

TERMS OF REFERENCE

Individual Contract

1. Assignment Information

Assignment Title:	Lead consultant for participatory and inclusive development of Cambodia's Voluntary National Review (Cambodian National Only)
Cluster/Project:	INFF for Cambodia SDG Achievement
Post Level:	Senior Specialist
Contract Type:	Individual Contract
Duty Station:	Phnom Penh, Cambodia
Expected Place of Travel:	Phnom Penh, Cambodia
Contract Duration:	40 days, from October 2022 to June 2023

2. Project Description

The Royal Government of Cambodia (RGC) endorsed the Sustainable Development Goals (SDGs) at the UN General Assembly in 2015. Since then, Cambodia has been working to adapt the goals to Cambodia's context as to craft a fully nationalized framework which is called the Cambodian SDGs (CSDGs). The Voluntary National Review (VNR) is a part of the follow-up and review mechanisms of the 2030 Agenda for Sustainable Development. The review is a process that countries take stock of and assess progress and shortcomings in the implementation of the goals and targets. Cambodia's first Voluntary National Review process began in late 2018, led by the Ministry of Planning (MoP)¹. The VNR report was finalized and submitted to the High- Level Political Forum in 2019. The VNR reported efforts to adapt and deliver the CSDGs through the establishment of institutions and mechanisms; their integration within the National Strategic Development Plan (NSDP) 2019-2023 and public budgeting; and SDG advocacy and citizen engagement. In addition, the VNR also reviewed the progress of CSDGs implementation. Cambodia is now initiating the process of preparing the 2nd VNR with target submission to the High-Level Political Forum in June 2023.

The Integrated National Financing Framework (INFF) to Catalyze Blended Finance for Transformative CSDG Achievement is a UN joint programme (JP) setting out an ambitious agenda to build a high quality, demand-driven financing framework for Cambodia (in line with the INFF concept developed globally), enabling the expansion of development resources in order to accelerate achievement of the CSDGs. The expected results of this JP are delivered via three facilities: (i) establishment of an evidence base on financing sources; (ii) policy and technical advisory; and (iii) data for performance-based budgeting and CSDG resource tracking. As part of this JP, UNDP Cambodia has received request from the RGC to provide technical assistance in the preparation of Cambodia's next VNR report. This support will be delivered as part of the whole UN system support on the VNR process working closely with the UN Resident Coordinator Office and other sister UN Agencies.

Against the above context, UNDP Cambodia seeks to recruit a consultant to provide technical guidance and to facilitate the highly consultative meetings with various stakeholders including line ministries, development partners, civil society organizations in order to prepare for Cambodia's VNR.

3. Scope of Work

To answer the objectives of this assignment mentioned above, the consultant is expected to deliver the following within the duration of this assignment:

1. Stakeholder Engagement Plan and Implementation

¹ https://sustainabledevelopment.un.org/content/documents/23603Cambodia_VNR_PublishingHLPF.pdf

- Map out Cambodia VNR's key national actors (Parliament, line ministries, national statistical office, local government officials) and stakeholders (development partners, and civil society organizations, academia, vulnerable groups). Consultation meetings shall be conducted in prioritized thematic areas (e.g., Education, Decent Work and Growth, Reduced Inequalities, Climate Action, Peace and Institutions, and SDG Partnerships).
 - Prepare/propose Cambodia VNR working group (consists of above-mentioned national actors and stakeholders) with defined roles and responsibility
 - Develop a detailed stakeholder engagement plan which include the above mapped-out actors and stakeholders, and method of engagement (either offline or online)
 - Coordinate and facilitate consultative meetings between MoP's technical team and identified stakeholders. This shall include taking notes of feedback or comments from stakeholders and ensuring feedback/comments are addressed
2. Technical Assistance for Cambodia's VNR Preparation
- Review Cambodia's CSDGs, NSDP, the first VNR report, related government strategies, tools, methodologies, and approaches especially the suggested methodology (Mixed-method research approach)
 - Prepare details of VNR process, including key steps and information/data needed from line ministries/agencies and timeline of VNR process as set out in Handbook for the Preparation of VNR by Department of Economic and Social Affairs (DESA) of United Nations. This shall include conducting analysis on the quality, availability, timeliness of data (CSDGs indicators)
 - Provide training of VNR methodology to core staffs at the MoP and relevant line ministries. The suggested approach is the open and inclusive approach which relies on a combination of qualitative and quantitative information. Key documents to be reviewed including Rectangular Strategy Phase IV, the CSDGs framework 2016-2030, National Strategic Development Plan (NSDP) and other planning documents
 - Provide technical input in the drafting process of the VNR

4. **Expected Outputs and Deliverables**

No	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1	Satisfactory submission of inception report with a detailed work plan, including list of national actors and key stakeholders to be consulted, stakeholder engagement plan, and working group list	5 working days	Mid- October 2022	Reviewed by UNDP's Economists and Head of Policy Unit and Approved by Head of Programme Unit
2	Satisfactory submission of VNR's process details including information/data needed from line ministries/agencies, data availability and quality analysis, and VNR timeline	10 working days	Mid- October 2022	
3	Satisfactory provision of training on mix-method research approach to core staffs of MoP and relevant line ministries	5 working days	End October 2022	

4	Satisfactory completion of consultative meetings with key actors; submission of key notes from consultative meetings	10 working days	End January 2023	
5	Satisfactory provision of technical inputs to the finalization of VNR report. This can be done through meetings as requested by MoP's technical team	10	End May 2023	
Total		40 working days		

5. Institutional Arrangements

- The Consultant will work under direct supervision of the National Economist and overseen by the Country Economist and Head of Policy Unit.
- While the consultant will facilitate consultation meetings to ensure participatory and inclusive development of VNR report, she/he will work closely with the technical team from the Ministry of Planning who will be in charge of preparing the VNR report.
- The consultant will consult with the UNDP team on a regular basis regarding both technical and engagement aspects.
- The Consultant shall have close engagement with UNRCO who will initiate and coordinate various meetings with other UN agencies

6. Duration of the Assignment

The duration of the assignment will be from October 2022 to June 2023 for a total of 40 working days.

7. Duty Station

The duty station for this assignment is a combination of home-based and Phnom Penh.

8. Minimum Qualifications and Criteria for Evaluation of the Individual Contractor

	Technical Evaluation Criteria
Education:	At least advanced university degree i.e., master's degree in the field of development economics, social science, public policy, development study, or other relevant fields of study.
Experience:	<ul style="list-style-type: none"> • At least 6 years of professional experiences in monitoring and evaluation, and reviewing national plans/strategies, specifically with 2 years of experience in VNR process/preparation • Prior working experience in facilitating and coordinating high-level consultation meetings with different stakeholders from the Government, CSO, and development partners • Solid knowledge, understanding, and experience in areas of gender equality, human rights-based approach, and sustainable development • A good understanding of Cambodia SDGs and national plans is an advantage

	<ul style="list-style-type: none"> • Experience of similar assignments in similar international development context and extensive work assignments in Cambodia with UN and/or other international organizations.
Competencies:	<ul style="list-style-type: none"> • Capacity to engage with senior decision/ policy makers, and to synthesize and present complex arguments in easily understood terms • Capacity to lead consultations with senior government officials from MoP, line ministries and other key stakeholders • Ability to work collaboratively with team members by sharing information openly and displaying cultural awareness and sensitivity • Demonstrate/safeguard ethics and integrity • Demonstrate corporate knowledge and sound judgment • Positive and results-oriented attitude, able to meet targets/deadline.
Languages:	Fluency in written and spoken English and Khmer required

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

Technical Evaluation Criteria	Obtainable Score
Master's degree or PhD in the field of development economics, social science, public policy, development study, or other relevant fields of study.	15
At least 6 years of professional experiences in monitoring and evaluation, and reviewing national plans/strategies, specifically with 2 years of experience in VNR process/preparation	30
Prior working experience in facilitating and coordinating high-level consultation meetings	20
Solid knowledge, understanding, and experience in areas of gender equality, human rights-based approach, and sustainable development	15
Experience in engaging and leading consultations with senior decision/ policy makers, and to synthesize and present complex arguments in easily understood terms.	20
Total Obtainable Score:	100

10. Payment Milestones

The Consultant will be paid on a lump sum basis as per the following milestones:

No	Outputs/Deliveries	Payment Amount %
1	Upon satisfactory submission of deliverable 1	20%
2	Upon satisfactory submission of deliverable 2, 3 and 4	60%
3	Upon satisfactory submission of deliverable 5	20%
Total		100%