

TERMS OF REFERENCE
Individual Contractor

1. Assignment Information

Assignment Title	Consultant Cambodia REDD+ Safeguards
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 16 May 2016 to 19 August 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 the Cambodia REDD+ Programme has to establish an institutional framework. The key elements of such an institutional 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 has 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+ is now in an advanced stage of readiness and is making a transition to implementation. A National REDD+ Strategy and a Forest Reference Emission Level has been finalized and an initial version of the National Forest Monitoring System has been prepared.

Cambodia REDD+ has completed an analysis of its policies, laws and regulations and developed principles, criteria and indicators. This is part of the phased approach to establish a Safeguards Information System. Cambodia REDD+ now plans to develop an environmental and social management framework (ESMF). The ESMF will draw from the National REDD+ Strategy and incorporate safeguards related to forests, natural habitats, biodiversity, high conservation value forests, pest management, and small civil works; and indigenous peoples, access restriction, livelihoods impact, resettlement framework, and physical and cultural resources. The ESMF will include mitigation measures, guidance notes, check lists, assessment tools, a grievance mechanism, and a monitoring and evaluation system.

3. Scope of Work

The objectives of the assignment are to:

- Undertake an analysis of activities undertaken related to safeguards
- Assess safeguards compliance with the Common Approach
- Review of safeguards progress and products from REDD+ countries and identify lessons and best practices relevant for Cambodia

- Review key policies, laws, regulations, manuals, codes, operations manuals and other instruments, identify gaps and integrate key elements into the ESMF as appropriate
- Produce an EMF that incorporates environmental and social safeguards and includes mitigation measures, guidance notes, check lists, assessment tools, a grievance mechanism and a monitoring and evaluation system.

3.1 Tasks

The Consultant will perform the following Tasks:

Produce a Work Plan

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

Undertake research and arrange interviews

- Identify key policies, rules, regulations, manuals, and codes that guide environmental and social safeguards in Cambodia's forestry sector. Organize individual interviews with key informants and stakeholder representatives as required

Produce draft contents outline of ESMF

- Produce draft contents outline of ESMF, receive comments, and incorporate into final version

Produce draft of ESMF

- Produce a draft of the ESMF

Organize presentation on key findings

- Organize and make a presentation on the ESMF
- Finalize ESMF incorporating comments received.

4. Expected Outputs and Deliverables

- Work Plan of the assignment
- Individual meetings, field visits to two selected provinces if required
- Draft contents outline of ESMF
- Draft of ESMF
- Presentation on ESMF
- Final draft of ESMF incorporating comments.

No	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates
1	Work plan of the assignment	5 days	20 May 2016
2	Draft contents outline of ESMF	25 days	30 June 2016
3	Final draft of ESMF	10 days	15 July 2016
	Total number of days	40 days	

5. Institutional Arrangements

Role of the consultant

- Design methodology and approach to the assignment
- Lead and participate in all individual and group discussions
- Potential list of interviewees will include representatives of forestry sector institutions, consultation group and gender group members, REDD+ development partners, local community representatives and indigenous peoples

- Ensure comments, views and inputs of key stakeholders such as the poor, vulnerable, and indigenous peoples, women, youth, and elderly are provided adequate opportunity and means to contribute to the outcomes of the assignment
- The consultant shall work under and have regular meetings with the Head of the REDD+ Taskforce Secretariat
- The consultant shall report on/submit the above deliverables to the Head of the REDD+ Taskforce Secretariat

Role of the head of the RTS

- The head of RTS will oversee the assignment and work plans of the consultancy
- Technical support will be provided by UNDP Technical Specialist/UNDP National Project Advisor

6. Duration of the Work

The duration of the work from 16 May 2016 to 19 August 2016 for a total of 40 working days.

7. Duty Station

The duty station 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. Up to two field visits to selected provinces may be required.

8. Minimum Qualifications of the Individual Contractor

Education:	<ul style="list-style-type: none"> • Master's degree or equivalent in environmental studies, natural resource management, forestry, social sciences or a related field
Experience:	<ul style="list-style-type: none"> • A minimum of 10 years of relevant experience – natural resource management, environmental and/or social impact assessment, safeguards, climate change • Prior work experience with REDD+ planning and implementation; sound understanding of REDD+ institutional framework including safeguards, grievance redress mechanism; proven experience of project design, financial planning, forest management, monitoring and evaluation
Competencies:	<ul style="list-style-type: none"> • Outstanding analytical and communication skills • Prior experience with government institutions involved with REDD+ in Cambodia/Southeast Asia an asset.

9. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

Technical Evaluation Criteria	Obtainable Score
Master's degree or equivalent in environmental studies, natural resource management, forestry, social sciences or a related field	20
A minimum of 10 years of relevant experience – natural resource management, environmental and/or social impact assessment, safeguards, climate change	30
Prior work experience with REDD+ planning and implementation; sound understanding of REDD+ institutional framework including safeguards, grievance redress mechanism; proven experience of project design, financial planning, forest management, monitoring and evaluation	40
Outstanding analytical and communication skills and prior experience with government institutions involved with REDD+ in Cambodia/Southeast Asia an asset.	10
Total Obtainable Score:	100

10. Payment Milestones

The consultant will be paid on a lump sum basis under the following installments.

No	Outputs/Deliveries	Payment Schedule	Payment Amount %
1	Upon submission of work plan	31 May 2016	20
2	Upon submission of draft contents outline of ESMF	15 July 2016	40
3	Upon satisfactory completion and submission of final draft of ESMF	31 August 2016	40

11. Approval 

Signature:



Name:

Chea Sam Ang, Ph.D.
Head of REDD+ Taskforce
National Project Director, FCPF

Title:

Date: