TERMS OF REFERENCE (ToR)
Individual Contractor

1. Assignment Information

<table>
<thead>
<tr>
<th>Assignment Title:</th>
<th>International Consultant for Baseline and Needs Assessment for Victim Assistance (residence in Cambodia)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cluster/Project:</td>
<td>Clearing for Results, Phase IV: Mine Action for Human Development (CfRIV)</td>
</tr>
<tr>
<td>Post Level:</td>
<td>Senior Specialist</td>
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<tr>
<td>Contract Type:</td>
<td>Individual Contractor (IC)</td>
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<tr>
<td>Duty Station:</td>
<td>Phnom Penh</td>
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<tr>
<td>Expected Place of Travel:</td>
<td>9 days travel to project sites in Battambang, Banteay Meanchey, and Pailin provinces.</td>
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<tr>
<td>Contract Duration:</td>
<td>30 Days (between 1 September and 31 October 2021)</td>
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2. Project Background

Cambodia’s landmine contamination is the result of a protracted sequence of internal and regional conflicts that affected the country from the mid-1960s until the end of 1998. The nature of mine and ERW contamination in Cambodia is highly complex due to the various conflicts and a lack of records on where landmines were laid. However, generally speaking, the north-western region bordering Thailand has some of the highest global concentrations of anti-personnel mines, believed to have been planted during the Khmer Rouge era in the 1970s and the civil war that ended in 1998. In addition, air-to-ground explosive remnants of war (ERW) are also found in the eastern provinces bordering Vietnam, believed to be remnants from the Indochina war and the Vietnam war. Throughout Cambodia, almost 65,000 human casualties, including nearly 20,000 deaths, can be attributed to mines and ERW since 1979.

Humanitarian mine action in Cambodia started in 1992. To ensure proper management, effectiveness, and efficiency of the mine action sector, the Royal Government of Cambodia (RGC) established the Cambodian Mine Action and Victim Assistance Authority (CMAA) by Royal Decree in 2000. The CMAA is mandated to coordinate, monitor, and regulate demining and ERW clearance activities and assistance to mine/ERW victims. As of June 2021, Cambodia’s mine action sector had cleared and released 2,221 km² of contaminated land, destroyed 1,103,192 anti-personnel mines, 25,603 anti-tank mines, and 2,909,764 ERW, including cluster munitions, that benefited 7,196,965 people. The CMAA estimates that Cambodia still has 2,098 km² of contaminated land of which 806 km² is contaminated by landmines. Nationally implemented through the CMAA, the Clearing for Result (CfR) project has been supporting the RGC’s mine action efforts since 2006. Clearing for Results, Phase IV (CfRIV: 2020-2025), financially funded by the Royal Government of Cambodia, Australia, New Zealand, Republic of Korea, and UNDP, has been designed to support the transition of a humanitarian-driven mine action sector to one that utilizes the results of mine action to support targeted action for poverty reduction and human development in Battambang, Pailin, and Banteay Meanchey provinces.

The CfRIV project has the following three outputs:

**Output 1**: The prioritized mine-impacted villages in the provinces of Battambang, Banteay Meanchey, and Pailin are declared mine-free
Output 2: Humanitarian mine-action and development activities aligned to national and sub-national sectorial policies and planning strategies

Output 3: Strengthened mine action sector management and national capacities that address residual threats

In 2021, CfRIV has extended the scope of the project to increase support to victims of landmine and ERW and persons with disabilities, through improved access to modern rehabilitation services at Battambang Physical Rehabilitation Centre (BPRC), the provision of first-aid response, and mirror therapy training, capacity building of new Physical Therapists (PT) and Prosthetists and Orthotists (PO), and skill development and other livelihoods support to the victims and their family.

Additionally, the project supports the broader victim assistance activities of CMAA, including national workshops, the Technical Reference Group on Victim Assistance in Mine Action (TRG-VA), improved database management on victim assistance, and data transfer to the National Information Management System for Mine Action (IMSMA), support to the Quality of Life Survey (QLS) activities, and peer to peer support to victims and persons with disabilities.

With this extended project scope, the CfRIV project has identified the need to hire a short-term International Consultant to complete a baseline and needs assessment on victim assistance activities to contribute to programmatic design and measurement of development outcomes.

3. Scope of Work

Under the overall guidance and supervision of the Project Coordination Specialist, the International Consultant (IC) will work closely with the Project team to complete a baseline and needs assessment on victim assistance activities to contribute to programmatic design and measurement of development outcomes as the followings:

Through participatory and human rights-based approaches, the International Consultant will undertake the following duties:

1. Complete a mapping exercise of current victim assistance activities implemented through CMAA and relevant mine/ERW victim and disability inclusion implementing partners, including the Trauma Care Foundation (TCF), Persons with Disabilities Foundation (PWDF), Battambang Physical Rehabilitation Centre (BPRC), Cambodian Disabled People’s Organisation (CDPO), and Battambang Disabled People’s Organisation (BDPO).

2. Undertake community consultations with rights-holders (mine/ERW victims and persons with disabilities) and service providers, applying core human rights principles of equality and non-discrimination, participation and empowerment, and transparency and accountability to identify potential, future service, and programme needs.

3. Complete an extensive desk review of progressive and innovative global efforts in mine/ERW victim assistance and disability inclusion sectors to explore options that could be applied to the Cambodian context as a means of enhancing relevant, effective, efficient, sustainable, and inclusive outcomes.
(4) Review the current CfRIV victim assistance workplan and align areas of contribution between current activities and targeted outcomes (derived from activities under duties 1-3), and determine the expected effectiveness/impact after the intervention, resulting in the development of CfRIV victim assistance baselines, annual and finale project targets, and indicators, means of verification and frequency of data collection from which future measurements and predictions can be calculated.

(5) Make recommendations for future areas of potential support which CfRIV and relevant partners could explore, or note programmatic areas requiring adaptive design, those in need of additional support during project implementation, and any means to strengthen on-going monitoring of the project to improve the project’s victim assistance intervention and monitoring of associated indicators and targets.

(6) Prepare a comprehensive victim assistance baseline and needs assessment report detailing all findings and recommendations.

1. Expected Outputs and Deliverables submitted to:

<table>
<thead>
<tr>
<th>No</th>
<th>Deliverables/Outputs</th>
<th>Estimated Duration to Complete</th>
<th>Target Due Dates</th>
<th>Review and Approvals Required</th>
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</table>
| 1  | Deliverable 1: Present to the CMAA/UNDP project team an inception report with assessment methodology and time plan for overall assessment relevant to the assignment.  
  - Review, revise and finalize the assessment methodology  
  - Develop time plan for the overall assessment in line with the assessment ToR deliverables  
  - Produce and submit the inception report                      | 3 days                        | 7 September 2021          |                              |
| 2  | Deliverable 2: Present draft baseline and needs assessment report to the CMAA/UNDP project team for comment and inputs.  
  - Complete a mapping exercise of current CMAA and relevant mine/ERW victim and disability inclusion implementing partners Victim Assistance activities and undertake community consultations with relevant partners and rights-holders (mine/ERW victims and person with disabilities)  
  - Undertake an extensive desk review of global efforts in VA and disability inclusion  
  - Review the current CfRIV VA workplan  
  - Produce the draft of the baseline and needs assessment report | Field mission (total 9 days):  
  - Battambang (3 days)  
  - Banteay Meanchey (3 days)  
  - Pailin (3 days)  
  Duty station 13 days | 9 October 2021 | Reviewed by CfRIV Project team Programme Analyst and approved by CMAA management, and relevant CfRIV donors |
The following deliverables/outputs are expected:

1) **Inception Report**: The Consultant will prepare an inception report which details their understanding of the assessment and how it will be conducted. This is to ensure the Consultant and key stakeholders (UNDP and CMAA) have a shared understanding of the assignment. The inception report will include the assessment design, methodology questions, data sources and collection analysis tools. The report will include the scope of work, work plan and time frame.

2) **Draft Baseline and Needs Assessment Report**: The draft report should include, at a minimum [1] an executive summary and introduction, [2] overview of the scope of work and applied methodology, [3] findings from service mapping exercise, community consultations, desk review, current CfRIV victim assistance workplan review with proposed baselines, annual and end of project targets, and indicators, means of verification, frequency of the data collection, and additional findings as relevant, [4] conclusion and recommendations/action plans for future areas of potential support which CfRIV and relevant partners could explore, programmatic areas requiring adaptive design or additional support during project implementation, and any means to strengthen on-going monitoring of the project (especially for associated baseline, indicators, and targets) to improve the project’s victim assistance intervention, and [5] lists of works cited, organizations engaged, and non-identifying SADD of community members consulted.

3) **Final Baseline and Needs Assessment Report**: The final report should include, at a minimum [1] an executive summary and introduction, [2] overview of the scope of work and applied methodology, [3] findings from service mapping exercise, community consultations, desk review, current CfRIV victim assistance workplan review with proposed baselines, annual and end of project targets, and indicators, means of verification, frequency of the data collection, and additional findings as relevant, [4] conclusion and recommendations/action plans for future areas of potential support which CfRIV and relevant partners could explore, programmatic areas requiring adaptive design or additional support during project implementation, and any means to strengthen on-going monitoring of the project (especially for associated baseline, indicators, and targets) to improve the project’s victim assistance intervention, and [5] lists of works cited, organizations engaged, and non-identifying SADD of community members consulted.

4. **Institutional Arrangement**

The International Consultant will work under the direct supervision of the Project Coordination Specialist. CfRIV director, manager, other CfRIV project team members, CMAA, and relevant UNDP colleagues will provide supports and inputs as required.

Prior to commencing the assignment, the Consultant will be required to prepare an inception report outlining the assessment design, methodology questions, data sources, and collection analysis tools which will be reviewed and cleared by UNDP/CMAA and relevant CfRIV donors.
The draft report will be submitted to the Project Coordination Specialist who will review it, share it with other relevant colleagues in CMAA, UNDP, and Cfr team and donors, as well as key stakeholders for comments. The Coordinator will consolidate the comments for the Consultant’s further revision. The Consultant can expect seven days turnaround for feedback on any material developed and submitted.

Once the quality of the deliverable is confirmed by the Project Coordination Specialist and Programme Analyst, it will be subsequently approved by the Head of Programme Unit of UNDP for payment release.

The International Consultant is expected to meet with the representative of CMAA, CfrIV donors, PWDF, TCF, BPRC, BDPO, and CDPO and their teams, local rights-holders (mine/ERW victims and person with disabilities), key Government ministries, donors to mine action in Cambodia, and others as necessary.

The International Consultant is expected to be self-sufficient responsible for travel to the provinces, accommodation, food, communication and technology (i.e. phone and laptop), transportation within Phnom Penh, and other support the International Consultant deems necessary to deliver the expected outputs. CfrIV (CMAA/UNDP) will provide interpretation from Khmer to English (and vice versa) when necessary.

UNDP and CMAA will provide formal documentation to support travel to the provinces in Cambodia as required in light of COVID-19 travel restrictions. The Consultant is expected to adhere to all RGC COVID-19 mitigation measures including quarantine and testing.

The Consultant shall cover all their food and accommodation costs during travel to the provinces. However, the project/CMAA will provide the Consultant with transportation to the provinces.

5. **Duration of the Work**
   The assignment is for 30 days spread over 2 months from 1 September to 31 October 2021.

   The Consultant is expected to be in the field for 9 days (3 days per target province or as agreed upon by the Contractor, UNDP, CMAA, and relevant stakeholders) and resides in the duty station of Phnom Penh for the remaining 21 days under this assignment. The Consultant will submit the final baseline and needs assessment report no later than 31 October 2021.

6. **Duty Station**
   During the 21 days in Phnom Penh, the International Consultant will be based at the CfrIV office at CMAA or alternative working arrangement due to the pandemic situation in Phnom Penh.

   The International Consultant is expected to travel to the provinces of Battambang, Banteay Meanchey and Pailin to validate and/or collect information.

   The selected Consultant is required to undertake the BSAFE Training through https://training.dss.un.org/course/category/6

7. **Minimum Qualifications of the Individual Contractor**

<table>
<thead>
<tr>
<th>Education</th>
<th>At least master’s degree in conflict studies, political science, international relations, and development or other related fields.</th>
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<tbody>
<tr>
<td>Experience</td>
<td>- At least 7 years of experience in results-based management, monitoring and evaluation (including designing of tools, template, development of the theory)</td>
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</tbody>
</table>
of change, results framework, indicators, baseline, and targets, as well as conducting monitoring and evaluation of development projects).
- Solid experiences and technical knowledge related to mine action or victim assistance/disability inclusion and the principles of Linking Mine Action and Development (LMAD);
- Solid understanding and knowledge of RGC and Cambodia’s national mine action programme and stakeholders involving in the mine action sector and in disability inclusion;
- Experience working with local communities and rural livelihood development;
- Previous relevant work experience with United Nations or other multilateral/bilateral development assistance agencies and familiarity with UNDP programming and procedures.

Competencies
- Good writing and communication skills in English;
- Excellent organizational skills with attention to details;
- Excellent interpersonal, networking, coordination, and planning skills, and ability to work in a team;
- Ability and willingness to travel to provincial areas;
- Computer literate (MS Office package).

Language Requirement
- English, with knowledge of Khmer an advantage

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

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Obtainable Score</th>
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<tbody>
<tr>
<td>At least 7 years of experience in results-based management, monitoring and evaluation (including designing of tools, template, development of the theory of change, results framework, indicators, baseline, and targets, as well as conducting monitoring and evaluation of development projects).</td>
<td>30</td>
</tr>
<tr>
<td>Solid experiences and technical knowledge related to mine action or victim assistance/disability inclusion and the principles of Linking Mine Action and Development (LMAD).</td>
<td>15</td>
</tr>
<tr>
<td>Solid understanding and knowledge of RGC and Cambodia’s national mine action programme and stakeholders involving in the mine action sector and in disability inclusion.</td>
<td>15</td>
</tr>
<tr>
<td>Experience working with local communities and rural livelihood development and good experience in conducting vulnerability reduction assessments.</td>
<td>20</td>
</tr>
<tr>
<td>Previous relevant work experience with United Nations or other multilateral/bilateral development assistance agencies and familiarity with UNDP programming and procedures.</td>
<td>20</td>
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<tr>
<td><strong>Total score</strong></td>
<td><strong>100 points</strong></td>
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### 9. Payment Milestones

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

<table>
<thead>
<tr>
<th>No</th>
<th>Outputs/Deliveries</th>
<th>Payment Schedule</th>
<th>Payment Proportion</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Upon satisfactory completion of Deliverable 1</td>
<td>11 September</td>
<td>30%</td>
</tr>
<tr>
<td>2</td>
<td>Upon satisfactory completion of Deliverable 2</td>
<td>11 October</td>
<td>40%</td>
</tr>
<tr>
<td>3</td>
<td>Upon satisfactory completion of Deliverable 3</td>
<td>31 October</td>
<td>40%</td>
</tr>
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