

## **Terms of Reference Individual Consultant**

### **1. Assignment Information**

<b>Assignment Title:</b>	National Consultant: Support the development of project implementation plan for the Initial Biennial Transparency Report (BTR1)
<b>Project Title:</b>	Cambodia-Enabling Activities for the Preparation of Initial Biennial Transparency Report (BTR1) to the United Nations Framework Convention on Climate Change (UNFCCC)
<b>Contract Type:</b>	Individual Consultant
<b>Duty Station</b>	Home base or the Department of Climate Change
<b>Report to</b>	The Project Manager
<b>Contract Duration:</b>	50 days (August to November 2022)

### **2. Background**

Cambodia's development focus is on poverty reduction and stable economic growth as part of the drive to become an upper-middle-income nation by 2030, as enshrined in the National Strategic Development Plan (NSDP). Cambodia is highly vulnerable to the effects of climate change. At the same time, Cambodia's total greenhouse gas (GHG) emissions are increasing as the country develops. In response to this, Cambodia has made remarkable progress in climate change policy, especially in mainstreaming climate change into national and sub-national planning. The country has also developed and continues to implement the Cambodia Climate Change Strategic Plan 2014 – 2023 (CCCSP) (2013); Cambodia submitted her First Nationally Determined Contribution (NDC) in 2015 and updated it in 2020; Cambodia's first Biennial Update Report (BUR) was also completed in 2020, the Third National Communication (TNC) work is finalized and the National Framework for Monitoring and Evaluation of climate change response was also developed.

In addition, Cambodia recently published an updated Nationally Determined Contribution, and its Long-Term Strategy for Carbon Neutrality (LTS4CN) with targets for climate change action until 2030 and 2050, respectively.

Cambodia is currently undertaking a project to support the preparation of its initial Biennial Transparency Report (BTR1). Therefore, there is a need to engage a National Consultant to develop a detailed work plan and a concrete implementation plan for the future development of Cambodia's BTR1.

### **3. The Overall Objective of the Assignment**

The overall role of the National Consultant is to provide independent guidance for the stocktaking and stakeholder consultations. The specific aims of the National Consultant are

to identify relevant individuals and institutions and to develop and organize the stocktaking and consultation exercise, such as through a well-planned and focussed workshop. The National Consultant would also prepare a summary report with findings from the exercise that can be used to prepare the BTR implementation plan and associated activities.

#### 4. Scope of Work

The National Consultant has the following roles and responsibilities:

- a. Identify relevant existing and new stakeholders and activities in the climate change and development context;
- b. Develop a work plan for the consultations, including, for example, type of consultations required, working groups, presentations and resource persons required, sources and provision of information, timeline, and budget;
- c. Review the stakeholder analysis, identify gaps in stakeholder coverage and recommend further approaches that should be made to individuals and organizations to fill those gaps;
- d. Draft a report on stocktaking exercises and stakeholder consultations to be approved by the project manager;
- e. Draft a project implementation plan to be approved by the project manager; and
- f. Organize a consultative workshop to obtain inputs from relevant stakeholders to improve and validate the project implementation plan.

#### 5. Minimum Qualifications

<b>Education</b>	<ul style="list-style-type: none"> <li>- Minimum MSc degree/Ph.D. in climate change, social sciences, development studies, natural resource management, environment, or related field demonstrably relevant to the position.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>- At least 5 years of experience in climate change-related work;</li> <li>- Proven experience in providing technical support in strategic climate change planning, sustainable development, and green development.</li> <li>- Proven experience in establishing and maintaining working relations with government officials in the relevant sectors and associated government institutions; and</li> <li>- Experience in working with the UNFCCC mechanisms (NC, NDC/LTS4CN/BUR, etc.) and knowledge of UNFCCC guidelines, climate policy, and governance frameworks is required;</li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>- Strong analytical, facilitation, and planning skills.</li> <li>- Excellent written and oral communication skills.</li> </ul>
<b>Language</b>	<ul style="list-style-type: none"> <li>- Excellent command of English (both spoken and written); and</li> <li>- Excellent command of Khmer.</li> </ul>

## 6. Expected Deliverables and Outputs

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

No.	Deliverables/Outputs	Duration	Due Dates	Review and Approvals Required
1	<b>Deliverable 1. Inception report,</b> including methodology and detailed work plan for the assignment	5 days	31 <sup>st</sup> August 2022	The Project Manager
2	<b>Deliverable 2. Finalization of a Draft Report</b> The draft report includes stocktaking exercises and stakeholder consultations	25 days	14 <sup>th</sup> October 2022	The Project Manager
3	<b>Deliverable 3. Finalization of the Project Implementation Plan</b> A full draft of the implementation plan report after receiving inputs from the consultative workshop.	20 days	30 <sup>th</sup> November 2022	The Project Manager
<b>Total # of Days:</b>		<b>50 days</b>		