

## TERMS OF REFERENCE

### Individual Contractor

#### 1. Assignment Information

Assignment Title	National consultant to analyze the multi-stakeholder dimension of SDG mainstreaming in Cambodia
Organization	Office of UN Resident Coordinator
Post Level	National Consultant
Cluster/Project	This ToR will be adapted to national contexts by Resident Coordinator Offices partnering on the project and jointly finalized in collaboration with UN DESA
Duty Station	Home-based
Duration	30 working days May 2021 to July 2021

#### 2. Background and Project Description

- 1) The 2030 Agenda for Sustainable Development was the result of an inclusive and participatory process. It calls for the meaningful and active participation of people and stakeholders at all stages, from SDG integration into national strategies, to implementation, and national monitoring and review. It highlights the importance of participatory approaches to sustainable development. It also places the most vulnerable and voiceless people as central to leaving no one behind.
- 2) UN Country Teams (UNCTs) have a key role to play in supporting Member States in implementing the commitment of inclusive and transparent participation of all stakeholders in the 2030 Agenda and in facilitating inclusive, safe and enabling environments where stakeholders can contribute. The Secretary-General has noted that, in moving towards a new generation of UNCTs, it must be ensured that, at the country level, Resident Coordinator Offices are empowered to serve as a one-stop shop for partnerships with external partners.
- 3) The Division for Sustainable Development Goals (DSDG) of the Department of Economic and Social Affairs serves as the Secretariat for the SDGs, providing substantive support and capacity-building on stakeholder engagement for the 2030 Agenda. This includes online trainings for Member States, webinars and national workshops for civil society, and platforms for the private sector to engage on the SDGs.
- 4) The form and level of stakeholder engagement in support to SDG implementation and follow up varies between countries, ranging from stakeholder consultations in decision-making processes to the establishment of multi-stakeholder partnerships to advance on certain goals and targets, to involving stakeholders in monitoring and reporting. However, countries have also been facing challenges when it comes to stakeholder engagement and not all Member States have reported on including stakeholders in their SDG implementation. and follow up processes, including Voluntary National Reviews (VNRs).
- 5) The present consultancy will contribute to strengthening multi-stakeholder dimension of national development planning and SDGs mainstreaming by analyzing current practices in **Cambodia**, share good practices and proposing concrete actions in alignment with UNCT implementation of Cooperation Framework.

- 6) The global outbreak of the COVID-19 pandemic has posed considerable challenges to effective stakeholder engagement around the world. The present consultancy will provide an opportunity to identify useful alternatives and innovative solutions for engagement processes, such as, but not limited to, web- and SMS-based solutions.

### **3. Objective and Scope of Work**

The civil society Consultant will develop recommendations for strengthening the multi-stakeholder dimension of national development planning and SDG mainstreaming in Cambodia, with an accompanying proposed/revised stakeholder engagement strategy.

#### **Scope of Work**

Through the review of documents, reports and interviews with relevant stakeholders, the consultant will prepare a report including:

- A national stakeholder<sup>1</sup> mapping for engagement and participation in the 2030 Agenda implementation in Cambodia;
- An analysis of stakeholder engagement on the implementation of the 2030 Agenda and SDGs at national level, including at VNRs and during Common Country Analyses;
- Identification of challenges and opportunities to strengthen stakeholder engagement in the implementation and follow up of the 2030 Agenda, including with the national government and UNCT and through the Cooperation Framework;
- Drafting of a stakeholder engagement good practices and action plan for inclusive and transparent participation of all stakeholders in the planning, implementation, and monitoring of the 2030 Agenda, promoting the Leaving No One Behind (LNOB) approach and Human Rights-Based Approach (HRBA);
- Identification of new ideas and solutions to address the challenges posed to effective stakeholder engagement by the global COVID-19 pandemic, including web- and SMS-based solutions for engagement.

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

<b>Deliverables/Outputs</b>	<b>Estimated Duration of Works</b>	<b>Target Due Dates</b>	<b>Review and approvals required</b>
1. Timeline and workplan for the delivery of the work approved by the RC Office	7 days	7 May 2021	Special Assistant to the Resident Coordinator and Partnership Advisor
2. 1 <sup>st</sup> Draft of the report in word document, including the five research areas outlined above.	18 days	18 June 2021	Special Assistant to the Resident Coordinator and Partnership Advisor
3. Final draft of the report – The final draft report must include an executive summary with main findings and a	5 days	30 July 2021	Special Assistant to the Resident Coordinator and Partnership Advisor

<sup>1</sup> <https://sustainabledevelopment.un.org/mgos>

section with recommendations on the way forward. These should be provided in English.			
Total	30 days		

## **5. Institutional Arrangement**

The consultant will be working undertaken under the overall supervision of the Resident Coordinator Office in consultation with Division for Sustainable Development Goals of UNDESA.

The Consultant will work under the supervision of Strategic Partnerships and Development Finance Adviser, RC Office Cambodia.

Each deliverable will be subsequently approved by RCO team leader (to release the payment) upon satisfactory confirmation of UN communication officer.

## **6. Duration of the Work and Duty Station**

The duration of the consultancy is for 30 working days over the period from May 2021 to July 2021.

The duty station of the work is Phnom Penh, Cambodia with no travel involved.

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

	Minimum qualifications of the Individual Contractor	Scoring
<b>Education:</b>	The expert should possess an advanced university degree (Master's degree or equivalent degree) in sustainable development, international relations, governance, public policy, public administration, international law, or related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.	20
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Minimum of 5 years of relevant experience in sustainable development, with demonstrated proven track record in analytical research.</li> <li>• Exposure to capacity development activities and projects in sustainable development is required.</li> <li>• Knowledge of and experience with the Voluntary National Reviews is an asset.</li> </ul>	35
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• The expert should have excellent analytical skills and ability to produce high-quality documentation in English.</li> <li>• He or she should have demonstrated knowledge of the 2030 Agenda and stakeholder engagement.</li> <li>• The expert should also have outstanding written communication and organizational skills, including the ability to plan and prioritize work</li> </ul>	35

	duties as well as work competently under pressure and tight deadlines.	
<b>Language Requirement:</b>	<ul style="list-style-type: none"> <li>Knowledge and fluency of English (both written and oral) is required for this consultancy.</li> <li>Fluency in the national official language is also required.</li> </ul>	10
		Total: 100

## 8. Payment Milestone

This is a fixed out-put based contract price regardless of extension of the herein specific duration. The consultant will be paid on a lump sum basis under the following installments.

No	Outputs/Deliveries	Payment Schedule	Payment Amount
1	First payment upon delivery of satisfactory output #1	7 May 2021	20%
2	Second payment upon delivery of satisfactory output #2.	18 June 2021	50%
3	Final payment upon delivery of satisfactory output #3 and substantial approval by RC Office and DSDG/DESA	30 July 2021	30%