

**TERMS OF REFERENCE**  
**Individual Contractor**

**1. Assignment Information**

<b>Assignment Title</b>	National Consultant to Prepare Guidelines and Manual to develop management plans for Protected Areas in Cambodia
<b>Post Level</b>	Specialist
<b>Contract Type</b>	Individual Contractor
<b>Duty Station</b>	Home based and Phnom Penh, Cambodia
<b>Expected Place of Travel</b>	Selected provinces
<b>Contract Duration</b>	50 days. From 31 August 2017 to 15 December 2017

**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 promote conservation, sustainable management of forests and enhancement of forest carbon stocks. REDD+ participant countries shall be eligible for results based payments for verified emissions reductions and/or enhanced carbon stocks.

Prior to seeking such results based payments Cambodia must 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 2017-2031 (NPASMP). The NPASMP has been formally endorsed by the RGC. 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.

In 1993 the Royal Government of Cambodia (RGC) issued a Royal Decree designating 23 areas, covering about 3.3 million ha (18.3 % of total land area), as protected areas. In 2015-16 the RGC increased its total conservation area to approximately 7.5 million ha that includes 45 PAs including landscapes, and three Biodiversity Conservation Corridors. By doing so Cambodia has brought approximately 41 per cent of its total area under conservation management. 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).

The General Department of Administration for Nature Conservation and Protection (GDANCP), in the 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 objective of this assignment is to prepare guidelines and a manual that will enable GDANCP to use a consistent approach to develop management plans for the effective and sustainable development of the diversity of its protected area landscapes.

**3. Scope of Work**

The Consultant will perform the following Tasks:

**3.1. Develop Approach Paper and Work Plan**

The Approach Paper will consider Cambodia's institutional context, its existing and developing policy framework, national and sub-national capacity, and technical and financial resource status and present the most effective approach to bringing its protected areas system under management plans. The Approach Paper must especially take note of sub-national capacity and recommend practical steps to ensure plans are developed, and implemented. The Consultant will be encouraged to provide alternative options with accompanying analysis. Key documents for review would include the NPASMP, draft plan of Phnom Kulen National Park, and existing guidelines and manuals. The Consultant will finalize the Approach Paper after obtaining inputs through a presentation to an inter-agency Working Group. The Work Plan will be finalized based on the scope of the approved Approach Paper and will provide a timeline and deliverables.

### **3.2. Develop Guidelines**

#### **3.2.1 *Produce draft Guidelines***

Produce draft Guidelines for developing protected area management plans and action plans reflecting different management priorities of 8 PA categories in Cambodia: 1. National Park, 2. Wildlife Sanctuary, 3. Protected Landscape 4. Multiple use area, 5. Ramsar Site, 6. Biosphere reserve, 7. Natural Heritage site and 8 Marine park.

The content should include but not be limited to 1) management goals, 2) planning process and step wise approach, 3) key principles on access to information and stakeholder consultation, 4) information requirements, 5) analysis of information.

Produce the draft content or framework for developing action plans. The content should include but not be limited to priority activities and targets, implementation strategies, institutional arrangements (roles and responsibilities of concerned stakeholders), risks and benefits, estimated budgets and timeline for target activities, Monitoring and Evaluation framework, and resource mobilization strategy.

#### **3.2.2 *Organize presentation on draft Guidelines***

Organize and make presentation of draft guidelines including key steps to be followed for developing management plans and action plans to relevant stakeholders for comments.

#### **3.2.3 *Produce final draft of Guidelines***

Produce a final draft of Guidelines that incorporates all comments received.

### **3.3. Develop Manual**

#### **3.2.4 *Produce draft Manual***

Based on the guidelines, develop draft of a practical manual that will be used to train staff to develop management plans and action plans for protected areas. This manual should include but not be limited to the following subjects

- stakeholder interviews and consultations
- a situation analysis (including rapid assessments of state of natural resources and wildlife, cultural values of the areas, population and land use, institutional roles)
- assessments to identify major challenges and issues affecting the state of PAs
- identification of major objectives of a management programme and roles of different stakeholders
- spatial analyses and identification of 4 zones (core, conservation, sustainable use, community)
- formulation and prioritization of action plans

To the extent possible, the design of a manual should be kept simple, and easily understandable with figures and graphics with a minimal use of texts

#### **3.2.5 *Organize presentation on draft Manual***

Organize and make presentation of draft manual on developing protected area management plans and action plans to relevant stakeholders for comments.

#### **3.2.6 *Produce final draft of Manual***

Produce a final draft of manual that incorporates all comments received.

#### 4. Expected Outputs and Deliverables

No	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1	An approach paper and work plan	10 days	September 10, 2017	Reviewed by National Project Advisor/Programme Analyst/Policy Specialist/Technical Specialist Approved by National Project Director (NPD), Forest Carbon Partnership (FCPF) project/ Assistant Country Director, UNDP
2	Final draft of Guidelines	20 days	October 30, 2017	
3	Final draft of Manual	20 days	15 December 2017	
<b>Total number of days</b>		<b>50 days</b>		

#### 5. Institutional Arrangements

##### Role of National consultant

The Consultant shall work and consult with FCPF Technical Specialist, National Project Advisor and the REDD+ coordinator throughout the assignment

The Consultant shall work under and have regular meetings with the NPD and UNDP (i.e. National Project Advisor, Technical Specialist, Programme Analyst, Policy Specialist,)

The Consultant shall report on/submit the above deliverables to NPD of the FCPF I and II projects as well as to UNDP Cambodia for comments.

The Consultant needs to maintain daily communication with the NPD, the REDD+ Secretariat and UNDP Country Office as and when problems emerge during the consultancy period, especially if they affect the scope of the assignment.

In cooperation with a national Consultant, the Consultant will lead preparation of meeting agenda and presentation materials.

##### Role of the NPD

NPD will oversee and approve all work plans and final deliverables of the consultancy.

##### Role of the REDD+ Secretariat

The REDD+ national coordinator will assist the consultant throughout the assignment

The REDD+ Secretariat will organize regular meetings for concerned stakeholders. This includes preparation of agenda, participant list, booking venues, sending invitation letters, preparation of banners, inviting speakers.

#### 6. Duration of Assignment

The duration of the assignment is 50 days. The assignment period is expected from August 31st, 2017 to 15 December, 2017.

#### 7. Duty Station

The duty stations for this assignment is Phnom Penh, Cambodia. Travelling costs in Phnom Penh will be covered by the consultant.

Selected individual contract(s) who is expected to travel to the Country Office (CO) to undertake the assignment in the country (Cambodia) is required to undertake the Basic Security in the Field (BSIF) training

(<https://dss.un.org/dssweb/WelcometoUNDSS/tabid/105/Default.aspx?returnurl=%2fdssweb%2f>) prior to travelling. CD ROMs must be made available for use in environments where access to technology poses a challenge.

## 8. Minimum Qualifications of the Individual Contractor

<b>Education:</b>	<ul style="list-style-type: none"> <li>Master’s degree or equivalent in natural resource management, forestry, or a related field</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>A minimum of 10 years of relevant experience – natural resource management, protected area management, environmental policy</li> <li>Prior work experience with strategy development, policy design, monitoring and evaluation, budgeting and resource mobilization strategies. Prior experience in Cambodia/Southeast Asia is an asset.</li> </ul>
<b>Competencies:</b>	<ul style="list-style-type: none"> <li>Proven ability to formulate clear, succinct strategic policies and action plans, including resource mobilization for government agencies in the field of environment (assessed by a sample policy document developed by a Consultant)</li> </ul>

## 9. Criteria for Evaluation of the Individual Contractor

Technical Evaluation Criteria	Obtainable Score
Master’s degree or equivalent in natural resource management, forestry, or a related field. A PhD degree is a plus.	20
A minimum of 10 years of relevant experience – natural resource management, protected area management, environmental policy	30
Prior work experience with strategy development, policy design, guidelines and manual and monitoring and evaluation,	25
Proven ability to formulate clear, and succinct strategic Action plans, including resource mobilization for government agencies in the field of environment (assessed by a sample policy document developed by a Consultant)	25
Total Obtainable Score:	100

## 10. Payment Milestones

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

No	Outputs/Deliveries	Payment Schedule	Payment Amount %
1	Upon satisfactory completion and submission of deliverable # 1	September 10, 2017	20
2	Upon satisfactory completion and submission of deliverable # 2	October 30, 2017	40
3	Upon satisfactory completion and submission of deliverable # 3	15 December 2017	40

## 11. Annexes

- National Protected Area Strategic Management Plan 2017-2031
- Phnom Kulen National Parks Management Programme 2018-2022

## 12. Approval

Signature: \_\_\_\_\_

Name: Chea Sam Ang

Title/Unit/Cluster: Director General of GDANCP  
National Project Director, PCFF

Date:

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