TERMS OF REFERENCE
Individual Contractor

1. Assignment Information

Assignment Title	Consultant to develop Action Plan for National Protected Areas Strategic Management Plan
Post Level	Senior Specialist
Contract Type	Individual Contractor
Duty Station	Phnom Penh, Cambodia
Expected Place of Travel	No travel outside Phnom Penh required
Contract Duration	20 days. From 25 April 2016 to 31 May 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.

Given the importance of conservation of forest stocks the Cambodia REDD+ Programme has supported the development of the National Protected Areas Strategic Management Plan 2016-2025 (NPASMP). This document aims to guide the sustainable management of Cambodia's protected areas.

In 1993 the Royal Government of Cambodia issued a Royal Decree designating 23 areas, covering about 3.3 million ha (18.3 % of total land area), as protected areas. The current national protected area system includes seven national parks, ten wildlife sanctuaries, three protected landscapes, three multiple use areas managed by the Ministry of Environment. These areas are governed by a policy framework that includes the Constitution of Cambodia (1993), the Protected Area Law (2008) and the Law on Environmental Protection and Natural Resources Development (1996).

These regulations are complemented by the NPASMP that will also act as an important policy instrument to link REDD+ and protected area management at the national level. REDD+ provides an opportunity for Cambodia to access results based payments for its efforts towards sustainable managements of its forests. This will also support the implementation of the NPASMP in particular when this leads to reducing emissions from deforestation and forest degradation and/or enhancing removals of greenhouse gasses from the restoration and establishment of new forests.

The General Department of Administration for Nature Conservation and Protection (GDANCP),

Ministry of Environment (MoE) is responsible for the planning and management of Cambodia's protected area system. GDANCP has a mandate to develop strategic plans, action plans, and technical guidelines for managing the protected areas.

The NPASMP will guide the effective implementation of the national protected area policies by prioritizing strategies, and recommending institutional arrangements. The strategy also includes approaches for the conservation and sustainable management of protected areas, expansion of community livelihood opportunities and strengthening the infrastructure and institutional capacity of the MoE.

The objective of this assignment is to produce a time-bound Action Plan that prioritizes medium and long term activities, outlines specific targets, clarifies roles and responsibilities, provides a monitoring framework, and budgets, for the effective implementation of the NPASMP.

3. Scope of Work

3.1 Responsibilities of Consultant

- Review the NPASMP and identify medium and long term actions
- Prepare a work plan with methodology, approach and timeline
- Design, organize, and facilitate all consultation and discussion groups
- Prepare relevant and required material, guidelines, and aids for all forums
- Establish collaborative working arrangements
- Provide technical and management support to working groups, technical teams, and other forums as required
- Prepare and deliver the Action Plan for effective implementation of the NPASMP.

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 discussion forums

- Organize individual interviews and all agreed discussion forums as per the work plan for consultations on the development of the Action Plan

Produce a draft Contents and draft Action Plan-NPASMP

- Produce a draft of the Contents for the Action Plan based on priorities, actions, targets, roles and budget; receive comments; and finalize Contents
- Produce a draft of the Action Plan based on agreed Contents. The Action Plan will identify key priority actions and activities for the short-term 2016-2018; and mid-term 2019-2020. The Consultant will describe each activity that will include title, justification, activity objectives and outcomes. In addition budgets for each department/unit responsible for implementation will be allocated. If responsibility for implementation is across multiple departments/units the Consultant will facilitate the production and agreement of separate action plans and budgets for each department/unit with appropriate coordination mechanisms.

Organize presentation on draft of Action Plan-NPASMP

- Organize and make a presentation on key findings of assignment

Produce a final draft of Action Plan-NPASMP

- Produce a final draft of the Action Plan that incorporates all comments.

4. Expected Outputs and Deliverables

- Work Plan of the assignment
- Individual meetings and group discussions
- Draft of Contents of Action Plan
- First draft of Action Plan
- Presentation on draft of Action Plan
- Final draft of Action Plan

No	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates
1	Work plan of the assignment	5 days	29 April 2016
2	Draft Action Plan	10 days	13 May 2016
3	Final Action Plan	5 days	20 May 2016
	Total number of days	**20 days**	

5. Institutional Arrangements

5.1 Overall Supervision: The Consultant will report to and be supervised by Deputy Director, GDANCP, MoE

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 25 April 2016 to 31 May 2016 for a total of 20 working days.

7. Duty Station

The duty station for this assignment is Phnom Penh, Cambodia. During the assignment the consultant is required to be in Phnom Penh, Cambodia for all the contracted days.

8. Minimum Qualifications of the Individual Contractor

Education:	• Master's degree or equivalent in natural resource management, forestry, or a related field
Experience:	• A minimum of 10 years of relevant experience – natural resource management, climate change, REDD+, environmental policy • Prior work experience with project design, monitoring and evaluation, and budgeting • Proven experience of project management and familiarity with results oriented planning and implementation with international development agencies or government agencies
Competencies:	• Outstanding analytical and communication skills • Ability to design results framework with clear targets • Prior experience in Cambodia/Southeast Asia an asset.

9. *Criteria for Evaluation of the Individual Contractor*

Technical Evaluation Criteria	Obtainable Score
Education	20
A minimum of 10 years of relevant experience	30
Analytical and communication skills	30
Prior working experience in Cambodia/Southeast Asia	20
Total Obtainable Score:	100

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	15 May 2016	20
2	Upon submission of first draft of Action Plan	07 June 2016	40
3	Upon satisfactory completion and submission of final Action Plan	15 June 2016	40

11. Approval

Signature: .....

Name: Chea Sam Ang, PhD

Title: Head of National REDD+ Taskforce
Project Director, FCPF

Date: .....