

TERMS OF REFERENCE

Individual Contractor

1. Assignment Information

Assignment Title:	National consultant for Project Monitoring & Evaluation and Capacity Building
Cluster/Project:	Combatting Marine Plastic Litter Project
Post Level:	Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Phnom Penh, Cambodia
Expected Place of Travel:	Siem Reap, Sihanoukville, Kep, Kampot and Koh Kong
Contract Duration:	70 days from 15 December 2022 to 31 August 2023

2. Project Description

Over the last decades, Cambodia has experienced rapid growth in its population and economy, which led to the surge in plastic waste. In Phnom Penh, plastic waste now amounts to more than 20% of the total volume of municipal waste (3,600 tons) generated per day, adding immense pressure on waste management and the natural environment.

Plastic waste pollution is highly damaging in terms of environmental, economic, and public health impacts. In urban areas, illegally dumped plastic waste blocks waterways clogs sewage and drainage systems and elevates flood risks. In areas without waste collection services, plastic waste is often burned in the open or disposed of on streets, or into local waterways, which carry it to the sea. The burning of plastics releases harmful chemicals which pose risk to public health. In coastal areas, the impact of plastic waste on the tourism industry is particularly significant. Plastic waste (e.g. cigarettes, plastic food wrappers, and bags) makes up 80% of the debris found on its beaches (FFI 2020), deteriorating coastal areas' natural environment, marine ecosystems, and scenery.

According to the MoE (2015), out of the 4 million tons of solid waste generated, 63 % is collected while 29 % is illegally dumped or burned. Around 8 % is collected informally by informal waste pickers who gather the waste from landfills or streets and sell recovered valuables to intermediary persons, usually exported to Thailand or Vietnam for recycling (recently, these countries announced that they would soon ban plastic waste imports). At present, less than 1 % of plastic waste is formally recycled due to limited infrastructure, technology, or finances. Thus, there is **an urgent need to reduce the volume of plastic waste and to create an environment where waste is properly managed, recycled, and recovered.**

Tackling plastic waste requires systematic changes covering the entire lifecycle of plastic from import to production, use, disposal, and recycling. Cambodia is not a major producer of plastic products and most plastic items are imported. One of the priorities is therefore to regulate the import and sales of single-use plastic. Major industries using single-use plastic like plastic bottles need to create product designs that are easily recyclable and actively support recycling, for example through an Extended Producer Responsibility (EPR) scheme. Businesses and people need to significantly cut down the use of single-use plastic and adopt sustainable alternatives. Moreover, plastic waste needs to be sorted from other waste to enable reuse, recycling, or energy recovery.

To this end, since 2018, the Royal Government of Cambodia (RGC) has promoted the 4Rs – Refuse, Reduce, Reuse, and Recycle – a framework to prevent and minimize plastic waste pollution on land and in the ocean.

Thus far, as part of regulatory measures, in 2018, the Ministry of Environment (MoE) developed sub-decree 168 to introduce a levy on plastic bags. The MoE is currently drafting a new regulation on plastic

management, covering the entire life cycle of all types of plastic. The MoE is also considering the introduction of favorable measures for plastic recycling. Moreover, the National Council for Sustainable Development (NCSD) also plans to propose an EPR scheme for Cambodia to promote the effective collection and recycling of plastic waste.

3. Scope of Work

The National Consultant (Cambodia Expert/Specialist) is expected to work with the Marine Plastic project team and provide technical assistance to project partners to deliver the following tasks:

Task 1: Review and complete the project M & E framework based on a review of project M&E documents, indicators:

- Propose/make adjustments to the project M&E framework including indicators, measurement, and data collection methods in close consultation with UNDP and the PMU team.
- Provide (or propose amendments for) definitions of the project indicators to ensure clarity and practicality.
- For output 2 of the project, propose measures to assess the impacts of communication activities on behavioral changes. This may include but not be limited to the development of the questionnaires (surveys), criteria and tools for data collection while making sure them to be gender sensitive.
- Based on the results of collected information, analyses and finalize project M & E framework and annual report in close consultation with UNDP and the PMU team.

Task 2: To provide technical guidance to the project teams to produce results-based annual report 2022 and the final project completion report (2021-2023):

- Based on the improved M&E framework in Task #1 above, monitor and review the information, and data collected by the project team and implementing and responsible partners, and provide comments and feedback to ensure the accuracy of data collection methods, data sets, and data analysis to inform the result framework.
- Facilitate meeting(s) with relevant project partners to collect additional inputs to inform the report development in collaboration with UNDP and PMU team.
- Support the project team to produce an annual report 2022 and a final project report (2021-2023) based on the collected data and generated information.
- Finalize the annual report 2022 and final project report (2021-2023) in close consultation with UNDP and the PMU team. The report should capture key results rather than inputs and include clear explanations of how the project has contributed to attaining key outputs and objectives of the project and Country Programme Development (CPD)/United Nations Assistance Framework (UNDAF) and UNDP strategic objectives.

Task 3: Provide Capacity Building training(s) to the Project Team and Implementing and Responsible Partners:

- Develop training materials and provide capacity building to project team and implementing and responsible partners by focusing on the following points:
 - The concept of project management,
 - Project Life Cycle,
 - Theory of Change,
 - Results Based Monitoring and Evaluation
 - Result-Oriented Report Writing
- Provide mentoring and coaching to the project team and implementing and responsible partners (MoE, Mol, Phnom Penh Department of Environment, Siem Reap, Koh Kong, Kampot, and Kep

4. Expected Outputs and Deliverables

The outputs and specific deliverables in sequence, corresponding to the work and their corresponding target delivery dates are presented in the table below.

N	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1	Output #1: Completion of review of relevant project M & E documents and make adjustment project indicators, methods, questionnaire, criteria, and tools for data collection in close consultation UNDP and PMU team.	5 days	30 Dec 2022	Project Technical Coordinator, Programme Analyst, Environmental Policy Specialist, and Head of Programme and Results.
2	Output #2: Propose measures to assess the impacts of communication activities on behavioral changes and ensure gender sensitivity.	5 days	15 Jan 2023	
3	Output #3: Finalize project M & E framework, methods, questionnaire, criteria, and tools for data collection in close consultation with UNDP and the PMU team.	10 days	30 Jan 2023	
4	Output #4: Completion of review of relevant documents, previous reports, and data collection from relevant project partners to inform the development of the annual report 2022.	5 days	10 Feb 2023	
5	Output #5: Completion of the first draft 2022 annual report.	5 days	20 Feb 2023	
6	Output #6: Finalize the annual report 2022 in collaboration with UNDP and PMU team in line with results-based management principles.	10 days	06 March 2023	
7	Output #7: Completion of training materials development and other supporting documents (slide presentation and others).	5 days	15 March 2023	
8	Output #8: Completion of capacity building/training to the Project Team and Implementing and Responsible Partners in collaboration with UNDP and the PMU team.	5 days	30 March 2023	
9	Output #9: Completion of mentoring and coaching to the Project Team and Implementing and Responsible Partners in collaboration with UNDP and PMU team evidenced by a summary of mentoring and coaching report.	10 days	30 April 2023	
10	Output #10: Completion of the first draft project final report (2021-2023).	5 days	1 st August 2023	

11	Output #11: Finalize the draft project final report (2021-2023) in collaboration with UNDP and the PMU team in line with results-based management principles.	5 days	15 August 2023	
Total # of Days:		70 days		

5. Institutional Arrangement

The consultant will be working under the direct supervision of the UNDP's Project Technical Coordinator in close collaboration with Environmental Policy Specialist with quality assurance and oversight to be provided by a Programme Analyst. The consultant will be reporting regularly, verbally or in written communication throughout the assignment. The deliverables will be reviewed by the Project Technical Coordinator, Programme Analyst, and Environmental Policy Specialist and subsequently approved by the Head of Programme and Results Unit of UNDP based on confirmation of satisfactory outputs from the reviewers.

6. Duration of the Work

The successful consultant will commence the assignment as soon as the procurement process is completed, and the contract is signed. The duration of the work is estimated at 70 working days between 15 December 2022 to 31 August 2023.

7. Duty Station

The duty stations for this assignment is primarily based in Phnom Penh and project target areas (Siem Reap, Sihanoukville, Koh Kong, Kep and Kampot. If travels are required, DSA, and all other related actual will be covered by UNDP in line with UNDP policies and upon the agreement prior to the trip and event.

Selected individual contract(s) who is expected to travel to undertake the assignment is required to undertake the (BSAFE) *training* prior to travelling at below website

<https://dss.un.org/dssweb/WelcometoUNDSS/tabid/105/Default.aspx?returnurl=%2fdssweb%2f>

8. Minimum Qualifications of the Individual Contractor

Education:	Master's degree (or equivalent) in Project Management, Business Development Management, Development Studies, or other relevant fields.
Experience:	<ul style="list-style-type: none"> • Minimum 5 years of relevant experience in project management, result-based management, monitoring, and evaluation; and report writing; • Experiences in designing M&E framework and tools, and conducting fielding monitoring, research or survey as well as result-oriented report writing; • Experience in providing skills training/mentorship and coaching related to M&E and report writing; • Experience in working with UN agencies and government institutions, • Familiar with environmental sector is an asset;
Competencies:	<ul style="list-style-type: none"> • Excellent communication skills (facilitation, spoken, written, and presentational); • Independent, collaborative, and initiative working; • Good report writing skills; • Ability to work with a tight deadline;
Language Requirement:	Fluency in English & Khmer language (spoken and written)

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

Technical Evaluation Criteria	Obtainable Score
Master's degree in Project Management, Business Development Management, Development Studies, or other related fields.	20
At least 5 years of relevant professional experience related to monitoring and evaluation, report writing as well as capacity building on result-based management.	30
Experiences in designing M&E framework and conducting research or survey and demonstrate strong knowledge of Monitoring and Evaluation and report writing.	30
Excellent analytical and writing skills including the ability to communicate with government officials and capacity building to project partners.	20
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	Upon satisfactory completion of output #1, #2 and #3,	30 January 2023	20%
2	Upon satisfactory completion of output #4, #5 and #6	06 March 2023	30%
3	Upon satisfactory completion of output #7, #8 and #9	30 April 2023	30%
4	Upon satisfactory completion of output #10 and #11	15 August 2023	20%