



TERMS OF REFERENCE

I. Position Information	
Project Title:	Global Electronics Management (GEM) Program Child Project in Cambodia
Position Title:	Communication and Knowledge Management Officer
Contract Type:	Contractual Services - Individual
Post Level:	Contract staff
Reports to:	National Project Director, National Project Manager, and National Project Coordinator
Duty Station:	Department of Science and Technology, Ministry of Environment, Phnom Penh, with travel to target areas as required
Duration:	One year with possibility of extension

II. Organizational Context
Cambodia is experiencing a surge in the electronic and electrical equipment (EEE) sector, driven by both domestic consumption and foreign investment in an incipient manufacturing industry. However, adoption of circular policies and practices in the sector remains very limited and a weak e-waste management infrastructure result in growing volumes of e-waste being handled predominantly by an informal sector using environmentally unsound methods. Such practices lead to increased emissions of persistent organic pollutants (POPs), including unintentionally produced POPs (UPOPs), polybrominated diphenyl ethers (PDBEs), as well as mercury and other toxic substances. This project aims to improve resource circularity and reduce the release of hazardous chemicals and wastes in the electronics value chain by addressing transformation levers (policy, infrastructure, innovation and learning, and multistakeholder dialogues) delivering results that national-level plans, policies, and incentive mechanisms for the circular electronics value chain; innovative and resource efficient products; markets to support innovation and behavior changes towards increased longevity; mechanisms to maximize reuse, repair, and material recycling; removal of hazardous waste streams in the electronics sector; knowledge management platform; and coordination and linkages among the relevant stakeholders. The project will deliver multiple global environmental benefits (GEBs), including the reduction of greenhouse gas emissions (27,237 tons) and chemicals of global concern and their waste (2.7 tons of POPs and 0.3 kg of mercury removed or disposed, 20,411 tons of POPs/mercury-containing materials and products directly avoided) and POPs to air (1.7 gTEQ reduced). Other expected results include improved public health, a strengthened informal sector, and enhanced livelihoods.

II. Organizational Context

The project is organized around four components as follows:

1. Enabling policies on the circular economy for electronics;
2. Cleaner production and sustainable consumption and use;
3. Resource-efficient value chain across the electronics sector; and
4. Knowledge management, communication, and program-level coordination.

The project is funded by the Global Environmental Facility (GEF). The Implementing Partner for this project is the Ministry of Environment (MOE). The United Nations Development Programme (UNDP), as the GEF agency for this project, will play an oversight role. The MOE established a Project Management Unit (PMU), which provides management services and is responsible for the overall day-to-day management of the project on behalf of the Implementing Partner.

III. Expected Functions

Under the guidance and supervision of the National Project Director and the National Project Manager, and in close coordination with the National Project Coordinator and other PMU/MOE staff, the Communication and Knowledge Management (KM) Officer will play a key role in supporting the PMU in the following functions:

1. Develop and implement a national-level project coordination mechanism linking the Cambodia GEM child project with the GEM Global Program:

- Establish and maintain a national-level project coordination mechanism to ensure effective coordination, communication, and knowledge sharing and reporting between the Cambodia GEM project and the GEM Global Program.
- Support the exchange of lessons learned and best practices on thematic topics of concern to facilitate replication and the adoption of solutions by other private and public stakeholders.
- Support efforts to achieve gender balance among technical and project staff and coordinate with the project's gender focal point or gender expert to build the gender capacity of the coordination mechanism.

2. Contribute experiences, lessons learned, and knowledge to the global program's knowledge management platform:

- Contribute localized insights, challenges, and progress updates to support the global program's guidance, risk assessment, and support functions.
- Support the facilitation of working groups, expert guidance sessions, and webinars, and contribute expertise, case studies, and policy insights on technical areas of interest.
- Collect data, support evaluations, and contribute localized knowledge products within the project's monitoring and reporting framework, ensuring periodic evaluations include gender review questions to monitor implementation of gender activities.
- Coordinate and support, at a minimum, the following activities:
 - Child Project coordination with the Global GEM Program – annual participation in the GEM Program Coordination Group Meetings and the GEM Global Steering Committee Meeting;

III. Expected Functions

- Communications – alignment with GEM Global Communications Objectives; participation in the Global Communications Coordination Group; support for GEM Coordination Platform communication campaigns; ensuring visibility of the GEM Cambodia project;
- Thematic and technical coordination – participation in Technical Advisory Committee meetings, online thematic focus groups/webinars, and coordination with technical experts on implementation;
- Knowledge management and reporting – preparing content for Quarterly and Annual reporting to the Global Program; monitoring and reporting of Global Environmental Benefits (GEBs) and programmatic indicators, including for the Mid-term and Terminal Evaluations; content contribution to the GEM Coordination Platform Knowledge Repository; and supporting needs assessments and trainings based on knowledge products from stakeholders/global industry players and social and environmental safeguards and frameworks.

3. Manage communications and ensure the visibility of the GEM Cambodia project:

- Develop locally tailored communication materials and support the visibility of the GEM Cambodia project through media engagement, in support of a unified global GEM framework for messaging and branding, and considering gender-differentiated communication preferences for communities.
- Maintain and manage the project's social media pages and website with timely, relevant content to ensure digital visibility.
- Develop content for media releases, newsletters, and other communication materials related to project implementation.
- Support monitoring and evaluation of communications-related deliverables.
- Graphic designing and editing of visual materials for platforms where necessary.
- Communicating with photographers and videographers of the projects to ensure that there are constant updates from all programs that can be used for social media
- Stepping in to review content, proofread and fact check when necessary.
- Maintain a well-developed, continually updated contact list of journalists and media outlets
- Generate and compile annual reports, newsletters, photo galleries, and other materials for a variety of audiences.
- Perform other related duties as required by the National Project Director or National Project Manager.

4. Implement the Gender Action Plan to mainstream gender throughout project activities

- Implement the Gender Action Plan to ensure the systematic integration of gender considerations across all project activities aimed at promoting a circular economy and improving e-waste management in Cambodia's electronic sector;
- Track performance of gender-responsive indicators as part of the monitoring and evaluation process; and
- Deliver gender-sensitive training and awareness programs to project stakeholders.

IV. Recruitment Qualifications	
Education:	University degree (Bachelor's degree, or Master's degree preferred) in Communications, Journalism, Social Science, Environmental Management, Development Studies, Public Administration, Business Administration, or a related field
Experience:	• Minimum of 5 years of demonstrated experience in the field of communication or journalism, with special attention to social media campaign design and implementation. • Demonstrated expertise developing and implementing innovative and creative communication strategies at the institutional/national level. • Existing relationships with the media industry in Cambodia. • Experience in desktop publishing, including managing internet platforms and websites. • Experience supporting programme or project coordination, monitoring, and reporting, preferably for development, GEF, or UNDP-financed projects, is an advantage.
Competencies:	• A high level of oral and written communication skills in English and Khmer. • Strong coordination and organizational skills; ability to manage relationships with multiple national and international counterparts. • Good understanding of gender-responsive communication approaches, including UNDP's Principles for Gender-Sensitive Communications. • Graphic design and editing skills for visual materials are an asset. • Flexibility and ability to operate in different cultural settings and with a variety of stakeholders; culturally and gender sensitive.
Language Requirements:	Fluency in spoken and written Khmer and English.