

# Terms of Reference

## National Consultant: Technical support to the development and roll out of a climate risk informed training package for capacity strengthening on climate risk informed WASH programming

**Contract modality:** Consultant contract  or Individual Contractor

**Section:** Water, sanitation, and hygiene (WASH)

**Duty station:** Phnom Penh,  Cambodia, home-based, or hybrid

**Duration:** Week 4 July 2022 to Week 3 November 2022 (54 working days)

### 1. Rationale

WASH services in Cambodia are vulnerable to seasonal variations which are amplified by changes in climate. Rural populations experience a 22-percentage point wet to dry season decrease in those using improved water sources<sup>1</sup>, and the poorest rural households experience a 20-percentage point drop in those using improved water sources, compared to a 11-percentage point drop amongst the richest rural households<sup>2</sup>.

In sanitation, it is estimated that over 25% of the population is affected by challenging environments, living in areas affected by floods, high ground water, and other barriers to effective sanitation and faecal sludge management. Of that population, the majority (62.5%) live in seasonally affected flood prone areas<sup>3</sup>.

WASH services in school have been interrupted by the impact of climate change, affecting children's school attendance and possibly academic performance through the damages of the physical infrastructures and the contamination of water sources during floods, and the reduced quantity of safe drinking water and water for flushing and cleaning purposes during droughts. According to a recent Climate Risk Analysis for Education for Cambodia (2021), among the 10,846 georeferenced schools in Cambodia, 38.5% (4,179) of schools are in the driest areas of Cambodia and 8% (863) of schools are in the current flood risk areas in Cambodia. This means 1,232,000 students are exposed to higher risk of drought and 173,000 students are at risk of floods.

As climate change intensifies the impacts of floods, droughts and rising sea levels will increasingly affect rural WASH infrastructure and the quality and quantity of water supply including those in schools. In this scenario, vulnerable communities will bear the financial burdens of recovering from climate shocks, and school attendance will be interrupted, possibly affecting children's academic performance and access to education.

Cambodia's updated Nationally Determined Contribution (2020) recognizes many of these challenges and identifies several priority adaptation and enabling actions including:

- "Building adaptive and resilient capacity for MRD<sup>4</sup> officers at national and sub-national level for mainstreaming climate change into rural development planning processes and technical design" (NDC, 2020 – enabling action 23 under MRD),
- "Resilient and adaptive rural water supply and sanitation construction" (NDC, 2020 – adaptation action 58 under MRD),
- "Develop resilient infrastructure of school buildings in response to climate change" (NDC, 2020 – adaptation action 29 under MoEYS<sup>5</sup>).

Detailed planning to implement these actions are needed, and the capacity of MRD and MoEYS officials at the national and sub-national level to plan, implement, and mainstream climate resilient WASH programmes is limited. At the same time, national policies, guidelines, and standards for technical design that are responsive to climate risks, are not yet fully developed.

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<sup>1</sup> Cambodia Demographic and Health Survey 2014

<sup>2</sup> UNICEF/WHO Joint Monitoring Programme 2017; Cambodia Country File 2017.

<sup>3</sup> Small-Scale Wastewater Treatment Technologies for Challenging Environments. Bukauskas et. al., 2017.

<sup>4</sup> MRD: Ministry of Rural Development

<sup>5</sup> MoEYS: Ministry of Education, Youth and Sport

These factors have led to UNICEF planning to support the development of a climate risk informed training package and capacity strengthening on climate risk informed WASH programming, which was included in the signed Rolling Workplan (RWP) 2022 - 2023 between UNICEF and MRD under Output 1 focusing on system strengthening<sup>6</sup>.

## 2. Purpose

This consultancy will technically support international experts and entities to development and roll-out a WASH focused climate risk informed training package that will be used as the nationally endorsed capacity development resource and that will also serve as a foundational reference to address capacity gaps and build the adaptive and resilient capacity of critical government officials of MRD and MoEYS officers at the national and sub-national level, in order for those officials to have a better understanding of climate resilient WASH, and to be able to conduct and facilitate climate risk assessments at different administration levels of government (province, district, commune).

## 3. Work Assignment

The work assignment under this consultancy includes the following tasks:

- **Task 1:** Quality assurance on the Khmer version of the training package when it is translated into Khmer by a professional translator. The national consultant will coordinate and facilitate to receive feedback and clearance from the technical departments of MRD and MoEYS on the Khmer version of the training package. The national consultant will finalize the final version of the training package in Khmer, which is technically approved and cleared from MRD and MoEYS, for endorsement from MRD's minister.
- **Task 2:** Provide technical support to the international consultants during the training of trainers (ToT) at the national level – MRD and MoEYS.
- **Task 3:** Provide technical support to the international consultants/entities in the country wide risk analysis, which will be conducted at the national level with WASH and climate stakeholders in the country. The national consultant will facilitate and coordinate the country wide risk analysis workshop.
- **Task 4:** Provide technical support to the trainers from MRD and MoEYS when they deliver the training to the sub-national level (PDRD<sup>7</sup> and PoEYS<sup>8</sup>) in six target provinces (Takeo, Kampong Speu, Svay Rieng, Ratanakiri, Preah Vihear, Kratie).
- **Task 5:** Provide technical support during the training at the provincial level in the development of the provincial WASH climate risk assessment and action plans in the six target provinces including the child-friendly version of provincial WASH climate risk assessment for use by adolescent representatives from two provinces (Kratie and Preah Vihear) in their life-skills programming.
- **Task 6:** Develop 3 knowledge management products:
  - **Task 6.1:** A documentation of the process and lesson learned from the development of the climate risk informed training package and the roll out.
  - **Task 6.2:** A human-interest story featuring the impact of the climate risk informed training on key government officials' knowledge on climate and impact on their climate resilient WASH programmes implementation and planning. The national consultant will travel to one of the six provinces in order to conduct the interview and gather information for writing the human-interest story.
  - **Task 6.3:** A field note on the climate risk informed training and its impact – what participants have done after the training.

To successfully complete the above 6 tasks, the national consultant needs to review and familiarize him/herself with some of the important climate related documents, which will be used as the basis for the development of the climate risk informed training package and in the WASH climate risk assessment and prioritization of climate resilient options for the action plans:

- GWP-UNICEF's Strategic Framework for WASH Climate Resilience ([Link](#))
- UNICEF Guidance Note – How UNICEF Regional and Country Offices can shift to climate resilient WASH programming ([Link](#))

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<sup>6</sup> Activity 1.1.9 in the RWP – 'Develop climate risk informed training package and roll out plan to strengthen the capacity of MRD officers at national and sub-national level in climate resilient water and sanitation programming (linked to NDC AE. 23) including through the development of training materials (translation and localization of climate related global tools and guidelines); and the development and downscaling of hazard (flood and drought) mapping based on climate models'

<sup>7</sup> PDRD: Provincial Department of Rural Development

<sup>8</sup> PoEYS: Provincial Department of Education, Youth and Sport

#### 4. Child Safeguarding

Is this project/assignment considered as "[Elevated Risk Role](#)" from a child safeguarding perspective?

YES  NO

If YES, check all that apply:

- **Direct contact role**  YES  NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

- **Child data role**  YES  NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

#### 5. Qualifications or Specialized Knowledge/Experience Required

##### Qualifications and Experience

- At least a Master's degree - in climate change, environment, climate education or other similar majors including sound knowledge of WASH and climate resilient WASH programming
- At least 5 years' professional experience working in WASH, ideally in climate resilient WASH programming
- Previous experience in delivering or facilitating a similar training

##### Knowledge and Skills

- Excellent skills in documenting and writing in English
- Good facilitation, communication, and presentation skills
- Knowledge of WASH context in Cambodia

##### Competencies

- Ability to deliver timely and high-quality products
- Flexible and patient in supporting and facilitating the development and roll-out of the training package as it involves many stakeholders and requires time to finalize and endorse such an official training document
- Ability to work well with government partners and key stakeholders in the WASH sectors

##### Languages

- Fluency in Khmer and English, including excellent skills in documenting and writing in English

#### 6. Location

The consultant will work in Phnom Penh in his or her own arranged working place. However, the consultant will need to attend the meetings in person at UNICEF and/or at MRD and MoEYS when required. The consultant will spend **14 working days** (including travel time) in two of the six provinces (Takeo, Kampong Speu, Svay Rieng, Ratanakiri, Preah Vihear, Kratie) to support the roll out at the provincial level. The consultant will spend **2 working days** (including travel time) in one of the six provinces to conduct interviews and gather information for writing the human-interest story in Task 6.2. The consultant is responsible for transportation to the field and cost related to the field visit needs to be included in the financial proposal.

#### 7. Duration

The duration of this consultancy will be from **Week 4 July 2022 to Week 3 November 2022 (54 working days)**. The distribution of the number of working days for each deliverable is stated in Section 8 below. A timely submission of all deliverables is highly recommended. Any delays will need to be discussed with the contract supervisor in advance.

A proposed timeline with detailed activities to be conducted under this consultancy can also be found in the table below.

Tasks	Jul-22				Aug-22				Sep-22				Oct-22				Nov-22			
	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4
Inception meeting in person or online with UNICEF WASH team (2 hrs)				X																
Review relevant guidance documents on climate (5 working days including the 2hrs inception meeting)				X																
<b>Task 1:</b> Technical support in the finalization of the training package, through quality assurance of the translation, review and approval from technical departments, endorsement from MRD's minister (5 working days)				X	X	X														
<b>Task 2:</b> Technical support during the training of trainers (ToT) at the national level – MRD and MoEYS (5 working days)							X													
<b>Task 3:</b> Technical support to the international consultants/entities in the country wide risk analysis (5 working days)								X												
<b>Task 4&amp;5:</b> Technical support during the training at the provincial level including support in the development of the provincial WASH climate risk assessment and action plans in the six target provinces including the child-friendly version of provincial WASH climate risk assessment for use by adolescent representatives from two provinces (Kratie and Preah Vihear) in their life-skill programming (14 working days including travel)									X	X										
<b>Task 6:</b> Development of 3 knowledge management products (20 working days)																				
<b>Task 6.1:</b> Documentation of the process and lesson learned from the development of the climate risk informed training package and the roll out in the 6 target provinces (5 working days)											X									
<b>Task 6.2:</b> Development of a human-interest story featuring the impact of the climate risk informed training on key government officials' knowledge on climate and impact on their climate resilient WASH programme implementation and planning												X								

(5 working days including 2 days travel)																				
<b>Task 6.3:</b> Development of a field note on the climate risk informed training and its impact – what participants have done after the training (10 working days)														X	X	X	X	X	X	X

## 8. Deliverables

The deliverables under this consultancy are listed in the table below.

Deliverables and descriptions	Estimated number of working days	Due date
Deliverable # 1. Completion of Task 1 (except the endorsement from MRD’s minister). The product for Deliverable # 1 is the approved Khmer version of the training package – technically approved by the technical departments of MRD and MoEYS and cleared from UNICEF Cambodia Country Office.	10 days (including inception meeting, desk review)	Aug 2022 – week 2
Deliverable # 2. Completion of Task 2. The product for Deliverable # 2 is the completion of the training of trainers at the national level with submission of a concise meeting minutes.	5 days	Aug 2022 – week 3
Deliverable # 3. Completion of Task 3. The product for Deliverable # 3 is the completion of the country wide risk analysis with submission of a concise meeting minutes.	5 days	Aug 2022 – week 4
Deliverable # 4&5. Completion of Task 4&5. The product for Deliverable # 4&5 is the completion of the training at the provincial level, six provincial WASH climate risk assessment and action plan for the six-target province, and 2 child-friendly WASH climate risk assessment and action plan for the two provinces where the adolescent representatives are invited from.	14 days (including travel time)	Sep 2022 – week 2
Deliverable # 6.1. A documentation of the process and lesson learned from the development of the climate risk informed training package and the roll out in the 6 target provinces	5 working days	Sep 2022 – week 3
Deliverable # 6.2. A human-interest story featuring the impact of the climate risk informed training on key government officials’ knowledge on climate and impact on their climate resilient WASH programmes implementation and planning	5 working days (including travel time)	Sep 2022 – week 4
Deliverable # 6.3. A field note on the climate risk informed training and its impact – what participants have done after the training	10 working days	Nov 2022 – week 3
Total number of working days	54 days	

## 9. Reporting Requirements

- The final version of the training package in Khmer that is approved from the technical departments of MRD and MoEYS and cleared from UNICEF Cambodia Country Office
- A concise meeting minutes from the country wide risk analysis
- A concise meeting minutes from the training of trainers at the national level
- Six provincial WASH climate risk assessment and action plan for the six-target province
- Two child-friendly WASH climate risk assessment and action plan for the two provinces where the adolescent representatives are invited from
- A documentation of the process and lesson learned from the development of the climate risk informed training package and the roll out in the 6 target provinces
- A human-interest story featuring the impact of the climate risk informed training on key government officials’ knowledge on climate and impact on their climate resilient WASH programmes implementation and planning (Min. 2 pages)
- A field note on the climate risk informed training and its impact – what participants have done after the training (Min. 3 pages)

## 10. Payment Schedule linked to deliverables

Payment terms are linked to the deliverables specified under Section 8 with details as below:

- 10% of the contractual amount upon satisfactory completion of deliverable 1
- 5% of the contractual amount upon satisfactory completion of deliverable 2
- 5% of the contractual amount upon satisfactory completion of deliverable 3
- 30% of the contractual amount upon satisfactory completion of deliverable 4&5
- 15% of the contractual amount upon satisfactory completion of deliverable 6.1
- 15% of the contractual amount upon satisfactory completion of deliverable 6.2
- 20% of the contractual amount upon satisfactory completion of deliverable 6.3

*\* The fees shall be calculated based on the days estimated to complete the assignment in the Terms of Reference and shall be considered the maximum compensation as part of a lump sum contract and agreed on a work plan for submission of deliverables. No additional fees shall be paid to complete the assignment. Payment will be made upon delivery of all final products and full and satisfactory completion of the assignment.*

## 11. Administrative Issues

The Consultant will be paid according to the financial proposal submitted and approved by UNICEF Cambodia. Consultant shall be responsible for undertaking suitable insurance for the contract period and taxes on this contract, as necessary. The consultant is expected to in-country travel to two of the six target provinces for **a maximum of 16 days** linked with **deliverable # 1 and # 6.2**. The consultant shall include the cost of in-country travel in the financial proposal.

## 12. Contract supervisor

The consultant will work under the supervision of Ms. Sovath Ngin, WASH Officer, who will be responsible for final review of all deliverables and certify payments to the Consultant.

### 13. Nature of 'Penalty Clause' to be Stipulated in Contract

Unsatisfactory performance: In case of unsatisfactory performance the contract will be terminated by notification letter sent five (5) business days prior to the termination date in the case of contracts for a total period of less than two (2) months, and ten (10) business days prior to the termination date in the case of contracts for a longer period.

Performance indicators: Consultants' performance will be evaluated against the following criteria: timeliness and quality of deliverables submitted.

### 14. Submission of applications

Interested candidates are kindly requested to apply in [\[link\]](#) and upload the following documents:

- Letter of Interest (cover letter)
- CV or Resume
- References of similar consultancy assignments
- Financial proposal: All-inclusive lump-sum cost including:
  - Consultancy daily/monthly fee
  - In-country travel for 16 days, per-diem to cover lodging, meals and any other cost associated to the full assignment
  - Medical insurance (health and accidental death, medical evacuation) for the entire duration of the contract.

### 15. Assessment Criteria

A two-stage procedure shall be utilised in evaluating proposals, where the evaluation of the technical proposal will be completed prior to any price proposal being reviewed and compared.

The Cumulative Analysis Method (weight combined score method) will be used for evaluation and selection in this process. The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.

- a) Technical Qualification (max. 100 points): weight 70 %
  - Degree in climate change, environment, climate education or other similar major including sound knowledge of WASH and climate resilient WASH programming (30 points)
  - Professional experience working in WASH, ideally in climate resilient WASH programming (35 points)
  - Previous experience in delivering or facilitating a similar training (35 points)
- b) Financial Proposal (max. 100 points): weight 30 %. The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technical qualified candidates who have attained a minimum 70 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.