

## **TERMS OF REFERENCE**

### **Individual Contract**

#### **1. Assignment Information**

<b>Assignment Title:</b>	International Specialist(s) on Climate Change and Circular Economy (with Residency in South-East Asia, preferably based in Cambodia)
<b>Cluster/Project:</b>	Policy and Innovation Hub
<b>Post Level:</b>	Specialist
<b>Contract Type:</b>	Long Term Agreement (LTA) up to <b>two LTAs</b>
<b>Duty Station:</b>	Home-based and Phnom Penh
<b>Contract Duration:</b>	Initial contract is from July 2022 to July 2023 (up to a total of 120 days per year per LTA); (possibility of extension for one year more)

#### **2. Project Description**

UNDP Cambodia Country Office works in partnership with the Royal Government of Cambodia (RGC), non-government organizations, civil society organizations, community-based organizations, multilateral aid agencies, bilateral donors and private sector to support the progress towards the Sustainable Development Goals (SDGs).

To assist the country to promote and achieve SDGs, the Policy and Innovation Hub (PIH) has provided high level policy and technical advisory support to the government, focusing on three pillars, 1. Prosperity, 2. Planet, and 3. People. Main focus areas under the Planet pillar include climate change, natural resources, waste, circular economy and energy.

#### **3. Scope of Work**

The main role of the senior international specialist is to provide technical assistance for priority policy initiatives in the field of climate change, waste and energy management and circular economy through the following set of activities:

##### **Policy, Research and Strategy Development:**

- Analyse developments in sectors relevant for climate change, waste and energy and circular economy in Cambodia;
- Conduct technical analyses and provide high quality technical inputs in relation to climate change and/or waste management related reports and policy documents including the Nationally Determined contributions (NDCs);
- Undertake research and analyses related to MRV and Greenhouse gas (GHG) emissions in the energy and waste management sectors;
- Identify priority mitigation measures to reduce GHG emissions;
- Prepare reports and power point presentations for policy engagement;
- Prepare policy briefs and status papers on developmental challenges/issues related to climate change;
- Make recommendations for course of action with a focus on activities with highest value added in terms of systemic change and/or quick wins; and
- Identify barriers and proposed solutions for policy interventions and development;

### **Technical Advisory & Capacity Development**

- Provide high quality technical inputs to trainings and technical assistance to partners on matters related to climate change, waste, energy and circular economy; and
- Provide technical input and support for capacity building in developing and updating methodologies and procedures for GHG emissions inventory, and monitoring and reporting of Nationally Determined Contributions (NDCs)

### **Project Design and Formulation:**

- Prepare conceptual frameworks/concept notes based on developmental challenges within target sectors;
- Provide technical assistance in identification of developmental challenges, target areas, beneficiaries and partners and formulation of implementation strategy for UNDP support;
- Provide technical support in development of new interventions/projects with implementation (operational plan, monitoring and resource requirement), institutional, financial and management arrangements;
- Conduct studies on project/program highlights, activities and processes involved;
- Prepare project documents following UNDP rules and procedures;
- Prepare project proposals to ensure innovation in concepts, strategies, theory of change, results-orientation using log frames, and incorporation of best practices; and
- Develop work plans, budgets, monitoring and procurement plans.

Separate ToRs will be developed for the specific services needed within the scope of the LTA. The consultants shall ensure confidentiality of all the information received during the assignment.

## **4. Institutional Arrangement**

The consultant will be responsible to deliver the expected outputs of the assignment and shall report directly to the concerned focal point as listed in specific separate TOR, but based at Policy and Innovation Hub, UNDP Cambodia. The consultant will work in close collaboration with other UNDP staff (specialist, analysts, and advisors).

## **5. Duration of the Work**

The initial assignment is up to 120 days per year expected from July 2022 to July 2023, with possible extension one year more based on the needs and satisfactory performance of the consultant. The proposed professional fee remains valid for up to two years.

LTA refers to a mutual arrangement whereby the Consultant will provide services as required, over a specific period of time. It specifies the unit price (daily rate), allowing for a framework agreement to be used when the Consultant's services are needed. Separate ToRs will be developed for the specific services needed within the scope of the LTA.

## **6. Duty Station**

The duty station for this assignment is Cambodia and home based. Some assignments can be home based. This will be specified for each assignment in separate TORs. DSA, and all other related actual costs (etc. local travels) will be covered by UNDP Cambodia, prior to agreement made prior to each assignment taking place. The reimbursement of the associated costs will be made through F-10.

Selected individual contract(s) who is expected to travel to the Country Office (CO) to undertake the assignment in the country (Cambodia) is required to undertake the (BSAFE) *training* prior to travelling at below website

(<https://dss.un.org/dssweb/WelcometoUNDSS/tabid/105/Default.aspx?returnurl=%2fdssweb%2f>) prior to travelling.

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

<b>Education:</b>	Master's degree in Climate Change, Environmental Management and Policy or Sciences, Engineering, Waste, Energy, Natural Resource Management, or other related fields
<b>Experience:</b>	At least 7 years of working experience in analysis, policy support, design and project development in the field of climate change and waste, and energy in developing countries contexts. Prior working experience in Cambodia is a plus  Prior experiences in assisting developing countries in MRV related activities of Greenhouse Gas (GHG) emissions inventory and monitoring
<b>Competencies:</b>	Strong reporting and writing skill (demonstrated by at least one written sample: e.g. project proposal)
<b>Language Requirement:</b>	Excellent writing, editing and oral communication skills in English is required.

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

<b>Technical Evaluation Criteria</b>	<b>Obtainable Score</b>
Master's degree in Climate Change, Environmental Management and Policy or Sciences, Engineering, Waste, Energy, Natural Resource Management, or other related fields	20
At least 7 years of working experience in analysis, policy support, design and project development in the field of climate change, waste, and energy in developing countries contexts. Prior working experience in Cambodia is a plus	30
Prior experiences in assisting developing countries in MRV related activities of Greenhouse Gas (GHG) emissions inventory and monitoring	30
Strong reporting and writing skill (demonstrated by at least one written sample: e.g. project proposal)	20
<b>Total Obtainable Score:</b>	<b>100</b>

## **9. Payment Milestones**

The payment is made based on the actual number of days per each assignment agreed prior to each assignment is taking place. It will be calculated based on the number of actual working days as per assignment (exclude DSA, air-ticket, and other associated costs). The number of days of each assignment is expected to vary. The payment to be made to the contractor as per agreed ToR.

The contractor can begin working only after a **purchase order (PO)** is issued to him/her each time a service is required and following discussion and agreement between the contractor and the Country Office. The contractor takes his/her own responsibility for performing any service which is out of the scope of this ToR.

Full payment amount is paid within 30 days after satisfactorily completion of work and receiving of original invoice/CoP. Each payment is subject to acceptance of work, receipt of Certification for Payment, and performance evaluation duly completed (for last payment) and signed by the head of the respective unit requesting the service. If additional work is needed due to the assignment not meeting the requirements, this will be at no cost to UNDP.

Offerors shall quote one rate of daily professional fee. The rate shall be all inclusive and fixed during the contract period. Noting that offeror is required to be responsible for own insurance or it can be considered including the cost together with professional fee.

The contractor will be paid on a lump sum basis as per agreed per assignment/ToR.