



Cambodia Climate Change Alliance (CCCA) – Phase 3

CAMBODIA CLIMATE CHANGE ALLIANCE
 Implemented by:  Funded by:  **ស៊ីអិមអិច**
Sverige

TERMS OF REFERENCE (TOR)

I. Assignment Information	
Job Title:	Short term consultant to strengthen climate change knowledge-management systems
Contract Type:	Short term consultancy
Classified Level:	
Reports to:	Programme Manager
Duty Station:	Phnom Penh, Cambodia
Duration of Assignment:	25 working days

II. Project description
<p><u>About CCCA</u></p> <p>The Cambodia Climate Change Alliance (CCCA) is a joint initiative of the Royal Government of Cambodia and development partners to address climate change in Cambodia. It provides a unified engagement point to pool resources for the mainstreaming of climate change in national and sub-national policies and programmes.</p> <p>The CCCA has been active since 2010, with significant results including the development of the Cambodia Climate Change Strategic Plan 2014-2023 (CCCSP) and corresponding strategic plans and actions plans in fourteen priority ministries and agencies, the successful operation of a grant facility (42 Government and NGO projects supported in key areas of the climate change response), and increased visibility and understanding of climate change, both within Government and in society at large.</p> <p>The third phase of the Cambodia Climate Change Alliance programme (2019-2024) builds on these initial achievements and aims to support the scaling-up of the climate change response at national level and in priority sectors by focusing on three main drivers of change:</p>

- i. Ensuring that locally relevant, reliable information on climate change is generated and available to key stakeholders;
- ii. Developing and implementing tools for the effective mainstreaming of climate change in the policies, programmes and budgets of priority sectors (rural development, public works and transport, education, energy and environment);
- iii. Strengthening capacities for the mobilization, coordination and tracking of public and private climate change finance.

The CCCA is closely aligned with the national institutions in charge of climate change. It is implemented by the Department of Climate Change (DCC), within the General Secretariat of the National Council for Sustainable Development (NCSDD), an inter-ministerial body bringing together the representatives of thirty-six ministries and agencies, and twenty-five provincial governors.

The CCCA engages a broad range of stakeholders in line with their respective roles in the climate change response, and promotes innovative partnerships between government, civil society, academia and the private sector. It also works constantly on improving information and knowledge availability on climate change and ensures that the information is reliable and updated.

Rational

Climate change has become one of the greatest global concerns and Cambodia is among the countries most vulnerable to its impacts. It has been identified as an area where building technical and institutional capacities still require improvement in order to enable an effective climate change response.

The Royal Government of Cambodia has mainstreamed climate change in its key strategic national documents, such as the Government's Fourth Rectangular Strategy, the National Strategic Development Plan (NSDP), Cambodia Sustainable Development Goals (CSDGs), and the Cambodia Climate Change Strategic Plan (CCCSP) for 2014-2023, underlining the importance of building human technical, institutional, and technological capacities as a major development issue for Cambodia. Availability of relevant climate data and information management systems, tools and technologies for a low carbon resilient development remains a key constraint to the evidence-based policy making and to the work of practitioners involved in the implementation of Cambodia's climate change response.

The CCCA acknowledges the importance of enhancing climate change knowledge and information management as one of the focus areas of the CCCA phase III, ensuring that locally relevant and reliable information on climate change is generated and available for the key stakeholders.

During the phase II of CCCA, the programme enhanced the data availability by providing support to the DCC in the development of a web-based climate change knowledge and information management system (<https://ncsd.moe.gov.kh/>) which was launched in June 2019 to provide background information on programmes, projects, adaptation and mitigation activities, progress updates, and publish reports under the NCSDD and DCC's mandates. On the NCSDD's website, a data portal has been created that intends to bridge the knowledge gaps by displaying publicly available and quality assured data in different areas of climate change as they become available

by starting with a small number of datasets covering vulnerability assessments, GHG inventory results, a list of mitigation projects and analysis of institutional readiness and climate finance.

Despite the progress made, a review conducted by the DCC in the beginning of 2020 indicated that the policymakers working at the sectoral and sub-national levels often lack the information and knowledge about climate change related issues that they need to effectively conduct their work. In summary, the available data needs to be expanded to cover a wide range of important climate change aspects for the benefit of developing adaptation and mitigation measures, monitor and evaluate, GHG emissions reduction and the implementation of the key climate change commitment such as the Cambodia's NDC update. The integration of climate change related information and data from the line ministries into the NCSD's website is a priority.

To enhance the knowledge and information management aspects of the work, CCCA is seeking a consultant with a solid experience in research, database management and GIS to formulate recommendations to strengthen information management through the NCSD's website, as well as enhance its current data portal available. The DCC has already developed a conceptual knowledge management (KM) framework for the climate change response in Cambodia and guidelines on the functional and non-functional requirements for the knowledge portal which will support accomplishment of this assignment.

III. Objective of the assignment

The main objective of this assignment is to formulate recommendations and specifications to upgrade the existing website and the knowledge portal, including GIS solutions to improve climate change information management in Cambodia.

The functions and expected outputs of the consultant are as follows:

- I. Develop a work plan and methodology;
- II. Collect, review and synthesize available climate change datasets;
- III. Propose an approach to integrate identified datasets in the data portal and from different sources to develop climate change GIS portal, including recommendations to improve user-friendliness and its functionality;
- IV. Provide specifications to upgrade data portal user-friendliness and develop web-GIS portal functionality in the NCSD website.

IV. Scope of work and tasks and responsibilities of the consulting firm

The consultant will work closely with the DCC to carry out the assigned tasks. Also, she/he will work with the CCCA team for any technical guidance.

The consultant will be responsible for the effective delivery of the following tasks:

Develop a work plan and methodologies:

- Consult with the DCC/CCCA to get a deep understanding of the needs and requirements related to the data;

- Review the existing data portal and website and analyze identified gaps; and
- Prepare a work plan including a methodology and a schedule for the work.

Collect, review and synthesize relevant climate change datasets for Cambodia:

- Determine which types of datasets and information are important for climate change adaptation and mitigation practitioners in Cambodia;
- Through consultations with key government and non-government stakeholders, identify and classify relevant datasets and information (accessible either through institutions in-country or with online access).

Propose an approach to integrate identified datasets in the data portal and from different sources to develop climate change GIS portal, including recommendations to improve user-friendliness and its functionality:

- Suggest specific tools for displaying or visualizing the climate change data/information, including the needs assessment for developing a web-GIS platform and upgrading the existing the NCSD's data portal.
- The proposed datasets should include but not be limited to the following elements:
 - GIS data portal for available climate change historical data and projections (temperature, precipitation, wind flow pattern, extreme weather events), with disaggregation by communes, districts, provinces and various zones in Cambodia;
 - Dataset and user-friendly visualization tools for data of the three climate change Knowledge, Attitudes and Practices (KAP) studies, conducted every 5 years. If possible, a GIS map to show the results at the provincial level and geographical zones could be developed. The system developed should allow updates when the reports are available; and
 - Dataset on the health vulnerability index developed by Ministry of Health, and GIS/mapping tool disaggregated to the sub-national level. Dataset on the forest cover developed by the Ministry of Environment and also other relevant datasets required after the needs assessment conducted.

Provide specifications to upgrade data portal user-friendliness and develop web-GIS portal functionality in the NCSD's website.

- In consultation with key stakeholders, review proposed upgrades to the website and formulate recommendations on any additional upgrades;
- Upgrading the user friendliness of NCSD's data portal and integrate the existing climate change mappings into GIS portal;
- Assess existing capacities in DCC and CCCA and incorporate the results of this assessment in the design of the proposed upgrades (choice of technology, hosting arrangements etc.), to ensure that the system can be run by DCC/CCCA with minimal external support. Formulate recommendations on additional training required for DCC/CCCA staff; and

- Following consultations with DCC, provide detailed specifications for the approved upgrades and support drafting of TORs for implementation of these changes by an IT firm, and for any required training / capacity development interventions.

V. Key Deliverables

The deliverables part of this assignment is described in the table below. Those will be reviewed by the CCCA technical team, the knowledge management office of DCC, director of DCC and NCS management.

Deliverables	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Deliverable 1. An initial report including a work plan and a methodology	5 days	October 2022	UNDP CCCA CC Technical Specialist
Deliverable 2. An assessment of available climate change datasets and a proposed approach to integrate these datasets in the data portal, including GIS functionality.	15 Days	October 2022	UNDP CCCA CC Technical Specialist
Deliverable 3. Detailed specifications and TORs for implementation of the approved upgrades, and any required training / capacity development interventions	5 Days	October 2022	UNDP CCCA CC Technical Specialist
Total estimated number of days:	25 Days		

VI. Duration

October 2022

VII. Duty Station

The consultant can work from home and/or work in the Ministry of Environment, Phnom Penh, Cambodia. Consultations with stakeholders in Phnom Penh will be required.

VIII. Management arrangement
The consultant will work closely with the teams of the DCC and CCCA and under the direct supervision of the Knowledge Management Officer and the International Climate Change Policy Specialist of the CCCA.
IX. Minimum Qualifications of the Consultant/firm
<ul style="list-style-type: none"> • Minimum Master’s degree in Climate Change, Environmental Management, Knowledge Management, Natural Resource Management or another relevant field; • At least ten (10) years of experience in information systems and data management (including GIS systems) in the context of climate change, environmental, natural resource management or other development programmes, at the national and international levels. This should include a proven track record in research, business intelligence, user experience and creating, consolidating and managing large datasets from different sources; • Proven experience in working with governmental institutions in establishing or managing data portals, delivering capacity development support and interacting with data producers and users. Experience in Cambodia or in the region preferred; • Knowledge about the technical aspects of geographical data management and utilization. Proven experience in applying GIS technology and proficiency with GIS software (ArcGIS and Quntum GIS). Experience in overseeing the production of GIS products; • Excellent interpersonal skills.
X. Language Requirements
<ul style="list-style-type: none"> • Excellent written and oral communication skills in English and Khmer

Applicants shall submit a cover letter, CV and 1-2 samples of similar work (link to website/data portal or report)