the revised five-year work plan to MoE and UNDP for review and approval.
2. Term of References development

- Develop Term of References of 1 International consultant and 13 ToRs for the National Consultants for different deliverables under the three components based on the key positions provided in the Project Document as following:

**a. International Consultant**

Technical Advisor: National Policy, regulatory, governance framework for mainstreaming biodiversity and ecosystem into the landscape planning development; to assess and facilitate PA management planning, and assess best financial mechanisms suitable for the targeted PA; to provide technical support to improve site-level planning, regulatory, scientific assessment and information gathering; and support the mainstreaming of biodiversity and ecosystem services into national, sub-national and sector planning; to provide technical support to the development of communication, documentation and dissemination of experience on conservation of terrestrial and riverine habitats and their associated biodiversity and ecosystems.

**b. National Consultant**

1. Biodiversity and Ecosystem Policy and Institutional Developments Specialist: to review an existing policy and regulation on biodiversity and ecosystem to support policy, regulations and institutional development;
2. Water Resource Management Specialist: to assessment on water resource management to support policy, regulations and institutional development;
3. Land Management Specialist: to assessment and analysis and mapping land and agricultural degradation and provide support guidance for developing integrated land use planning;
4. Private Sector and Business Development Specialist: assessment on value chains and identify opportunities for market-based approach;
5. Gender Specialist: policies related to gender, biodiversity, ecosystem and socio-economic; and support policy, regulations and institutional development;
6. Capacity Building Specialist: capacity need assessment for stakeholder at national and sub-national levels;
7. Biodiversity and Ecosystem Policy and Institutional Developments Specialist: To provide support to the international consultant to identify high biodiversity areas within the northern PAs; and identify gaps and measures to enhance management effectiveness of PAs, design biological monitoring framework and provide technical support for establishing baseline for biological indicators;
8. Agronomist: - To provide guidance and recommendations for rehabilitation of agriculture, soil restoration fertility and develop maps highlighting degraded farmland and identify appropriate sites/practices for establishment of sediment and run-off plots.
9. Water Resource Management Specialist: To recommend strategies for protection and regeneration of disturbed critical riparian habitats using ecologically sensitive
10. Private Sector and Business Development Specialist: To conduct an assessment and identify value chain products and services to support biodiversity-friendly enterprise developments for communities and private sector.
11. Capacity Building Specialist: To identify capacity development opportunities for project stakeholders; and deliver training activities amongst cross agencies to promote partnership; and provide trainings and awareness activities to local communities.
12. Gender specialist: - To facilitate and provide guidance of strategies to work with IPs including application of FPIC procedures, preparation of IP framework and mainstreaming of gender responsiveness in project activities
13. GIS and Information Technology Management Specialist: To prepare an integrated ecosystem mapping taking into account key natural resources, riparian's, and socio-econ within the landscape.

- Finalize the multi-year work plan and budget plan and the ToR and submit to MoE and UNDP

### 3. Technical Guidance

- Review and guide to the national consultants for as following:
  - Biodiversity and Ecosystem Policy and Institutional Developments Specialist: to review an existing policy and regulation on biodiversity and ecosystem to support policy, regulations and institutional development;
  - Assessment on water resource management to support policy, regulations and institutional development;
  - Assessment and analysis and mapping land and agricultural degradation and provide support guidance for developing integrated land use planning;
  - Assessment on value chains and identify opportunities for market-based approach;
  - Policies related to gender, biodiversity, ecosystem and socio-economic; and support policy, regulations and institutional development;
  - Capacity need assessment for stakeholder at national and sub-national levels;
- Finalize the above reports and submit to MoE and UNDP for approval;
- Support Project Director on the management of the INRM project, including planning and execution of the activities to ensure that the project delivers outputs in a timely and efficient manner.

### 4. Expected Outputs and Deliverables

| No | Deliverables/Outputs  | Estimated Duration to Complete | Target Due Dates                      | Review and Approvals Required   |
|----|---|--------------------------------|---------------------------------------|---|
| 1. | Methodology and work plan presented to UNDP and MoE           | 2 days                         | 1 <sup>st</sup> week of December 2020 | National Project Director, Project Coordinator and UNDP Programme Analyst |
| 2. | Draft of multi-plan   | 20 days                        | 1 <sup>st</sup> week of January 2021  |   |
| 3. | Draft 14 of ToRs for IC and NC                                | 4 days                         | 4 weeks of February 2021              |   |
| 4. | Final review of five drafts of national consultant assignment |                                | 2 <sup>nd</sup> week of April 2021    |   |

### 5. Institutional Arrangement

The Consultant will work under the supervision of the Project Director/MoE with support and guidance from Programme Analyst, UNDP Cambodia. The consultant will liaise on a day-to-day with the INRM PMU, DBD/MoE and UNDP focal Programme Analyst. The International Consultant (Senior Specialist) is expected to work closely with the INRM Project Coordinator). A short weekly update is expected from the international Consultant outlining significant achievements and events for the week and expected significant achievements and events for the following week.

The Consultant shall responsible for own translation from Khmer to English when necessary. However, the international Consultant is expected to be self-sufficient in terms of food, accommodation, communication, transportation within Phnom Penh and to the provinces (Kampong Thom, Siem Reap and Preah Vihea) in the total of 9 working days.

### 6. Duration of the Work

The assignment is for 26 days spread over four months from December 1<sup>st</sup>, 2020 to April 30, 2021. Prior to commencing the assignment, the consultant will be required to prepare an inception report outlining the

methodology and a detailed work plan for the assignment which will be reviewed and cleared by UNDP and MoE.

## **7. Duty Station**

The consultant will work based at Department of Biodiversity, Ministry of Environment. The international M&E consultant will be allocated a desk, access to existing office equipment and supplies and the internet at the MoE Office

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

|                              |   |
|------------------------------|---|
| <b>Education:</b>            | <ul style="list-style-type: none"> <li>At least Master's degree in natural resource management, environment science, genetic resources, legal, ecosystem services, and/or related field.</li> </ul>   |
| <b>Experience:</b>           | <ul style="list-style-type: none"> <li>5 years working experience in applying Results Based Management concepts to project and developing SMART indicators for projects;</li> <li>Proven experience in UNDP Programming cycle, applied rule and regulation;</li> </ul>  |
| <b>Competencies:</b>         | <ul style="list-style-type: none"> <li>Strong analytical skills and ability in development of Policy and framework.</li> <li>Excellent English written with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports;</li> <li>Ability to understand new terminology and concepts easily and to synthesize information from different sources into a coherent project document;</li> <li>Skill in achieving results through persuading, influencing and working with others;</li> <li>Maturity and confidence in dealing with senior and high-ranking members of international, regional and national institutions;</li> <li>Displays sensitivity and adaptability to different cultures, genders, religions, races, nationalities and age groups;</li> <li>Good team player, self-starter, has ability to work under minimum supervision and maintain good relationships.</li> </ul> |
| <b>Language Requirement:</b> | <ul style="list-style-type: none"> <li>Fluency in English required.</li> <li>Ability to speak and understand Khmer is an asset.</li> </ul>  |

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

| <b>Technical Evaluation Criteria</b>   | <b>Obtainable Score</b> |
|--|-------------------------|
| 5 years working experience in applying Results Based Management concepts to project and developing SMART indicators for projects | 45                      |
| Experience in project management (applying RBM concepts, project cycle, assurance, etc.)   | 15                      |
| Relevant educational background related to Natural resource management   | 10                      |
| Experience in UNDP Programming cycle, applied rule and regulation  | 15                      |
| Experience in project design and planning  | 15                      |
| <b>Total Obtainable Score:</b>   | <b>100</b>              |

## **10. Payment Milestones**

The consultant will be paid on a lump sum basis under the following installments. The consultant will be responsible for the travel expenses during the mission in Cambodia.

| <b>No</b> | <b>Outputs/Deliveries</b>                       | <b>Payment Schedule</b>                | <b>Payment Amount</b> |
|-----------|---|--|-----------------------|
| 1.        | Upon satisfactory completion of Deliverable 1   | 3 <sup>rd</sup> week of December 2020  | 20%                   |
| 2.        | Upon satisfaction completion of Deliverable 2-3 | 4 <sup>th</sup> weeks of February 2021 | 50%                   |
| 3.        | Upon satisfaction completion of Deliverable 4   | 4 <sup>th</sup> week of April 2021     | 30%                   |