

## TERMS OF REFERENCE

### Individual Contractor

#### 1. Assignment Information

Assignment Title:	National Senior Consultant for Climate Change
Project:	Enhanced actions to respond to climate change through sustainable waste management in Coastal Cities in Cambodia
Post Level:	Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Phnom Penh, Cambodia
Expected Place of Travel:	Travel to target cities when necessary
Duration of assignment	267 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 qualified national consultant, with proven experience in climate change impact assessment, and adaptation and mitigation strategies, with a focus on waste management and coastal preservation, to assist and facilitate the project implementation and provide input to the development of the project outputs above. 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 national climate change consultant 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 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 following Outputs and activities:

- Baseline knowledge on wastewater and solid waste management and policy developed.
  - o Inception workshop to present project and develop guidelines for coordination mechanisms at national and sub-national level.
  - o Engage key city-level stakeholders and government representatives, including Preah Sihanouk and Krong Kep Municipalities, the Ministry of Environment, the Ministry of Public Works and Transport, and other relevant stakeholders.
  - o Review existing policies and strategies on wastewater and solid waste management in coastal cities of Cambodia to inform policy makers.
- Sub-national and national government officers trained to understand climate change and plan for action
  - o Development of an assessment analyzing climate change exposure and underlying sensitivity in the cities of Preah Sihanouk and Krong Kep, analysing the impact in solid waste and wastewater management.
  - o Provide training for sub-national and national officials on understanding climate change impact in solid waste and wastewater management, and planning strategies for reducing its impacts.
- Investment roadmap developed to stimulate investment flows
  - o Develop a stakeholder map and a roadmap for private sector intervention in solid waste management and wastewater management in Cambodia, including –but not limited to– the analysis of priorities, capacity, opportunities, and benefits.
- Sub-national and national government officers trained to engage private sector in resilient investment and GCF-funded activities

- o Provide training and follow-up training for sub-national and national officials on engaging private sector stakeholders through tools such as public-private partnerships (PPPs), presentations with data and information of similar situations – showing the benefits of private sector engagement, awareness raising activities
- o Bolster knowledge management in GCF-funded activities through the preparation of - at least- a project brochure, assessment summary sheets, and impact stories, to facilitate knowledge transfer and collaboration with other provinces within Cambodia, and countries in the Mekong Region.
- Prepare project progress report, interim progress report and completion report.

### **Specific Deliverables**

- Report presenting the outcomes of the inception workshop and Coordination Guidelines with the terms agreed to continue the coordination process (Deliverable 1.3.1a).
- Report with the results of the wastewater and solid waste policy challenges, gaps and recommendations (Deliverable 1.3.1b).
- Assessment Report analyzing the impact of climate change in solid waste and wastewater management, conducted/produced in the target area including maps (Deliverable 1.3.2.a1)
- Database with data collected on climate hazard characteristics, exposure, sensitivity, and adaptive capacity in the cities of Preah Sihanouk and Krong Kep (Deliverable 1.3.2.a2).
- Training Report describing the activities done and the stakeholders involved (at least 30 local and national officials trained on planning for climate change). This should include a pre- and post-workshop survey of all participants to gauge their improved capacity/knowledge as a result of the training Deliverable 1.3.2b).
- Report outlining stakeholder mapping and investment roadmap to stimulate investment flows in solid waste management and wastewater management in Cambodia (Deliverable 2.4.1a).
- Training Report describing the activities done and the stakeholders involved (at least 30 local and national officials). This should include a pre- and post-workshop survey of all participants to gauge their improved capacity/knowledge as a result of the training (Deliverable 2.4.2a).
- At least 3 pieces of KM materials available in Khmer and English (i.e.: project brochure, assessment summary sheets, impact stories) (Deliverable 2.4.2b).
- Quarterly report, Interim progress report and completion report.

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.	Report presenting the outcomes of the inception workshop and Coordination Guidelines with the terms agreed to continue the	15 days	20 Aug 2022	UN-Habitat Country Manager

	coordination process (Deliverable 1.3.1a).			
2.	Report with the results of the wastewater and solid waste policy challenges, gaps and recommendations (Deliverable 1.3.1b).	25 days	30 Sep 2022	UN-Habitat Country Manager
3.	Interim progress report	20 days	30 Oct 2022	UN-Habitat Country Manager
4.	Assessment Report analyzing the impact of climate change in solid waste and wastewater management, conducted/produced in the target area including maps (Deliverable 1.3.2.a1)	32 days	30 Dec 2022	UN-Habitat Country Manager
5.	Database with data collected on climate hazard characteristics, exposure, sensitivity, and adaptive capacity in the cities of Preah Sihanouk and Krong Kep (Deliverable 1.3.2.a2).	35 days	28 Feb 2023	UN-Habitat Country Manager
6.	Training Report describing the activities done and the stakeholders involved. This should include a pre- and post-workshop survey of all participants to gauge their improved capacity/knowledge as a result of the training (Deliverable 1.3.2b).	30 Days	30 Apr 2023	UN-Habitat Country Manager
7.	Report outlining stakeholder mapping and investment roadmap to stimulate investment flows in solid waste management and wastewater management in Cambodia (Deliverable 2.4.1a).	30 Days	30 Jun 2023	UN-Habitat Country Manager
8.	Training Report describing the activities done and the stakeholders involved. This should include a pre- and post-workshop survey of all participants to gauge their improved capacity/knowledge as a result of the training (Deliverable 2.4.2a).	30 Days	30 Aug 2023	UN-Habitat Country Manager

9.	At least 3 pieces of KM materials available in Khmer and English (i.e.: project brochure, assessment summary sheets, impact stories) (Deliverable 2.4.2b).	30 Days	15 Oct 2023	UN-Habitat Country Manager
10.	Final project completion report	20 days	28 Nov 2023	UN-Habitat Country Manager

## 5. Institutional Arrangements

The individual contractor will be under the direct guidance of the Urban Basic Services Regional Advisor based in Lao PDR 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 267 working days spreading over a period from 15 August 2022 to 30 November 2023.

## 7. Duty Station

The contractor will be working based at UN-Habitat Office. Travel to Kep and Sihanoukville may be expected, subject to travel restriction and guidelines in relation to COVID-19. UN-Habitat will cover transportation cost and 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 (Master 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"> <li>• A minimum of four years' professional practical experience in project management working with projects/ programmes in the field of climate change or related to adaptation and mitigation;</li> <li>• A previous experience in working on waste management and coastal preservation is an advantage.</li> <li>• Good communication and writing skills;</li> <li>• Good experience in multi-stakeholder coordination;</li> <li>• Outstanding capacity in working in multicultural context.</li> </ul>
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
A minimum of four years' 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 of the following outputs/deliverables, as certified by the project team:

Installments	Deliveries/Outputs	Payment	Due date
1 <sup>st</sup> Payment	Upon satisfactory of the inception report and workplan (Deliverable 1.3.1a).	10%	20 Aug 2022
2 <sup>nd</sup> Payment	Upon satisfactory of Report with the results of the wastewater and solid waste policy challenges, gaps and recommendations (Deliverable 1.3.1b).	10%	30 Sep 2022
3 <sup>rd</sup> Payment	Upon satisfactory of Assessment Report analyzing the impact of climate change in solid waste and wastewater management, conducted/produced in the target area including maps (Deliverable 1.3.2.a1)	10%	30 Dec 2022
4 <sup>th</sup> Payment	Upon satisfactory of Database with data collected on climate hazard characteristics, exposure, sensitivity, and adaptive capacity in the cities of Preah Sihanouk and Krong Kep (Deliverable 1.3.2.a2).	10%	28 Feb 2023
5 <sup>th</sup> Payment	Upon satisfactory of Training Report describing the activities done and the stakeholders involved (Deliverable 1.3.2b).	10%	30 Apr 2023
6 <sup>th</sup> Payment	Upon satisfactory of Report outlining stakeholder mapping and investment roadmap to stimulate investment flows in solid	15%	30 Jun 2023

	waste management and wastewater management in Cambodia (Deliverable 2.4.1a).		
7 <sup>th</sup> Payment	Upon satisfactory of Training Report describing the activities done and the stakeholders involved (Deliverable 2.4.2a).	15%	30 Aug 2023
Final Payment	Upon satisfactory of KM materials available in Khmer and English and completion project report	20%	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.