**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

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| **International Consultancy:**  Development of Cambodia’s Climate Change Strategic Plan 2024-2033 | **Funding Code:**  N/A | **Type of engagement**  Individual Consultant | **Duty Station:**  Phnom Penh, Cambodia |
| **Purpose of Activity/Assignment:**  The purpose of this consultancy is to support Ministry of Environment in developing the new Cambodia’s Climate Change Strategic Plan 2024-2033 (CCCSP 2024-2033), which aims to address gaps identified in the approach towards the country’s Nationally Determined Contribution (NDC) and Long-Term Strategy for Carbon Neutrality (LTS4CN) targets and give specific attention to emerging climate themes and to the most vulnerable, marginalized and at risk-population, especially children and women. | | | |
| **Scope of Work:**  The consultant is expected to carry out the following tasks (in coordination with national consultants and international consultants who are supporting Ministry of Environment in this process of developing the new CCCSP):  **Task 1: Desk review, initial consultations with partners, and develop an outline of the new CCCSP**  **(7 days)**  **Description of Task 1:** Desk review of major national climate documents, discuss with partners on the direction of the new CCCSP, analyze sectoral needs and gaps in reaching their climate goals, and organize an inception workshop to discuss the outline of the new CCCSP.   * Desk review of findings/analysis of key national climate documents including current CCCSP, NDC, LTS4CN, NSDP that existing national and international consultants have already conducted for the preparation of the new CCCSP 2024-2033 * Develop a work plan for this assignment in consultation with the Department of Climate Change and the Cambodia Climate Change Alliance Phase III (CCCA3) team * Analyze sectoral needs and gaps in consultations with key stakeholders in the sectors, and assess the barriers and national capacity to achieve Cambodia’s climate commitments * Develop the outline of the new CCCSP in consultation with the Department of Climate Change * Support MoE in organizing an inception workshop to discuss the outline of the new CCCSP with all line ministries. The purpose of the workshop is to consult with all line ministries the outline of the CCCSP and what the new CCCSP need to consist of for their sector in order to deliver their sectoral targets   **Task 2: Review financing sources, technology development and transfer (10 days)**  **Description of Task 2:** Analysis of financial, technical development and transfer needs (domestic and international) for reaching the national climate targets, and identification of potential sources for financial support on identified pathways.   * Analysis of sectoral financial and technical development and transfer needs, addressing any gaps / overlaps in consultations with sectors, and * Drafting of the financial and technology needs plan chapter to be included into the CCCSP.   **Task 3: Analyse climate resilience building and GHG mitigation potential, mainstream cross-cutting themes (10 days)**  **Description of Task 3:** Ensure the alignment of the CCCSP with the national sustainable development goals and poverty eradication. Analysis of entry points for resilience building potential, emerging climate trends (just transition), GHG mitigation and how to mainstream cross-cutting themes focusing on most vulnerable, marginalized and at risk-population, especially children and women.   * Analyse resilience building potential through the CCCSP, identification of the entry points for mainstreaming cross-cutting themes, and * Facilitate the development of a chapter of resilience building and mainstreaming of the cross-cutting themes.   **Task 4: Drafting of the new CCCSP 2024-2033 document (25 days)**  **Description of Task 4:** Develop the first draft of the new CCCSP 2024-2033, validation of the content of the CCCSP, development of a final draft CCCSP document with inclusion of proposed sectoral and financial frameworks.   * Facilitate the organization of a validation workshop to consult with line ministries on the content of the CCCSP and develop a draft report of the workshop based on the inputs provided by stakeholders * Refine the CCCSP 2024-2033 based on the inputs received from the workshop and circulate with key stakeholders for final comments and feedback * Produce a final draft of the CCCSP 2024-2033 for final review and approval by the NCSD/DCC. | | | |
| **Child Safeguarding**  Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” 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](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf) | | | |

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| **Consultant sourcing:**  National  International  Both  **Competitive Selection:**  Advertisement  Roster  **Single Source Selection:**  (Emergency - Director’s approval) | | **Request for:**  Individual Contract |
| **Supervisor:** | **Start Date:** | **End Date:** |
| Michele Paba, Chief of WASH, Climate & Environment of UNICEF Cambodia Office | 01 September 2023 | 30 April 2024 |

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| Work Assignments Overview | Deliverables/Outputs | | Delivery deadline | Estimated Budget |
| Task 1 (7 days): Desk review, initial consultations with partners, and develop an outline of the new CCCSP | **Deliverable 1:**   * A detailed work plan for this assignment submitted * Assessment of sectoral needs and gaps, barriers, and national capacity to achieve Cambodia’s climate commitments drafted. * The outline of the new CCCSP drafted * Materials for the inception workshop and a short workshop report highlighting the inputs and feedback from participants on the outline and contents to be included in the new CCCSP developed and organized. | | Mid Oct 2023 | 10% |
| Task 2 (10 days): Review financing sources, technology development and transfer | **Deliverable 2:** Sectoral outline plan, financial and technology needs plan chapter drafted. | | Mid Nov 2023 | 25% |
| Task 3 (10 days): Analyse climate resilience building and GHG mitigation potential, mainstream cross-cutting themes | **Deliverable 3:** Resilience building, GHG mitigation and mainstreaming of the cross-cutting themes chapter drafted. | | Mid Dec 2023 | 25% |
| Task 4 (25 days): Drafting of the new CCCSP 2024-2033 document | **Deliverable 4:**   * Validation workshop materials * A draft version of the CCCSP * A final version of the CCCSP submitted. | | 30 Apr  2024 | 40% |
| **Minimum Qualifications required\*:** | | **Knowledge/Expertise/Skills required \*:** | | |
| Bachelors  Masters  PhD  Other  Enter Disciplines   * Advanced degree in environmental science, climate change, or a related field * At least 10 years of experience in climate change policy development and implementation, with a focus on developing countries and working with multi-stakeholder groups. * Proven experience in working with national and local government * Previous work experience with international development organizations is an advantage | | * Demonstrated experience in facilitating participatory processes and stakeholder consultations * 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, both written and spoken. Knowledge of Khmer is an asset. | | |
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| **Evaluation Criteria (This will be used for the** [**Selection Report**](https://unicef.sharepoint.com/:x:/r/sites/DHR/_layouts/15/Doc.aspx?sourcedoc=%7B86E327DF-70C8-4D8F-AC97-D7616AC383E4%7D&file=Selection%20Report%20Template.xlsx&action=default&mobileredirect=true) **(for clarification see** [**Guidance)**](https://unicef.sharepoint.com/:w:/r/sites/DHR/_layouts/15/Doc.aspx?sourcedoc=%7BB3E3517A-8BBF-4368-90FE-7DBCD31544EA%7D&file=Guidance%20on%20Completing%20the%20Selection%20Matrix%20for%20Consultants%20and%20Individual%20Contractors.docx&action=default&mobileredirect=true)  A) Technical Evaluation (100 Points) - 70%   * Relevant education background (30 points) * Relevant work experience (70 points)   B) Financial Proposal (100 Points) - 30%. Please refer to the financial proposal template attached.  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.  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. | | | | |
| **Administrative details:**  Visa assistance required:  Home Based  Office Based  Based at Ministry of Environment | | **If office based,** seating arrangement identified:  IT and Communication equipment required:  Internet access required: | | |

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.