

## **TERMS OF REFERENCE**

### **Individual Contractor**

#### **1. Assignment Information**

<b>Assignment Title</b>	Consultant to undertake Mid-Term Review of Cambodia REDD+
<b>Post Level</b>	Senior Specialist
<b>Contract Type</b>	Individual Contractor
<b>Duty Station</b>	Home-based, and non-home-based (Phnom Penh)
<b>Expected Place of Travel</b>	Up to two selected Provinces in Cambodia
<b>Contract Duration</b>	25 days. From 23 May 2016 to 30 June 2016

#### **2. Assignment Description**

The Royal Government of Cambodia (RGC) is a signatory to the United Nations Framework Convention on Climate Change (UNFCCC) and is a REDD+ partner country. The objective of REDD+ is to reduce emissions from deforestation and forest degradation and the conservation, sustainable management of forests and enhancement of forest carbon stocks. REDD+ participant countries shall be eligible for results based payments for verifiable emissions and/or enhanced carbon stocks.

Prior to seeking such results based payments the Cambodia REDD+ Programme has to establish an institutional framework. The key elements of such an institutional framework include a national REDD+ strategy, national forest reference emission level, national forest monitoring system, and a safeguards information system.

The readiness phase also requests countries to engage meaningfully with a broad set of stakeholders to ensure the process is transparent, inclusive, and participatory. As part of this commitment the Cambodia REDD+ programme has developed a Communications Strategy; a Consultation and Participation Plan; established a Consultation Group with nine stakeholders, and a Gender Group; and produced a diversity of multimedia products.

During the period 2011-2015 significant activities have been undertaken to create awareness about REDD+ and to enhance capacity through a diversity of workshops, capacity building programmes, and consultations. Cambodia REDD+ is now in an advanced stage of readiness and is making a transition to implementation. A National REDD+ Strategy and a Forest Reference Emission Level has been finalized and an initial version of the National Forest Monitoring System has been prepared.

Cambodia REDD+ plans to undertake a mid-term review (MTR) of its Readiness Preparation Proposal (R-PP) that will provide an overview of the progress made in the implementation of the R-PP. The focus will be on level of progress made in achieving the four main components of the R-PP and their respective sub-components. The MTR will also assess an analysis of progress achieved in those activities that are financed by the FCPF grant.

### 3. Scope of Work

The objectives of the assignment are to:

#### *a.) Undertake an overview of progress of REDD+ readiness activities since 2011*

The overview will focus on achievement of the four main components of the R-PP and their respective sub-components against the original proposal. Specifically on the following:

##### **1. Develop institutional framework for REDD+**

- 1.1. Establish national REDD+ coordination mechanism
- 1.2 Stakeholder engagement in REDD+ readiness process
- 1.3 Access to information for stakeholders
- 1.4 Capacity building and training for REDD+ implementation

##### **2. Policy Support for Forest Resource Management Agencies**

- 2.1 Develop national protected area strategic management plan
- 2.2 Develop national REDD+ strategy
- 2.3 Develop capacity for valuation of costs and benefits
- 2.4 Develop approach and options for benefit sharing mechanism
- 2.5 Develop approach to safeguards information system
- 2.6 Design of grievance redress mechanism
- 2.7 Generate options for REDD+ fund mechanism

##### **3. Development of sub national capacity**

- 3.1 Improve sub national capacity for REDD+ implementation
- 3.2 Develop and implement demonstration activities

##### **4. Design Monitoring System and REL Framework**

- 4.1 Develop national forest monitoring system
- 4.2 Improve assessment of data related to activity, emission factors and GHG
- 4.3 Strengthen capacity for planning and monitoring impacts of REDD+

#### *b.) An analysis of progress achieved in activities from the FCPF grant*

Outline progress made as well as identify any delays in the implementation of the activities financed by the Grant and proposed actions to address the causes of the delays.

#### *c.) A review of compliance with the Common Approach*

Report on actions taken to comply with the various aspects of the Common Approach: stakeholder engagement; social and environmental safeguards; grievance redress mechanism; and disclosure of information.

#### *d.) Prepare a financing plan for additional funding*

Based on findings of above tasks prepare an updated financial plan that includes reporting on the uses and sources of funds allocated for R-PP implementation by FCPF and other development partners.



### **3.1 Tasks**

The Consultant will perform the following Tasks:

#### **Produce a Work Plan**

- Produce a work plan that outlines methodology and approach; timeline and deliverables

#### **Organize individual interviews and focus group meetings**

- Organize individual interviews with key informants and stakeholder representatives; organize focus group meetings with women, vulnerable, Indigenous Peoples and other stakeholders

#### **Produce a Mid-Term Review Report**

- Produce a mid-term review report of up to 40 pages that will focus on achievement in the four main components; an analysis of progress made, identification of delays and actions taken; a review of compliance with the Common Approach

#### **Produce a financing plan for additional funding**

- Based on findings from the mid-term review report produce a financing plan for additional funding as per the template that will be provided.

#### **Organize presentation on key findings**

- Organize and make a presentation on key findings of assignment
- Finalize the deliverables incorporating comments received.

### **4. Expected Outputs and Deliverables**

- Work Plan of the assignment
- Individual meetings, focus group discussions; field visits to two selected provinces
- First draft of mid-term review report
- First draft of financing plan
- Presentation on key findings
- Final draft of mid-term review report incorporating comments received
- Final draft of financing plan incorporating comments received.

No	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1	Work plan of the assignment	5 days	27 May 2016	UNDP Technical Specialist/UNDP National Project Advisor
2	Draft mid-term review report Draft financing plan	15 days	17 June 2016	
3	Final mid-term review report Final financing plan	5 days	24 June 2016	
<b>Total number of days</b>		<b>25 days</b>		

## 5. Institutional Arrangements

### Role of the consultant

- Design a methodology and approach to the assignment
- Lead and participate in all individual and group discussions
- Potential list of interviewees will include representatives of forestry sector institutions, consultation group and gender group members, REDD+ development partners, local community representatives and indigenous peoples
- Ensure comments, views and inputs of key stakeholders such as the poor, vulnerable, and Indigenous Peoples, women, youth, and elderly are provided adequate opportunity and means to contribute to the outcomes of the assignment.
- The consultant shall work under and have regular meetings with the Head of the REDD+ Taskforce Secretariat and UNDP technical specialist
- The consultant shall report on/submit the above deliverables to the Head of the REDD+ Taskforce Secretariat as well as to UNDP Cambodia for comments.

### Role of the head of the RTS

- The head of RTS will oversee the assignment and work plans of the consultancy

### Role of UNDP Cambodia

- The Consultant will be supervised by UNDP Technical Specialist/UNDP National Project Advisor
- The UNDP County Office will review deliverables prior to release of payments.

## 6. Duration of the Work

The duration of the work from 23 May 2016 to 30 June 2016 for a total of 25 working days.

## 7. Duty Station

The duty stations for this assignment are Phnom Penh, Cambodia and home country. During the assignment the consultant is required to be in Phnom Penh, Cambodia for a minimum of 75% of the contracted days. Up to two field visits to selected provinces will be required.

## 8. Minimum Qualifications of the Individual Contractor

<b>Education:</b>	<ul style="list-style-type: none"><li>• Master's degree or equivalent in natural resource management, forestry, or a related field</li></ul>
<b>Experience:</b>	<ul style="list-style-type: none"><li>• A minimum of 10 years of relevant experience – natural resource management, climate change, REDD+, environmental policy</li><li>• Prior work experience with REDD+ planning and implementation; sound understanding of REDD+ institutional framework including safeguards, grievance redress and fund mechanism; proven experience of project design, financial planning, monitoring and evaluation; and, familiarity with Theory of Change concepts</li></ul>
<b>Competencies:</b>	<ul style="list-style-type: none"><li>• Outstanding analytical and communication skills</li><li>• Prior experience in Cambodia/Southeast Asia an asset.</li></ul>

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

Technical Evaluation Criteria	Obtainable Score
Master's degree or equivalent in natural resource management, forestry, or a related field	20
A minimum of 10 years of relevant experience in natural resource management, climate change, REDD+, environmental policy	30
Prior work experience with REDD+ planning and implementation; sound understanding of REDD+ institutional framework including safeguards, grievance redress and fund mechanism; proven experience of project design, financial planning, monitoring and evaluation; and, familiarity with Theory of Change concepts	40
Outstanding analytical and communication skills and prior work experience in Cambodia/Southeast Asia	10
Total Obtainable Score:	100

**10. Payment Milestones**

The consultant will be paid on a lump sum basis under the following installments.

No	Outputs/Deliveries	Payment Schedule	Payment Amount %
1	Upon approval of Work Plan	31 May 2016	20
2	Upon submission of first draft of mid-term review report and financial plan	30 June 2016	40
3	Upon satisfactory completion and submission of final mid-term review report and financial plan	29 July 2016	40

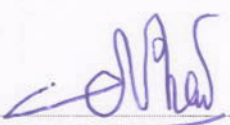
**11. Approval**

Signature:

Name:

Title:

Date:

  
 Nhem Sovanna  
 Nat. Proj. Adv / FCPF  
 18/04/2016