

TERMS OF REFERENCE

Individual Contract

1. Assignment Information

Assignment Title:	International Specialists on Natural Resource Management and Biodiversity (with residency in South-East Asia)
Cluster/Project:	Policy and Innovation Hub
Post Level:	Specialist
Contract Type:	Long Term Agreement (LTA) up to three LTAs
Duty Station:	Home-based with potential travel to Cambodia
Contract Duration:	Initial contract is from October 2022 to September 2023 (up to a total of 120 days per year for each LTA); (possibility of extension up to two years)

2. Project Description

UNDP Cambodia Country Office works in partnership with the Royal Government of Cambodia, nongovernment organizations, civil society organizations, community-based organizations, multilateral aid agencies, bilateral donors and private sector to support the progress towards the Cambodia SDGs. To support the implementation of the Country Programme 2019-2023, the Policy and Innovation Unit plays an important role within the Country Office to develop high level policy and technical advisory support to the government. It works guided by three set of strategies: 1) research, policy and innovation, 2) advocacy and 3) programming. The Unit is expected to deliver three main programmatic pillars: 1) Prosperity, 2) Planet and 3) Peace and Participation.

Over the past two decades Cambodia has realized exceptional rates of economic growth averaging over 7% prior to the pandemic, with persistent declines in poverty and rapid improvements in human development. Yet Cambodia faces several development challenges. Pressures stemming from Cambodia's rapid progression as a Middle-Income Country (MIC) have tended to be resource and carbon intensive, resulting in environmental challenges and natural resource depletion. Moreover, the country is facing the impact of climate change. As Cambodia is recovering from the COVID-19 pandemic, there are opportunities for a more sustainable and resilient development pathway.

UNDP Cambodia has been playing an important role in supporting the development and implementation of environment and climate change related policies and strategies of the Royal Government of Cambodia (RGC). The current priorities of the Nature, Climate and Energy programme include: 1) Turn climate commitments into action; 2) Increase access to electricity and promote sustainable energy solutions; 3) Promote nature-based solutions to enhance natural resource management and reduce deforestation; and 4) Advance Cambodia's transition to a circular economy.

In order to provide support and ensure effective policy and quality technical services to the government, PIH in UNDP Cambodia is looking to recruit consultants in the following areas of expertise:

- Natural Resource Management
- Biodiversity Conservation
- Sustainable Finance for Biodiversity and Protected Areas

As part of UNDP's support to the RGC in promoting nature-based solutions and green growth, UNDP is seeking qualified applicants for one or more of the profiles areas of work above. Successful applicants will be joining UNDP Cambodia roster of experts and engaged based on the arising needs of UNDP

Cambodia nature portfolio including policy and research, technical advisory support and capacity development, project design and implementation.

This solicitation is for Long-Term Agreements (LTA) for one year with possibility for extension for up to two years subject to the need and satisfactory performance of the individual consultants. 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. The Consultant will be contracted under separate ToRs that will be developed for the specific services needed of output-based within the scope of the LTA.

3. Scope of Work

Under the direct supervision of the Environment Policy Specialist, the consultant will be responsible for providing high quality technical inputs, based on an in-depth understand of the local context and global experiences, related to natural resource management, biodiversity conservation and sustainable financing for biodiversity and protected areas as follows.

Policy and Research

- Analyse developments in sectors relevant for the environment, looking at connections with climate change, energy, governance and economic issues in Cambodia.
- Prepare policy briefs and status papers on developmental challenges/issues related to natural resource management and biodiversity through a system thinking approach.
- Conduct technical analyses and provide high quality technical inputs in relation to environment related reports and policy documents.
- Identify barriers and proposed solutions for policy interventions and development.
- Provide advice on policy engagement process including coordination with the government.
- Prepare reports and power point presentations for policy engagement.
- Conduct, facilitate and/or coordinate related policy workshops.

Technical Advisory, Capacity Development and Knowledge Management

- Provide high quality technical inputs to trainings and technical assistance to partners on matters related to natural resource management, biodiversity and sustainable financing.
- Strengthen institutional and human capacities of Ministry of Environment, Ministry of Economy and Finance, and other relevant stakeholders on these issues.
- Review and provide comments/inputs to project related documents and reports.
- Document and synthesize key lessons/insights from engaging with various stakeholders throughout lifetime of projects.
- Document good practices, case studies, innovations and pilot models for UNDP.
- Prepare substantive findings and analysis in a usable knowledge product format so they can be used in communication presentations (written/social media and other) and publication, including booklets, leaflets, infographics and audiovisual presentations.

Project Design and Formulation

- Provide technical assistance in identification of developmental challenges, target areas, beneficiaries and partners and formulation of implementation strategy for UNDP support.
- Liaise with local stakeholders to identify opportunities and where UNDP can add value.
- Identify and analyze emerging developments and innovations in the environment sector globally and providing recommendations on potential adaptive strategies to RGC and UNDP for green growth.

- Identify potential resources mobilization sources from bilateral, multilateral, private and other sources of financing, as well identify partnership opportunities (in particular, with the private sector).
- Prepare conceptual frameworks/concept notes based on developmental challenges within target sectors.
- Provide technical support in development of new interventions/projects with implementation (operational plan, monitoring and resource requirement), institutional, financial and management arrangements.
- Help refine strategies and approaches for working with local partners, including approaching for identifying barriers and identifying promising innovations.
- Prepare project documents following UNDP rules and procedures.

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 Environment Policy Specialist or the concerned focal point as listed in specific separate TOR. 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 October 2022 to September 2023, with possible extension for up to two years based on the needs and satisfactory performance of the consultant. The proposed professional fee remains valid for up to three years.

6. Duty Station

The duty station for this assignment is home-based and Cambodia. Some assignments can be home based. This will be specified for each assignment in separate TORs. Travel related costs and living subsistence allowance will be covered by UNDP Cambodia and will be discussed and agreed prior to each assignment taking place. The reimbursement of the associated costs will be made through F-10.

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

<https://training.dss.un.org/course/category/6>.

7. Minimum Qualifications of the Individual Contractor

Education:	Master's degree in Environmental Management and Policy or Sciences, Natural Resource Management, Development Studies or other related fields
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Experience:	<ul style="list-style-type: none"> • At least 7 years of working experience in analysis, policy support, design and project development in the field of natural resources management and/or biodiversity conservation and/or sustainable financing for protected areas and biodiversity. • Understanding of the Cambodian context and prior working experience in Cambodia are a plus. • Proven experience working with a wide variety of development actors including governments, international development organizations, donors and other funding agencies, private sector entities, and/or civil society organizations including community groups. • Prior experience with the UN is an asset
Competencies:	Strong analytical and writing skill (sample of written work to be assessed)
Language Requirement:	Excellent writing, editing and oral communication skills in English is required.

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

Technical Evaluation Criteria	Obtainable Score
Master's degree in Environmental Management and Policy or Sciences, Natural Resource Management, Development Studies or other related fields	20
At least 7 years of working experience in analysis, policy support, design and project development in the field of natural resources management and/or biodiversity conservation and/or sustainable financing for protected areas and biodiversity.	35
Very good understanding of the Cambodian context, including the institutional and legal arrangements of government. Prior working experience in Cambodia is a must.	10
Proven experience working with a wide variety of development actors including governments, international development organizations, donors and other funding agencies, private sector entities, and/or civil society organizations including community groups. Prior experience with the UN is an asset.	15
Strong reporting and writing skill (sample of written work to be assessed).	20
Total Obtainable Score:	100

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.