

TERMS OF REFERENCE

Individual Contractor

1. Assignment Information

Assignment Title	Consultant to develop Cambodia REDD+ Communication Strategy and assess media products
Post Level	Senior Specialist
Contract Type	Individual Contractor
Duty Station	Home-based, and non-home-based (Phnom Penh)
Expected Place of Travel	Up to two selected Provinces in Cambodia
Contract Duration	40 days. From 01 May 2016 to 30 June 2016

2. Assignment Description

The Royal Government of Cambodia (RGC) is a signatory to the United Nations Framework Convention on Climate Change (UNFCCC) and is a REDD+ partner country. The objective of REDD+ is to reduce emissions from deforestation and forest degradation and the conservation, sustainable management of forests and enhancement of forest carbon stocks. REDD+ participant countries shall be eligible for results based payments for verifiable emissions and/or enhanced carbon stocks.

Prior to seeking such results based payments Cambodia REDD+ has to establish an implementation framework. The key elements of this framework include a national REDD+ strategy, national forest reference emission level, national forest monitoring system, and a safeguards information system.

The REDD+ readiness phase also requires countries to engage meaningfully with a broad set of stakeholders to ensure the process is transparent, inclusive, and participatory. As part of this commitment the Cambodia REDD+ programme developed a Communications Strategy; a Consultation and Participation Plan; established a Consultation Group with nine stakeholders, and a Gender Group; and produced a diversity of multimedia products.

During the period 2011-2015 significant activities have been undertaken to create awareness about REDD+ and to enhance capacity through a diversity of workshops, capacity building programmes, and consultations. Cambodia REDD+ has produced print material that includes a newsletter, brochures and leaflets; radio programmes; television programmes; and videos. In addition an English language website is operational and social media such as Facebook is used to disseminate information.

Cambodia REDD+ is now in an advanced stage of readiness and is making the transition to implementation. A National REDD+ Strategy 2016-2025 is under preparation. This is an opportune time to develop a Communications Strategy so that it can meet the needs of the National REDD+ Strategy; and to assess the quality of media products so that these can be improved for enhanced impact.

3. Scope of Work

The objective of the assignment is to develop a Communications Strategy, assess media products and to propose improvements and recommendations that will contribute to meeting overall goals and objectives of the Cambodia REDD+ programme.

3.1 Responsibilities of the Consultant

- Develop a good understanding of Cambodia REDD+
- Design a methodology and approach to the assignment
- Agree on a list of persons to be met and interviewed including field visits
- Lead and participate in all individual and group discussions
- Ensure comments, views and inputs of key stakeholders such as the poor, vulnerable, indigenous peoples, women, youth, and elderly are provided adequate opportunity and means to contribute to the outcomes of the assignment

3.2 Tasks

The Consultant will perform the following Tasks:

Produce a Work Plan

- Produce a work plan that outlines methodology and approach; timeline and deliverables

Organize individual interviews and focus group workshops

- Organize individual interviews with key informants and stakeholder representatives; organize focus group workshops with women, vulnerable communities, indigenous peoples and other stakeholders; prepare presentations to introduce objectives of the assignment; document outcomes of interviews and workshops

Produce an approach and outline of the Communications Strategy

- Produce an outline of the Communications Strategy for discussion and incorporate comments received

Produce a Communications Strategy

- Undertake research, interviews, and focus group discussions and produce a Communications Strategy. The objective of the Communications Strategy is to apply innovative and appropriate communication tools, methods and approaches that will contribute to achievement of overall project goals and objectives of Cambodia REDD+
- The Communications Strategy will be developed against an analytical background that is based on evidence based metrics related to mass media and provides a rationale for use and application of media that improves targeting of stakeholders
- The Communications Strategy will be expected to suggest an approach that will rebrand and package the principles of REDD+ in Khmer language and be strongly embedded in the narrative on forests, livelihoods, and natural resources management in Cambodia. Options on rebranding and related text will be provided in Khmer with an accompanying transliteration in English as appropriate
- The choice of media tools and approaches will ensure individuals and communities who are challenged by Khmer and English language understanding are provided creative mechanisms for their voices to be heard and integrated; in addition, appropriate options would be expected to reach out to individuals who are challenged by functional literacy skills;
- The Communications Strategy will provide practical recommendations on innovative approaches and increased use of emerging communications platforms and opportunities.

Produce a report and recommendations on assessment of media products

- Review media products and produce a report with recommendations on REDD+ media products that complements the Communications Strategy. The recommendations would take into account objectives, audience, reach, media, impact and efficiency. A specific focus would be to establish strong linkages with programme objectives and outputs and recommend products that can be produced for constructive policy advocacy on selected

issues such as monitoring of forest cover change; improved tenure and property rights; and social and environmental safeguards.

Organize presentation on key findings

- Organize and make a presentation on key findings of the assignment
- Finalize the deliverables incorporating comments received.

4. Expected Outputs and Deliverables

- Work Plan of the assignment
- Individual meetings, focus group discussions; field visits to two selected provinces
- Approach and outline and contents of Communications Strategy
- First draft of Communications Strategy
- First draft of report on assessment of media products
- Presentation on key findings
- Final draft of Communications Strategy incorporating comments received
- Final draft of report on assessment of media products incorporating comments received.

N	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates
1	Work plan of the assignment	5 days	05 May 2016
2	Report on interviews, focus groups and field visits	15 days	31 May 2016
3	First draft of Communications Strategy	12 days	10 June 2016
4	First draft of report on assessment of media products		
5	Power point presentation and notes	3 days	15 June 2016
6	Final draft of Communications Strategy	5 days	30 June 2016
7	Final draft of report on assessment of media products		
Total number of days:		40 days	

5. Institutional Arrangements

5.1 Overall Supervision: The Consultant will report to and be supervised by the Head REDD+ Taskforce Secretariat

5.2 Technical Support: The Consultant will be provided technical support by UNDP Technical Specialist/UNDP National Project Advisor

6. Duration of the Assignment

The duration of the assignment will be from 01 May 2016 to 30 June 2016 for a total of 40 working days.

7. Duty Station

The duty stations for this assignment are Phnom Penh, Cambodia and home country. During the assignment the consultant is required to be in Phnom Penh, Cambodia for a minimum of 75% of the contracted days.

8. Minimum Qualifications of the Individual Contractor

Education:	<ul style="list-style-type: none"> • Master’s degree or equivalent in journalism, communications, knowledge management, liberal arts, social anthropology, or related subject
Experience:	<ul style="list-style-type: none"> • A minimum of 7-10 years of experience related to writing, editing, and design of media products, branding, creative design, print, website and social media. Specific expertise related to development of communications strategy for international development organizations • Experience of applying communication and media skills to social and development issues in Cambodia including natural resources preferable
Competencies:	<ul style="list-style-type: none"> • Outstanding analytical and communication skills • Knowledge of Khmer and/or experience in Cambodia.

9. Criteria for Evaluation of the Individual Contractor

Technical Evaluation Criteria	Obtainable Score
Education	10
A minimum of 7-10 years of relevant experience	30
Analytical and communication skills	30
Language and prior working experience in Cambodia	30
Total Obtainable Score:	100

Notes: a). This assignment may require multi-dimensional skills, and the Individual Contractor may establish a team with requisite skills and mention this in the covering letter. The Contract will only be made with the Individual Contractor who will be responsible for managing the team and delivery of quality outputs. b). If no Individual Contractor meets the Technical Evaluation Criteria, the assignment may be offered to two different contractors based on skills and experience.

10. Payment Milestones

The consultant will be paid on a lump sum basis as per the payment milestones:

No	Outputs/Deliveries	Payment Schedule	Payment Amount %
1	Upon approval of Work Plan	12 May 2016	20
2	Upon submission of first drafts of Communications Strategy and report on assessment of media products	30 June 2016	40
3	Upon satisfactory completion of final drafts of Communications Strategy and report on assessment of media products	31 July 2016	40

11. Resources

11.1 Please see website www.cambodia-redd.org

11.2 Attached

11.2.2 *Communications Strategy 2013*

11.2.3 *Consultation and Participation Plan*

Communications Strategy

February 2013

Table of Acronyms

AWP	Annual Workplan
CRTS	Chair of REDD+ Taskforce Secretariat
DNPD	Cambodia Climate Change Alliance
FA	Forestry Administration
FACE	Funding Authorization and Certification of Expenditures
FACE	Funding Authorization and Certificate of Expenditures
FAO	Food and Agriculture Organization of the United Nations
FiA	Fisheries Administration
GDANCP	General Department of Administration for Nature Conservation and Protection
HACT	Harmonized Approach to Cash Transfers
ITB	Invitation To Bid
LTA	Long Term Agreement
MAFF	Ministry of Agriculture, Forests and Fisheries
MoE	Ministry of Environment
NIM	National Implementation Modality
NPD	National Programme Director
PEB	Programme Executive Board
QWP	Quarterly Workplan
REDD	Reducing Emissions from Deforestation and Forest Degradation
REDD+	Reducing Emissions from Deforestation and Forest Degradation in developing countries; and the role of conservation, sustainable management of forests and enhancement of forest carbon stocks in developing countries
RGC	Royal Government of Cambodia
RFP	Request For Proposal
RFQ	Request For Quotation
RT	REDD+ Taskforce
RTS	REDD+ Taskforce Secretariat
TA	Travel Authorization
TO	Technical Officer
ToR	Terms of Reference
TS	Technical Specialist
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
VCRTS	Vice Chair of REDD+ Taskforce Secretariat

I. Introduction

The Cambodia UN-REDD Programme is a collaborative programme among FAO, UNDP and UNEP working with two implementing partners in the Royal Government of Cambodia (RGC) – the Forestry Administration (FA) and the General Department of Administration for Nature Conservation and Protection (GDANCP), with cooperation of the Fisheries Administration (FiA). The Programme was designed to be implemented over two years from May 2011 to May 2013. A no-cost extension until 2014 was approved at the Programme Executive Board meeting held on 13 December 2012.

The Cambodia UN-REDD National Programme is designed to “Support Cambodia to be ready for REDD+ Implementation, including development of necessary institutions, policies and capacity”—achieving the bottom line result of helping reduce deforestation and forest degradation.

The communications strategy outlines how to achieve collaboration and work activity within the UN-REDD/Cambodia Programme and the Cambodia National REDD+ Programme. It is designed to ensure that information on the National REDD+ Programme and UN-REDD Programme is communicated effectively to other stakeholders in Cambodia and internationally.

This document outlines the key messages, audiences, geography, and communications resources to be covered for the rest of UN-REDD programme implementation. The communications strategy has been created in early 2013 based on a review of other UN-REDD implementing countries, the programme document of the Cambodia UN-REDD National Programme, the Cambodia REDD+ Roadmap, and other relevant documents.

In sum, the strategy will cover the remainder of UN-REDD/Cambodia Programme implementation. It includes a framework for action and measurable targets for performance.

II. Goal and Objectives

Goal: To enhance communication with different stakeholders to raise awareness and knowledge management on climate change and REDD+ issues in the country.

Objectives: The Strategy seeks to achieve three objectives.

1. To enhance understanding of climate change and REDD+ concepts, carbon financing and forest conservation among different stakeholders to increase their understanding of and participation in REDD+.
2. To enhance understanding of forest related policies and environmental issues among forest adjacent communities and other stakeholders in Cambodia.
3. To strengthen relationship and communication with the Cambodian news media to enhance wider coverage of climate change and REDD+.

Given the Goal and Objectives stated above, the following are the key outputs to be achieved through the Communications Strategy:

- Increased awareness and understanding of REDD+ and the National REDD+ Planning process in Cambodia amongst key stakeholders at national level and in particular within key government bodies
- A shared knowledge base amongst stakeholders and
- A strong working relationship and collaboration amongst academic institutions, communities, CSOs, donors, government institutions, IPs group, private sector, and all relevant stakeholders.

III. Key Messages for REDD+

Key messages will continue to communicate about the activities and emphasize the progress and results of the UN-REDD National Programme. Messages will focus on tangible examples of achievements and lessons learned.

The following overarching messages are important to communicate:

- REDD+ is a critical response to climate change, and can play a key role in achieving broader development goals for improved livelihoods.
- The Royal Government of Cambodia (RGC) is committed to reducing emissions from deforestation and forest degradation
- The UN-REDD/Cambodia Programme is guided by the broad principles of the UN human rights-based approach, environmental sustainability and capacity development.
- The UN-REDD/Cambodia Programme supports and promotes the REDD+ concept as defined through the UNFCCC process.

In communicating the messages listed above, certain general information is important. This includes:

What is REDD+?

REDD+ is an initiative under the United Nations Framework Convention on Climate Change (UNFCCC), and stands for Reducing Emissions from Deforestation and Forest Degradation, conservation of forest carbon stocks, sustainable management of forests and enhancement of forest carbon stocks. It's a global effort that provides incentives to developing countries to reduce emissions and enhance removals of greenhouse gases from forests.

REDD+ is a mechanism to create an incentive for developing countries to protect, better manage and wisely use their forest resources, contributing to the global fight against climate change. REDD+ strategies aim to make forests more valuable standing than they would be cut down, by creating a financial value reducing emissions and enhancing removals from forests. Performance is measured in tonnes CO₂ and is the difference between an agreed reference level/baseline and the actual emissions or removals measured in the accounting period. Emissions can be calculated by comparing carbon stocks at two different points in time where a loss of carbon stocks means net emissions and an increase in carbon stocks means net removals. Once the result is assessed and quantified, the final phase of REDD+ involves payments to developing countries for positive results achieved.

REDD+ therefore represents a cutting-edge climate initiative that aims to tip the economic

balance towards sustainable management of forests so that their formidable economic, environmental and social goods and services benefit countries, communities, biodiversity and forest users while contributing to important reductions in greenhouse gas emissions.

REDD+ goes beyond deforestation and forest degradation, and includes the role of conservation, sustainable management of forests and enhancement of forest carbon stocks. These are referred to as the five eligible REDD+ activities.

Rules and modalities for REDD+ including financing are still being negotiated at the international level. This means implementation of REDD+ has to evolve taking the outcome of the negotiations into account. This also means that financing for REDD+ until now has been driven by donors supporting countries in addition to countries own effort for getting ready for REDD+ and payments for results has been confined to the voluntary carbon market.

What is the UN-REDD Programme?

The UN-REDD Programme is the United Nations collaborative initiative on Reducing Emissions from Deforestation and forest Degradation (REDD) in developing countries. The Programme was launched in September 2008 to assist these countries to prepare and implement national REDD+ strategies. It builds on the expertise of the Food and Agriculture Organization of the United Nations (FAO), the United Nations Development Programme (UNDP) and the United Nations Environment Programme (UNEP). The Programme currently supports REDD+ readiness activities in 46 countries across Africa, Asia-Pacific and Latin America.

What is the difference between REDD+ and the UN-REDD Programme?

REDD+ is a climate change mitigation initiative under the UNFCCC that many initiatives, including the UN-REDD Programme, are currently developing and supporting. Other multilateral REDD+ initiatives include the Forest Carbon Partnership Facility (FCPF) and Forest Investment Program (FIP), hosted by The World Bank.

How are communities and people in Cambodia impacted by REDD+?

REDD+ implementation can support local communities in Cambodia in their efforts to reduce deforestation and forest degradation through a participatory approach, based on democratic governance principles. Indigenous peoples and local communities in particular are essential to the success of REDD+ because they have for centuries played a historical and cultural role in the sustainable management of these forests, which often lie within their ancestral and customary lands. Inadequate mechanisms for equitable and effective participation of indigenous peoples, forest-dependent communities and marginalized populations such as women and the poor in natural resource management and land use decisions could seriously compromise the delivery of local, national and global benefits and the long-term sustainability of REDD+ investments.

IV. Target Audiences for Communications on REDD+

To reach specific interests and aspirations of all stakeholders, the target audiences can be divided into internal (within the REDD+ Programme staff in Cambodia) and external audiences (the general public including national and international). These are grouped as shown in Table 1, below:

Table 1: Categories of audiences to be targeted through the Communications Strategy

	Internal to UN-REDD	External to UN-REDD
In Cambodia	<ul style="list-style-type: none"> • National Climate Change Committee • Cambodia REDD+ Taskforce • UN-REDD Programme Executive Board • National Programme Director/ Deputy National Programme Director • Taskforce Secretariat • Programme Assurance Team (including the national technical specialists) • REDD+ Advisory Group • REDD+ Consultation Group • Consultation and Technical Team • Benefit-sharing Technical Team • REDD+ Demonstration Technical Team • MRV/REL Technical Team 	<ul style="list-style-type: none"> • Academia/research institutes • Donors/UN Agencies • Government agencies (decision makers including Legislatures, Politicians, and Government bodies including central and local government.), • Development partners, • Private Sector, • International NGOs, • National NGOs, • Civil Society, • Indigenous Peoples • Journalists/Media agencies • General public
Outside Cambodia	<ul style="list-style-type: none"> • UN-REDD Policy Board • UN-REDD Secretariat/UN Agencies • Other National UN-REDD Programmes 	<ul style="list-style-type: none"> • Donors/UN Agencies • International NGOs • International academia • Journalists/media

To assist in understanding the distinction among these audiences and the types of communications required for different groups, it is useful to describe the operational structure of the UN-REDD/Cambodia Programme:

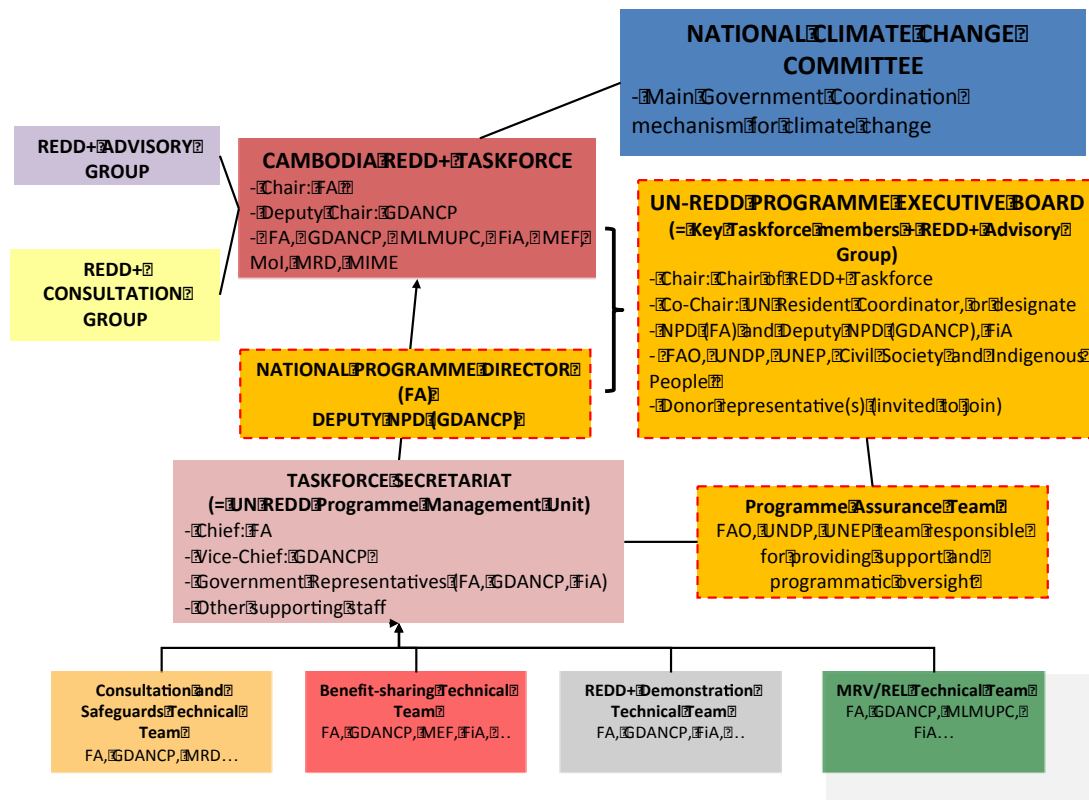


Figure 1: Management of REDD+ readiness in Cambodia

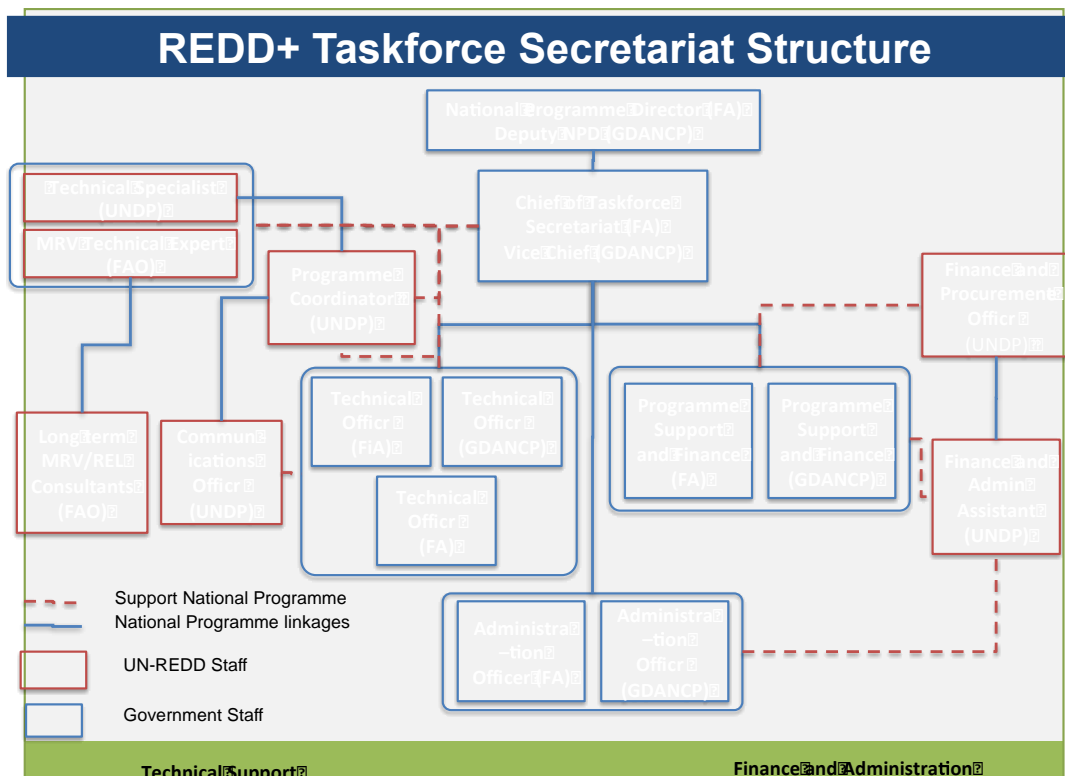


Figure 2: Structure of the National REDD+ Taskforce Secretariat

V. Programme Communications

Importance of Audiences- Each target audience is important in itself to the success of the Cambodia REDD+ Programme and UN-REDD programme, but the audiences also reinforce each other. The

Government is important because it will implement REDD+; the local pilot communities are important because they will provide real-world information about how REDD+ operates; the forestry sector is important because its cooperation is essential to achieve REDD+ goals; the general public is important because its support for action on climate change and REDD+ will help ensure continued political support; and the international community and donors are important because they will ultimately decide whether or not REDD+ will continue after the first phase of the project implementation.

a) Communications within Cambodia

Communication between the National REDD+ Taskforce and its Secretariat and among these bodies and external stakeholders is critical to the success of the Cambodia REDD+ Programme. Channels of communication are provided along with information on the means of communication among these groups. Further information is provided in the notes below in Figure 3.

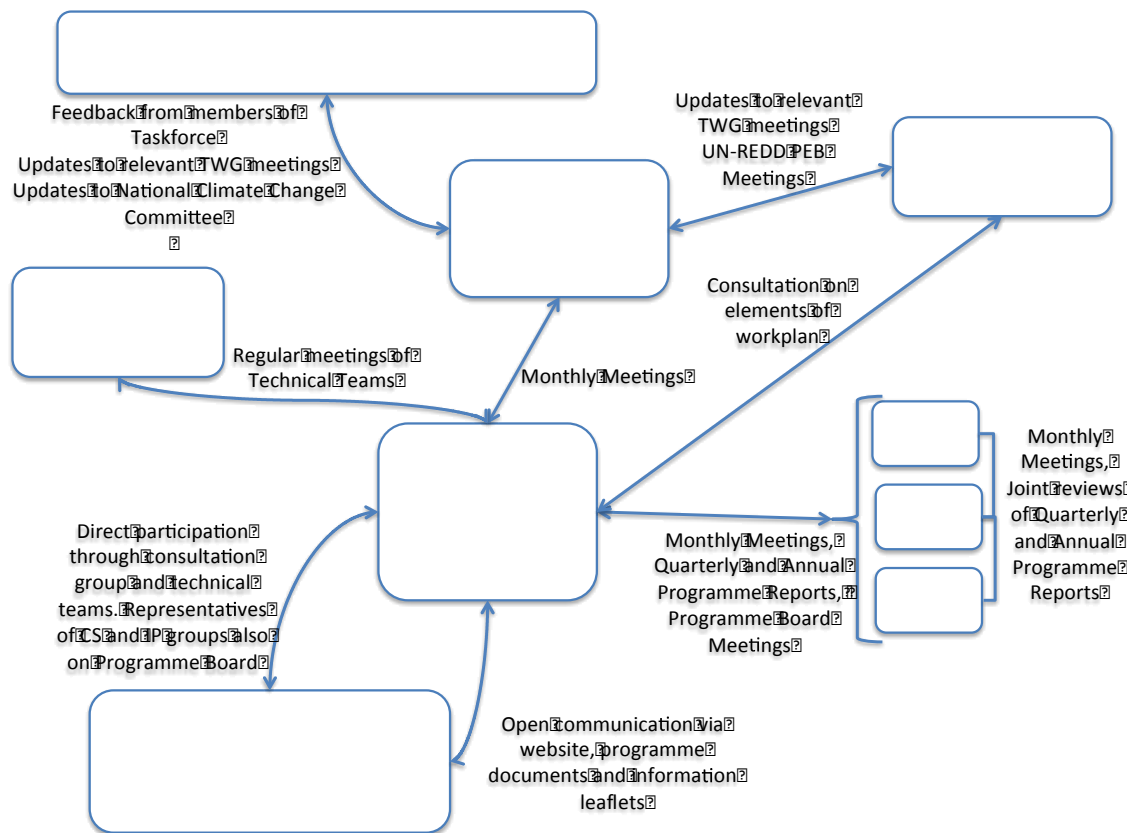


Figure 3: Required communications within Cambodia

1. **Communication among RT and Government Ministries and Agencies** – Communication among these groups is facilitated by monthly Taskforce meetings which provide a forum for discussion across government. Representatives within the Taskforce are responsible for feeding information gained within these RT meetings back to their respective ministries and agencies. The RTS will also provide updates on a regular basis to the National Climate Change Committee and relevant Technical Working groups (TWGs).
2. **Communication between the RT and Development Partners** – Members of the RT or RTS will provide updates to relevant TWGs (such as TWG FR., Land, and Fisheries). The Chair of the RT will also act as Co-chair on the UN-REDD Programme Executive Board

(PEB) with PEB meetings – held every 6 months or more regularly if required providing a forum for discussion between senior development partner representatives and RT members. Specific development partners may also be invited to attend RT meetings when required to discuss specific strategic or technical issues.

3. **Communication between RT and RTS** – this will occur through monthly meetings of the RT with the RTS being responsible for providing updates on programme progress. The RTS is also responsible for the dissemination of information on programme progress (including planned studies and outputs) to the RT in advance of meetings and circulating minutes of meetings to all members.
4. **Communication between the RTS and Development partners** – the RTS will consult with development partners at a technical level on specific studies and activities. It will provide a central hub for coordination and communication of activities and the development of a joint work plan for use by the RT.
5. **Communication among RTS (and RT) and UN Agencies** – the RTS has embedded staff from UNDP and FAO. These staff will be responsible for facilitating communications among different agencies within the RTS and outside. Representatives of the RTS will meet with UN focal points (these must be formally identified by each agency with all government and UN agencies being subsequently informed) on a monthly basis to provide a short update on progress. Quarterly and annual progress reports will also be provided to the UN-agencies to cover activities funded by that agency. These will be used as part of Integrated Assurance Missions by a mixed FAO, UNDP, UNEP, programme assurance team to monitor programme progress. Key areas of joint programme monitoring will occur with regard to the progress of the Small Grant Projects (3.2) and the parallel funding for Kulem Promtep managed by UNDP.
6. **Communication between UN agencies/Donors** – focal points of respective agencies should meet on a monthly basis to discuss programme progress and have quarterly meetings to review progress reports. Meetings will provide a forum for the development of a joint approach to monitoring and evaluation.
7. **Communication among the RTS and Stakeholders outside Government (including academic, civil society, community, IPs, media agencies, etc) and development partners** – Communication will occur through two main forums: (1) Public information sharing through the programme website or other public platforms (awareness workshops, trainings etc), with mechanisms provided for feedback. (2) Existing governance structures – the Consultation group will be a forum for communication among different stakeholders. Stakeholder groups and representatives of the RTS, CS and IP groups can also acquire information and communicate issues through the UN-REDD PEB, while technical teams will provide opportunity for regular engagement on specific technical issues.

b) Communications outside Cambodia

As potential funders of REDD+ post-2012, the international community, particularly donors of

REDD+, must be included as a key audience of this communication strategy. Any progress for UN-REDD or lessons learned needs to be conveyed to the international community. Boosting awareness of REDD+ in Cambodia, such as through media coverage, should be used to reinforce the lessons learned for the international community.

REDD+ in Cambodia will mainly engage the international community and donors through the dissemination of lessons learned presentations, documents, brochures, and videos. This will most likely take place at various international conferences and events.

As much as possible, the UN-REDD Programme in Cambodia should work closely with the UN-REDD global programme to identify the best opportunities for the dissemination of this material. This collaboration should be a strong priority in implementing this communications strategy.

VI. Coordination with other REDD+ readiness initiatives /Capacity Building Strategies in Cambodia

To coordinate communication activities among actors, there is a need to develop strong linkages with all stakeholders. Capacity building is also a key element of the Cambodia REDD+ Programme. Therefore, there is a significant need to raise understanding of REDD+ and build the technical skills to support its implementation. For the purpose of this report, target constituencies for coordination, communication and capacity building have been divided into the following groups:

Core Team – Members of RT, RTS, Consultation group, Technical Teams – members of this team will drive the REDD+ development process. It is critical that the RT, RTS and Consultation group have a strong understanding of the overall concepts of REDD+ and REDD+ readiness. Members of technical teams will require an understanding of where their work fits into the broader programme as well as more in-depth knowledge in their technical area.

Government agencies – Key staff within agencies, departments, units, that will be responsible for or affected by REDD+ development (these are identified within the REDD+ Roadmap and are represented in the REDD+ Taskforce). These staff will require both increased awareness of REDD+ as a concept and more in-depth training within specific technical areas – joint training activities can provide a valuable tool to improving coordination between units and agencies as challenges are shared and addressed.

Development partners – A number of development partner organizations are engaged in REDD+ development. Many, however, have limited experience of REDD+ or existing human capacity to work specifically on it. Engaging these groups will support development of a coherent approach to REDD+ as well as supporting coordination between development partners and government agencies.

Private Sector – Private sector actors have only been engaged at a low level in national REDD+ development process. Increasing their understanding will support engagement of key groups.

International NGOs – International NGO's have considerable capacity regarding REDD+ and will play a role as both Service provider and trainee.

National NGOs– National NGOs have been engaged in REDD+ and have the capacity to engage as both service provider and trainee. As many are involved in implementing

programmes within the Forest sector, their understanding is very important so that messages they provide to programme participants are balanced and relevant to the national approach.

Civil Society and IP – Key representative groups from civil society and IP groups have been engaged in REDD+ development and have a role to play in sharing information. Further support needs to be provided to a broader range of actors and to ensure that training is provided that is relevant to the national programme.

General public, including news media- Although the general public can be difficult to define, effort needs to be made to raise the general public profile of REDD+ to help increase political support for forest conservation. The contribution of forests to mitigate climate change must be conveyed to urban audiences and others that may not encounter forests in their day-to-day lives. This is not just as an end in itself, but to help reinforce to the Government the importance of combating climate change. As the news media will convey messages about REDD to the general public, it's important that strong and lasting contacts are made across TV, Radio, Newspapers and Magazines.

Attempts should also be made to engage with the youth about this issue. Climate change is very much something that affects the future and therefore the lives of the young. It's an issue that resonates deeply with young people.

VII. Key Mediums for REDD+ / Corporate Communications Resources/ Activities in 2012

Fact-Facts/Event flyer

This new flyer will give a macro-level, snapshot/introduction to who we are and what we do. As the Programme progresses, new and more impressive facts can be added. This flyer will be designed as the two central introductory communications resources, especially for prospective donors.

Lessons Learned booklets

The Programme will produce lessons learned booklets for information sharing among relevant stakeholders.

Newsletter

The Programme will aim to release 9 newsletters annually. Newsletter content will continue to focus on the Programme progress, and feature new authors/contributors. Key technical staff in the programme will be encouraged to submit articles for these newsletters.

Programme leaflet

The Programme will produce a leaflet for its own programme in align with programme implementation.

Cambodia-redd.org

The National Cambodia REDD+ website is a means for information sharing to the public of Programme activities. Throughout the year, the website will be improved and updated to reflect the evolving needs of the Programme.

UN-REDD.org and UN-REDD.net

In collaboration with UN-REDD Programme colleagues at the regional level and Global level, Communication focal person will regularly upload/share information to the websites and particularly into the workspace, which is the Programme's primary tool for internal communications that workspace announcements and weekly round-ups will serve as a tool for reaching some of the Programme's primary external audiences (ie/ PB members, current donors, etc.)

UN-REDD media

Corporate communication materials developed in 2013 and after will be designed to convey our key messages to our target audiences, as outlined above. The materials will be distributed online and at various events Programme staff will participate in, and will also be available to agencies. These materials will be produced with advice and communications from UN-REDD Programme colleagues at the regional level. The events plan will also be shared with regional colleagues so that communications materials at all levels are consistent and used efficiently.

Social media

The National Cambodia REDD+ Programme will promote through social media channels (Twitter, Facebook, blog, YouTube and Wikipedia) and will be used primarily to drive traffic to cambodia-redd.org, un-redd.org, and make the Programme easier to find in search engine results.

Contact Database

Continue update/add new contact list to database to websites of the National Cambodia REDD+ and UN-REDD Programme, cambodia-redd.org and un-redd.net.

Media Relations

All publications, newsletters, statements and announcements will continue to be sent to media outlets via our growing contact manager database, which currently includes over 100 media contacts, including general interest, environment, economic and science journalists.

The Programme will continue to seek out strategic opportunities to contribute editorials to publications that can reach our target audiences. The Secretariat will continue to be the focal point for media inquiries and interview requests and the NPD will continue to be the official spokesperson for the UN-REDD Programme unless the NPD chooses to nominate someone else, depending on the subject matter.

The Secretariat will continue to work with the agencies to build up the list of targeted media contacts in the Programme's contact database.

VIII. Implementation of Strategy

This strategy is designed for programme implementation until the end of 2014.

Activities for REDD+ national rollout include the training of local REDD+ facilitators; the set-up of a local REDD+ network; and REDD+ training for Government officials at national, provincial and district level.

Every effort should be made to ensure that communicating about REDD+ and what is learnt from REDD+ is integrated into Government communication on climate change. This linkage of REDD+ activities with Government action should be a priority of the Cambodia REDD+ Programme and UN-REDD Programme.

The strategy should be implemented by the Cambodia REDD+ Programme on awareness raising and communications. This would ensure that a full-time officer, who is directly overseen by the Programme Management and which is Cambodia REDD+ Taskforce and together with secretariat as a coordination body under-control by NPD, focuses on the strategy.

To help ensure the success of the strategy's implementation, linkages should also be sought with a number of other initiatives in Cambodia on climate change.

IX. Monitoring of implementation

This REDD+ Communication Strategy needs to be evaluated and revised over time during both the implementation period and beyond to respond to change that might be occurring as far as changes in approaches on REDD+ occurs.

(If successful the strategy should result in:)

- Increased awareness and understanding of REDD+ and the National REDD+ Planning process in Cambodia amongst key stakeholders at national level and in particular within key government bodies
- A shared knowledge base amongst stakeholders and
- A strong working relationship and collaboration amongst academic institutions, communities, CSOs, donors, government institutions, IPs group, private sector, and all relevant stakeholders.

X. Conclusion

The document includes a range of practical activities that can be executed with reasonable budget and human resources. The UN-REDD Programme in Cambodia will benefit from strategic communication.

As outlined in this document, here are the key communications components that should be factored in to the design and execution of all outreach activities:

- Clear vision
- Unique credibility
- Commitment and support
- Workable
- Meaningful benefits
- Ability to execute

If properly implemented, the Communications Strategy will help to give the UN-REDD

Programme in Cambodia the visibility and thought-leadership position that it deserves, while opening new and exciting possibilities. Moreover, it will raise awareness about the UN-REDD Programme and REDD+ in Cambodia to different stakeholders, including the Government, local pilot provinces, district and community levels, the media, the forestry sector, the general public, and the international community. As a result, communications will inevitably be a central factor to the success of the overall Programme.

Annex 1: Summary of Audiences, and Means of Communication

Audiences	Nature of Institutions	Message	Tools/Means	Communications & Coordination
UN s	More at international Level	Specific focus or aspect of REDD+, such as environmental payment systems Overview of climate change, REDD+, UN-REDD, etc.	Newsletter, Website, Conferences, Workshops, Training	<ul style="list-style-type: none"> - Focal points of respective agencies meet on a monthly basis to discuss programme progress and have quarterly meetings to review progress reports - Meeting every 3 months or more required providing a forum for discussion between senior development partner representatives
Communities ogenous	Grassroots Level		Conferences, Workshops, Training	<ul style="list-style-type: none"> - Regularly visit to the pilot sites
	National and Grassroots Level	<ul style="list-style-type: none"> - REDD+ is a programme in Cambodia with efforts to improve climate change, forest protection, community improvement and development, - Why REDD+ is important. 	Conferences, Workshops, Training, announcement and important events	<ul style="list-style-type: none"> - With targeting specific journalists and media agencies - Need to be actively engaged in all the activities - Messages have to be clear and well informed to leverage free media coverage
	National and Grassroots Levels		Conferences, Workshops, Training, announcement and important events	
W/ ment	National Level and Less at Local Level		Conferences, Workshops, Training, meeting, and IEC materials, including print and electronic publications	<ul style="list-style-type: none"> - Key staff within agencies, department units will be responsible for or affected by REDD+ development. - Require both increased awareness of REDD+ as a concept and more in-house training within specific technical areas. joint training activities can provide a valuable tool to improving coordination between units and agencies as challenges are shared and addressed.

	Grassroots Level		<ul style="list-style-type: none">-Awareness raising through workshops, Training, formal and informal meeting and discussion-IEC materials, including print and electronic publications	
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Annex 2: Audiences and types of communication

Tools/Means	Internal: Sec't	Internal RGC	Internal UN- REDD	External Cambodia	External International	Examples
Events		√		√	√	Conferences, meeting, training, workshops, etc.
Website		√	√	√	√	
Print Media/Press		√	√			Newspaper, magazines, Newsletter (Khmer/English), etc.
Electronic media		√	√			TV, Radio, Community Radio, Public Announcement (using loudspeaker)...
Social Media	√	√	√	√	√	Creation of online pages
Local Community Leaders/Schools				√		Visit, meeting discussion and information sharing
Competitions				√		Video, Writing, Poster, Photos, etc.
REDD+ Championship		√		√		Identify a potential or high profile person to become a champion of the REDD+ Programme in the Media
Group Email/Emailing List	√	√	√	√	√	To share information among the interested stakeholders in the Cambodia REDD+ Programme

Speeches/Public Speaking		√	√	√	√	Platform to share information and awareness raising by the key leaders to public audiences
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Consultation and Participation Plan

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Table of Acronyms

C&P	Consultation and Participation
CBO	Community Based Organisation
CS	Civil Society
FCPF	Forest Carbon Partnership Facility
FPIC	Free Prior Informed Consent
IP	Indigenous Peoples
NGO	Non Governmental Organisation
PEB	Programme Executive Board
REDD	Reduced Emissions from Deforestation and Degradation
RT	REDD+ Taskforce
RTS	REDD+ Taskforce Secretariat
ToR	Terms of Reference
TWG F&E	Technical Working Group on Forest and Environment
UN-REDD	United Nations collaborative Programme on Reduced Emissions from Deforestation and Degradation

Introduction

Development of a national approach to engaging in REDD+ provides a large number of opportunities and potential challenges to any country. To develop strategies that are effective, efficient and equitable will require bringing together the knowledge and experience of a broad range of different stakeholders from the forest sector and beyond. Sharing of knowledge and ideas will not only support development of optimum solutions, it will help prevent the development of perverse incentives that adversely effect different environments, economies or stakeholder groups.

In recognition of the importance of stakeholder consultation and participation all major REDD+ initiatives identify it as a critical programme requirement as well as linking it with existing country obligations under national and international law¹.

Consultation and participation has already formed an important part of the Cambodia REDD+ Readiness process with a number of consultation events being held during the development of the REDD+ Roadmap.

The resulting Cambodia REDD+ Roadmap continues this commitment identifying the need for Roadmap implementation to adopt an approach that is inclusive and balanced with regard to stakeholder engagement.

This document is the next step in developing this approach and provides an outline of the Cambodia REDD+ Programme's approach to consultation and participation. It provides an overview of decision made during the REDD+ Roadmap development process with regard to consultation and participation tools as well as outlining the approach to be taken during the REDD+ readiness process. When considering the different approaches to use it is important to remember that there are many different forms of engagement that move from information sharing to full engagement. The current approach looks to use a rang of approaches that operate all along this continuum to maximise the effectiveness of engagement within the programme (see Figure 1).

This document is divided into three sections:

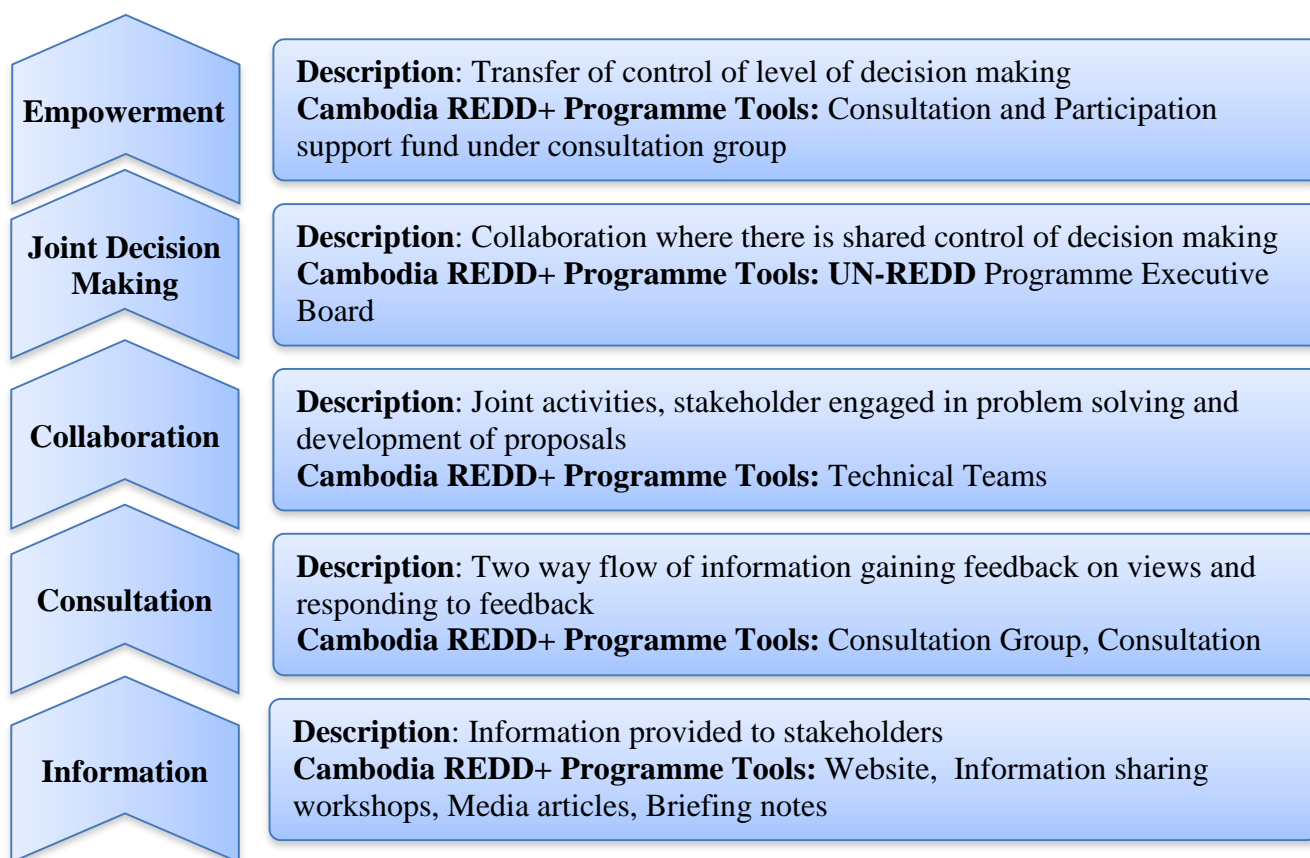
- **Section 1:** Provides an overview of the Objectives, Principles, and Approach to consultation and participation process. These build on decision taken during the REDD+ Roadmap development process and will form the framework for all consultation and participation activities undertaken during the programme.
- **Section 2:** Provides an outline of how these principles will be operationalized at the progamme level.
- **Section 3:** Provides an outline of key activities to be conducted during 2012 and how Principles and Criteria will be addressed – linking to the Annual workplan. This Section will be updated on a six monthly basis and will also be supported by concept notes and ToR for different activities.

Stakeholders are defined as those groups that have a stake/interest/right in the forest and those that will be affected either negatively or positively by REDD+ activities. They include relevant government agencies, formal and informal forest users, private sector entities, Indigenous Peoples and other forest dependent communities.

*DRAFT Guidelines on Stakeholder Engagement in REDD+ Readiness
May 2011*

¹ The UN-REDD and FCPF Programmes have developed joint guidance on Stakeholder engagement, these guidelines provide an outline of requirements under the two programmes as well as guidance on how to develop and implement consultation processes.

Figure 1 Stakeholder Engagement Continuum



Section 1: Objectives and Principles for Consultation and Participation

The REDD+ Roadmap identified two main objectives for stakeholder engagement and provided nine principles for engagement along with guidance criteria for these principles – these will be utilised as the basis for all consultation and participation during the REDD+ Readiness Phase.

Objectives of Consultation and Participation:

- Stakeholders are empowered to engage in the National REDD+ Process through the development of Strategies and methods of implementation and the review of proposed policies
- Stakeholders have access to information on REDD+ and the Cambodia REDD+ Readiness Process

Principles of Consultation and Participation:

Principle	Criteria
The process should be transparent	<ul style="list-style-type: none"> • Key programme documents available to all stakeholders including: <ul style="list-style-type: none"> ○ Programme workplans ○ Minutes of main governance body meetings ○ Programme document and operational structure ○ Programme monitoring and evaluation frame work
The process should be inclusive engaging all relevant stakeholders with a sufficient support to provided to more vulnerable	<ul style="list-style-type: none"> • Representatives from each stakeholder group should be involved in the development of strategies • All stakeholders should have the opportunity to comment on draft policies that will impact their livelihoods • Information should be presented in a way that is both comprehensive and comprehensible to all

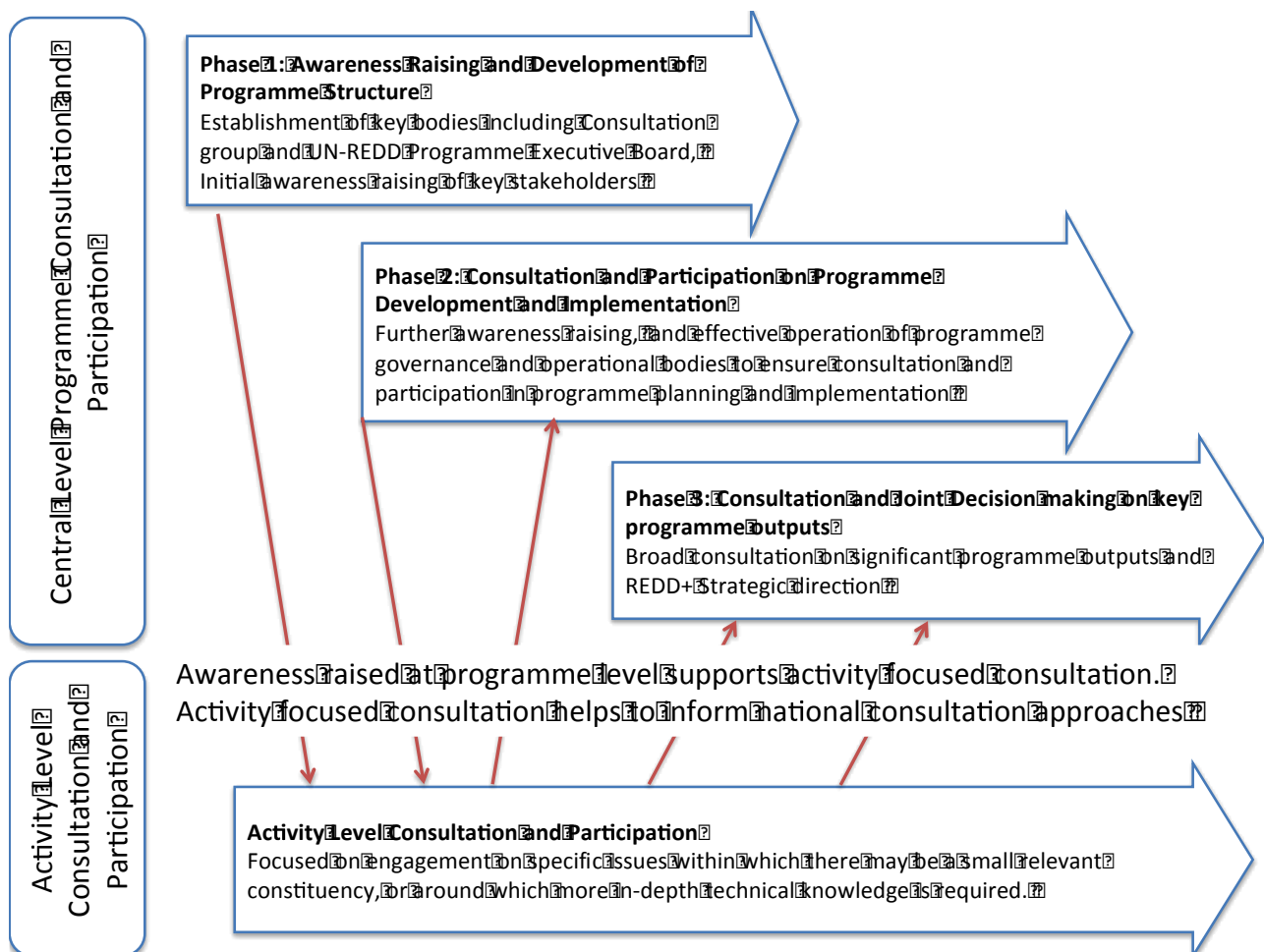
groups	<ul style="list-style-type: none"> Information sharing events focused on gaining both information on existing perceptions and local approaches to forest governance as well as sharing information on REDD+
The process should maintain fair representation of different groups	<ul style="list-style-type: none"> Groups should be allowed to select their own representatives Training and support should be provided to representatives
The process should allow for groups to be held to account	<ul style="list-style-type: none"> The role of different constituents should be presented A Complaint Mechanism should be in place for the consultation process
The process should be iterative	<ul style="list-style-type: none"> Clear response mechanism for consultation including facility for continued feedback
The process should ensure the availability of information	<ul style="list-style-type: none"> Establishment of a REDD+ website Materials should be developed that are appropriate to different stakeholders, including: glossary of terms in Khmer, Image based awareness raising materials, video information
The process builds on existing processes and structures	<ul style="list-style-type: none"> The process should build on the capacity established by existing processes, organisations and/or networks Consultation should be integrated into implementation of existing programmes such as the NFP and Community Forestry Consultation and information sharing should be done by a range of stakeholders within their own constituencies
The process should be timely	<ul style="list-style-type: none"> It should be sensitive to time needs of various stakeholders Information should be provided sufficiently in advance for all stakeholders to access information Stakeholders should be provided with sufficient information and training in advance of consultation
The process should be adequately resourced	<ul style="list-style-type: none"> Development of clearly costed workplans for activities Provide funding for grass-roots education and consultation with communities Provide funding for education and consultation with local governments

These principles and criteria mark an important element of Cambodia's approach to the development of nationally appropriate safeguards in relation to the UN-REDD and FCPF programmes.

Section 2: Operationalising Cambodia's REDD+ Approach to Consultation and Participation

This document provides an outline of how these objectives will be achieved and principles and criteria adhered to. The document is intended to be a living one with activities and priorities to be identified along with the development of the programme. Implementation will occur at two levels:

- **Central level implementation** – focused on consultation and participation within the programme as a whole (governance structures, operational), as well as cross cutting areas in which consultation and participation must be considered (awareness raising of stakeholders to support their capacity to engage in the programme, and consultation on overall programme outputs).
- **Activity level implementation** – focused on specific activities within the programme workplan



Central level implementation will occur through a three-phase process whose phases overlap. These phases will initially help increase awareness amongst stakeholders to strengthen **Activity level** consultation and participation. Examples of this include awareness raising of key stakeholder groups on the REDD+ process and the role of Technical Teams within this, these stakeholders will then be better placed to engage in the teams as part of an activity specific consultation and participation process, or central level development of an approach to implementing Free Prior Informed Consent that can then be operationalized at Activity level.

Subsequently central level consultation and participation will be strengthened by activity level consultation. For example stakeholders engaged in consultation around a development of a proposals for a benefit distribution systems at site level will be better placed to engage in a central level consultation process.

Operationalising the Frameworks

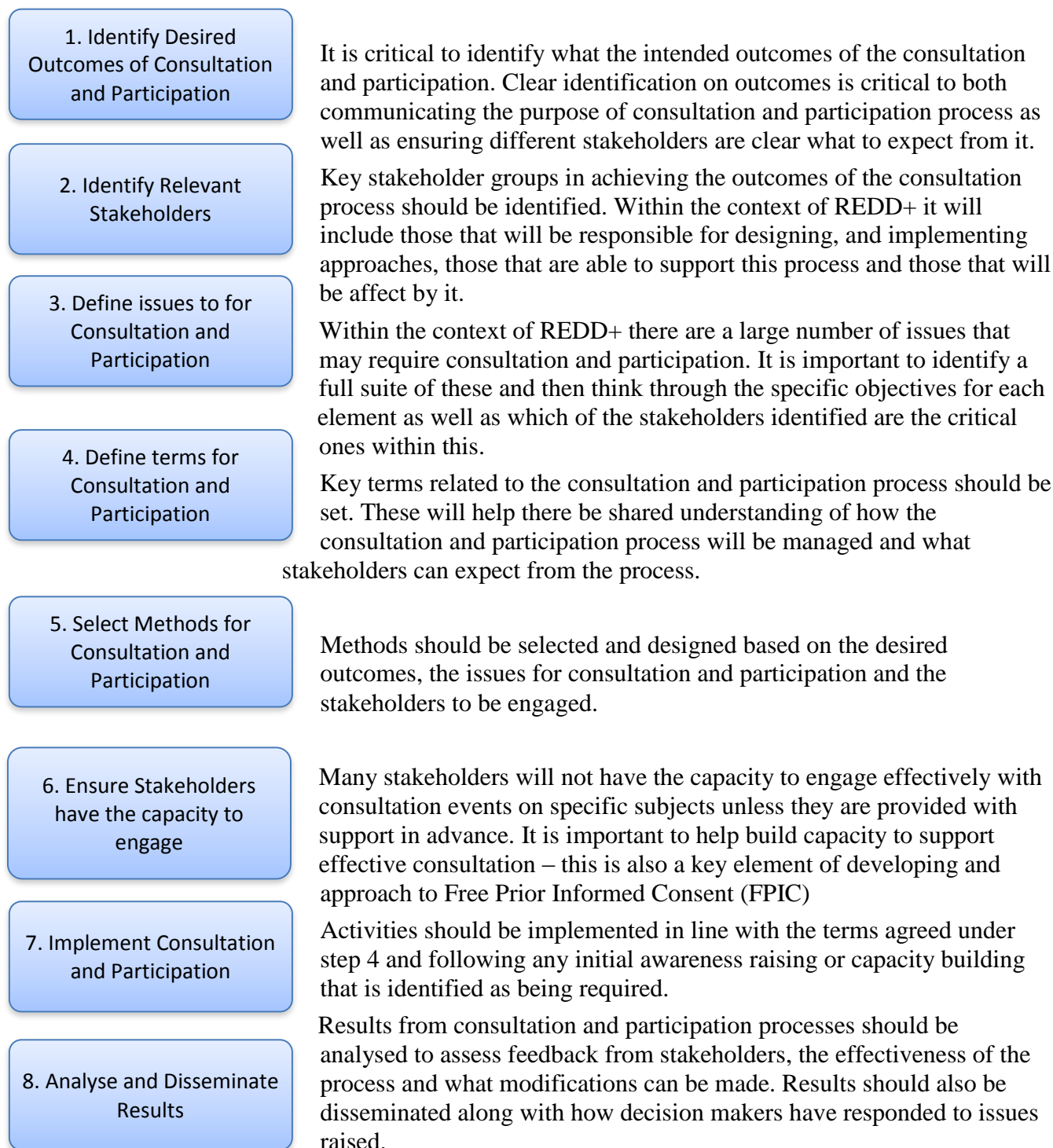
This multi-layered approach provides a framework for the implementation of consultation and participation. The plan will be updated on an annual basis in line with the annual work planning process with review also occurring on the quarterly basis. This process will be operationalized by the REDD+ Taskforce Secretariat and the Consultation group (see Section 2.3). Plans must adhere to the principles and criteria in this Consultation and Participation Framework. A consultation and participation planning tool is provided to support this process.

Consultation and Participation Planning Tool

To support the planning of consultation and participation at both levels a 8 Step approach to planning has been developed (Figure 2). The approach presented is based on joint guidelines on Stakeholder

engagement provided by UN-REDD and FCPF² and the lessons learned from stakeholder engagement laid out in the REDD+ Roadmap.

Figure 2: Consultation and Participation Planning Tool



This approach was utilised during the REDD+ Roadmap development with stakeholders being consulted on key issues within the programme development process, key stakeholders requiring engagement and how consultation and participation tools could be developed from use during the

² April 20 2012 version of the Guidelines available at http://www.unredd.net/index.php?option=com_docman&task=doc_download&gid=7047&Itemid=53

REDD+ readiness phase. Outcomes from these consultations produced both:

- The three phased approach to consultation and participation shown above and
- The programme governance and operational structure, which embeds a multi-stakeholder multiagency approach at the center of the programmes operation – further information on these bodies is provided below.

Structures for Operation

Within the context of Cambodia the consultation and participation planning process and subsequent implementation will be led by the REDD+ Taskforce Secretariat who will be supported by other key bodies within the Cambodia REDD+ Programme. An overview of this process is provided below.

The REDD+ Taskforce Secretariat:

The Secretariat will be responsible for:

- Overall planning of consultation and participation activities to correspond to the framework provided in Consultation and Participation plan.
- Ensuring linkages between programme level and activity level consultation and participation
- Developing ToR and Concept notes for activities within the Cambodia REDD+ Programme Annual Workplan and the consultation plan and ensuring that these have considered and adhere to the Principles of Consultation and Participation laid out in this document (a checklist against principles will be included on all ToR and Concept notes)
- Provision of information to members of all bodies within the Cambodia REDD+ Programme in a timely and appropriate manner to ensure that they are able to engage effectively with the programme
- Maintaining the Cambodia REDD+ Website as a tool for information sharing and coordination
- Coordinating where possible different consultation and participation activities to ensure that they are not excessive or overly burdensome on participant groups.

Key additional bodies will include:

- REDD+ Consultation group

The REDD+ Consultation group consist of 14 representatives including representatives of the private sector, international and national NGO's, civil society and indigenous peoples, and knowledge based institutions. It will meet at least twice a quarter to review documents and plans developed by the REDD+ Taskforce Secretariat. The group will also act as a single point of contact for the REDD+ Taskforce Secretariat in-terms of consultation with members being responsible for passing on information to constituents and providing feedback to the REDD+ Taskforce Secretariat on documents as well as in which areas further consultation is required. The Consultation group will also be responsible for managing in coordination with the REDD+ Taskforce Secretariat a fund for civil society consultation and participation. This fund will allow groups to consult on specific topics which they feel require additional stakeholder engagement above and beyond that planned within the workplan.

- Technical Teams

Technical teams will facilitate collaboration between different stakeholder groups in the development of plans and proposals for review by the REDD+ Taskforce. Technical teams will be made up of government representatives from relevant line agencies. Representatives from other stakeholder groups will also be added in line with their relevance to the technical areas, skills and experience. It is anticipated that when active Teams will meet at least once per month.

- UN-REDD Programme Executive Board

The UN-REDD Programme executive board will provide an oversight body for review and approval of workplans. The board provides a forum for joint decision making on the UN-REDD

Programme and provides a means of recourse should stakeholder be unhappy with the existing consultation and participation process. The board will meet at least twice a year.

- Existing coordination structures

Where possible existing coordination structures will also be used to facilitate consultation and participation Table 1 provides an initial list of key structures as identified within the REDD+ Roadmap. Information will be provided to these groups within their regular meetings with members of the REDD+ Taskforce and Taskforce secretariat responsible for providing information to these groups.

Monitoring

Monitoring will occur through the Consultation group who will be responsible for reviewing consultation efforts against the consultation plan (its objectives, principles and criteria) and providing feedback to both the REDD+ Taskforce and UN-REDD Programme Executive Board. This will be facilitated by a basic checklist on all concept notes and ToR of how activities address the principles and criteria of consultation outlined in the consultation plan. Indicators for stakeholder engagement and monitoring will also be included within the UN-REDD Programme monitoring framework. Delivery of these will be reviewed by the joint FAO, UNDP, UNEP programme assurance committee.

Table 1: Key Stakeholder Groups and Existing Forms of Engagement and Representation

Stakeholder Group	Forum for Engagement and Representation
Government	National REDD+ Taskforce* National Climate Change Committee Council for Land Policy; Cadastral Commission; National Committee for Land Management; National Committee for Addressing Disputes in Relation to Creation of Permanent Forest Reserve Areas; Forest Land Encroachment Committee; National Authority for Land Disputes/Conflict Resolution; National Committee for Subnational Democratic Development (NCDD); Expropriation Committee
Government / Development partners / Private Sector / NGOs / Civil Society	Technical Working Groups (e.g. TWGF&E, TWGF _i , etc.) UN-REDD Programme Executive Board* REDD+ Consultation Group* REDD+ Technical Teams*
Government-Community Forestry Groups	National Community Forestry Programme Coordination Committee <i>Community Protected Areas Network</i> <i>Community Fisheries Network</i>
NGOs	Climate Change Network Informal NGO REDD+ Working Group Forest Livelihoods and Plantation Network Land Action Network Indigenous People's Network Regional and Provincial Networks
Civil Society and Indigenous Peoples	IRAM (Indigenous Rights active member) Indigenous People NGOs Network (IPNN) CPN (Community Peace Building Network) Cambodia Indigenous Peoples Alliance NAR (NGO Alliance on REDD), Environment Forum Network (EFN) Prey Long Community Network Skor Ampouv

	Cambodia NTFP Working Group Oral Network Forestry, Livelihood and Plantation Network (FLPN)
Government-Private Sector	Government-Private Sector Forum Cambodia Timber Industry Association Chambers of Commerce
Knowledge based institutions	None
International Networks	ASEAN Regional Knowledge Network on Climate and Forests Asia Indigenous Peoples Pact

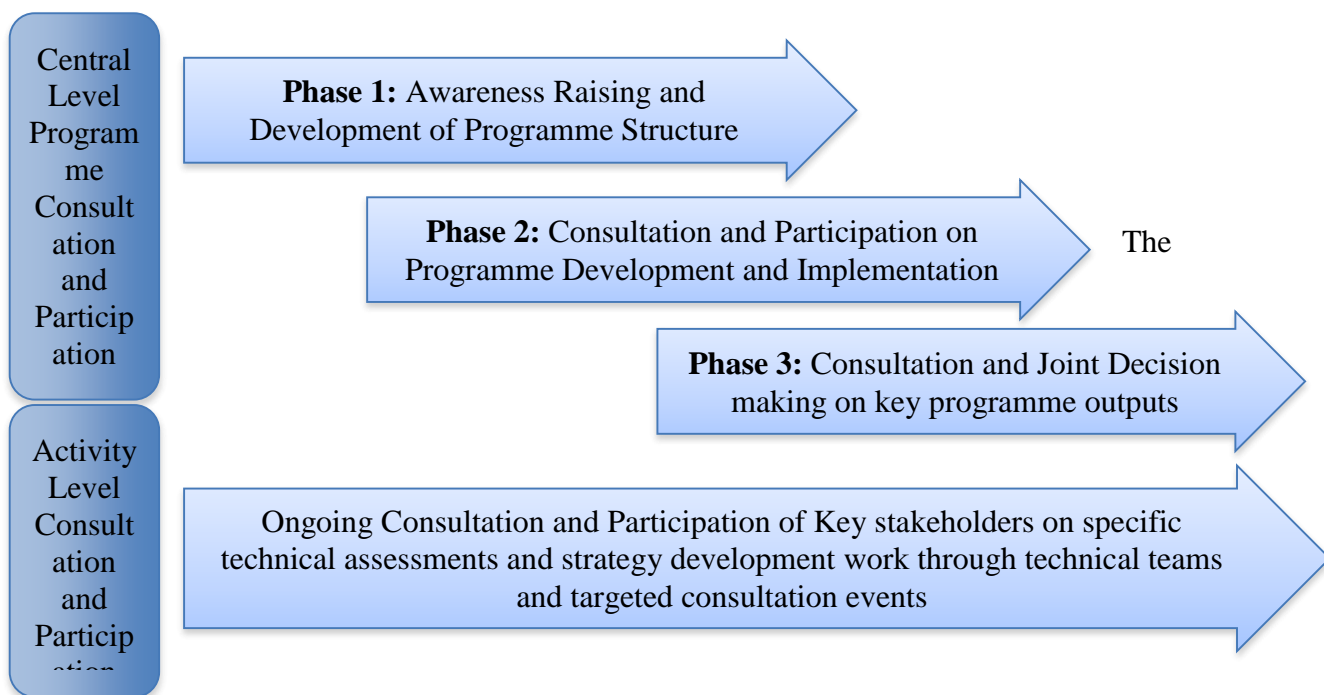
* Denotes structures that are specific to the Cambodia REDD+ programme

Annex 6: Consultation and Participation Plan

The Cambodia REDD+ Readiness process recognises the critical role that different stakeholders have in developing effective, efficient and equitable approaches to REDD+. The Cambodia REDD+ Roadmap committed to development of a multi-stakeholder REDD+ Readiness process that is inclusive and balanced between different stakeholder groups. The programme has two objectives for consultation and participation:

- *Stakeholders are empowered to engage in the National REDD+ Process through the development of strategies and methods of implementation and the review of proposed policies*
- *Stakeholders have access to information on REDD+ and the Cambodia REDD+ Readiness Process*

To achieve these objective a three phase and multi-layered approach has been developed.



implementation of these phases operationalized through an **annual planning cycle** led by the REDD+ Taskforce Secretariat and Consultation group - the resulting annual plan will guide activities for that year.

This planning process will be guided by **nine principles and corresponding criteria for consultation and participation** and supported by a **eight step consultation and participation planning tool**.

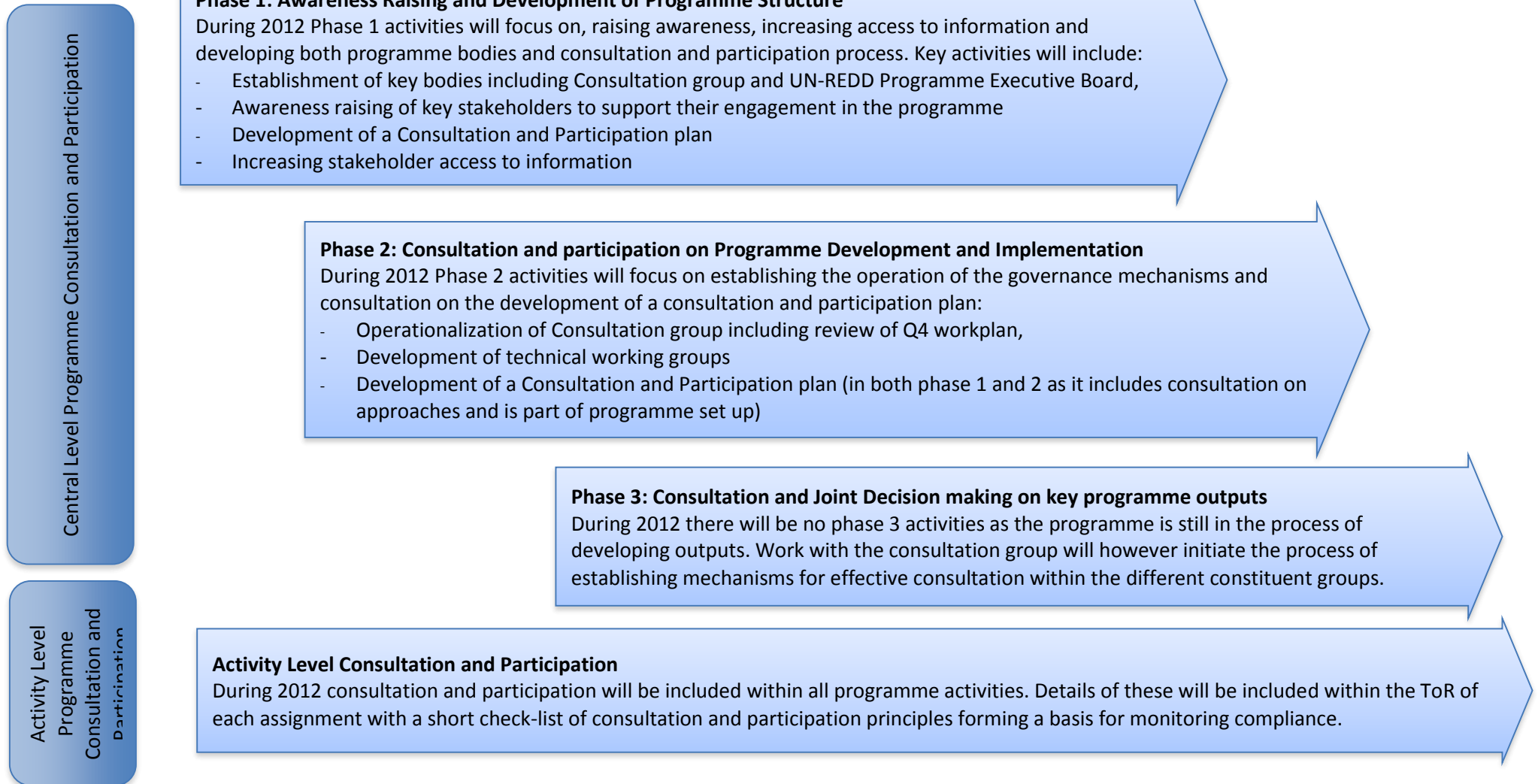
Monitoring against the principles and criteria, along with workplan progress, impact and relevance will be led by the REDD+ Consultation group on a quarterly basis in line with quarterly workplan development.

Box 2: 8 Step Framework for Consultation and Participation Planning

- Step 1: Identify Desired Outcomes of C&P
- Step 2: Identify Stakeholders
- Step 3: Identify Issues for C&P
- Step 4: Define Terms of C&P
- Step 5: Define methods
- Step 6: Ensure stakeholders have capacity to engage
- Steps 7: Conduct Consultation and Participation
- Step 8: Analyse and Disseminate Results Identify Stakeholders

Section 3: Cambodia's REDD+ Consultation and Participation Plan 2012 Summary of Activities

Section 1 and 2 provide the framework for Consultation and Participation within the Cambodia REDD+ Programme . This section provides an outline plan of activities for 2012. It is anticipated that this plan will be updated during 2012 to provide a full consultation and participation plan for the remainder of the programme.



Summary of Key activities

During the remainder of 2012 central level activities will focus on Phase 1 – Awareness Raising and Development of Programme Structure. Activities will include:

Programme Level

Phase 1:

- Establishment of key governance bodies within the Cambodia REDD+ Programme
- Initiation of awareness raising activities
- Development of a consultation and participation plan
- Establishment of the Cambodia REDD+ Website

Phase 2:

- Operationalisation of Consultation group
- Development of Technical Working groups

Activity Level

At the activity level principles and criteria for consultation and participation will be adhered to in the development of all activities.

Programme Level

Phase 1

Establishment of Key Bodies for the Cambodia REDD+ programme

Details: Key group within the Cambodia REDD+ Programme are being established. Priority has focused on establishment of the:

- Programme Executive Board
- REDD+ Taskforce and REDD+ Taskforce Secretariat
- REDD+ Consultation group
- REDD+ Technical teams

All relevant government agencies have been asked to nominate representatives for the appropriate bodies. Representatives from other stakeholder groups are being identified based on nominations for those stakeholder groups. It is anticipated that existing networks will form an important part of this representation structure with further information on the process for selecting each stakeholder group outlined below for the consultation group and PEB:

Development partners (PEB): Development partners identified within the REDD+ Roadmap asked to nominate representatives (already undertaken).

Budget: none

Timing: June 2012

Responsible Party: REDD+ Taskforce Secretariat

Monitoring and Grievance Mechanisms: Issues regarding poor implementation of the PEB can be both raised within PEB and REDD+ Taskforce meetings. Should it not be possible to resolve issues at this level they can be moved to the UN-REDD Policy Board.

Private Sector (Consultation group): Information on Private sector mapping will be utilised from a report developed on Stakeholder Mapping through the TWG on F&E. Based on this report key mechanisms for engagement will be identified (this is anticipated for September).

Budget: None

Timing: September

Responsible Party: REDD+ Taskforce Secretariat

Monitoring and Grievance Mechanisms: Stakeholders able to raise concerns with Taskforce Secretariat and Consultation group, if issues are not considered at this level they can be escalated to the PEB.

Knowledge Institutions (Consultation group): Information on Private sector mapping will be utilised from a report developed on Stakeholder Mapping through the TWG on F&E. Based on this report key mechanisms for engagement will be identified (this is anticipated for September).

NGOs (Consultation group)

Budget: None

Timing: September

Responsible Party: REDD+ Taskforce Secretariat

Monitoring and Grievance Mechanisms: Stakeholders able to raise concerns with Taskforce Secretariat and Consultation group, if issues are not considered at this level they can be escalated to the PEB.

Civil Society and Indigenous Peoples (Consultation group and PEB): CS and IP workshop held with key network organisations to identify process for selection of representatives. Key network organisations identified to support engagement in a second workshop to select representatives.

Invites provided to networks to select participants for a workshop to select representatives.

Representative selection conducted at workshop. Further information on CS and IP engagement background document and CS and IP Representative selection workshop concept note.

Budget: \$5,000 in Q3

Timing: July

Responsible Party: REDD+ Taskforce Secretariat

Monitoring and Grievance Mechanisms: Stakeholders able to raise concerns with Taskforce Secretariat and Consultation group, if issues are not considered at this level they can be escalated to the PEB.

Information sharing and awareness raising programme and development of a Consultation and Participation Plan

Details: A service provider will be identified to support information sharing and awareness raising focusing at the national and provincial levels and develop a programme consultation and participation plan. These two activities have been combined to help improve coherence between the consultation plan development process and the implementation of awareness raising activities that can also include consultation on plan development. It is anticipated that the assignment will include four principle activities:

- Stakeholder mapping based on access to information, information needs, and capacity to engage.
- Development of and implementation of awareness raising events, including consultation on consultation and participation plan
- Development of a Consultation and Participation Plan for 2013

Details of this approach will be developed through Terms of Reference for the Service Provider, but should include consideration of how FPIC will be operationalized and the potential development of a Consultation and Participation fund under the oversight of the Consultation Group

Budget: \$35,000 until December 2012

Timing: To December 2012

Responsible Party: REDD+ Taskforce Secretariat

Monitoring and Grievance Mechanisms: REDD+ Taskforce Secretariat responsible for reviewing

progress of service provider against identified deliverables. Stakeholders able to raise concerns with Taskforce Secretariat and Consultation group.

Development of a REDD+ Website

Details: A service provider will be identified to develop the Cambodia REDD+ Website. The website will provide access to key information on REDD+, the Cambodia REDD+ Programme, upcoming events, events organised by other groups, membership of different bodies and minutes from PEB meetings.

Budget: \$3,000 until October 2012

Timing: To October 2012

Responsible Party: REDD+ Taskforce Secretariat

Monitoring and Grievance Mechanisms: REDD+ Taskforce Secretariat responsible for reviewing progress of service provider against identified deliverables. Stakeholders able to raise concerns with Taskforce Secretariat and Consultation group.

Phase 2

Operationalisation of Consultation Group

Details: The Consultation group should become operational. Key activities for the group will include:

- Review of Q4 workplan
- Working with the Service provider on the development of a consultation and participation plan and information sharing and awareness raising programme – this will include facilitating access to their constituencies as part of the process.

Budget: \$3,000 until December 2012

Timing: Through out programme implementation

Responsible Party: REDD+ Taskforce Secretariat and Consultation group

Monitoring and Grievance Mechanisms: REDD+ Taskforce Secretariat responsible for reviewing progress of the Consultation group as a service provider against proposed work identified deliverables. Stakeholders able to raise concerns with Taskforce Secretariat and Consultation group.

Development of Technical Working Groups

These will be established in accordance with demand. Teams will initially be established amongst relevant government agencies with other stakeholder groups invited to join based on, experience, knowledge or relevance to the outcomes of the group.

Budget: Budget allocated for functioning of each Technical team

Timing: July to December

Responsible Party: REDD+ Taskforce Secretariat

Monitoring and Grievance Mechanisms: Stakeholders able to raise concerns with Taskforce Secretariat and Consultation group, if issues are not considered at this level they can be escalated to the PEB.

Development of Consultation and Participation Plan

See description under 3.2.1

Activity Level

Terms of reference and concept notes will be developed for all activities within the Annual Workplan. These documents will be developed in line with the principles of consultation and participation outlined in Section 1 of this document.

Grievance Mechanism

Programme Level

The principle of subsidiarity will be used through out the programme. Issues will be addressed where possible at activity level or within Technical teams. The consultation group forms a central point for raising of issues that are not theme or activity specific or have failed to be addressed at those levels. The Consultation group can raise these issues with the REDD+ Taskforce Secretariat and Taskforce. Should no resolution be met at this level representatives can raise issues within the UN-REDD Programme Executive Board.

Activity Level

Same as through programme level

Consultation and Participation Activities against Principles and Criteria

Principle	Criteria	Planned Activity against Principles and criteria for 2012 (and relation to workplan)	Implementation
1. The process should be transparent	<p>a) Key programme documents available to all stakeholders including:</p> <ul style="list-style-type: none"> • Programme workplans • Minutes of main governance body meetings • Programme document and operational structure • Programme monitoring and evaluation frame work 	a) Website developed (Activity 1.4a) – website will include: programme documents, information on REDD+, minutes of PEB meetings, annual and quarterly workplans	•
2. The process should be inclusive engaging all relevant stakeholders with a sufficient support to provided to more vulnerable groups	<p>a) Representatives from each stakeholder group should be involved in the development of strategies</p> <p>b) All stakeholders should have the opportunity to comment on draft policies that will impact their livelihoods</p> <p>c) Information should be presented in a way that is both comprehensive and comprehensible to all</p> <p>d) Information sharing events focused on gaining both information on existing perceptions and local approaches to forest governance as well as sharing information on REDD+</p>	<p>a, b) Governance structures established (Activity 1.3a) . Consultation group to contain representatives as follows: 2 NGO, 2 IP, 2 CS, 1 Community Forestry, 1 Community Protected Areas, 1 Community Fisheries, 2 Private Sector, 2 Knowledge based institutions. All representatives will be selected by members of existing networks</p> <p>c) Development of awareness raising material appropriate for local communities (Activity 1.4c)</p> <p>d) At least 6 awareness raising events held at national and provincial levels (Activity 1.4c)</p>	•
3. The process should maintain fair representation of different groups	<p>a) Groups should be allowed to select their own representatives</p> <p>b) Training and support should be provided to representatives</p>	<p>a) See 2 a, b.</p> <p>b) Awareness raising focusing on core group including consultation group (Activity 1.4c)</p>	•
4. The process should allow for groups to be held to account	<p>a) The role of different constituents should be presented</p> <p>b) A Complaint Mechanism should be in place for the consultation process</p>	<p>a) Role of different groups presented at awareness raising events (Activity 1.4c), information also available on website (Activity 1.4a)</p> <p>b) Process of subsidiarity will be adopted. Consultation group will form also form central</p>	•

		point for complaints from stakeholder groups with PEB and REDD+ Taskforce providing oversight of this.	
5. The process should be iterative	a) Clear response mechanism for consultation including facility for continued feedback	a) REDD+ Taskforce Secretariat to provide written responses to issues raised by consultation group (included in TOR of Consultation group (Activity 1.4d). Comments and responses to be added to REDD+ Website along with minutes of Consultation group meetings (Activity 1.4a).	•
6. The process should ensure the availability of information	a) Establishment of a REDD+ website b) Materials should be developed that are appropriate to different stakeholders, including: glossary of terms in Khmer, Image based awareness raising materials, video information	a) Website to be established (Activity 1.4a) b) Awareness raising for different stakeholders (Activity 1.4c)	•
7. The process builds on existing processes and structures	a) The process should build on the capacity established by existing processes, organisations and/or networks b) Consultation should be integrated into implementation of existing programmes such as the NFP and Community Forestry c) Consultation and information sharing should be done by a range of stakeholders within their own constituencies	a) Representatives for different stakeholder groups selected from existing networks (Activity 1.3a). Awareness raising provided to networks (Activity 1.4c). b) See ToR for activities under component 2.1 c) Support provided to Stakeholder groups through Consultation and Participation fund, (Activity 1.3c) Initial CS and IP workshop will be organised in collaboration with CS and IP groups (Activity 1.4a).	•
8. The process should be timely	a) It should be sensitive to time needs of various stakeholders b) Information should be provided sufficiently in advance for all stakeholders to access information c) Stakeholders should be provided with sufficient information and training in advance of consultation	a) Document provided to stakeholders at least one week in advance of meetings (see ToR for PEB 1.2d, and ToR for Consultation group 1.4d) b) See a c) Awareness Raising activities (Activity 1.4c)	•

<p>9. The process should be adequately resourced</p>	<p>a) Development of clearly costed workplans for activities b) Provide funding for grass-roots education and consultation with communities c) Provide funding for education and consultation with local governments</p>	<p>a) See UN-REDD Annual Workplan b) Consultation and Participation fund provides option for this (Activity 1.3c) c) Awareness raising process addressing provincial government (Activity 1.4c)</p>	<ul style="list-style-type: none"> •
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