



TERMS OF REFERENCE Individual Contractor

1. Assignment Information

Assignment Title:	Project Management Advisor (International Consultant, residence in Cambodia) to support the implementing of the Integrated Natural Resource Management (INRM) project
Cluster/Project:	Programme and Results Unit
Post Level:	Senior Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Phnom Penh, Cambodia
Expected Place of Travel:	Kampong Thom, Siem Reap and Preah Vihear provinces with travel in the field
Contract Duration:	115 Days (from September 2021 to August 2022)

2. Project Background

The Integrated Natural Resources Management (INRM) project's 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, the International Consultant (Senior Specialist) will work closely with the INRM Project Management Unit (PMU) to undertake the following tasks:

A. Development of Grant Proposal Guideline:

- Review existing grant proposal guidelines that can serve as samples/examples, including the proposal formats that have been applied and used by relevant projects with NCSD and MoE;
- Review UNDP GEF small grants proposal guideline and the format;
- Develop grant proposal guidelines to meet the specific objectives and requirements of the INRM project, including selection criteria for pre-identified and small grant partners.

B. Provision of project management advice:

- Advising the project team on the evolution of risks, their potential impact on underlying assumptions, providing guidance and feedback on fulfilment of indicators in the annual implementation planning cycle, to ensure alignment with planned impact and outcome;
- Ongoing advice and guidance to the Project Director and PMU under three key project outcomes;
- Review project document including workplan, budget plan, theory of change, and project result framework;
- Provide management advice to PMU to prepare the review and update the annual workplan and budget plans, quarterly report, annual reports, and midterm report, if necessary;
- Provide management advice to PMU to review partners/grantees activity and budget plans and to review partners quarterly and annual report per required;
- Advice PMU and provide direction to project partners for effective implementation of stakeholder engagement plan, gender mainstreaming action plan, and communication strategy, etc.;
- Advice PMU to manage and monitor grant implementation including their timely reporting and expenditure against workplan;
- Provide advice to PMU and project partners in implementation of the project activities, including field activities;
- Review and provide comments on all products/deliverables submitted by partners, national consultants to make sure that those final products/deliverables meet the required standard of quality and following the workplan;
- Support Project Director to monitor grantees implementation of their activities' and budget plans to ensure the accuracy, reliability, transparency and accountability of financial use;
- Support Project Director on overall project management, planning and controlling of the project implementation process including administration and monitoring progress against the project results framework and the approved annual workplan as required;
- Advice PMU and provide support to Project Director in overseeing all contractors' works and grantees implementation as required;
- Advice PMU to manage and monitor the project risks with the possible actions as necessary;
- Provide strategic guidance and direction to support PMU for smoothly implementing project activities and work plan without delay;
- Other supports as required by Project Director.

4. Expected Outputs and Deliverables

No	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Clearance
1.	Deliverable 1: <ul style="list-style-type: none"> - Approved inception report with detail workplan for project management advice and grant proposal guideline 	3 days	First week of October 2021	National Project Director and UNDP's Programme Analyst
2.	Deliverable 2: <ul style="list-style-type: none"> - Draft grant proposal guidelines and proposal format - Draft selection criteria for small grant project partners - Final grant proposal guideline, including proposal format and selection criteria (in English) 	12 days	Third week of October (draft guideline, proposal format and selection criteria) Fourth week of October 2021 (final guideline, including proposal format and selection criteria)	
3.	Deliverable 3: <ul style="list-style-type: none"> - IC's Q3 (2021) activities report with supporting documents (based on the agreed detail workplan, including but not limited to the following: <ul style="list-style-type: none"> ○ Report of the review of project document, workplan, budget, theory of change, and results framework; ○ Report on the instruction provided to grantees on the grant guideline; ○ National consultant(s)' outcomes monitoring guideline. 	10 days	First week of November 2021	
4.	Deliverable 4: <ul style="list-style-type: none"> - IC's Q4 (2021) activities report with supporting documents (based on agreed detail workplan), including but not limited to the following: <ul style="list-style-type: none"> ○ Updated risks analysis tool and mitigation plan; ○ Drafted structure of tracking tools to monitor grantees' workplan and achievement; ○ National consultant(s)' outcomes monitoring guideline. 	40 days	Third week of January 2022	

5.	Deliverable 5: <ul style="list-style-type: none"> - IC's Q1 (2022) activities report with supporting documents (based on agreed detail workplan), including but not limited to the following: <ul style="list-style-type: none"> ○ Orientation report on the implementation of tracking tools to the PMU, partners, and grantees; ○ National consultant(s)' outcomes monitoring guideline; 	25 days	Second week of April 2022	
6.	Deliverable 6: <ul style="list-style-type: none"> - IC's Q2 (2022) activities report with supporting documents (based on agreed detail workplan), including but not limited to the following: <ul style="list-style-type: none"> ○ Comments and recommendations on the Project Implementation Report (PIR); ○ National consultant(s)' outcomes monitoring guideline; 	25 days	Fourth week of August 2022	

5 Institutional Arrangement

The International Consultant will work under the overall supervision of the National Project Director/MoE. A quarterly update is expected from the International Consultant outlining significant achievements. The deliverables will be submitted to the Project Director through UNDP's Programme Analyst who will review and share it with other relevant colleagues in MoE and UNDP for comments. Once the quality of the deliverable is satisfied by the National Project Director, the Head of Programme Unit of UNDP will subsequently approved for payment release. The International Consultant shall be responsible for his/her own transportation within Phnom Penh and for interpretation cost, when necessary.

The International Consultant is expected to travel to provinces (Kampong Thom, Siem Reap and Preah Vihear) for at least 15 working days during the assignment. Cost related to travel to provinces such as transportation, accommodation and DSA will be responsible by the project through UNDP.

6 Duration of the Work

The assignment is for 115 days spreading from September 2021 to August 2022.

7 Duty Station

The International Consultant will be 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 DBD/MoE Office. In case the Consultant is not able to work at the Ministry of Environment, all the facilities are under the Consultant's responsibilities.

8 Minimum Qualifications of the Individual Contractor

Education:	<ul style="list-style-type: none"> At least Master's degree in natural resource management, biodiversity ecosystem, communication, administration, management, or other related fields
Experience:	<ul style="list-style-type: none"> At least 10 years' progressive experience in project management (project design/development/planning ...), including at least 3 years of experiences in large scale biodiversity/ecosystem/landscape project management; Solid experience in communication and documentation; Solid experiences in developing grant proposal guideline related natural resources/biodiversity/ecosystem and landscape management; Solid understanding of the Cambodia's landscape, biodiversity, and ecosystem issues, including its values and functions, Experience in partnership and networking establishment, capacity development and working with local community, indigenous people and well-integrated with society; Experience in mainstreaming gender in biodiversity/ecosystem/landscape management; Experience working with a wide variety of development actors in Cambodia including with the Royal Government of Cambodia, international development organizations, donors and other funding agencies, private sector entities, and/or civil society organizations including community groups Experience with GEF and/or other UN assisted projects.
Competencies:	<ul style="list-style-type: none"> Excellent analytical capacity and ability to synthesize project outputs and relevant findings for the preparation of project reports; Ability to understand new terminology and concepts easily and to synthesize information from different sources into a coherent document Skill in achieving results through persuading, influencing, problem solving and conflict resolution, and working with others as a team/partners; Maturity and confidence in dealing with senior and high-ranking members of the Government and other international and national and sub-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 written and spoken English required; Commend of Khmer language is an asset;
Gender	<ul style="list-style-type: none"> Woman is encouraged to apply

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

Technical Evaluation Criteria	Obtainable Score
At least 10 years' progressive experience in project management (project design/development/planning ...),	40
At least 3 years' experience in large scale biodiversity/ecosystem/landscape project management;	15

At least Master's degree in one of natural resource management, biodiversity ecosystem, communication, administration, management, or other related fields	10
Experience/knowledge in eastern landscape, biodiversity and ecosystems projects; Experience in project design/development, planning, problems solving/conflict resolution, good communication with government officers and politicians, working with local people and good integration in society	20
Solid experiences in developing grant proposal guideline related to natural resource/biodiversity/ecosystem and landscape management.	15
Total Obtainable Score:	100

10 Payment Milestones

The International 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		10%
2.	Upon satisfaction completion of Deliverable 2 and 3		25%
3.	Upon satisfaction completion of Deliverable 4		25%
4.	Upon satisfaction completion of Deliverable 5		20%
5.	Upon satisfaction completion of Deliverable 6		20%