

## TERMS OF REFERENCE

### Individual Contractor

Assignment Title:	National Consultant to Support Environmental and Social Safeguards and Gender Mainstreaming in Sub-National Administration Project Implementation Procedures for NCDD-S
Agency/Project Name:	UNCDF/LDFPA/LoCAL
Post Level:	Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Phnom Penh, with travel to Provinces
Duration:	25 working days during October – December 2021

### 1) GENERAL BACKGROUND

UNCDF makes public and private finance work for the poor in the world's 47 least developed countries. With its capital mandate and instruments, UNCDF offers "last mile" finance models that unlock public and private resources, especially at the domestic level, to reduce poverty and support local economic development. UNCDF's financing models work through two channels: financial inclusion that expands the opportunities for individuals, households, and small businesses to participate in the local economy, providing them with the tools they need to climb out of poverty and manage their financial lives; and by showing how localized investments — through fiscal decentralization, innovative municipal finance, and structured project finance — can drive public and private funding that underpins local economic expansion and sustainable development. By strengthening how finance works for poor people at the household, small enterprise, and local infrastructure levels, UNCDF contributes to SDG 1 on eradicating poverty and SDG 17 on the means of implementation. By identifying those market segments where innovative financing models can have transformational impact in helping to reach the last mile and address exclusion and inequalities of access, UNCDF contributes to a number of different SDGs.

UNCDF's Local Climate Adaptive Living (LoCAL) facility was designed and launched in 2011 with the aim of promoting climate change-resilient communities and local economies by establishing a standard and internationally recognized country-based mechanism to channel climate finance to local government authorities in LDCs and to increase local resilience, thereby contributing to achievement of the Paris Agreement and the Sustainable Development Goals (SDGs), particularly the goals of poverty eradication (SDG 1) and climate action (SDG 13). LoCAL increases awareness and capacities to respond to climate change at the local level, integrates climate change adaptation into local governments' planning and budgeting systems in a participatory and gender-sensitive manner, and increases the amount of finance available to local governments for climate change adaptation.

LoCAL combines performance-based climate resilience grants (PBCRGs) with technical and capacity -building support. PBCRGs ensure programming and verification of climate change expenditures at the local level and offer strong incentives for general performance improvements targeting areas of importance for enhanced resilience.

The PBCRG can be seen as an earmarked cross-sectoral grant with conditions attached to the use of its funding for climate change adaptation beyond business as usual. Combined with regular grant allocations, PBCRGs



enable 100 per-cent of the investments in climate -sensitive sectors to become climate resilient over time. They include a set of minimum conditions, performance measures and a menu of eligible investments.

LoCAL focuses on the delivery of four outputs that will directly contribute to increasing local governments' access to climate finance and building resilience to climate change:

- Output 1 – Awareness and capacities to respond to climate change adaptation at the local level are increased;
- Output 2 – CCA is mainstreamed into government's planning and budgeting systems and investments are implemented in line with the PBCRG mechanism;
- Output 3 – The PBCRG system is effectively and sustainably established in participating countries and leads to an increased amount of CCA finance available to local government and local economy;
- Output 4 – The role of local authorities and of the PBCRGs in addressing climate change are increasingly recognized at international level, through outreach, learning and quality assurance.

The mechanism operates in three distinct phases:

- Phase I: Piloting, consists of an initial scoping analysis, followed by testing in two to four local governments. As of 2019, The Gambia, Lesotho, Nepal, Tanzania and Tuvalu are in Phase I; Ghana, Mali, Niger are preparing to enter Phase II.
- Phase II: Consolidating, takes place in 5–10 local governments in a country. It involves collecting lessons and demonstrating the mechanism's effectiveness at a larger scale. As of 2019, Bangladesh, Benin, Mozambique, are in Phase II.
- Phase III: Scaling-up, is full national roll-out of LoCAL based on the results of the previous phases and lessons learned. LoCAL is gradually extended to all local governments, with domestic or international climate finance, and becomes the national system for channeling adaptation finance to the local level. Bhutan is in Phase III, with budget support from the European Union; Cambodia has also entered Phase III.

Since its global scale-up in 2014, LoCAL has evolved considerably. As of 2019, LoCAL engages 280 local governments, representing over 10 million people in 14 countries: Bangladesh, Benin, Bhutan, Cambodia, The Gambia, Ghana, Lao PDR, Lesotho, Mali, Mozambique, Nepal, Niger, Tanzania and Tuvalu. 8 countries will be joining as new countries in 2020, counting 19 LDCs in total: Burkina Faso, Côte d'Ivoire, Liberia, Malawi, Sao Tome and Principe, Senegal, Solomon Island, Uganda, which potential scale up reach to 500 million people.

LoCAL has delivered close to \$17 million directly to countries – including through grants and technical assistance.

In this context, LoCAL provides technical support to national government for the prospective National Implementing Entities for the Green Climate Fund (GCF), inter alia, by supporting them with the GCF application procedures/processes, undertaking institutional gap assessment, supporting the development of documentation required by the GCF (ex. policies and procedures), supporting in answering questions raised by the GCF accreditation review committees, etc. LoCAL also supports the development and submission of GCF concept notes and full project proposals for a LoCAL scaling up in target countries.

### **Green Climate Fund (GCF)**

The Green Climate Fund (GCF) was created to support the efforts of developing countries to respond to the challenge of climate change. GCF helps developing countries limit or reduce their greenhouse gas (GHG) emissions and adapt to climate change. It seeks to promote a paradigm shift to low-emission and climate-resilient development, taking into account the needs of nations that are particularly vulnerable to climate change impacts.



It was set up by the 194 countries who are parties to the United Nations Framework Convention on Climate Change (UNFCCC) in 2010, as part of the Convention's financial mechanism. It aims to deliver equal amounts of funding to mitigation and adaptation, while being guided by the Convention's principles and provisions

The portfolio of national LoCAL initiatives requires technical advice and support in the field of climate change adaptation mainstreaming into local development planning and budgeting, providing quality assurance of the LoCAL mechanism, and supporting the national government to achieve the GCF NIE's accreditation and direct access. As LoCAL expands, there is also an increasing need for the recipient countries in mainstreaming climate change adaptation and seek for additional financing to reach phase III of LoCAL for full national roll-out of performance-based climate resilience grants (PBCRGs) with technical and capacity-building support.

### **LoCAL in Cambodia**

UNCDF has worked with the Royal Government of Cambodia (RGC) through its National Committee for Sub-National Democratic Development (NCDD-S) to implement the LoCAL project in Cambodia since 2012. In 2019 NCDD-S, with technical assistance from UNCDF, gained accreditation to the Green Climate Fund (GCF). NCDD-S intends to access GCF resources to scale up the Performance Based Climate Resilience Grants (PBCRG) to sub-national administrations (SNA) that are the core of the LoCAL methodology.

NCDD-S is the first Direct Access Entity (DAE) accredited for Cambodia (in 2019), with an essential role to channel climate change grants to sub-national level (provinces, districts and communes). The capacity analysis done during the accreditation process has highlighted some remaining gaps and the accreditation is conditional on addressing these remaining gaps.

In connection with the GCF accreditation process and also in preparation for the new phase of the National Programme for Sub-National Democratic Development Phase 2 (NP-2) planned for 2021-2030, NCDD adopted a Policy on Environmental and Social Safeguards (ESS Policy) and a Policy on Promotion of Gender Equality For Sub-national Democratic Development (Gender Policy).

The project implementation guidelines of the sub-national administrations, which include the Commune/Sangkat Fund Project Implementation Manual (CSF PIM) and the District / Municipality / Khan Fund Project Implementation Manual (DMKF PIM) include procedures for environmental and social safeguards (ESS) and gender mainstreaming (GM) but these procedures are not fully consistent with the new ESS and Gender policies.

UNCDF has agreed to support UNCDF to update the implementation guidelines in line with ESS Policy and Gender Policy. NCDD-S management intends to conduct a pilot of the revised procedures in a limited number of SNA in 2022. Therefore, the updated procedures for ESS and Gender mainstreaming have been drafted in the form of an annex to the CSF PIM. Training materials for use in training SNA councilors and officials in use of the procedures have also been prepared. To date, these materials have been drafted in English language only.

Therefore, UNCDF have agreed to support recruitment of a national consultant ESS, PIM and Gender specialist who will (1) assist NCDD-S to finalise the ESS and Gender implementation guideline, develop training material and translate it into Khmer language; (2) support design of the pilot of the ESS and gender procedures; and (3) support training of councilors and staff of the SNA participating in the pilot on ESS, PIM and Gender

## **2) OBJECTIVES OF THE ASSIGNMENT**

The objective of this consultancy is to support LoCAL in providing support to NCDD-S mainly on capacity development for NCDD-S staff on gender PIM and ESS policies. Specifically, the consultancy will support NCDD-S to integrate updated Environmental and Social Safeguards procedures and Gender Mainstreaming in the sub-national administrations.

## **3) SCOPE OF WORK**

Working under the direct supervision of the LoCAL manager, in close collaboration with the governments and



UNCDF LoCAL regional international consultant/expert and country teams, the consultant will be responsible for providing high quality technical support to programmes including:

<b>Task Description</b>	<b>Deliverable</b>	<b>No. of days</b>	<b>Target Date</b>
Translate the C/SF PIM Annex on ESS and Gender Mainstreaming into Khmer	Translated guideline, agreed with NCDD-S	<b>5</b>	<b>1 October 2021</b>
Support NCDD-S to design a pilot of the C/SF PIM Annex on ESS and Gender Mainstreaming in selected SNA in 2022	Pilot design, including selection of SNA, training plan, M&E plan and reflection workshop	<b>5</b>	<b>8<sup>th</sup> October 2021</b>
Support validation event to present Annex and pilot design to NCDD-S management and stakeholders	Short report of validation event	<b>2</b>	<b>11<sup>th</sup> October 2021</b>
Translate training materials in Khmer	Translated training materials	<b>5</b>	<b>22<sup>nd</sup> October 2021</b>
Support preparation of training on ESS and gender mainstreaming	Training design (venue, participants, schedule etc)	<b>3</b>	<b>29<sup>th</sup> October 2021</b>
Resource person for delivery of training on ESS and gender mainstreaming	Short report of training including list of participants	<b>5</b>	<b>26<sup>th</sup> November 2021</b>
		<b>25 days</b>	

#### **4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL**

Contract Duration: up to 25 days during October - December 2021

Duty station and expected places of travel: Phnom Penh, with travel to Battambang Provinces (approximately 10 days travel)

#### **5) PROVISION OF MONITORING AND PROGRESS CONTROLS**

The consultant will work under the direct supervision of the LoCAL Project Manager based in Brussels and in close collaboration with other relevant colleagues, international consultant/experts and/or institutions designated by the LoCAL Project Manager.

The consultant will have weekly communication with the Regional Office in Bangkok via email and skype, for coordination and guidance purposes, ensuring consultants' output quality and targets.

The Consultant is responsible for providing his/her own laptop during the course of his/her engagement with UNCDF.

The following supporting documents will serve as conditions for payments to an Individual Contractor(s): (i) submission of Certificate of Payment (COP); (ii) submission of all deliverables / workplan / progress report with the relevant supporting documentation; and (iii) review, approval and written acceptance of each deliverable by the LoCAL Project Manager and any other Project/Programme Manager designated by LoCAL Project Manager;

#### **6) Duty Station**

The contractor will be working from home. For the consultations and any kind of meetings, workshop, trainings of the project, he/she will be able to participate remotely. Travel to Phnom Penh and Battambang province may be expected, subject to travel restriction and guideline in relation to COVID-19. During the assignment, the



contractor can be based in UNCDF Office.

## 7) MINIMUM QUALIFICATIONS OF THE INDIVIDUAL CONTRACTOR

### Education:

- A Master's degree in Environmental Science or Management, Engineering in Climate Change, Adaptation, Rural Development, Economics or other related fields.

### Professional Experience:

- At least 10 years of professional experience in the fields of local development, decentralization and/or environment and climate change adaptation with a specific emphasis on local or climate governance, adaptation and development planning and/or climate change mainstreaming;
- At least 3 years of experience in providing support to strengthening institutional and policy capacities of national institutions in the field of decentralization, finance, environment and/or climate change;
- At least 3 years of experience of implementation of rural development projects, preferably including small-scale infrastructure implemented through local governments;
- Substantial previous experience of environmental and social safeguards in project implementation;
- Substantial previous experience of gender mainstreaming approaches;
- Experience of designing and delivering trainings;
- Experience of conducting evaluations and writing reports;

### Language Requirements:

- Fluency in Khmer and English (Speaking, Reading, Writing) is required.

## 8) CRITERIA FOR EVALUATION OF LEVEL OF TECHNICAL COMPLIANCE OF INDIVIDUAL CONTRACTOR

Technical Evaluation Criteria	Obtainable Score
At least 10 years of professional experience in the fields of local development, decentralization and/or environment and climate change adaptation with a specific emphasis on local or climate governance, adaptation and development planning and/or climate change mainstreaming.	30
Experience in providing support to strengthening institutional and policy capacities of national institutions in the field of decentralization, finance, environment and/or climate change;	30
Experience of implementation of rural development projects, preferably including small-scale infrastructure implemented through local governments, gender mainstreaming approaches.	20
Experience in designing and delivering trainings and conducting evaluations and writing reports.	20

## 9) Payment Milestones



The payments for undertaking the assignment shall be paid to the contractor, upon satisfactory of the following outputs/deliverables, as certified by the LoCAL Project Manager:

<b>No</b>	<b>Deliverables</b>	<b>Percentage of Payment</b>	<b>Target Date</b>
1	Upon satisfactory completion of: Translation of ESS and GM Guideline Annex for CSF PIM in Khmer language.Design of Pilot of ESS and GM in project implementation Pilot design, including selection of SNA, training plan, M&E plan and reflection workshop and Short report of validation event	<b>20%</b>	<b>15<sup>th</sup> October 2021</b>
2	Upon satisfactory completion of: Finalise and translate training materials for training on ESS and GM in project implementation and all training proceedings/reports in Khmer language; and Training Design Document.Brief report of training conducted	<b>40%</b>	<b>30<sup>th</sup> November 2021</b>
3	Upon satisfactory completion of: Report of study of implementation of safeguards procedures by NCDD-S	<b>40%</b>	<b>20<sup>th</sup> December 2021</b>