



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

I. Position Information

Job Title:	Biodiversity and Ecosystem Policy and Institutional Development Specialist
Reports to:	Project Director
Contract Type:	Individual Contractor
Duty Station:	Phnom Penh
Expected Places of Travel:	Kampong Thom, Siem Reap and Preah Vihear provinces
Contract Duration:	110 days from December 2021 to December 2022

II. Project 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

Under the overall guidance and supervision of the National Project Director, the National Consultant (NC) will work closely with and provide technical support to PMU in the

implementation the project activities throughout the three Project Components towards achieving all outputs and outcomes, and meeting the required standard of quality required by donor.

IV. Duties and Responsibilities

The work of NC will be based in Phnom Penh and will travel to the provinces of Kampong Thom, Siem Reap, Preah Vihear and other provinces as necessary. The NC will conduct the specific tasks as following, but not limited to:

1. Work with PMU for implementing the project activities based on the approved detail workplan;
2. Work with PMU and project partners in implementing the project activities, including field activities;
3. Work with PMU to review and update of the INRM annual workplan,
4. Provide technical support to draft the INRM quarterly report, annual reports, and midterm report as whole;
5. Work with PMU to review the partners/grantees activities, partners quarterly and annual work plan;
6. Work with PMU to manage and monitor grant implementation including their timely reporting and expenditure against workplan;
7. Work with PMU to provide technical support to project partners for effective implementation of stakeholder engagement plan, gender mainstreaming action plan, and communication strategy, etc.;
8. Work with PMU to provide technical review, comments on all products/deliverables submitted by partners, national consultants to make sure that those final products/deliverables meet the required standard of quality and following the workplan;
9. Work with PMU and project partners in implementing the revised PA management plan at the target project areas to cooperate ecological connectivity;
10. Provide technical support to PMU and project partners in implementing the applicable mechanisms, tools and guidelines that support the mainstreaming of biodiversity conservation and ecosystem services into land-use master planning;
11. Provide technical support to PMU and project partners in implementing measures/tools instruments for improved coordination and decision support systems that promotes integration of PAs at the landscape level;
12. Provide technical support to PMU and project partners in implementing tools/guidelines for development of land-use master plan at the sub-national level;
13. Work with PMU to review INRM partners quarterly and annual reports;
14. Work with PMU to monitor progress against the project results framework;
15. Work with PMU to manage and monitor the project risks with the possible actions as necessary;
16. Other tasks as required by PMU or/and PD.

V. Expected Outputs and Deliverables

No.	Deliverables/Outputs (Based on above tasks and responsibilities)	Estimated Duration to Complete	Target Due Dates
1	Deliverable 1: Approved inception report with detail workplan	2 day	First week of December 2021
2	Deliverable 2: NC's Q4 (2021) activities report with supporting documents (based on the agreed detail workplan)	8 days	Fourth week of December 2021

3	Deliverable 3: NC's Q1 (2022) activities report with supporting documents (based on the agreed detail workplan)	25 days	Fourth week of March 2022
4	Deliverable 4: NC's Q2 (2022) activities report with supporting documents (based on the agreed detail workplan)	25 days	Fourth week of June 2022
5	Deliverable 5: NC's Q3 (2022) activities report with supporting documents (based on the agreed detail workplan)	25 days	Fourth week of September 2022
6	Deliverable 6: NC's Q4 (2022) activities report with supporting documents (based on the agreed detail workplan)	25 days	Fourth week of December 2022

VI. Institutional Arrangement and Duty Station

The National Consultant will work under the supervision of the Project Director/MoE with support and guidance from Project Coordinator, and International Consultants. The National Consultant will liaise on a day-to-day with the INRM PMU, DBD/MoE, and International Consultants. The National Consultant is expected to work closely with the INRM Project Coordinator. A short monthly update is expected from the National Consultant outlining significant achievements and events for the week and expected significant achievements and events for the following week.

The National Consultant will be based at the Department of Biodiversity, Ministry of Environment. The National Consultant will be allocated a desk, access to existing office equipment and supplies and the internet at the DBD/MoE Office. In case the Consultant is not able to work at the Ministry of Environment, all the facilities are under the Consultant's responsibilities.

VII. Duration of the Work

The assignment is for 110 days spreading from December 2021 to December 2022. 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 by PMU and approved PD.

VIII. Payment Milestones

No.	Outputs/Deliveries	Payment Schedule	Payment Amount
1	Upon satisfactory completion of Deliverable 1	Second week of December 2021	10%
2	Upon satisfactory completion of Deliverable 2 and 3	First week of April 2022	25%
3	Upon satisfactory completion of Deliverable 4	First week of July 2022	20%
4	Upon satisfactory completion of Deliverable 5	First week of October 2022	20%
5	Upon satisfactory completion of Deliverable 6	First week of January 2023	25%

IX. Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> At least Master's degree in environment, natural resources management, biodiversity/ecosystem conservation, or other related fields.
Experiences:	<ul style="list-style-type: none"> At least 5 years' experience in planning and managing large-scale NRM oriented government programs; At least 5 years progressive experience in project management, including strategy and planning; Proven track record in similar assignments; Experience with GEF and UNDP procedures an advantage.
Competencies	<ul style="list-style-type: none"> Strong skill in managing large scale NRM; Excellent English written with analytical capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports; Ability to understand new terminology and concepts easily and to synthesize information from different sources into a coherent project document; Skill in achieving results through persuading, influencing, problem solving and conflict resolution, and working with others as a team/partners; Maturity and confidence in dealing with senior and high-ranking members of international, regional and national institutions; Displays sensitivity and adaptability to different cultures, genders, religions, races, nationalities and age groups; Good team player, self-starter, has ability to work under minimum supervision and maintain good relationships.
Language Requirements:	<ul style="list-style-type: none"> Excellent communication and writing skills both in English and Khmer.
Gender	<ul style="list-style-type: none"> Woman is encouraging to apply

*Interested individual should submit a cover letter, CV and support reference no later than **27 November 2021 (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: sophorntin8@gmail.com. Only short-listed candidates will be contacted for interview.*