

TERMS OF REFERENCE Individual Contractor

1. Assignment Information

Assignment Title	Consultant to provide research, writing and editing services
Post Level	Senior Specialist
Contract Type	Individual Contractor
Duty Station	Home-based, and non-home-based (Phnom Penh)
Expected Place of Travel	Occasional travel may be required for this position
Contract Duration	One year (Long term agreement)


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 in its readiness phase. 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 institutional 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 readiness phase also requests 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.

Cambodia REDD+ aims to enhance its capacity to produce a diversity of print, radio, television, and social media products. Inputs to produce these products includes research support, writing, rewriting, and editing services. To achieve this objective Cambodia REDD+ is looking for a professional with whom a rolling long-term arrangement (LTA) can be established, initially for a one year period. 

3. Scope of Work

The professional will provide services that will include research inputs, writing, rewriting, and editing in the disciplines of environment, forestry, climate change, land, public policy, participatory approaches to development, Indigenous Peoples, gender and others as required. In addition the professional will also provide support to conference and workshop planning, production of material, documentation of workshops and events, and production of final reports and proceedings. The consultant will also provide research support and for selection and editing of accompanying visuals such as photographs, graphics, illustrations etc.

3.1 Responsibilities of the Consultant

- Establish a collaborative arrangement with the Project Management Unit
- Develop an understanding of deforestation and REDD+ context in Cambodia
- Ensure that all documents and material conform to UNDP style and guidelines
- Ensure that all documents are edited and written from the standpoint of reader interest and are factually accurate and relevant
- Commit to confidentiality and to not disclose information without prior permission

4. Expected Outputs and Deliverables

- Work plan as mutually agreed
- Delivery of high quality products
- Receive inputs to drafts and make changes and improvements.

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 the Communications Officer.

6. Duration of the Assignment

The duration of the long term agreement will be one year from the date of contract signature.

7. Duty Station

The duty station for this assignment is Phnom Penh, Cambodia. Occasional travel if the consultant's presence is necessary for events outside Phnom Penh.

8. Minimum Qualifications of the Individual Contractor

Education:	A master's degree in communications, journalism, media, social sciences, environment, or other related fields
Experience:	<ul style="list-style-type: none">• Minimum 7-10 years' writing and editing experience for print/radio/television• Experience with websites and social media an asset

Competencies :	<ul style="list-style-type: none"> • Demonstrate outstanding written communication skills • Strong research and editing skills • Knowledge of natural resource management issues in Cambodia • Ability to work under pressure and meet deadlines
Language Requirements:	Excellent written and spoken command of English
Other Requirements:	Submission of at least two recent publication samples

9. Criteria for Evaluation of Individual Contractor

Evaluation Criteria	Obtainable Score
Knowledge of natural resource management issues in Cambodia	20
Knowledge of current policies and Cambodia government structures	20
Strong writing and editing skills	40
Assessment of publication samples submitted	20
Total Obtainable Score	100

10. Payment Milestones

The payment will be based on actual number of working days. A mechanism will be established and mutually agreed on calculating working days utilized and the outputs. Payments will be made every month upon satisfactory completion of work and receipt of original invoice.

Offerors are requested to quote one rate of daily professional fee. The rate shall be all inclusive and remain fixed during the contract period.

11. Approval

Signature:



Name:

Chea Sam Ang, PhD

Title:

Head of National REDD+ Taskforce
Project Director, FCPF

Date: