

TERMS OF REFERENCE

Individual Contractor

1. Assignment Information

Assignment Title:	National Consultant for Development of a Climate Change Handbook and Training for Members of Parliament
UNDP Practice Area:	Environment and Climate Change
Cluster/Project:	Regional project / Governance of climate finance
Post Level:	Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Phnom Penh, Cambodia
Expected Place of Travel:	One training in the province (estimated 3 days)
Contract Duration:	35 working days (over five months from June to November 2022)

2. Project Description

Climate change has emerged as one of the most significant challenges that economies and societies are facing globally. Although Cambodia is a very small emitter of greenhouse gases, it is among the countries most vulnerable to climate change impacts. For this reason, Cambodia has engaged actively in multilateral efforts to combat climate change and advocated for ambitious action and adequate financing and technology transfers to developing countries. At the same time, the Cambodian Government has gradually increased its own spending on climate-relevant actions, and climate public expenditure represented 2.2% of GDP in 2020. The trend towards a green economy is also an opportunity for Cambodia to seize, to insert the country into new value chains around low carbon technologies.

Members of Parliament and Parliamentary staff have an important role to play in the climate change response, including liaising with their constituency on their needs, disseminating key messages, incorporating climate change concerns in legislation and budgetary decisions, and assessing effectiveness of climate change measures in their constituencies.

Recent interactions between Ministry of Environment and MPs on climate change, such as the recent workshop with the 3rd Commission of the National Assembly on climate change and protected areas on 10 March 2022, have confirmed interest from MPs for the development of a handbook for parliamentarians on climate change, and related trainings.

In this context, the regional UNDP-Sweden project on the Governance of Climate Change Finance is looking for a qualified national consultant to deliver the planned support to the National Assembly, in cooperation with UNDP and the Ministry of Environment.

3. Scope of Work

The main objective of the assignment is to develop the capacity of MPs and National Assembly staff to play their role in the climate change response in line with their mandate, through training and development of a climate change handbook for parliamentarians.

The national consultant is expected to take roles and responsibilities as follows:

Initial analysis, consultations and work planning

- Map the roles of MPs in Cambodia, at the various stages of the legislative and budget process (interaction with their constituents, role in policy dialogue and proposing legislation, role in reviewing and approving legislation including national budget, role in monitoring), and identify entry points for them to incorporate climate change in their work;
- Review evidence from the Third Knowledge, Attitudes and Practices study and other relevant research on capacity development needs for parliamentarians on climate change;
- Consult closely with designated National Assembly focal points and Department of Climate Change (DCC) staff to gather their views on potential entry points and capacity development needs of parliamentarians and their staff in relation to climate change;
- Based on this initial analysis and consultations, as well as guidance received from the UNDP regional expert, propose a detailed work plan for the assignment, together with a draft outline for the handbook.

Drafting of the handbook for parliamentarians

- In line with the agreed outline and with guidance from the UNDP regional expert, draft a user-friendly and visually appealing handbook in Khmer;
- The handbook shall include at a minimum:
 - Basics of climate change (science, international agreements), and how it affects Cambodia;
 - Concrete “How to” guidance for Parliamentarians for each of the entry points identified under (1) above, with simple tools that they can use as needed.
- Consult with designated National Assembly focal points and Department of Climate Change to ensure that the contents of the draft handbook are in line with their expectations and needs;
- Review translation of the handbook in English (to be done separately by a translator) to ensure consistency with the original Khmer version.

Delivery of training on the handbook

- Lead the design of a one-day consultation and training workshop to concerned MPs and their staff, combined with a one-day field visit to climate change related activities, with MOE/DCC staff contributing as additional resource persons, as needed;
- Lead the delivery of the workshop and field visit, which should also include discussions with MPs and staff on next steps they intend to take in 2022 to implement the handbook’s guidance.

Debriefing session with parliamentarians and staff

- In the final quarter of 2022, design and lead a half-day debriefing session with concerned parliamentarians and staff on their implementation of the handbook’s guidance;
- Present key lessons learned and recommendations for next steps in a short report to MoE and UNDP.

4. Expected Outputs and Deliverables

N	Deliverables/Outputs	Estimated Duration to Complete	Target Dates	Due	Review and Approvals Required <i>(Indicate designation of person who will review outputs and confirm acceptance)</i>
1	Key findings from initial analysis and consultations, detailed work plan and proposed outline for the handbook	10	8 July 2022		CCCA Chief Technical Adviser (in consultation with Director, DCC)
2	Draft handbook in Khmer	12	29 July 2022		CCCA Chief Technical Adviser (in consultation with Director, DCC)
3	Training report and final version of the handbook in Khmer	8	31 August 2022		CCCA Chief Technical Adviser (in consultation with Director, DCC)
4	Final assignment report including report on debriefing session, and review of the translated version of the handbook in English	5	15 November 2022		CCCA Chief Technical Adviser (in consultation with Director, DCC)
Total # of Days:		35 days			

5. Institutional Arrangement

The national consultant will operate under management of the UNDP/CCCA Chief Technical Adviser, with guidance from the Department of Climate Change, and from the UNDP Regional Expert on the governance of climate change.

He/she will have regular contacts with designated National Assembly staff for this exercise. Administrative support for the logistics of the training, field mission, translation and printing of the handbook will be provided by UNDP, while MOE/DCC and National Assembly staff will organize invitations to the training.

Transport costs and per diem for the training in the province even shall be included in the financial offer.

6. Duration of the Work

The assignment is expected to include 35 working days over a five-month period (mid-June 2022 to mid-November 2022).

7. Duty Station

Phnom Penh, Cambodia, with one trip to the province (estimated 3 days).

8. Minimum Qualifications of the Individual Contractor

Education:	Master's degree in public policy, development studies, political science, climate change or closely related subjects.
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Experience:	<ul style="list-style-type: none"> - Minimum 5 years of experience in public administration, parliamentary affairs, planning and budgeting processes; - Experience on climate change and/or environmental issues in Cambodia preferred; - Experience drafting guidance documents, manuals or handbooks for public servants or development practitioners, and delivering related trainings;
Competencies:	<ul style="list-style-type: none"> - Strong interpersonal skills, communication and diplomatic skills. - Ability to interact with senior government officials; - Openness to change and ability to receive and integrate feedback. - Strong analytical, reporting and writing abilities. - Excellent speaking and presentation skills.
Language Requirement:	- Fluency in spoken and written English and Khmer required
Other Requirements (if any):	N/A

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

Technical Evaluation Criteria	Obtainable Score
Minimum 5 years of experience in public administration, parliamentary affairs, planning and budgeting processes. - Experience on climate change and/or environmental issues in Cambodia preferred	40
Experience drafting guidance documents, manuals or handbooks for public servants or development practitioners, and delivering related trainings	40
Ability to interact with senior government officials	10
Fluency in spoken and written English and Khmer	10
Total Obtainable Score:	100

10. Payment Milestones

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

N	Outputs/Deliveries	Payment Schedule	Payment Amount
1	Key findings from initial analysis and consultations, detailed work plan and proposed outline for the handbook	8 July 2022	20%
2	Draft handbook in Khmer	29 July 2022	50%
3	Training report and final version of the handbook in Khmer; Final assignment report including report on debriefing session, and review of the translated version of the handbook in English.	15 November 2022	30%