




Annex 13: Terms of Reference of National MEA Expert

	GENERATING ACCESSING, AND USING INFORMATION AND KNOWLEDGE RELATED TO THE THREE RIO CONVENTIONS		
Term of Reference			

**TERMS OF REFERENCE
Individual Contractor**

Assignment Information

Assignment Title:	National Multi-Environmental Agreement Expert (MEA Expert)
Project:	Generating, Accessing and Using Information and Knowledge Related to the Rio Conventions
Post Level:	Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Home/Phnom Penh/GSSD
Expected Place of Travel:	Phnom Penh, Field Visit
Contract Duration:	25 days, and from 1 st week of November 2016 to 2nd week of March 2017

Project Description

The Generating, Accessing and Using Information related to the 3 Rio Conventions project is in line with the GEF-5 CCCD Programme Frameworks two (2) and four (4), which calls for countries to generate, access and use information and knowledge and to strengthen capacities to implement and manage global convention guidelines. It is also aligned with the first objective of GEF6 that is to integrate global environmental needs into management information systems (MIS). It is a direct response to national priorities identified through the National Capacity Self-Assessment (NCSA) conducted in 2005-2006 and that is part of the institutional strengthening underway at MOE and MAFF. Through a learning-by-doing process, this project will harmonize existing environmental information systems, integrating internationally accepted measurement standards and methodologies, as well as develop a more consistent reporting on the global environment. Under the first outcome, the project will support the development of national capacities to effectively and efficiently standardize environment-related information that is generated on the implementation of the Rio Conventions in Cambodia, and give open-access to this information. In parallel to this, the project will support the strengthening of Cambodia's capacity to better engage stakeholders and better coordinate the implementation of the Rio Conventions in the country. Under the second outcome, project resources will be used to improve the use of environment-related information for the development of innovative tools supporting decision-making processes related to the implementation of the Rio Conventions. The project support will also include activities to develop the capacity in using this environment-related knowledge of national institutions involved in international negotiations at Conventions COPs, as well as using this knowledge to produce national reports meeting Conventions reporting obligations.

The project's objective is to improve access to environmental information related to the Rio Conventions through the harmonization of existing environmental management information systems and improving coordination of the implementation of these conventions in Cambodia. The harmonization of these existing systems will be translated into better access to information related to the implementation of the Rio Conventions in Cambodia.

The project is delineated into two main components as follows:

Component 1: Improved access and generation of information related to the three Rio Conventions

Component 2: Improved use of information and knowledge related to the Rio Conventions

Scope of Work

A Technical Expert on MEA (TE-MEA) will be recruited based on an open and competitive process. The TE-MEA will be hired to provide technical guidance with a focus on access to environmental information related to the Rio Conventions (UN-CBD, UNFCCC, & UNCCD), as well as to support the Project Director, Project Management Unit (PMU), and National Focal Points of the three Rio Conventions in the effective implementation of this project. The TE-MEA will report to the Project Director and Project Assurance, UNDP and will participate in the meetings of the Project Board (PB) as a resource person as necessary.

The main expected outputs of the assignment are:

- Assessment of the existing environmental information management system;
- Recommendations on the development and/or the improvement of environmental management information system including the clearing house mechanisms of the 3 Rio Conventions;
- Options/solutions for management information system of the 3 Rio Conventions;
- An efficient and effective information management system and a common clearinghouse mechanism either covering the three Rio Conventions or individual CHM developed, strengthened, and operated;
- Generation, assessing and using of information and knowledge related to the Rio Conventions enhanced qualitatively and quantitatively;
- Existing stakeholder platforms strengthened and better coordinated in order to facilitate access and exchange of information, and increase stakeholder networking and engagement in Convention related dialogues and processes; and
- Institutional and individual capacities in using tools for decision- and policy-making and to implement the three Rio Conventions strengthened using the new reporting guide, as well as to advance Cambodian national interests on biodiversity, climate change and desertification/land degradation and drought and matters and their interlinkages in regional and global networks and forums

The tasks and responsibilities¹ of the TE-MEA will be as follows

1. Conduct an inventory of existing information/information management systems of relevance to the three Rio Conventions in Cambodia and assess them to identify the overlaps and gaps as well as evaluate the complementarity and synergies of these systems;
2. Assess effectiveness and efficiency of the existing environmental information management system;

¹ These tasks and responsibilities of the TE-MEA are for the whole project period (October 2015 to September 2018). However, in this initial consultancy, the consultant is required to perform specific activities to ensure that the expected deliverables are achieved within the given timeframe.

3. Assess the strengths and weaknesses of the UN-CBD, UNCCD and UNFCCC clearing-house mechanisms (CHMs) in fulfilling the needs of the three Rio Conventions as well as the opportunities and constraints that they experience;
4. Identify ways and means to expand the roles of existing CHMs to address the needs of the three Rio Conventions. Alternatively, establish a new clearing-house mechanism that will respond to the needs of the three Rio Conventions;
5. Advise on the information sharing/exchange mechanism for stakeholders to communicate and exchange information related to the implementation of the Rio Conventions
6. Conduct survey organs/bodies/ institutions that generate data/information of relevance to Cambodia on biodiversity, climate change and desertification/land degradation and drought as well as assess the qualitative and quantitative effectiveness of these institutions/organs/entities, their strengths and weaknesses, their opportunities and constraints;
7. Survey the platforms involved in the implementation of the 3 Rio Conventions, including in particular the National Council for Sustainable Development, and describe their structures, roles and achievements with regard to access, generation and use of information on biodiversity, climate change and desertification/land degradation and drought;
8. Identify ways and means and test them in a pilot project to strengthen these existing stakeholder platforms;
9. Assist PMU and/or focal points in testing the selected information system of relevance to 3 Rio conventions;
10. Assist PMU and/or relevant expert (IT) in applying selected clearing house mechanism (shared or individual) and monitor their performance;
11. Assist PMU and/or focal points in implementing the identified ways and means to help generation of information/data among each Rio convention institution;
12. Assist CDA to identify the institutional and individual capacity needs with reviewing & updating the needs identified in the NCSA report, for an effective, efficient and well-coordinated implementation of the three Rio Conventions, with a particular focus on information generation, access and use;
13. Assist CDA to develop Capacity Development/Building Action Plan, using NCSA Action Plan as reference, identify ways and means for strengthening institutional and individual capacities for the generation, access and use of information and tools needed for the effective, efficient and well-coordinated implementation of the three Rio Conventions;
14. Support CDA to access, review and analyze documents, especially draft COP document present in pre-COP meetings and build capacity of Cambodian delegates to negotiate and take advantage from the respective COPs and Ad-Hoc meetings;
15. Assess the identified ways and means for strengthening institutional and individual capacities for an effective, efficient and well-coordinated implementation of the three Rio Conventions in a pilot project;
16. Analyze obligations from the three Rio Conventions and related decisions of their respective Conference of the Parties, and how these obligations have been and are being implemented in Cambodia and through cooperation with the regional programmes and agreements; and
17. Analyze how institutions/organizations engaged in the implementation of the three Rio Conventions and related agreements including GSSD/MoE and MAFF are advancing Cambodia's positions and priorities in global, regional and subregional forums, programmes and initiatives;
18. Assist the focal point to produce the first national report under the project under the new reporting guide.

Expected Outputs and Deliverables

All deliverables will be reviewed by the project coordinator and approved by project director.

No.	Deliverables/Outputs ² Based on above tasks and responsibilities	Estimated Duration to Complete	Timeframe
1.	Deliverable 1: - (1) A report of inventory of existing information management system related to the 3 Rio conventions in Cambodia	10	November 1 – December 15, 2016
	Deliverable 2: - (2) SWOP analysis on effectiveness and efficiency of existing environmental information management system and (3) recommendations/protocols on the best options for CHM (shared and/or individual CHM)	5	January 2-25, 2017
2.	Deliverable 3: - (4) A report on organs/bodies/agencies that generate data/information concerning the 3 Rio conventions in Cambodia and SWOT analysis and recommendations on the best agency for the project to follow	10	February 9 – March 15, 2017
3.	Deliverable 4: - (5) A report on platforms in the 3 Rio conventions; including GSSD and description of their structures, roles and achievements on 3-Rio related access, generation and use of information and their SWOP analysis	10	April 1 – May 15, 2017
4.	Deliverable 5: - (6) A protocol to enhance coordination and promote synergies among the identified platforms	15	June 1- July 18, 2017
5.	Deliverable 6: - (7) Conducting 12 training sessions (6 times per year) on applications of developed materials for the concerned stakeholders	25	2017 – 2018
Total # of Days:		75	

Duration of the Work

The duration of assignment is 25 days over the course of 5 months, starting from the first week of November 2016 to the second week of March 2017.

The TE-MEA is expected to spend the total 65 working days to deliver the outputs stated in this assignment. The TE-MEA should cover all the related costs while working in Cambodia, except for local travels for stakeholder consultations in the country.

This contract is known as the initial employment and subject to renewal based on satisfactory performance and delivery of outputs as per the approved work plan.

² For the initial contract, the consultant will be required to submit deliverables 1, 2, and 3. Other deliverables will be produced by the same or different consultant. However, these deliverables and the given timeframe are subject to changes when required.

Duty Station

The TE-MEA will work from home and/or be based in Department of Biodiversity, General Secretariat of National Council for Sustainable Development, Ministry of Environment. Hired project vehicle will be provided to support the TE-MEA during the data collection and meeting with stakeholders in Phnom Penh.

Minimum Qualifications of the Individual Contractor

Education:	<ul style="list-style-type: none">• An advanced University education (MS or PhD) with expertise in the area of natural resource management, biodiversity management, agriculture, land management/use, climate change, rural development, forestry, environmental management, information technology, and project management
Experience:	<ul style="list-style-type: none">• At least 5 years of professional experience in the domain of environment, biodiversity, natural resources, rural development, land management/use, agriculture, climate change of which at least two years on implementation/knowledge of 3 Rio Conventions;• Demonstrated experience in project development, implementation and management, preferably synergy projects and Rio Conventions projects• Demonstrated experience on individual and institutional capacity development
Competencies	<ul style="list-style-type: none">• Strong skills in policy development including strategic and action plan development;• Strong skills in accessing, generating, and using of information and knowledge related to 3 Rio Conventions;• Ability to effectively coordinate a large; multidisciplinary team of experts and consultants;• Excellent team work;• Ability to solve conflict and problem resolution;• Be an effective negotiator with excellent oral and presentation skills;• Excellent computer applications;• Previous experience with GEF projects is an added plus;• Experience of working and collaborating with government officials is an asset;• Experience in working as a team, and in particular experience in, and knowledge of elaborate on specific policy and technical issues of Multi Environmental Agreement (MEA) is an asset;• Experience and knowledge of Information Technology is an added plus;
Language Requirements:	<ul style="list-style-type: none">• Excellent spoken and written English

Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

Technical Evaluation Criteria	Obtainable Score
At least 5 years of professional experience in the domain of environment, biodiversity, natural resources, rural development, land management/use, agriculture, climate change of which at least two years on	30

implementation/knowledge of 3 Rio Conventions	
Demonstrated experience in project development, implementation and management, preferably synergy projects and Rio Conventions projects	25
Strong skills in project assessment, evaluation, management, and monitoring related to accessing, generating, and using of information and knowledge related to 3 Rio Conventions;	25
Experience of working and collaborating with government officials in Cambodia and excellent team work	20
Total Obtainable Score:	100

Payment Milestones

The TE-MEA will be paid on a lump sum basis under the following installments:

N	Outputs/Deliveries	Payment Schedule	Payment Amount
1.	Upon submission of work plans		20%
2.	Upon satisfactory completion of Deliverable 1	2nd week of December 2016	30%
3.	Upon satisfactory completion of Deliverables 2 and 3	3 rd week of January 2017	30%
4.	Upon satisfactory completion of Deliverable 4	4 th week of March 2017	20%

Interested individuals should submit CV and Cover Letter no later than 27 October 2016 (at 5:00 PM) to the Rio Convention Project, GSSD/MoE: Third Floor Room 308, 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.