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TERMS OF REFERENCE Individual Contractor

Assignment Title:	Head of National Consultant for National REDD+ Strategy Development
UNDP Practice Area:	Environment
Cluster/Project:	Environment and Energy
Post Level:	Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Non-home-based (Phnom Penh)
Expected Place of Travel:	NA
Contract Duration:	153 days. From April 2015 to 31 December 2015

1. Assignment Description

The National REDD+ Strategy is a key REDD+ policy document that provides overall strategic direction and guidance to REDD+ implementation in Cambodia. Among others, the strategy will serve to identify key drivers of deforestation and forest degradation, and policies and measures necessary to reduce emissions and to enhance carbon storage. According to the UNFCCC COP Warsaw framework for REDD+, a national strategy is a pre-requisite for developing countries to claim results-based payment. The strategy will also be used to attract and leverage international funding for REDD+ activities in Cambodia.

An initial draft is available as of January 2015. The aim of the Royal Government of Cambodia is to have its national REDD+ strategy approved by the Ministry of Agriculture, Forestry and Fisheries and the Ministry of Environment, and subsequently endorsed by the Prime Minister before the UNFCCC COP 21 that will take place in Paris in December 2015.

Considering that the National REDD+ Strategy will be applicable to the entire country, it is vital that all relevant stakeholders are provided adequate opportunity to ensure their views are incorporated into the Strategy.

The National REDD+ Strategy Consultation Plan, provides the roadmap on the process of consultation and development of the national REDD+ strategy. This assignment aims to support this consultation plan process.

2. Scope of Work

To contribute to the production of a series of draft national REDD+ strategy versions incorporating stakeholder's comments and produce a final draft; finalize sections/chapters related to safeguards and REDD+ fund mechanism in the National REDD+ Strategy; and, coordinate the design of the Safeguards Information System and the REDD+ fund mechanism.

The main responsibilities of the consultant will be to:

- Act as focal point to the NRS Expert Group. Organize meetings with the Expert Group to discuss focus and direction as required; minutes of meetings, and overall coordination
- Prepare presentation materials based on all the improved drafts of the NRS for use in different consultations, forums, and meetings

- Prepare and make presentations of NRS drafts at TTs, CG, GG, and other meetings as required
- Lead and coordinate the work of three national consultants under FA, GDANCP and FiA throughout the consultation process as per the NRS Consultation Plan
- Ensure that stakeholder comments and inputs are incorporated in the second draft and produce the third draft
- Contribute to the revision of the third draft incorporating comments and produce the fourth draft
- Design and lead a national workshop, produce the report and incorporate comments to the final draft
- Coordinate technical inputs from Expert Group, technical specialists; prepare presentation material; seek policy guidance; organise forums for consultation within FA-GDANCP-FiA and with related Ministries and stakeholders; generate consensus; perform other tasks as required; and contribute to the design of the Safeguard Information System and the REDD+ Fund mechanism.

3. Expected Outputs and Deliverables

3.1 National REDD+ strategy

- Organization of expert group meetings to discuss focus, direction and inputs
- Presentation materials based on the second draft for further consultations
- Organization of stakeholder consultations and meetings as required
- Compilation of comments from FA, GDANCP and FiA
- Organization of one national and two sub-national workshops and production of the third draft incorporate.ng all comments
- Organization of one national and two sub-national workshops and production of the fourth draft incorporating all comments
- Organization of one national and two sub-national workshops, preparation of the report and incorporating comments to the final draft

3.2 Safeguards Information System (SIS)

- Draft of Safeguards Information System
- Modified principles, criteria and indicators incorporating comments from relevant stakeholders including line ministries and CGs.
- Institutional framework that allocates responsibility for collecting, monitoring, and addressing safeguards. Define roles and responsibilities and mechanisms to communicate SIS to UNFCCC

3.3 REDD+ Fund Mechanism

- Draft agreements, decrees, bylaws for the fund
- Draft of Standard Operating Procedures including operational manuals, and ToRs for different governance bodies, Portfolio description and M & E framework
- Fund raising including development of operational manuals, and ToRs for different governance bodies and Portfolio description

N	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates
1	Coordinate meetings with FA, FiA and MoE to discuss key issues on policies	10 days	08 April 2015
2	Meetings with technical resource people following policy decisions - Drivers to be addressed - Data availability	10 days	18 April, 2015

	- Ongoing activities - Activities to be included in NRS		
5	Compile and provide comments from FA, GDANCP and FiA to revise initial draft	10 days	28 April 2015
6	Review translated version of Khmer first draft	2 days	30 April 2015
7	Prepare consultation materials and coordinate first round of consultations with: One workshop – representatives from - Taskforce - Consultation Group - Technical Teams - Gender Group Broader audience (2 workshops – Siem Reap and Sihanouk Ville) + National + Sub-national	20 days	20 May 2015
8	2. Coordinate with consultants at FA, FiA and MoE for institutional inputs to second draft	5 days	25 May 2015
9	Contribute to revision of the second draft	5 days	30 May 2015
10	Review translated version of Khmer second draft	2 days	1 June 2015
11	Prepare consultation materials and coordinate second round of consultations with: One workshop – representatives from - Taskforce - Consultation Group - Technical Teams - Gender group Broader audience (2 workshops – Siem Reap and Sihanouk Ville) + National + Sub-national	20 days	20 June 2015
12	Coordinate with consultants at FA, FiA and MoE for institutional inputs on third draft	5 days	20 June 2015
13	Contribute to revision of the third draft	5 days	30 June 2015
14	Review translated version of Khmer third draft	2 days	10 July 2015
15	Audiences for this round should be decision makers Prepare consultation materials. Coordinate third round of consultations with: One workshop – representatives from - Taskforce - Consultation Group - Technical Teams - Gender Group - Broader audience (2 workshops – Siem Reap and Sihanouk Ville)	20 days	20 July 2015

	+ National + Sub-national		
	Coordinate with consultants at FA, FiA and MoE for institutional inputs on final draft	5 days	20 July 2015
16	Contribute to revision of the final draft	5 days	30 July 2015
17	Review translated version of Khmer final draft	2 days	10 August 2015
18	Draft of safeguards information systems and structure of REDD+ fund mechanism	5 days	31 July 2015
19	Development of SIS that includes revised principles, criteria and indicators incorporating comments from relevant stakeholders including line ministries and CGs.	5 days	31 August, 2015
20	Draft document for the fund including agreements, decrees, bylaws	5 days	15 Sep 2015
21	Draft of Standard Operating Procedures for the fund including operational manuals, and ToRs for different governance bodies, Portfolio description and M & E framework	5 days	30 Sep 2015
22	Fund raising including development of operational manuals, and ToRs for different governance bodies and Portfolio description	5 days	15 Dec 2015
Total		153 days	

FCPF: Forest Carbon Partnership Facility

NPD: National Project Director

TS: Technical specialist

4. Institutional and Reporting Arrangements

The Consultant will work under the overall supervision and guidance of the National Project Director. On a day to day the Consultant will work under the direct supervision and guidance of the Head of the REDD+ Taskforce Secretariat. The Technical Specialist will provide technical support and the National Project Advisor will provide management and administrative support.

5. Duration of the Work

The proposed duration of this assignment is a maximum of 153 working days from 01 April 2015 to 31 December 2015.

6. Duty Station

The duty station for this assignment will be Phnom Penh, Cambodia.

7. Qualifications of the Individual Contractor

Education:	<ul style="list-style-type: none"> • A minimum of a Master’s degree in natural resource management or a related field
Experience:	<ul style="list-style-type: none"> • A minimum of 5 years of relevant professional experience in natural resource management, environmental policy, climate change and REDD+ • Prior working experience with national REDD+ policy processes in Cambodia is a significant asset • Familiarity with REDD+ institutional framework especially safeguards and REDD+ fund mechanism • Substantial and diverse working experience with stakeholder engagement • Prior professional collaborations with government and civil society
Competencies:	<ul style="list-style-type: none"> • Excellent analytical, communication, and writing skills in English and Khmer along with demonstrated record of publication • Good interpersonal skills and ability to work well in a team whilst also having the capacity and initiative to work independently • Sound knowledge of national REDD+ policy development process in Cambodia
Language Requirement:	Excellent speaking and writing skills in English and Khmer.
Other Requirements (if any):	