

TERMS OF REFERENCE

Individual Contractor

1. Assignment Information

Assignment Title:	National Junior Consultant for Climate Change
Project:	Enhanced actions to respond to climate change through sustainable waste management in Coastal Cities in Cambodia
Post Level:	Junior Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Phnom Penh, Cambodia
Expected Place of Travel:	Travel to target cities when necessary
Duration of assignment	170 working days over a period of 16 months, from 15 August 2022 to 30 November 2023.

2. Project Description

The “**Enhanced actions to respond to climate change through sustainable waste management in Coastal Cities in Cambodia**” project is an initiative of UN-Habitat in Cambodia in partnership with the Department of Climate Change of the Ministry of Environment (NDA). The project funded by the Green Climate Fund (GCF) is aimed at building capacity to improve wastewater and solid waste management, to limit the impacts of climate change in the coastal areas of Preah Sihanouk and Krong Kep. This intervention has an 18-month implementation period, and the implementing team will be stationed in Phnom Penh, Cambodia.

The overall objective of this project is to improve the management of wastewater systems and solid waste, which will also contribute to the protection of the coastal environment. This project will support mitigation and adaptation measures in Cambodia by supporting NDA and private stakeholders’ capacity to reduce climate change impacts through solid waste wastewater management in Preah Sihanouk (Sihanoukville) and Krong Kep (Kep). This project is in line with GCF Objective 1: Capacity Building, specifically targeting Outcome 1.3 ‘Relevant country stakeholders have established adequate capacity, systems and networks to support the planning, programming and implementation of GCF-funded activities’; and GCF Objective 2: Strategic Frameworks, specifically targeting Outcome 2.4 ‘Strategies for transforming and attracting private sector investment for low emissions and resilience developed and being used’. The achievement of these objectives will prepare the basis for further work on developing and presenting adaptation finance opportunities and catalysing private sector engagement in GCF-funded interventions.

In this respect, the project is expected to achieve the following outputs:

1. Baseline knowledge on wastewater and solid waste management and policy developed.
2. Sub-national and national government officers trained to understand climate change and plan for action.

3. Investment roadmap developed to stimulate investment flows.
4. Sub-national and national government officers trained to engage private sector in resilient investment and GCF funded activities.

For ensuring effective and efficient project implementation, UN-Habitat Cambodia Office is seeking for one Junior consultant for climate change to assist and coordinate the project implementation. He or she will be based at UN-Habitat Office in Phnom Penh and travel to Kep and Sihanoukville if necessary. The contract will be for 16 months (part-time- August 2022 – November 2023).

3. Scope of Work

During the project implementation, the Junior consultant for climate change is expected to be involved in the implementation of all activities, and provide substantive technical assistance. This includes but will not be limited to assessing local waste management practices and policies, providing technical guidance on capacity building activities, exploring investment opportunities, and engaging with a wide range of institutional and development partners.

The contractor will report directly to Senior Climate Change Specialist of UN-Habitat office in Cambodia, while creating outputs for municipalities and working alongside other project members.

4. Expected Outputs and Deliverables

Under the direct guidance of the UN-Habitat in Cambodia, the contractor will be responsible for the followings:

Project Coordination

- Coordinate the among the project consultants, project's partners, UN agencies, Kep and Preah Sihanouk provincial counterpart, other stakeholders and development partners to carry out this project.
- Work in close partnership with Department of Climate Change, the Ministry of Environment and Wastewater Management Department of the Ministry of Public Works and Transport to coordinate wholly the implementation of the project with the Provincial authorities and civil society counterparts, as well as other development partners;
- Support the coordination and participation related to official travels for meetings in Kep and Preah Sihanouk province, upon invitations, and other travels if necessary; and
- Work in close cooperation and good coordination with the other stakeholders for this project;

Work Planning and Reporting

- Coordinate with other stakeholders, consultants and UN-Habitat to come up with agreed workplan and facilitate the regular meeting when needed;
- Prepare progress activity report, interim progress report on the implementation of the project;
- Provide inputs and oversee the implementation of the project activities at Kep and Sihanoukville when requires;

- Facilitate and report the project progress to Donor and other stakeholders;
- Facilitate efficient project implementation in close collaboration with UN agencies, donors and the Cambodian government;
- Facilitate efficient project implementation in liaison with partners, stakeholders and beneficiaries; and
- Assist the development of progress reports, interim report, completion report and financial reports as per the agreements with the project donor.

Specific Deliverables

1. Inception report and workplan;
2. Quarterly progress activities report of the project implementation against project workplan. The report should include field mission report and meeting/workshop/training report;
3. Interim progress and completion report to donor; and
4. Knowledge management product including lessons learned from the project

No.	Deliverables/Outputs	Estimated Duration to Complete	Target Due to Dates	Review and Approvals Required (Indicate designation of person who will review outputs and confirmation acceptance)
1.	Inception report and workplan	10 days	20 Aug 2022	UN-Habitat Country Manager
2.	1 st Quarterly progress report of project implementation	30 days	30 Oct 2022	UN-Habitat Country Manager
3.	Interim progress report of project implementation	10 days	30 Nov 2022	UN-Habitat Country Manager
4.	2 nd Progress report	10 days	30 Dec 2022	UN-Habitat Country Manager
5.	3 rd Progress report	30 days	30 Mar 2023	UN-Habitat Country Manager
6.	4 th Progress report	30 days	30 Jun 2023	UN-Habitat Country Manager
7.	5 th Progress report	30 days	30 Sep 2023	UN-Habitat Country Manager
8.	Final completion report	20 days	28 Nov 2023	UN-Habitat Country Manager

5. Institutional Arrangements

The individual contractor will be under the direct guidance of Senior National Climate Change Consultant and the UN-Habitat Programme Manager in Cambodia and will liaise regularly with the NDA. The contractor is required to report to the project team at least every month. The contractor will work alongside other consultants.

All deliverables/outputs should be submitted in advance for consultation and review by the project team. The project team will be requested to provide other assistance and inputs when necessary. The reports/outputs will be reviewed and approved by UN-Habitat Country Manager and regional advisor.

6. Duration of the Work

Under the overall supervision of the responsible persons at UN-Habitat Country Officer in Cambodia, the consultant will take 170 working days spreading over a period from 15 August 2022 to 30 November 2023.

7. Duty Station

The contractor will be based at UN-Habitat Office in Cambodia, subject to travel restriction and guidelines in relation to COVID-19. UN-Habitat will cover transportation cost and Daily Subsistence Allowance (DSA) for related assignment in the field.

8. Minimum Qualifications of the Individual Contractor

The national consultant shall have the following qualifications:

Education:	High-level degree (Bachelor or equivalent) in environmental sciences, preferably in waste management, climate change, development studies, geography, or related fields.
Experience and skills:	<ul style="list-style-type: none">• A minimum of two year's professional practical experience in project management working with projects/ programmes in the field of climate change or related to adaptation and mitigation;• A previous experience in working on waste management and coastal preservation is an advantage.• Good communication and writing skills;• Good experience in multi-stakeholder coordination;• Outstanding capacity in working in multicultural context.
Language Requirements:	Fluency in English and Khmer are mandatory for this assignment.

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

Technical Evaluation Criteria	Obtainable Score
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A minimum of two year's professional practical experience in project management working with projects/ programmes in the field of climate change or related to adaptation and mitigation	20
Good knowledge of experience and best practices regarding capacity building and local governance at sub-national level.	20
Proven experience in project management and coordination and report writing	20
Good interpersonal, communication, teamwork skills to collaborate with stakeholders and donors	20
Experience in wastewater management and climate change, preferably in Southeast Asia.	20

10. Payment Milestones

The payments for undertaking the assignment shall be paid to the contractor, upon satisfactory completion of the following outputs/deliverables, as certified by the project team:

Installments	Deliveries/Outputs	Payment	Due date
1st Payment	Upon satisfactory of the inception report and workplan	10%	20 Aug 2022
2 nd Payment	Upon satisfactory of 1 st quarterly progress report of project implementation	15%	30 Oct 2022
3 rd Payment	Upon satisfactory of Interim progress report and 2 nd quarterly progress report	15%	30 Dec 2022
4 th Payment	Upon satisfactory of 3 rd Progress report	15%	30 Mar 2023
5 th Payment	Upon satisfactory of 4 th Progress report	15%	30 Jun 2023
6 th Payment	Upon satisfactory of 5 th Progress report	15%	30 Sep 2023
Final Payment	Upon satisfactory of the final completion report	15%	28 Nov 2023

The costs for travel and DSA for field mission in the country will be reimbursed upon request from the field work/project team and completion of each mission.