

TERMS OF REFERENCE (TOR)

I. Assignment Information

Assignment Title:	Senior expert - Support to the National Designated Authority for the Green Climate Fund in Cambodia
Reports to:	Project manager
Contract Type:	International Consultant
Duration of Assignment:	55 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 (NCSDD) 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 NCSDD (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 has two main objectives:

- i) Develop the capacities of the National Designated Authority for the Green Climate Fund in Cambodia to perform its assigned functions;
- ii) Support the development of a national engagement framework with the GCF.

This will be done through:

- Development of procedures for NDA functions, including but not limited to the “no-objection” procedure;
- Development of guidance for the nomination of accredited entities to oversee GCF projects;
- Training of NDA staff on the agreed procedures and guidance;
- 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 procedures for NDA functions, including but not limited to the “no-objection” procedure:
 - Desk review of GCF requirements for NDAs and international best practices for GCF NDA procedures, including no-objection;
 - Consultations with MOE/NCSD staff and other key stakeholders;
 - Presentation to MOE/NCSD of initial recommendations taking into account the Cambodia context;
 - Drafting of the NDA procedures;
 - Incorporation of final comments from MOE/NCSD and finalization of the procedures.
- Training of NDA staff on the agreed procedures
 - Design of training materials for concerned MOE/NCSD staff supporting the NDA function, including practical cases;
 - Delivery of training to concerned staff, and post-training assessment.
- Development of guidance for the nomination of accredited entities to oversee GCF projects
 - Desk review of existing GCF guidance regarding the selection of accredited entities;
 - Consultations with the NDA and with potential direct access entities for various GCF financing instruments;
 - Drafting of guidance, including steps and criteria to be used by the NDA in selecting potential direct accredited entities for accreditation;
 - Drafting of guidance, including steps and criteria to be used by the NDA in nominating direct accredited entities or international/regional accredited entities for the development of GCF proposals;
 - Facilitation of internal consultations with the NDA on the draft guidance, and incorporation of comments;
 - Design and delivery of training for NDA staff on the guidance;
 - Presentation of the guidance and procedures to all concerned stakeholders (existing or potential GCF accredited entities).
- 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 priority project 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;
 - Engagement framework includes initial high priority projects/programmes in concept note format
- 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 expert will maintain contact with GCF as required to ensure that the Cambodia NDA procedures, guidance and national engagement framework are in line with GCF policies and rules. The national engagement framework shall include arrangements for regular review of the framework / GCF pipeline.

For the national engagement portion of the assignment, the international expert will be supported by a national expert, who will provide expertise on the local context and facilitate consultations with stakeholders in-country.

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	<ul style="list-style-type: none"> • Desk review of existing best practices and GCF requirements for NDA procedures, existing arrangements in Cambodia and proposed approach • Desk review of existing best practices and GCF requirements for a national GCF engagement framework, existing climate change plans in Cambodia, and proposed approach 	15 working days	15 March 2019	Project Manager
2	<ul style="list-style-type: none"> • Draft procedures for the NDA • Draft guidance on nomination of accredited entities • Draft Engagement framework, including elements mentioned in the GCF's initial general guidelines for country programmes and initial high priority projects/programmes 	30 working days	30 April 2019	Project Manager
3	<ul style="list-style-type: none"> • Finalized procedures for the NDA • Finalized guidance on nomination of accredited entities • Finalized engagement framework <p>Brief end of assignment report including:</p> <ul style="list-style-type: none"> • NDA training documents; • Dissemination workshop documents (NDA procedures); • Consultation document (GCF engagement framework); • Recommendations on next steps. 	10 working days	15 June 2019	Project Manager
Total # of Days:		55 working days		

VI. Duration	
55 working days over three months from February 2019 to June 2019	
VII. Management arrangements	
<p>The international expert will work on a day to day basis with the national expert (for the national engagement framework with GCF), and with the local technical adviser for the project, who will facilitate contacts with concerned stakeholders and logistical arrangements for meetings, trainings and consultations. He/she will report to the GCF Readiness Project Manager.</p> <p>Administration and Logistical Arrangements</p> <p>NCSD will provide office space and internet access for the expert, as well as local transportation for meetings if required. At a minimum, 40 of the 55 working days shall be spent in-country. Up to three separate roundtrips between home country and Cambodia may be budgeted. Initial desk review and final reporting may be home-based.</p>	
VIII. Requirements	
Experience	<p>The Expert will have the following qualifications:</p> <ul style="list-style-type: none"> - Not less than 10 years' professional experience in capacity development for public entities in developing countries, 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 etc; - Substantial experience of the requirements of major international aid financing institutions, including environmental funds and the Green Climate Fund; - Specific experience supporting GCF NDAs would be a strong asset; - Prior experience in Cambodia would be an asset.
Language	<ul style="list-style-type: none"> - Fluency in written and spoken English is essential; - A candidate who fully meets other requirements and is literate in Khmer language will have a strong advantage.