

## **TERMS OF REFERENCE**

### **Individual Contractor**

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

Assignment Title:	Project Coordination Consultant
Project:	Sihanoukville for All: Promoting a Smart, Sustainable and Inclusive City
Post Level:	Junior
Contract Type:	Individual Contractor (IC)
Duty Station:	Phnom Penh
Expected Place of Travel:	Travel to Sihanoukville may be expected, subject to travel restriction and guidelines in relation to COVID-19
Duration of assignment	80 working days over a period of eight (8) months, from December 2020 to July 2021

#### **2. Project Description**

UN Resident Coordinator Office in Cambodia together with OHCHR and UN-Habitat have proposed a project called "Sihanoukville for All: Promoting a Smart, Sustainable and Inclusive City" which should be implemented from August 2020 to July 2021.

The overall purpose of this project is to conduct a comprehensive assessment, in line with the United Nations Human Security approach and Cambodia's United Nations Development Assistance Framework (UNDAF), and propose policy and programmatic solutions for the United Nations Country Team (UNCT) and national authorities to capitalise on the surge of investments and improve the living standards of the Cambodian population, including vulnerable groups, in Preah Sihanouk province. The assessment will be implemented through a partnership between the UNCT, led by OHCHR and UN-Habitat with support of the UN Resident Coordinator's Office, and the Royal Government of Cambodia in consultation with the private sector, local communities, civil society and selected research institutions.

The comprehensive, people-centered, context-specific and prevention-oriented assessment will be designed to identify challenges and opportunities in Preah Sihanouk province and provide local and national authorities and other relevant stakeholders with evidence and analytics to define risk informed strategies, programmes and policy options. This aims to promote the Sustainable Development Goals (SDGs) and the Royal Government of Cambodia's vision to make Sihanoukville a smart, sustainable and inclusive city, and address socio-economic issues faced by local population, particularly the most vulnerable groups.

There are three outputs proposed under this project:

- 1.1. A standing inclusive consultation process for all relevant stakeholders is established to discuss the impact and opportunities of rapidly growing economy in Preah Sihanouk province;
- 1.2. The concept of "Sustainable, Inclusive and Smart SHV city" is defined and codified through inclusive and participatory stakeholder consultations and expert advisory service;
- 1.3. A comprehensive, evidence-based and participatory analysis identifies challenges to human security, their causes, and opportunities, and provides local and national authorities with evidence, analytics and ideas to define risk informed strategies, programmes and policy options.

For ensuring effective and efficient project implementation, UN-Habitat Cambodia Office is seeking for one qualified national consultant to facilitate and coordinate the project implementation and provide input to the development of the project outputs above. He or she will be based at UN-Habitat Office in Phnom Penh and travel to Sihanoukville if necessary. An international consultant is also recruited as part of the team to assist the project implementation. The contract will be for 8 months (part-time- 01 Dec 2020 – 31 July 2021).

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

During the project implementation, the individual contractor is expected to participate in all activities listed in the project document and produce the expected outputs. The Individual contractor will work in close coordination and following instructions of relevant colleagues within the UN-Habitat, OHCHR and RCO Cambodia. The individual contractor will work closely with International Consultant to formulate the smart city framework and case study for the project as well as to contribute technically to project outputs above.

### **4. Expected Outputs and Deliverables**

Under the direct guidance of the RCO, UN-Habitat and OHCHR in Cambodia, the contractor will be responsible of the following:

#### **Project Coordination**

- Coordinate the UN implementing agencies (UN-Habitat and OHCHR), other UN agencies, Preah Sihanouk provincial counterpart, other stakeholders and development partners;
- Work in close partnership with the Peace and Development Team at the RCO, OHCHR and UN-Habitat to support the UN Resident Coordinator to coordinate wholly the implementation of the project on behalf of the UNCT in partnership with the Cambodian Government, Provincial authorities and civil society counterparts, as well as other development partners;
- Support the coordination and participation related to official travels for meetings in Preah Sihanouk province, upon invitations by the Chair of the Smart City provincial working group, and other travels if necessary;
- Work in close cooperation and good coordination with the selected teams of consultants commissioned by OHCHR and UN Habitat working for this project;

#### **Work Planning and Reporting**

- Coordinate with Smart city task team and 3i/Australia Aid, OHCHR and UN-Habitat to come up with agreed workplan and facilitate the regular meeting when needed;
- Prepare progress activity report on the implementation of the project in close cooperation with the RCO's Peace and Development Team, OHCHR and UN-Habitat;
- Provide inputs and oversee the implementation of the project activities at Sihanoukville when requires;
- Facilitate and report the project progress to Urban task team of UNDAF Outcome on managing urbanization and other UNDAF outcomes when needed;
- Facilitating efficient project implementation in close collaboration with UN agencies, donors and the Cambodian government
- Facilitating efficient project implementation in liaison with partners, stakeholders and beneficiaries
- Assisting development of progress reports and financial reports as per the agreements with the project donor
- Contributing to resource mobilization and formulation of concept notes/ proposals within related fields to this project
- Performing other relevant tasks including workshops/training organization as necessary and required by the project team.

### Specific Deliverables

1. Inception report and workplan
2. Monthly and quarterly progress activities report of the project implementation against project workplan. The report should include field mission report and meeting/workshop/training report.
3. Case study stories on the Human Security/Human Security Business Partnership Framework (HS/HSBP) framework in relation to smart city
4. Semester progress and completion reports to donor
5. Provide technical inputs to the smart city framework and training package
6. Knowledge management product including lessons learned from the project

No.	Deliverables/Outputs	Estimated Duration to Complete	Target Due to Dates	Review and Approvals Required (Indicate designation of person who will review outputs and confirmation acceptance)
1.	Inception report and workplan	10 days	30 Dec 2020	UN-Habitat Country Manager in agreement with OHCHR and RCO colleagues
2.	1 <sup>st</sup> Quarterly progress report of project implementation	10 days	28 Feb 2020	UN-Habitat, OHCHR and RCO
3.	2 <sup>nd</sup> Quarterly progress report of project implementation	20 days	30 May 2021	UN-Habitat, OHCHR and RCO
4.	Case study report	20 days	30 Jun 2021	UN-Habitat, OHCHR and RCO
5.	Final completion report	20 days	30 July 2021	UN-Habitat, OHCHR and RCO

### 5. Institutional Arrangements

The individual contractor will be under the direct guidance of UN-Habitat Country Programme Manager, OHCHR and RCO colleagues. The contractor is required to report to the project team at least every month. The contractor will work closely with International Consultant to carry out this project.

All deliverables/outputs should be submitted in advance for consultation and review by the project team. The project team will be requested to provide other assistance and inputs when necessary. The reports/outputs will be reviewed and approved by the project team.

### 6. Duration of the Work

Under the overall supervision of the responsible persons at UN-Habitat Country Programme Manager, OHCHR and RCO colleagues in Cambodia. The consultant will take 80 working days spreading over a period from 20 December 2020 to 30 July 2021.

## 7. Duty Station

The contractor will be working based at UN-Habitat Office. Travel to Sihanoukville may be expected, subject to travel restriction and guidelines in relation to COVID-19. UN-Habitat will cover transportation cost and DSA for related assignment in the field.

## 8. Minimum Qualifications of the Individual Contractor

The national consultant shall have the following qualifications:

Education:	High-level degree (Master or equivalent) in development, economics, urbanization, smart city, community development or related studies.
Experience and skills:	<ul style="list-style-type: none"><li>• A minimum of two years' professional practical experience in project management working with projects/ programmes in the field of urban planning, smart city or related to urbanization;</li><li>• Good knowledge of experience and best practices regarding human resource development/capacity building, planning, sustainable urban development, and local governance at sub-national level;</li><li>• Good communication and writing skills;</li><li>• Good experience in multi-stakeholder coordination;</li><li>• Good understanding of human rights-based approaches and human security concept;</li><li>• Outstanding capacity in working in multicultural context.</li></ul>
Language Requirements:	Fluency in English and Khmer.

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

Technical Evaluation Criteria	Obtainable Score
A minimum of two years' professional practical experience in project management working with projects/ programmes in the field of urban planning, smart city or related to urbanization;	20
Good knowledge of experience and best practices regarding human resource development/capacity building, planning, sustainable urban development, and local governance at sub-national level.	20
Good experience in project management and coordination and report writing	20
Good interpersonal, communication, teamwork skills to collaborate with stakeholders and donors	20
Ability to develop appropriate concept notes, project development and resource mobilization in relation to smart city	20

## 10. Payment Milestones

The payments for undertaking the assignment shall be paid to the contractor, upon satisfactory of the following outputs/deliverables, as certified by the project team:

Installments	Deliveries/Outputs	Payment	Due date
1st Payment	Upon satisfactory of the inception report and workplan	11%	31 Dec 2020
2 <sup>nd</sup> Payment	Upon satisfactory of 1 <sup>st</sup> quarterly progress report of project implementation	11%	28 Feb 2021
3 <sup>rd</sup> Payment	Upon satisfactory of 2 <sup>nd</sup> quarterly progress report	33%	30 May 2021

	of project implementation		
4 <sup>th</sup> Payment	Upon satisfactory of case study report and progress report	22%	30 June 2021
Final Payment	Upon satisfactory of the completion report	23%	31 July 2021

The costs for travel and DSA for field mission in the country will be reimbursed upon requested from the field work/project team and completion of each mission.