

TERMS OF REFERENCE

Individual Contract

1. Assignment Information

Assignment Title:	International Consultant on Cambodia SDG Budget Tagging in Cambodia
Cluster/Project:	INFF for Cambodia SDG Achievement
Post Level:	International Consultant
Contract Type:	Individual Contract
Duty Station:	Home-based and Phnom Penh, Cambodia
Expected Place of Travel:	Phnom Penh, Cambodia
Contract Duration:	40 days, and from 1 September 2021 to 28 February 2022

2. Project Description

With its robust annual economic growth during the last decade, Cambodia set out an ambitious growth strategy which is to be an upper middle-income country by 2030 and high-income country by 2050. However, there are series of real economy challenges. In the meantime, evidence on Cambodia's SDG performance is very mixed. While some evidence suggested that the country is on or above track on many SDG targets, there were considerable amount of missing data. CSDG delivery is slowly progressing by a lack of systems, data and analytical tools for decision making, the non-existence of discernable integrated national financing framework (INFF), and limited progress towards building the associated systems, despite some initiatives in specific areas (such as the regular climate change public expenditure reviews).

Achievement of the SDGs and meeting of the Government's economic aspirations will require substantial, prioritized and predictable investments. Finding additional resources is essential to effectively finance and reach SDG targets.

The Integrated National Financing Framework (INFF) to Catalyze Blended Finance for Transformative CSDG Achievement is a UN joint programme (JP) setting out an ambitious agenda to build a high quality, demand-driven financing framework for Cambodia (in line with the INFF concept developed globally), enabling the expansion of development resources in order to accelerate achievement of the CSDGs. The expected results of this JP are delivered via three facilities: (i) establishment of an evidence base on financing sources; (ii) policy and technical advisory; and (iii) data for performance-based budgeting and CSDG resource tracking. This assignment is a part of this JP which is to review and recommend pathways to enable national policy target and CSDG-based analysis and reporting of the budget and resource flows. This can be achieved by conducting a review of the existing national Chart of Accounts (CoA) to examine the potentials for introducing additional CSDG/ policy code and adopting of an SDG -based budget tagging system.

3. Detail Scope of Work

To answer the objectives of this assignment mentioned above, the consultant is expected to deliver the following within the duration of this assignment:

1. Reviewing international best practices of public sector budget tagging systems that specifically address SDG monitoring;

2. Reviewing the budgetary programme with SDG targets, aiming to group budget allocations according to the objectives of these allocations;
3. Developing detailed methodology and techniques for the CSDGs budget tagging compatible with the existing national economic, budgetary and public finance management system. That may include:
 - a. Linking: using national planning to match each ministry's programmes to CSDGs;
 - b. Quantifying: identifying the programmes that contribute to each CSDG target and indicating whether it is a direct or indirect contributions;
4. Mapping the current budget programmes and sub-programmes to CSDGs and developing an Excel spreadsheet or similar database (with support from a national consultant);
5. Developing a CSDG relevance checklist to be used during budget formulation stage to support budget decision-making;
6. Producing a handbook illustrating a methodology for CSDGs budget tagging and CSDG relevance checklist;
7. Presenting the developed methodology, the handbook, and CSDG relevance checklist to MEF and other line ministries;
8. Providing training to core staff of MEF and line ministries on the proposed SDGs budget tagging;
9. Participating in discussions with MEF and line ministries on potential next steps, including the introduction of SDG tagging in the Financial Management Information System (FMIS);
10. Producing a final report analyzing and summarizing budget alignment to CSDGs and recommendations of the next steps.

It is anticipated that visits to Cambodia would be needed. The consultant should submit work plan indicating timebound milestone deliverables and list of required meetings and consultation to enable the work to be completed.

4. Expected Outputs and Deliverables

No	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1	Satisfactory submission of inception report with a detailed work plan, including list of data to be collected and consultation plan and topics/questions.	3 days	9 September 2021	Review by UNDP's Economists and CCCA's Chief of Technical Advisor and Approve by Head of Policy and Innovation Unit
2	Submission of the best practice review and proposed methodology	5 days	30 September 2021	
3	Satisfactory submission of the draft handbook and Excel spreadsheet, and completion of consultation and presentation in the workshop	27 days	29 December 2021	
4	Satisfactory submission of final draft handbook, Excel spreadsheet and final report and provision of training to MEF and line ministries, materials	5 days	22 February 2022	

	and database, including presentations, working files and raw data.			
Total number of working days		<u>40 days</u>		

5. Institutional Arrangements

- The Consultant shall work with Economists of UNDP and Chief Technical Adviser of Cambodia Climate Change Alliance (CCCA) Programme. The Consultant will work under direct supervision of the National Economist and overseen by the Country Economist and Resident Representative. Efforts will also be made to consult and report with the RGC ministry clients noted above –the Ministry of Economy and Finance and other relevant line ministries.
- The Consultant shall have regular meetings with UNDP and CCCA team.
- Should the situation does not allow for travelling to Cambodia, National Consultant and UNDP colleague(s) will offer their local support in facilitating communications with the government's focal point(s), if needed.

6. Duration of the Assignment

The duration of the assignment will be from 1 September 2021 to 28 February 2022 for a total of 40 working days, including max. 10days visits to Phnom Penh.

7. Duty Station

The duty station for this assignment is a combination of home-based and Phnom Penh. The consultant shall be responsible for subsistence and accommodation expenses, travel, and all other related travel costs in the event that travel is required. Please quote the cost in the financial proposal.

However, given the COVID-19 travel restrictions, virtual delivery would be the norm. In case that travel could not be happened during executing contract, travel cost is subject to be reduced from contract amount.

Selected individual contractor(s) expected to travel to the Country Office (CO) in country (Cambodia) is (are) required to undertake the UNDSS BSafe training package (available at this link: <https://training.dss.un.org/course/category/6>) prior to travelling.

8. Minimum Qualifications and Criteria for Evaluation of the Individual Contractor

	Technical Evaluation Criteria
Education:	Master's degree in the field of Public Finance, Economics or other relevant fields
Experience:	<ul style="list-style-type: none"> • At least 5 years of relevant work experience in conducting research on macroeconomics, public finances, monetary policy, financial markets, and debt instruments.

	<ul style="list-style-type: none"> • Research experience in the areas of public finance, budget review and public expenditure review are required. • Familiarity with the CSDGs and the 2030 Agenda • Demonstrated ability to engage in strategic analysis, and in-depth sectoral analysis. • Excellent writing skills required, as demonstrated by previous high-quality research/analytical reports on relevant topics. • Ability to lead consultations with senior government officials from ministries of economy and finance, line ministries and other key stakeholders in the field required. • A specific experience in similar assignment in similar international development contexts is an advantage. • Previous experience of work in Cambodia or countries of similar context, especially with a development partner or government is a very strong advantage.
Competencies:	<ul style="list-style-type: none"> • Capacity to engage with senior decision/ policy makers, and to synthesize and present complex arguments in easily understood terms. • Ability to work collaboratively with team members by sharing information openly and displaying cultural awareness and sensitivity. • Superior written/ oral communication skills, with the ability to convey complex development concepts and recommendations. • Demonstrating/safeguarding ethics and integrity. • Demonstrate corporate knowledge and sound judgment. • Managing conflict. • Learning and sharing knowledge and encourage the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each staff member. • Informed and transparent decision making. • Positive and results-oriented attitude, able to meet targets/deadline.
Languages:	Fluency in written and spoken English

9. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

Technical Evaluation Criteria	Obtainable Score
Master's degree in the field of Public Finance, Economics or other relevant fields	20
At least 5 years of relevant work experience in conducting research on macroeconomics, public finances, monetary policy, financial markets, and debt instruments. And a specific experience in similar assignment in similar international development contexts and previous experience of	40

work in Cambodia or countries of similar context, especially with a development partner or government.	
Experience in engaging with senior decision/ policymakers, and ability to synthesize and present complex arguments in easily understood terms. With special emphasis on working with Cambodian institutions and policymakers.	20
Superior written communication skills, with the ability to convey complex development concepts and recommendations (<i>assessed by a sample of work provided</i>)	20
Total Obtainable Score:	100

10. Payment Milestones

The Consultant will be paid on a lump sum basis as per the following milestones:

No	Outputs/Deliveries	Payment Amount %
1	Upon satisfactory completion and submission of deliverable # 1	10%
2	Upon satisfactory completion and submission of deliverable #2	10%
3	Upon satisfactory completion and submission of deliverable #3	50%
4	Upon satisfactory completion and submission of deliverable #4	30%