



I. Position Information

Job Title:	Report on the implementation of sectoral Climate Change Action Plans
Reports to:	Result 1 Team Leader
Contract Type:	Individual Consultant
Duration of Assignment:	30 working days (over four months from June to September 2018)
Location:	Phnom Penh

II. Background

Cambodia Climate Change Strategic Plan 2014-2023 is the first comprehensive strategic plan of the Royal Government of Cambodia to address climate change. The CCCSP has set out the vision and guidance to ensure a coherent and effective response to address a wide range of climate change issues concerning adaptation, greenhouse gas mitigation, and low-carbon development. Much emphasis is put on building institutional capacity and science-based knowledge to assist in the design and implementation of interventions aiming at reducing climate change impacts, prioritizing adaptation and disaster risk reduction since these would have immediate far-reaching implications in climate-sensitive sectors such as agriculture, water resources, forestry, fisheries and tourism. It also underlines the importance of sectors in rolling out Cambodia's response to climate change and the need for investing on awareness raising and capacity development, especially at the community level, to effectively overcome climate change impacts.

The implementation of the CCCSP, which started in 2014, is being carried out both at national and sub-national levels by numerous stakeholders, mostly through various climate change related programmes/projects, including NCSO, line ministries, NCDD-S and NGOs. At national level, fourteen line ministries and agencies have stepped forward and developed sectoral responses to address climate change challenges and opportunities in their specific sectors, and are now implementing the respective sectoral Climate Change Action Plans (2014-2018). In addition to the specific climate change interventions, the government has prepared a number of frameworks to support the implementation of CCCSP, namely climate change financial framework, M&E framework, knowledge management framework, as well as strengthened existing institutional and legal frameworks.

As the term of the planning period of the first CCAP comes to a close this year (2018), and as preparations for the new NSDP are under way, it is vital that sectors take stock of progress made in the implementation of their sectoral climate change responses and report their findings to GSSD/NCSD. An identification of both gaps that need to be addressed, as well as opportunities and successful initiatives that should be scaled up, will help NCSD better coordinate, mobilize resources and target support for the implementation of the country's response at all levels in the short- and long-term.

The assessment of CCAP implementation at this juncture, will also allow line ministries to reflect on how they can lead the respective sectors to address climate change issues more effectively in the coming years, including through climate proofing of their programming and operations. Informed contributions from key sectors will in turn enable NSDP to set guidance for the next 5 years of

development planning that will aim at reducing the impacts of climate change to the economy, society and increase resilience on the ground.

CCCA is seeking a consultant to support sectors who have developed CCAPs to conduct the assessment on the implementation of the respective CCAPs and compile findings into a stock take report.

III. Objective of the Assignment

The main objective of the assignment is to assess progress made in the implementation of the 14 approved CCAPs developed for the period 2014/15 to 2018, and take stock of the achievements as well as the challenges sectors are facing in implementing strategic priority interventions for climate change response that have been laid out in the respective CCAPs.

This exercise and its findings regarding current capacity gaps, will provide an opportunity for sectors and GSSD/NCSO to reflect on whether there is a need to revise strategies and/or priorities to improve effectiveness and scale of climate change response for the next development planning cycle 2019-2023.

This exercise will also provide an opportunity to reflect on current institutional arrangements for climate change response in line ministries, helping to re-engage sectors when needed in aligning or redesigning institutional arrangements for climate change mainstreaming within the current institutional framework for climate change response.

IV. Tasks and Responsibilities of the Consultant

The consultant will have two main tasks:

- Working with sectors to take stock of the implementation of the sectoral 2014/15-2018 CCAPs developed in response to CCCSP 2014-2023 and assess respective capacity gaps;
- To compile those findings in a report, providing GSSD/NCSO a comprehensive stock-take of CCAP implementation efforts, including common and sector specific capacity gaps and recommendations on how to address them. The report to GSSD/NCSO should also include an indication of how sectors intend to move forward with their mainstreaming efforts after 2018.

The consultant will support the 14 line ministries and agencies in completing the respective stock take exercises, using the assessment framework developed by DCC in collaboration with selected Climate Change Technical Working Group (CC TWG) members, ensuring that respective CC TWG member and relevant staff from each sector are fully engaged in the exercise (“CCAP Reporting Template” in annex).

Conduct initial consultations and desk review, and develop a detailed workplan

- Desk review of existing documentation, including CCCSP, 14 approved CCAPs, assessment framework to be used in the exercise, and initial feedback (with partial reporting from 8 sectors) received by DCC so far, and formulation of a detailed workplan;
- Meeting with the relevant CC TWG members (or their designated focal point for this assessment), signaling the restart of assessment exercise, presenting a brief overview of the methodology to be followed and the overall schedule for completion of the assessment, and deciding on scheduling matters and key people to be involved for each sector. In case a sector

is unable to attend the meeting, a separate meeting should be scheduled with the respective representative(s);

- Prepare a detailed workplan for the formulation of sectors' stock-take reports and final report;

In each of the targeted 14 sectors, support collection of information, drafting process and consultations for the development of the stock take reports on the implementation of CCAP

- The assessment framework entails two parts:
 - o Reporting on the overall status of the implementation of CCAP, including identification of key achievements, management arrangements for the implementation of the CCAP (including a review of current roles, namely planning and budgeting, knowledge & information management, and monitoring and evaluation of CCAP), key CCAP implementation partners, other CC relevant projects under implementation not prioritized in CCAP, identification of capacity gaps and challenges faced so far;
 - o Reporting on the implementation of each of CCAP's priority interventions, including implementation status, partnerships established, financing mobilized, challenges to implementation and results achieved, quantifying the impact to beneficiaries and knowledge produced;
- In line with the agreed workplan, hold consultations with the CC TWG member or his/her representative and with the sector's technical climate change team and other relevant staff and stakeholders, gather evidence and document the overall status of implementation of the CCAP and on the status of implementation of each of the CCAP actions, using the assessment framework provided (reporting template in annex);
- Contact additional government staff (e.g. from planning, admin and finance departments) to gather and/or validate information, understand capacity needs for full mainstreaming of CC into planning and programming of the line ministry/agency, and to discuss how the ministry/agency is planning to continue mainstreaming efforts after 2018;
- Liaise with government staff, consultants and advisors from involved in the implementation of relevant projects/programmes to ensure that the assessment fully captures the sector's CC mainstreaming efforts;

Compile findings of the sectoral stock-takes into a report to be validated by CC TWG and submitted to NCSO to inform future efforts to mainstreaming CC in key sectors

- Review the existing draft outline for the CCAP Report and submit revised version for approval of DCC/CCCA;
- Compile findings from the 14 sectoral stock-take assessments and prepare a draft for review/validation, following outline approved;
- Support DCC through the iterative process of consultations and drafting of the final CCAP report, ensuring that key findings from the assessment exercises conducted in the 14 sectors are captured, including a reflection on current capacity gaps, as well as recommendations that should guide the next stage of mainstreaming efforts after 2018. (Target audience for the CCAP report: high level officials from the 14 sectors and all representatives from NCSO).

V. Deliverables

The Consultant is expected to deliver key outputs as following:

No.	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1	Initial desk review, consultations held (including 1st meeting with relevant CC TWG members) and detailed work plan submitted to DCC/CCCA	4 days	8 June 18	CCCA CC Technical Specialist (TS)
2	Gather data and draft individual CCAP stock-take reports, integrating comments received from DCC/CCCA and respective sectors	20 days	31 Aug 18	TS
3	Compile findings and recommendations and draft a final report, integrating comments received from CC TWG members	6 days	14 Sep 18	TS
Total Number of Days:		30 days		

VI. Duration

The assignment is expected to include 30 working days over a four month period (from June to September 2018).

VII. Management Arrangement

The consultant will operate under the overall guidance of the CCCA Result 1 Team Leader, GSSD.

He/she will work closely with the 14 line ministries and agencies with approved CCAPs to conduct the stock-take exercise, liaising with stakeholders from those sectors as needed. In each line ministry/agency, he/she will also liaise with advisors and consultants working on similar topics in other programmes/projects, per guidance of the respective line ministry CC focal point, to ensure that more in-depth information related to the sector's CC mainstreaming efforts is captured whenever possible (e.g. consultants or advisors working on other programmes addressing gender or climate change issues).

The consultant will liaise regularly with CCCA Climate Change Technical Specialist and with the Adaptation Officer, meeting at a minimum every other week to discuss progress (meetings can be held at the CCCA Office or remotely through skype). The consultant will also make presentations and liaise with members of the CC Technical Working Group as needed in consultation with CCCA R1 team.

Information sharing or coordination meetings between the consultant and other consultants/advisors from CC relevant programmes can also be organized as needed to ensure that relevant work being undertaken by other programmes/projects is brought in timely during the stock take exercise.

VIII. Requirements

Education:

- Graduate degree in climate change, development studies, environmental planning or related field is required

Experience:

- At least 5 years' experience working in development planning, policy or programme implementation in Cambodia;
- Strong knowledge and experience of climate change mainstreaming efforts in Cambodia;
- Experience in the evaluation of policies or programmes would be an advantage;

Competencies

- Familiarity with government planning systems and institutional roles;
- Ability to interact with senior government officials from a wide range of sectors;
- Team leadership experience with strong communication skills;
- Excellent written and oral communication skills

Language:

- Excellent command of Khmer and English (both spoken and written)

IX. Annexes

Documentation:

- CCAP Reporting Template
- CCAP Report Outline
- 14 CCAPs: <http://www.camclimate.org.kh/en/documents-and-media/library/category/128-climate-change-action-plan.html>