

United Nations Children's Fund

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

National Consultancy: National Project Coordinator – GCF multi-country proposal	Funding Code: N/A	Type of engagement Individual Consultant	Duty Station: Phnom Penh, Cambodia
<p>Purpose of Activity/Assignment:</p> <p>This is a national consultancy for a National Project Coordinator to facilitate and coordinate the appraisal/preparation phase of the “Mainstreaming Climate-Smart Social Services in the East Asia Pacific Region” (The Programme).</p>			
<p>Scope of Work:</p> <p>UNICEF East Asia Pacific Regional Office (EAPRO), in partnership with the Australian Committee for UNICEF, is developing a Regional Programme “Mainstreaming Climate-Smart Social Services in the East Asia Pacific Region” for 14 countries in the region to be co-financed by the Green Climate Fund (GCF). The Programme aims at financing climate-smart social services as a new asset class in climate finance in line with the Intergovernmental Panel on Climate Change’s Shared Socio-Economic Pathways.</p> <p>A Concept Note is being elaborated and program preparation is expected to start in November 2023. UNICEF Regional Office for East Asia and the Pacific is recruiting an international consulting firm to develop the Programme Proposal.</p> <p>With this background, UNICEF Cambodia is recruiting a National Project Coordinator to ensure an effective liaison and coordination between the National Designated Authority (NDA) – Ministry of Environment, the designated line ministries and government agencies, the UNICEF country office, and the international consulting firm deployed by the UNICEF Regional Office.</p> <p>The following tasks are expected to be performed during this assignment:</p> <ul style="list-style-type: none"> ▪ Act as the primary point of contact between the NDA / MoE, the government agencies, key sector stakeholders, UNICEF country office, and the international consulting firm. This requires attending in-person and virtual meetings with the NDA, UNICEF, and other stakeholders. ▪ Facilitate, organize, and coordinate relevant meetings, discussions, and workshops among all parties, ensuring that programme preparation objectives are met, and consensus is reached. Produce proceedings and memos accordingly. ▪ Manage the collection, analysis, and sharing of relevant data, information, and documents among stakeholders. ▪ Develop and maintain a database on a spreadsheet of project documents, reports, and correspondences. ▪ Maintain continuous communication with all stakeholders -including youth and children at critical steps, representatives from communities, women’s groups, and organizations of persons with disabilities - to ensure coherence and avoid discrepancies during the project preparation processes. Address queries, concerns, and feedback from stakeholders promptly and effectively. ▪ Monitor the progress of the Programme preparation against the planned milestones and deliverables. ▪ Prepare monthly reports on the Programme’s preparation progress, highlighting challenges and proposing solutions to the UNICEF country office and the NDA. ▪ Prepare a back-to-office report (2 pages) after any field mission. ▪ Ensure the timely submission of all deliverables by the international consulting firm to the UNICEF country office and to the NDA. ▪ Ensure the confidentiality and security of all project-related information. ▪ Financial Management: Assist in managing the project preparation budget in coordination with UNICEF country office; Monitor expenditures and ensure adherence to the allocated budget; and prepare financial reports as part of the monthly report and facilitate financial audits as required. ▪ The consultant will also be responsible to ensure skills transfers and provide technical support to the NDA/MoE by: <ul style="list-style-type: none"> ○ Providing strategic support to the NDA/MoE in managing and implementing Climate-Smart Social Services initiatives. ○ Facilitating knowledge transfer and skill development among the NDA’s staff involved in the Programme. 			

- Ensuring that all outputs and deliverables meet the quality standards and requirements set by UNICEF country office.
- Reviewing and verifying the international consulting firm’s submissions for accuracy, completeness, and compliance with the terms of reference and the requirements of the NDA and the UNICEF country office, as agreed.
- Any other tasks as instructed by the UNICEF Country Office.

The nature of this assignment calls for production of monthly reports (to be linked to monthly payments) and a final report including last month report and lessons learnt (to be linked to final payment).

The Consultant shall be mostly based at MoE / Department of Climate Change Offices.

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):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Roster Single Source Selection: <input type="checkbox"/> (Emergency - Director's approval)		Request for: Individual Contract
Supervisor: Michele Paba, Chief of WASH, Climate & Environment of UNICEF Cambodia Office	Start Date: 15 November 2023	End Date: 15 May 2024

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget
Monthly progress report 1	Monthly progress report 1 summarizing key actions, processes and events related to the project preparation process. The report must contain, as annex, minutes and memos produced during the month as well as records of administrative processes performed as per ToR	15 Dec 2023	15%
Monthly progress report 2	Monthly progress report 2 summarizing key actions, processes and events related to the project preparation process. The report must contain, as annex, minutes and memos produced during the month as well as records of administrative processes performed as per ToR	15 Jan 2023	15%
Monthly progress report 3	Monthly progress report 3 summarizing key actions, processes and events related to the project preparation process. The report must contain, as annex, minutes and memos produced during the month as well as records of administrative processes performed as per ToR	15 Feb 2024	15%
Monthly progress report 4	Monthly progress report 4 summarizing key actions, processes and events related to the project preparation process. The report must contain, as annex, minutes and memos produced during the month as well as records of administrative processes performed as per ToR	15 March 2024	15%
Monthly progress report 5	Monthly progress report 5 summarizing key actions, processes and events related to the project preparation process. The report must contain, as annex, minutes and memos produced during the month as well as records of administrative processes performed as per ToR	15 April 2024	15%
Monthly progress report 6	Monthly progress report 6 – final - summarizing key actions, processes and events related to the project preparation process. The report must contain, as annex, minutes and memos produced during the	15 May 2024	25%

	month as well as records of administrative processes performed as per ToR		
<p>Minimum Qualifications required*: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines</p> <ul style="list-style-type: none"> ▪ An advanced degree in Climate Studies, Environmental Science, Social Sciences, Project Management, or related fields. ▪ At least 7 years of experience in climate change programme development and implementation, with a focus on developing countries and working with multi-stakeholder groups. ▪ Proven experience in working with national and local government and in liaising with government bodies, financiers, and consulting firms. ▪ Previous work experience with international development organizations is an advantage. 		<p>Knowledge/Expertise/Skills required *:</p> <ul style="list-style-type: none"> ▪ Demonstrated experience in facilitating participatory processes and stakeholder consultations ▪ Proven experience working in (one or more) social sectors (WASH, Education, Nutrition, Health, etc) ▪ Experience in monitoring and evaluation, including the development of M&E frameworks and indicators ▪ Excellent analytical and report writing skills ▪ Strong communication and interpersonal skills ▪ Fluent in English and Khmer, both written and spoken. 	
<p>Evaluation Criteria (This will be used for the <u>Selection Report</u> (for clarification see <u>Guidance</u>))</p> <p>A) Technical Evaluation (100 Points) - 70%</p> <ul style="list-style-type: none"> ▪ Relevant education background (30 points) ▪ Relevant work experience (70 points) <p>B) Financial Proposal (100 Points) - 30%</p> <p>The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those qualified candidates who have attained a minimum of 65 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.</p> <p>The Contract shall be awarded to the candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview when needed.</p>			
<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p><input type="checkbox"/> Home Based <input type="checkbox"/> Office Based <input checked="" type="checkbox"/> Based at Ministry of Environment</p>		<p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p>	

¹ Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

Text to be added to all TORs:

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual

Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations, or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.