



TERMS OF REFERENCE Individual Contractor

1. Assignment Information

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| Assignment Title: | International Consultant to develop the Grant Proposal Guideline (residence in Cambodia) |
| Cluster/Project: | Programme Unit |
| Post Level: | Senior Specialist |
| Contract Type: | Individual Contractor (IC) |
| Duty Station: | Phnom Penh, Cambodia and home based |
| Expected Place of Travel: | N/A |
| Contract Duration: | 12 days (July to August 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 International Consultant will work closely with PMU to develop guideline for grant proposal. The international consultant will perform the specific tasks as following:

- a. Review existing grant proposal guideline including the proposed formats that has been applied and used by relevant project with MoE
- b. Review UNDP GEF small grants proposal guideline and the format.
- c. Develop grant proposal guideline for INRM project, including develop selection criteria for pre-identified and small grant partners.

4. Expected Outputs and Deliverables

| No | Deliverables/Outputs | Estimated Duration to Complete | Target Due Dates | Review and Approvals Required |
|----|--|--------------------------------|-------------------------------------|---|
| 1. | Deliverable 1: <ul style="list-style-type: none">- Approved Inception report with detail methodology and Work plan | 1 days | 2 nd week of July 2021 | National Project Director, Project Coordinator and UNDP Programme Analyst/ARR |
| 2. | Deliverable 2: <ul style="list-style-type: none">- Draft grant proposal guidelines and proposal format- Draft selection criteria for pre-identifying and small grant project partners | 8 days | 4 th week of July 2021 | |
| 3. | Deliverable 3: <ul style="list-style-type: none">- Final grant proposal guideline, included proposal and selection criteria and pre-identified small grant project partners (both in Khmer and English) | 3 days | 2 nd week of August 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.

The International Consultant shall be 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.

5 Duration of the Work

The assignment is for 12 days spreading from July to 31 August 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.

a. Station

The International consultant will work based at 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

6 Minimum Qualifications of the Individual Contractor

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| Education: | <ul style="list-style-type: none">At least Master's degree in management, natural resource management, environment or other related fields |
| Experience: | <ul style="list-style-type: none">At least 10 years progressive experience in development of grant proposal related field-orientated projects;At least 10 years' experience in project management;Proven track record in similar assignments;Experience with GEF and/or other UN assisted projects. |
| Competencies: | <ul style="list-style-type: none">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. |

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

| Technical Evaluation Criteria | Obtainable Score |
|--|------------------|
| 10 years' progressive experience in developing guideline; | 45 |
| 10 years' experience in project management; | 15 |
| Relevant educational background related to management or 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 |

8 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.

| No | Outputs/Deliveries | Payment Schedule | Payment Amount |
|----|---|-------------------------------------|----------------|
| 1. | Upon satisfactory completion of Deliverable 1 | 2 nd week of July 2021 | 20% |
| 2. | Upon satisfaction completion of Deliverable 2 | 4 th week of July 2021 | 50% |
| 3. | Upon satisfaction completion of Deliverable 3 | 3 rd week of August 2021 | 30% |