



TERMS OF REFERENCE Individual Contractor

1. Assignment Information

Assignment Title:	Technical Advisor (International Consultant, residence in Cambodia) to develop policy regulations mechanism, tools and guidelines for integrated landscape management in the northern region
Cluster/Project:	Programme Unit
Post Level:	Senior Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Phnom Penh, Cambodia
Expected Place of Travel:	With 9 days travel to Kampong Thom, Siem Reap and Preah Vihear provinces for field work if need.
Contract Duration:	80 days (from July to December 2021)

2. Project Background

The objective of Integrated Natural Resource Management (INRM) project 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 International Consultant (Technical Advisor) will work closely with PMU to perform tasks such as reviewing, identifying opportunities and option, developing proposal, measures, mechanisms, tools and guidelines for integrate landscape management in the project target areas. The international consultant will conduct the specific tasks as following:

1. Review of existing PA strategy to identify options and develop proposals for enhancing the role of PAs within the context of broader landscape planning and management:
 - Review the assessment reports on policy, regulation and PA strategy of protected area system, conducted by National consultant;
 - Identify effective strategy plan for better management of landscape in the project target areas;
 - Analyze assessment report to identify option and develop proposal for improving PAs services that contribute to landscape planning and management.
2. Review existing institutional arrangements and propose measures for improved coordination and decision support systems that promotes integration of PAs at the landscape level:
 - Review the assessment report and key findings on institutional arrangement conducted by national consultant
 - Analyze and identify appropriate measures and means for improving the coordination of landscape management at the project target areas;
 - Develop measures/tools instruments for improved coordination and decision support systems that promotes integration of PAs at the landscape level.
3. Identify PA management planning to incorporate ecological considerations and connectivity, improve participation and cooperation of local people and sectoral stakeholders and incorporate of PA concerns into sub-national planning and regulations:
 - Review existing PA management planning and other related initiatives and/or projects/programs, including status of development and implementation of PA management plan(s) in the project target areas;
 - Analyze report findings and review existing of ecological land-uses-map;
 - Identify gap, opportunity and potential elements to strengthen PA management planning that incorporates ecological considerations and connectivity, to improve participation and cooperation of local people and sectoral stakeholders, and to incorporate of PA concerns into sub-national planning and regulations;
 - Revise existing PA management plan at the project target areas to cooperate ecological connectivity.
4. Review the existing mechanisms, tools and guidelines developed for mainstreaming of biodiversity conservation and ecosystem services into applicable sub-national land-use master planning:
 - Review assessment report on land-use plan conducted by National Consultant;
 - Review existing mechanisms, tools and guidelines related to biodiversity conservation and ecosystem services in PAs and its surroundings at the project target areas.

- Identify and develop applicable mechanisms, tools and guidelines that support the mainstreaming of biodiversity conservation and ecosystem services into land-use master planning;
5. Develop simplified tools for sub-national land-use master planning process to mainstreaming biodiversity conservation, improve habitat connectivity, ensure sustainable natural resource management and management of riparian:
- Based on the review of existing mechanisms, tools and guidelines related to biodiversity conservation and ecosystem services in PAs and its surroundings at the project target areas (4), develop applicable or simplify the existing tools/guidelines for development of land-use master plan at the sub-national level.
6. Prepare the presentation, participate and present the findings in the consultation workshops/meetings as requires.

1. Expected Outputs and Deliverables submitted to:

No	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1.	Deliverable 1: - Approved Inception report with detail Work plan	4 days	2 nd week of July 2021	Review by PMU and UNDP Programme ARR/Analyst and Approved by National Project Director
2.	Deliverable 2: - Reviewing Report on the review policy, regulation and PA strategy plan including option and proposed strategy planning for better landscape management - Proposal for improving PAs services that contribute to landscape planning and management.	14 days	1 st weeks of August 2021	
3.	Deliverable 3: - Reviewing Report on selected effective way/mean to improv institutional arrangement including identify appropriate measures for enhancing coordination of landscape management at the project target areas - Measure/tools for improved coordination and decision support systems that promote	14 days	1 st weeks September 2021	

	integration of PAs at the landscape level.			
4.	Deliverable 4: <ul style="list-style-type: none"> - Reviewing Report of the reviewing PA management planning and other related initiatives and/or projects/programs, including status of development and implementation of the project target areas - Updated PA Management plan at the target area 	19 days	2 nd weeks of October 2021	
5.	Deliverable 5: <ul style="list-style-type: none"> - Reviewing Report on the land-use planning, existing mechanism, tools and guidelines related to biodiversity conservation and ecosystem services in the project target areas - Mechanisms, tools and guidelines to support the mainstreaming of biodiversity conservation and ecosystem services into land-use master planning. 	19 days	3 rd weeks of November 2021	
6.	Deliverable 6: <ul style="list-style-type: none"> - Tools and guidelines for development of land-use master plan at the sub-national level 	10 days	4 th week of December 2021	

4 Institutional Arrangement

The International Consultant will work under the supervision of the Project Director/MoE with support and guidance from Project Coordinator and Programme Analyst, UNDP Cambodia. The International Consultant will liaise on a day-to-day with the INRM PMU, DBD/MoE and UNDP focal Programme Analyst. A short weekly update to Project PMU and Programme Analyst 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 International Consultant shall be responsible for own translation from Khmer to English when necessary. The international consultant is expected to be self-sufficient in terms of food, accommodation, communication, transportation within Phnom Penh. Travel to the provinces (Kampong Thom, Siem Reap and Preah Vihear) in the total of 9 working days and the project will cover the DSA. The project will provide the transportation for the mission the provinces.

5 Duration of the Work

The assignment is for 80 days spread over 6 months from July 2021 to December 2021. Prior to commencing the assignment, the international 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.

6 Duty Station

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

Selected International consultant who is expected to travel undertake the assignment in the country (Cambodia) is required to undertake the BSAFE training. <https://training.dss.un.org/course/category/6> prior to travelling.

7 Minimum Qualifications of the Individual Contractor

Education:	<ul style="list-style-type: none">At least Master's degree in natural resource management, environment, public administrative for related field
Experience:	<ul style="list-style-type: none">At least 10 years' progressive experience in planning and managing large-scale NRM oriented government programs;At least 8 years' experiences in development of PA strategy and plan;At least 8 years' experience in development of measures/tools instruments for PA;At least 8 years' experience in developing PA management plan;At least 8 years' experience in review of mechanism, tools and guidelines to mainstream biodiversity conservation and ecosystem services;Proven track record in similar assignments;Experience with GEF and/or other UN assisted projects.
Competencies:	<ul style="list-style-type: none">Strong analytical skills and ability in development of strategy, plan; policy and frameworks.Strong skill in managing large-scale NRM;Excellent English written with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports.Ability to understand new terminology and concepts easily and to synthesize information from different sources into a coherent project document.Skill in achieving results through persuading, influencing, and working with others.Maturity and confidence in dealing with senior and high-ranking members of international, regional and national institutions.Displays sensitivity and adaptability to different cultures, genders, religions, races, nationalities and age groups.Good team player, self-starter, has ability to work under minimum supervision and maintain good relationships.
Language Requirement:	<ul style="list-style-type: none">Fluency in English required.

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

Technical Evaluation Criteria	Obtainable Score
Ten years' progressive experience in planning and managing large-scale NRM oriented government programs;	45
Eight years' experience in development of PA strategy, plan, mechanisms, tools and guidelines; 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
Total Obtainable Score:	100

9 Payment Milestones

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

No	Outputs/Deliveries	Payment Schedule	Payment Amount
1.	Upon satisfactory completion of Deliverable 1	2 nd week of July 2021	10%
2.	Upon satisfaction completion of Deliverable 2	1 st week of August 2021	20%
3.	Upon satisfaction completion of Deliverable 3	1 st week of September 2021	20%
4.	Upon satisfaction completion of Deliverable 4	2 nd week of October 2021	20%
5.	Upon satisfaction completion of Deliverable 5	3 rd week of November 2021	20%
6.	Upon satisfaction completion of Deliverable 6	4 rd week of December 2021	10%