



“Increasing climate resilience through small-scale infrastructure investments and enhancing adaptive capacity of vulnerable communities in Kampot and Koh Kong Provinces in Cambodia”

I. Position Information

Position	National Team Leader
Post Level	National Consultant
Report to	National Project Manager
Contract Type	Individual Contractor (IC)
Duty Station	Phnom Penh, Cambodia
Expected Place of Travel	Kampot and Koh Kong Provinces, Cambodia
Assignment Duration	One year with possibility of extension

II. Project Description

The National Council for Sustainable Development (NCS), Ministry of Environment (MoE), Cambodia and the United Nations Human Settlements Programme (UN-Habitat) have been successful in securing funding from the Adaptation Fund to implementing a four-year climate change project in the two coastal provinces of Cambodia, “Increasing climate resilience through small-scale infrastructure investments and enhancing adaptive capacity of vulnerable communities in Kampot and Koh Kong Provinces in Cambodia.”

The overall objective of the project is to support climate resilient and adaptive development and increase the capacity for climate variability/change adaptation of target communities living in Kampot and Koh Kong Provinces. This objective will be achieved through the following specific objectives:

- To implement concrete adaptation actions that support climate resilient infrastructure in Kampot and Koh Kong Provinces to adapt to current impacts of climate change, in particular, extreme hydro-meteorological events.
- To reduce the impacts of coastal climate hazards by recovering coastal ecosystems (Ecosystem-Based Adaptation) and minimizing related socioeconomic impacts on communities.
- To enhance institutional capacity at the provincial and local level, relevant Government entities, and communities for decision-making and management of the implementation of adaptation measures/actions to address climate change and variability in Kampot and Koh Kong Provinces.

The project is structured around the following three components:

Component 1: Increasing coping capacity by promoting climate-resilient small-scale infrastructure;

Component 2: Adapting to current impacts of climate change through recovery of coastal ecosystems, and livelihood improvement and diversification, and

Component 3: Building capacity and knowledge sharing to reduce vulnerability to climate change.

III. Functions / Key Results Expected

The project is seeking a qualified National Team Leader (NTL) to lead the execution of the local project activities and deliverables interventions in Cambodia under the guidance of the National Project Manager and National Project Director. This includes the daily responsibility to manage, coordinate and supervise the implementation of the project and the delivery of results in accordance with the project document and agreed work plans. Furthermore, the NTL will work closely with national and local authorities, National Project Managers of baseline initiatives as well as NGOs, to manage effectively the project at local level. The NTL will report to the National Project Manager appointed by MoE on administrative, management and technical matters. The NTL will also report to National Project Manager (NPM) and technical consult with UN-Habitat Team on technical matters where project progress reporting is concerned.

Responsibilities of the National Team Leader are as following:

- Assist NPM to oversee and manage project implementation and provide technical support to the project, including measures to address challenges to project implementation, monitor work progress, and ensure timely delivery of outputs in target provinces;
- Assist NPM to develop implementation plan and indicator to monitoring
- Report to the NPM regarding project progress by providing on-the-ground information for UN Habitat progress reports. Reports should contain assessments of the progress of implementing activities, including reasons for delays, if any, and recommendations on necessary improvements.
- Engage and promote dialogue between national, provincial and local stakeholders;
- Coordinate activities of the project steering committee and UN-Habitat
- Promote the participation of local communities in project activities;
- Support the NPM and M&E expert in developing and implementing a comprehensive monitoring and reporting system;
- Ensure timely preparation of detailed Annual Work Plans (AWPs) and budgets for approval by the Project Steering Committee (PSC);
- Participate in PSC meetings at least two times a year and help facilitate logistics for those PSC meetings held in Cambodia;
- Organize the Technical Committee of Cambodia¹ meetings at least once a year and other required meetings as relevant;
- Supervise work of other national consultant as appointed by NPM;
- Assist in the identification, selection and recruitment of local project staff and experts as required;
- Provide a quarterly update of the expenses of the previous three months and the expenses expected for the next three months to the NPM;
- Provide input to management and technical reports and other documents as described in the M&E plan for the overall project;
- Participate in training activities, report writing and facilitation of expert activities that are relevant to his or her area of expertise;
- Inform the NPM immediately of any issue or risk which might jeopardize the success of the project;
- Provide on-the-ground information (including photographs, list of meetings and list of meeting participants for each meeting; summary of meeting outcomes) for progress reports;
- Take part in regular update meetings with Project Management Unit and UN Habitat from other participants;
- Liaise and coordinate with the UN-Habitat and government authorities on a regular basis;
- Coordinate donors visits to project sites;
- Perform other related tasks as requested by management.

IV. Duration of Work

Working under the management of the National Project Manager at NCSD, and technical advice of UN-Habitat team. The National Team Leader will have 3 months' probation and extend to 1 year contract and potential to extend upon the budget available.

V. Duty Station

¹ Technical Committees (TC) will be established and will be responsible for providing the members of the Project Steering Committee with the information needed to make informed decisions on implementation at the local level. In addition, the TCs will improve the coordination and dialogue between the ongoing initiatives. The TCs will include the NTEs, academics, representatives from local and international NGOs, CBOs, representatives from local and national government authorities, national experts, managers of the baseline projects and representatives of other aligned projects

The National Team Leader will be working at the Ministry of Environment, subject to travel to target provinces. NCS D will cover transportation cost and DSA for related assignment in the field based on the Government regulation and policy.

VI. Minimum Qualifications of Team Leader

The National Team Leader shall have the following qualifications:

Education:	High-level degree (Master or equivalent) in environmental sciences, climate change, development studies, urban planning and human settlements, geography, or related fields.
Experience and skills:	<ul style="list-style-type: none">- A minimum of seven years' professional practical experience in project management working with projects/ programmes in the field of climate change or related to adaptation and mitigation; in urban planning for low emission development and climate change; participatory and community-based activities.- Experience working in AF project or other climate change projects with NCS D/MoE would be an advantage- Good communication and writing skills;- Good experience in multi-stakeholder coordination;- Outstanding capacity in working in multicultural context.
Language Requirements:	Fluency in English and Khmer