

## **TERMS OF REFERENCE**

### **Individual Contractor**

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

<b>Assignment Title:</b>	National Specialists on Climate Change Adaptation
<b>Cluster/Project:</b>	Policy and Innovation Hub
<b>Post Level:</b>	Specialist
<b>Contract Type:</b>	Long Term Agreement (LTA) up to 2 LTAs
<b>Duty Station:</b>	Cambodia
<b>Contract Duration:</b>	Initial contract is from 25 April 2021 to 24 April 2022 (up to 100 days per year); (possibility of extension up to three years)

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

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. UNDP Cambodia Country Office works in partnership with the Royal Government of Cambodia, non-government organizations, civil society organizations, community-based organizations, multilateral aid agencies, bilateral donors and private sector to support the progress towards the Sustainable Development Goals (SDGs). To support the implementation of the country programme 2019-2023, the Policy and Innovation Unit plays an important role within the country office to develop high level policy and technical advisory support to the government. It works guided by three set of strategies 1) research, policy and innovation, 2) communication and 3) programming. Through the policy, research and innovation, communications, and programming, the Policy and Innovation Unit is expected to deliver three main programmatic pillars: 1) Prosperity, 2) Planet and 3) Peace and Participation. Climate change, natural resources, circular economy and energy are the focused areas of the Output2/Planet. UNDP is recruiting a specialist on climate change adaptation to provide support to ensure effective and quality policy and technical services to the government.

Green Climate Fund (GCF) is the world's largest dedicated fund helping developing countries to reduce their greenhouse gas emissions and enhance their ability to adapt to climate change. It was set up by the United Nations Framework Convention on Climate Change (UNFCCC) in 2010. Cambodia as a least developed country has access to the fund to support its climate actions to contribute to the common goals of UNFCCC through Ministry of Environment (MoE) as National Designated Authority (NDA) and various international and national accredited entities to implement the activities. National Committee for sub-national Democratic Development (NCDD) was accredited to GCF as a direct access of the fund. The next step for NCDD is to develop proposals to seek GCF funding.

This solicitation is for a Long-Term Agreement (LTA) for one year and renewable up to three years linked to future demand of work and satisfactory performance of the individual consultants. LTA refers to a mutual arrangement whereby the Consultant will provide services as required, over a specific period of time. It specifies the unit price (daily rate), allowing for a framework agreement to be used when the Consultant's services are needed.

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

The specialist on climate change adaptation is to provide the support to the UNDP environment team of UNDP Cambodia through the following set of activities:

**Policy, Research and Strategy Development:**

- Prepare policy briefs and status papers on developmental challenges/issues based on climate change and environment.
- Identify barriers and proposed solution for policy interventions and development.
- Undertake research in the climate change environmental sectors based on review of existing literature.
- Prepare reports and power point presentations for policy engagement.
- Provide advice on policy engagement process including coordination with the government.
- Conduct, facilitate and/or coordinate related policy workshops.

**Project Design and Formulation:**

- Prepare conceptual frameworks/concept notes based on developmental challenges within climate change and environmental sectors.
- Identify potential resources mobilization sources from bilateral, multilateral (GEF and other vertical funds) and other sources of financing.
- Provide technical assistance in identification of developmental challenges, target areas, beneficiaries and partners and formulation of implementation strategy for UNDP support.
- Provide technical support in development of new interventions/projects with implementation (operational plan, monitoring and resource requirement), institutional, financial and management arrangements.
- Conduct studies on project/program highlights, activities and processes involved.
- Prepare project documents following UNDP rules and procedures.
- Prepare project proposals to ensure innovation in concepts, strategies, theory of change, results-orientation using log frames, and incorporation of best practices.
- Develop work plans, budgets, monitoring and procurement plans.

**Technical advisory & other project related functions**

- Prepare knowledge and communications products related to the projects/programs (project factsheets, and presentations);
- Review comments on reports and documents
- Review project documents or other project related documents, including reporting documents for quality assurance.
- Document good practices, case studies, innovations and pilot models for UNDP

A separate specific ToR will be developed for the specific services needed within the scope of the LTA. The consultant shall ensure confidentiality of all the information received during the assignment.

**4. Institutional Arrangement**

The consultant will be responsible to deliver the expected outputs of the assignment and shall report to the Climate Change and Environmental Policy Analyst, Policy and Innovation Unit, UNDP Cambodia, or to other concerned focal point as listed in specific separate TOR.

For assignments related to Adaptation Work Program support to NCDDS, the consultant will work under the overall management of the UNDP management and under supervision of the Program Management and Support Division (PMSD) of NCDDS as detailed in separate TOR.

The consultant will work in close collaboration with other UNDP's staff (specialist, analysts, and advisors).

## **5. Duration of the Work**

The initial assignment is up to 100 days per year expected from 25 April 2021 to 24 April 2022, with possible of extension up to three years based on the needs and satisfactory performance of the consultant. The proposed professional fee remains valid for up to three years.

## **6. Duty Station**

The duty station for this assignment is Phnom Penh, Cambodia. In performing the different assignments, the consultant is expected to make field visits to conduct consultations and collect inputs and opinions from relevant parties, based on the needs of each assignment and upon request. All other related actual costs of local travels will be covered by UNDP Cambodia, prior to agreement made prior to each assignment taking place. The reimbursement of the associated costs will be made through F-10.

Selected individual contract(s) who is expected to travel to undertake the assignment is required to undertake the (BSAFE) *training* prior to travelling at below website

(<https://dss.un.org/dssweb/WelcometoUNDSS/tabid/105/Default.aspx?returnurl=%2fdssweb%2f>).

## 7. Minimum Qualifications of the Individual Contractor

<b>Education:</b>	Master's degree or equivalent in environment, climate change, public policy, social policy or another related field.
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• At least 5 years of working experience in research, analysis, policy support, programme and project development for climate change and environment</li> <li>• Proven experience working with a wide variety of development actors including governments, international development organizations, donors and other funding agencies, private sector entities, and/or civil society organizations including community groups.</li> <li>• At least three-years of experience working in collaboration with government officials.</li> <li>• Experience on analyzing gender mainstreaming in work programme, preferably in sectors relevant to the climate change response.</li> <li>• A proven track record in developing, creativity designing and implementing programs and projects.</li> <li>• Previous work experience in climate change and environmental sector in Cambodia is an asset.</li> <li>• It is an asset to be familiar with GCF funding procedures.</li> </ul>
<b>Competencies:</b>	<p>Functional competence</p> <ul style="list-style-type: none"> <li>▪ Outstanding Working knowledge of objectives-oriented project planning, or results-based management</li> <li>▪ Strong analytical writing, reporting, presentation and facilitation skills</li> <li>▪ Highly developed interpersonal and communication skills and the ability to communicate effectively with the government and partner agencies with diplomatic skills.</li> <li>▪ Openness to change and ability to receive and integrate feedbacks.</li> <li>▪ Understanding of Government functioning and systems particularly in Cambodia.</li> <li>▪ Updated familiarity on various international projects across one or more areas of expertise.</li> <li>▪ Good project management and organizational skills.</li> </ul> <p>Corporate competencies:</p> <ul style="list-style-type: none"> <li>▪ Demonstrates integrity by modeling the UN's values and ethical standards.</li> <li>▪ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.</li> <li>▪ Treats all people fairly without favoritism.</li> <li>▪ Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.</li> </ul>
<b>Language Requirement:</b>	Fluent in written and spoken English and Khmer are required.

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

Technical Evaluation Criteria	Obtainable Score
Master's degree, or equivalent, in environment, climate change, public policy, social policy or another related field or related fields	15
At least 5 years of working experience in research, analysis, policy support, programme and project development for climate change and environment	15
Understanding of Government functioning and systems in Cambodia and experience with the government and development actors. Experience on democratization and decentralization policy reform.	25
Experience in Climate Change Adaptation programme and project design and development. Any experience from working with projects developed for international environmental funds are considered an asset. Other relevant experience in Climate Change Adaptation.	25
Strong analytical writing and reporting skills ( <i>based on writing sample</i> )	20
<b>Total Obtainable Score:</b>	<b>100</b>

## 9. Payment Milestones

The payment is made based on the actual number of days per each assignment agreed prior to each assignment is taking place. It will be calculated based on the number of actual working days as per assignment (exclude DSA, air-ticket, and other associated costs). The number of days of each assignment is expected to vary. The payment to be made to the contractor as per agreed ToR.

The contractor can begin working only after a **purchase order (PO)** is issued to him/her each time a service is required and following discussion and agreement between the contractor and the Country Office. The contractor takes his/her own responsibility for performing any service which is out of the scope of this ToR.

Full payment amount is paid within 30 days after satisfactorily completion of work and receiving of original invoice/CoP. Each payment is subject to acceptance of work, receipt of Certification for Payment, and performance evaluation duly completed (for last payment) and signed by the head of the respective unit requesting the service. If additional work is needed due to the assignment not meeting the requirements, this will be at no cost to UNDP.

Offerors shall quote one rate of daily professional fee with insurance cost. The rate shall be all inclusive and fixed during the contract period. Noting that offeror is required to be responsible for own insurance or it can be considered including the cost together with professional fee.

The contractor will be paid on a lump sum basis as per agreed per assignment/ToR.