



TERMS OF REFERENCE

I. Position Information	
Project Title:	Global Electronics Management (GEM) Program Child Project in Cambodia
Position Title:	International Professional Writer
Contract Type:	Contractual Services - Individual
Post Level:	Specialist
Reports to:	National Project Director, National Project Manager, and National Project Coordinator
Duty Station:	Home-based, with travel to Cambodia as required
Duration:	60 working days

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

II. Organizational Context

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.

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 National Project Manager, and in close coordination with the National Project Coordinator and the Communication and Knowledge Management Officer, the International Professional Writer will play a key role in supporting the PMU in the following functions:

1. Produce GEM human interest stories

- Identify and develop compelling human interest stories that document the lived experience and results of the project for its beneficiaries, including women, informal sector workers, private sector partners, and government counterparts.
- Conduct interviews, in person or remotely, with project beneficiaries and stakeholders, applying gender-sensitive and ethical storytelling practices, including informed consent and safeguarding of interviewees.
- Draft, edit, and finalize stories in English, suitable for use by UNDP, the Ministry of Environment, and the GEM Global Program in publications, websites, and social media.

2. Create content for events

- Develop written content – including briefing notes, talking points, event summaries, and press materials – to support project events, workshops, and coordination meetings, including the annual GEM Program Coordination Group Meeting and GEM Global Steering Committee Meeting.
- Support the production of materials for knowledge-sharing events organized under Component 4.

3. Promote project stories

- Package and adapt human interest stories and event content for dissemination through project and GEM Global Program communication channels, including the website, social media, newsletters, and press releases, in coordination with the Communication and Knowledge Management Officer.

III. Expected Functions	
Support the profile and visibility of the GEM Cambodia project in national and global fora and knowledge products, including opportunities for South-South and Triangular Cooperation.	
4. Support the overall coordination and management of Outcome 4.2	
- Provide written inputs and editorial support for project reporting and knowledge products under Outputs 4.2.1 and 4.2.2, including contributions to the GEM Coordination Platform Knowledge Repository. - Perform other related writing and editorial duties as required by the PMU.	

IV. Expected Deliverables and Payment				
No.	Deliverables	Year	Number of Working Days	Payment
1	- Produce GEM human interest stories - Create content for events - Promote project stories - Support the overall coordination and management of Outcome 4.2	Year 1	12	20%
2	- Produce GEM human interest stories - Create content for events - Promote project stories - Support the overall coordination and management of Outcome 4.2	Year 2	12	20%
3	- Produce GEM human interest stories - Create content for events - Promote project stories - Support the overall coordination and management of Outcome 4.2	Year 3	12	20%
4	- Produce GEM human interest stories - Create content for events - Promote project stories - Support the overall coordination and management of Outcome 4.2	Year 4	12	20%
5	- Produce GEM human interest stories - Create content for events - Promote project stories - Support the overall coordination and management of Outcome 4.2	Year 5	12	20%
	Total		60	100%

V. Recruitment Qualifications	
Education:	University degree in Journalism, Communications, English, or a related field.
Experience:	• Minimum of 5 years of professional experience as a writer or journalist, with a strong portfolio of published human interest, feature, or development-sector stories. • Demonstrated experience writing for international organizations, donor-financed projects, or the environment/development sector; experience with UNDP or other UN agencies is an advantage. • Experience conducting field interviews with diverse stakeholders, including vulnerable or marginalized groups, applying gender-sensitive and ethical interviewing practices. • Experience producing content for multiple formats and channels, including web, print, social media, and press.
Competencies:	• Excellent written and spoken English, with strong storytelling, interviewing, and editing skills. • Working knowledge of Khmer, or demonstrated ability to work effectively with an interpreter/translator and local counterparts, is an asset. • Ability to work independently and meet deadlines on an intermittent, output-based schedule. • Culturally sensitive and gender-responsive approach to engagement with interviewees, particularly women and informal sector workers.
Language Requirements:	Excellent command of written and spoken English; Khmer language skills or the ability to work with local support/translation are desirable.