



TERMS OF REFERENCE

I. Position Information	
Project Title:	Global Electronics Management (GEM) Program Child Project in Cambodia
Position Title:	Stakeholder Engagement Expert
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 Stakeholder Engagement Expert will support the effective, inclusive and gender-responsive implementation of Outcome 3.1 and Outcome 3.2.

The Stakeholder Engagement Expert will play a key role in supporting the PMU in the following functions:

1. Support stakeholder engagement and coordinate and organize stakeholder meetings, consultations, and workshops for Outcome 3.1 and Outcome 3.2;

- Map, engage, and maintain up-to-date records of stakeholders relevant to e-waste collection schemes and reverse logistics, the voluntary EPR scheme, and environmentally sound management of POPs and hazardous e-waste streams, including government bodies (MoE and sub-national departments), private sector companies, informal sector representatives, municipalities, civil society, and communities.
- Plan, organize, and facilitate stakeholder consultations, validation workshops, and coordination meetings related to Activities 3.1.1.1–3.1.1.7, 3.1.2.1, 3.2.1.1–3.2.1.2, and 3.2.2.1.
- Support the design and roll-out of pilot activities – including the registration system for e-waste management companies, digital tracking of high-risk EEE imports, e-waste collection points, repair and reuse pilots, the safe e-waste dismantling capacity-building programme for the informal sector, the voluntary EPR scheme, and BAT and BEP for collection, dismantling, and disposal of e-waste potentially contaminated by POPs and CoC – by liaising with participating municipalities, private companies, recycling facilities, and informal sector actors.
- Support outreach to, and meaningful participation of, women, informal workers, and other vulnerable or marginalized groups in stakeholder processes, consistent with the project's Stakeholder Engagement Plan (SEP) and Gender Action Plan (GAP).

2. Manage agreements and reporting requirements with stakeholders and partners contracted or engaged under Component 3;

III. Expected Functions

- Support the drafting, negotiation, and monitoring of implementation of agreements (e.g., with registered e-waste management companies, municipalities, formal recycling facilities, and the Producer Responsibility Organization or relevant service providers) under Outputs 3.1.1, 3.1.2, 3.2.1, and 3.2.2.
- Track partner and contractor compliance with agreed terms, milestones, and reporting requirements, and flag implementation issues to the PMU for timely resolution.
- Provide inputs on stakeholder engagement and partnership status to quarterly and annual progress reports, the GEF Project Implementation Report (PIR), and other project reporting requirements.

3. Support implementation of resource-efficient value chain pilots and related monitoring.

- Support targeted occupational health and safety (OHS) and pollution risk assessments, and the development and implementation of associated Environmental and Social Management Plans (ESMPs), for pilot activities under Outputs 3.1.1, 3.1.2, and 3.2.2.
- Support monitoring of progress against relevant project results-framework indicators, including Indicator 13 (tons of e-waste avoided), Indicator 14 (units of used or end-of-life ICT collected, repaired or refurbished), and Indicator 15 (number of formal recycling companies participating in pilots for improved collection, management and disposal of hazardous components).
- Support the operation of the project-level Grievance Redress Mechanism (GRM) for stakeholders potentially affected by Component 3 activities.
- Document lessons learned and good practices arising from stakeholder engagement processes, and share these with the project's knowledge management function (Component 4).
- Perform other related duties as required by the National Project Coordinator or National Project Manager.

IV. Recruitment Qualifications

Education:	University degree (Bachelor's degree, or Master's degree preferred) in Social Science, Environmental Management, Development Studies, Public Administration, Business Administration, or a related field.
Experience:	• Minimum 5 years (Bachelor's degree) or 3 years (Master's degree) of relevant professional experience in stakeholder engagement, multi-stakeholder coordination, partnership management, or government/private-sector/community liaison, preferably in environment, waste management, or circular economy-related programmes or projects. • Demonstrated experience organizing consultations, workshops, and coordination meetings involving government, private sector, civil society, and community stakeholders. • Experience supporting the drafting and/or management of agreements, memoranda of understanding, or partnership arrangements. • Familiarity with Cambodia's e-waste management, Extended Producer Responsibility (EPR), or hazardous waste management context is an asset.

IV. Recruitment Qualifications	
	• Prior experience working with or for UNDP, other UN agencies, or GEF-financed projects is an advantage.
Competencies:	• Strong interpersonal, facilitation, and negotiation skills. • Good understanding of gender-responsive and socially inclusive stakeholder engagement approaches. • Ability to work independently, manage multiple stakeholder relationships simultaneously, and meet deadlines. • Strong organizational and reporting skills; proficiency in standard office software. • Culturally sensitive, with the ability to engage effectively with government officials, private sector representatives, and informal-sector or community stakeholders alike.
Language Requirements:	Fluency in spoken and written Khmer and English.