



**INTEGRATED NATURAL RESOURCE MANAGEMENT (INRM)
IN THE PRODUCTIVE, NATURAL AND FORESTED LANDSCAPE OF NORTHERN
REGION OF CAMBODIA**

JOB DESCRIPTION

I. Position Information

Job Title: **Capacity Building Specialist**
Reports to: **Project Director**
Contract Type: **National Consultant**
Duty Station: **Phnom Penh**
Expected Places of Travel: **Kampong Thom, Siem Reap and Preah Vihear provinces**
Duration: **March to August 2023**

II. Background

The INRM project objective is to promote integrated landscape management for the conservation and sustainable use of biodiversity, natural resources and ecosystem services in the northern part of Cambodia. The intent is to generate multiple landscape benefits including effective conservation of globally threatened species and high conservation forests, improve management of natural resources and ensure the maintenance of ecosystem services. It is aimed specifically at improving the management of protected areas and ensuring their financial sustainability, enhancing the productivity of production and agricultural lands and improving local livelihoods. Increasing demand for forest, agricultural and wildlife products, crop land and agriculture monocultures, and infrastructure and transportation development has accelerated in recent years thereby, rapidly changing the landscape with consequential threats to biodiversity and ecosystem services. The project is thus aimed at addressing these multiple threats by harmonizing socio-economic development, sustainable management of land, forests, natural resources and biodiversity conservation through an integrated management approach, with water as a catalyst, in Northern Landscapes of Cambodia. To achieve these, actions will be taken to – strengthen policies and institutional capacity at the national and sub-national levels to ensure the integration of biodiversity and ecosystem services in sector and sub-national socio-economic development planning.

This will be achieved through three inter-related components that are focused on addressing existing barriers, these are:

- Component 1: Systemic and institutional capacity for integrated landscape management;
- Component 2: Effective management of Protected Areas and surrounding riparian and multiple use production landscapes in Northern Cambodia;
- Component 3: Knowledge management, gender mainstreaming, learning and M&E

III. Scope of Work

The Capacity Building Specialist/National Consultant will be recruited based on an open and competitive process. The specialist will be hired under the Project Component 1 to achieve Outputs 1.3 and 1.5. Overall, the specialist is responsible for i) conducting capacity need assessment for stakeholders at national and sub-national levels, and ii) developing curriculum training manual, guideline and tools/materials for capacity improvements and iii) training to strengthen the capacity of key partners.

The project's target area falls within three provinces namely Kampong Thom, Siem Reap and Preah Vihear where three protected areas (Phnom Kulen National Park, Angkor Protected Landscape, and Kulen Promtep Wildlife Sanctuary) and three watersheds (Stung Siem Reap, Stung Staung, and Stung Sen) are located in. The specialist will work closely with the Project Management Unit (PMU) for review and comments and submit the agreed expected-deliverables to the Project Director for approval.

IV. Duties and Responsibilities

Under the guidance and supervision of the National Project Director, the National Consultant (Capacity Building Specialist) will work closely to support the INRM Project Management Unit (PMU) in the implementation of the Component 1 to achieve the Outputs 1.3 and 1.5 as well to undertake the specific following task:

Capacity Assessment Report

1. Review and assess capacity of national and sub-national levels on land use master planning process and the opportunities for mainstreaming biodiversity conservation and ecosystem services into planning systems and its tools/material;
2. Review and assess capacity of PAs planning on management, monitoring, enforcement, and mainstreaming biodiversity and ecosystem service into sectoral and sustainable development policy;
3. Present the assessment report at national consultation workshop;
4. Based on the comments and recommendation from the workshop, finalize the assessment report.

Curriculum Training Manual

1. Based on the assessment report, develop curriculum training manual, include criteria for selection of key stakeholders (ToT), guideline, tools/materials;
2. Identify key stakeholders (ToT) from INRM target project for capacity development;
3. Present the manual at national consultation workshop;
4. Based on the comments and recommendation from the workshop, finalize the curriculum training manual.

Training Workshop

1. Work with PMU to organize ToT training workshop;
2. Prepare and provide the training to the key stakeholders selected at both provincial and national levels;
3. Draft and finalize training report with recommendations and lessons learned for further uses.

Other tasks may require

No.	Deliverables/Outputs (Based on above tasks and responsibilities)	Timeframe
1	Deliverable 1: Submit the inception report with the inclusion of work plan and budget plan	2 nd week of March 2023
2	Deliverable 2: Submit the draft capacity assessment report to PMU for review	4 th week of April 2023
3	Deliverable 3: Finalize the capacity assessment report and submit it to Project Director for approval	3 rd week of May 2023
4	Deliverable 4: Submit draft the curriculum training manual to PMU for review	3 rd week of June 2023
5	Deliverable 5: Finalize the curriculum training manual to Project Director for approval	2 nd week of July 2023
6	Deliverables 6: submit ToT training workshop report to PMU for review and PD for approval	2 nd week of August 2023

VI. Institutional Arrangement and Duty Station

The NC will work under the supervision of project director and will work closely with the Project Management Unit (PMU) for generated deliverables/outputs and submit to the Project Director for approval.

The duty station of this assignment is a combination of home-based and/or be based in Department of Biodiversity Office, Ministry of Environment in Phnom Penh. If any travel to the target provinces as necessary, the Daily Substantive Allowance (DSA) and transportation will be covered by the project and will be arranged by PMU.

VII. Duration of the Work

This assignment is for 40 days spreading from March to August 2023. Prior to commencing the assignment, the consultant will be required to prepare an inception report outlining the methodology and a detailed work plan for the assignment which will be reviewed and cleared by PMU and PD.

VIII. Payment Milestones

No.	Outputs/Deliveries	Payment Schedule	Payment Amount
1	Upon submission of the deliverable 1	3 rd week of March 2023	10%
2	Upon satisfactory completion of the deliverable 2 and 3	4 th week of May 2023	35%
3	Upon satisfactory completion of the deliverable 4 and 5	3 rd week of July 2023	35%
4	Upon satisfactory completion of the deliverable 6	3 rd week of August 2023	20%

VIII. Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> • At least a Master’s degree in natural resource management, biodiversity-ecosystem, development studies or other related fields
Experiences:	<ul style="list-style-type: none"> • At least 5-year experience in undertaking capacity assessments • At least 5-year experience in development of training curriculum, guideline, tools, and materials • At least 3-year experience in providing training, capacity building • Familiarity with GEF and UNDP procedures an advantage
Competencies	<ul style="list-style-type: none"> • Proven track record in similar assignments • Extensive work experience and proven record in Capacity development, Organizational/institutional developments, and strategic management • Solid understanding of Cambodia’s landscape, biodiversity, and ecosystem issues, including its values and functions, • Proven ability to promote cooperation between and negotiate with a range of stakeholders, and to organize and coordinate multi-disciplinary teams; • Strong leadership and team building skills; • Self-motivated and ability to work under pressure; • Demonstrable ability to organize, facilitate, and mediate; technical teams to achieve stated project objectives; • Strong computer skills; • Flexible and willing to travel as required.
Language Requirements:	<ul style="list-style-type: none"> • Excellent communication and writing skills in English and Khmer.
Gender	<ul style="list-style-type: none"> • Woman is encouraged to apply

*Interested individual should submit a cover letter, CV and support reference **no later than March 09, 2023 (5:00 PM)** to the PMU of INRM project, Ministry of Environment: Third floor, Morodok Techo Building (Lot 503) Tonle Bassac, Chamkarmorn, Phnom Penh, Cambodia and / or email to: keosamnang.tiep@gmail.com. Only short-listed candidates will be contacted for interview.*