

TERMS OF REFERENCE (TOR)

I. Assignment Information

Assignment Title:	National expert - Support to the Development of a National Engagement Framework for the Green Climate Fund in Cambodia
Reports to:	Project manager
Contract Type:	National Consultant
Duration of Assignment:	30 working days over five months from February 2019 to June 2019

II. Background

The Green Climate Fund (GCF) is a new global fund created to support the efforts of developing countries to respond to the challenge of climate change. GCF helps developing countries limit or reduce their greenhouse gas (GHG) emissions and adapt to climate change. The Royal Government of Cambodia has successfully accessed GCF Readiness support directly to develop the procedures and human capacities required to adequately manage the partnership with the GCF, and coordinate inputs from various stakeholders. The National Council for Sustainable Development (NCS) is supporting the National Designated Authority for the GCF in Cambodia, in charge of coordinating and approving the GCF portfolio in-country.

The Department of Climate Change (DCC) within the General Secretariat of NCS (GSSD) is coordinating the implementation of the proposed activities under the readiness project, which will help the Government to manage these demands in a way that is consistent with national strategies and plans (CCCSP, NSDP), and at the same time meets the requirements of the initial investment framework of the GCF.

The project is organized around two outcomes, focused respectively on i) strengthening of the NDA (in line with NDA functions required by GCF) and ii) development of an engagement framework and country programme with GCF.

GSSD is recruiting a Senior expert to Support the National Designated Authority for the Green Climate Fund in Cambodia, under the supervision of the designated project manager in DCC.

III. Objective of the assignment

The proposed assignment's main objective is to support the development of a national engagement framework with the GCF.

This will be done through:

- Development of an initial outline of the national engagement framework;
- Facilitation of consultations on the proposed framework;

- Support the NDA in integrating comments received from stakeholders and finalizing the engagement framework.

IV. Scope of Work

- Development of an initial outline of the national engagement framework and facilitation of consultations on the proposed framework
 - Desk review of existing GCF guidance documents, existing climate change strategies and plans in Cambodia and other country examples of national engagement frameworks, identification of best practices;
 - Propose an approach an outline of the engagement framework to the NDA, taking into account GCF guidelines, existing best practices and the specific context of Cambodia;
 - In cooperation with NDA staff, draft the required background sections of the engagement framework;
 - Taking into account existing plans and discussions to date on GCF pipeline, GCF investment priorities and comparative advantages, propose an approach for consultations on the forward-looking portion of the engagement framework (prioritization of GCF pipeline);
 - Support the NDA to organize and facilitate broad-based consultations on the engagement framework, including all relevant stakeholders from civil society, government, private sector; academia and development partners;
- Support the NDA in integrating comments received from stakeholders and finalizing the engagement framework.
 - In cooperation with NDA staff, integrate feedback from the consultations into the national engagement framework;
 - Finalize a full draft of the national engagement framework and provide technical support to NDA staff as required during the internal government review and approval of the document;
 - Provide support for final editing of the document (English version) after approval by the NDA.

The national expert will work as a team under the guidance of an international expert (team leader). The national expert is expected to contribute in particular for the tailoring of procedures / approaches to the local Cambodian context, and for facilitation of consultations with stakeholders in country. A detailed division of labour is to be discussed with the team leader during the inception /desk review stage.

The national engagement framework shall include arrangements for regular review of the framework / GCF pipeline.

V. Deliverables

The expert is expected to deliver key outputs as follows:

No.	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1	Contribution to: <ul style="list-style-type: none"> Desk review of existing best practices and GCF requirements for a national GCF engagement framework, existing climate change plans in Cambodia, and proposed approach 	8 working days after start of assignment	15 March 2019	Project Manager
2	Contribution to: <ul style="list-style-type: none"> Draft engagement framework (background sections), and concept note for consultations on the engagement framework 	22 working days after start of assignment	30 April 2019	Project Manager
3	Contribution to: <ul style="list-style-type: none"> Finalized engagement framework Brief end of assignment report including: <ul style="list-style-type: none"> Consultation documents (GCF engagement framework); Recommendations on next steps. 	30 working days after start of assignment	15 June 2019	Project Manager
Total # of Days:		30 working days		

VI. Duration

30 working days over three months from February 2019 to June 2019.

VII. Management arrangements

The expert will work on a day to day basis under the guidance of the team leader for this assignment, in cooperation with the local technical adviser for the project, who will facilitate contacts with concerned stakeholders and logistical arrangements for meetings, trainings and consultations.

Administration and Logistical Arrangements

NCSD will provide office space and internet access for the expert, as well as local transportation for meetings if required.

VIII. Requirements	
Experience	<p>The Expert will have the following qualifications:</p> <ul style="list-style-type: none"> - Not less than 2 years' professional experience in capacity development and technical advisory services for public entities in Cambodia, including at least 3 years in environment / climate change; - Master's degree or equivalent qualification in a relevant field e.g. Public Administration, Development Studies; Finance etc; - Substantial experience of the requirements of major international aid financing institutions, including environmental funds. Knowledge of the Green Climate Fund requirements would be an asset; - Proven capacity to facilitate consultations with a wide range of stakeholders in Cambodia. Existing networks among climate change stakeholders will be an asset;
Language	<ul style="list-style-type: none"> - Fluency in written and spoken English and Khmer is essential;