



**GENERATING ACCESSING, AND USING INFORMATION AND  
KNOWLEDGE RELATED TO THE THREE RIO CONVENTIONS**



**Term of Reference**

**TERMS OF REFERENCE  
Individual Contractor**

**Assignment Information**

<b>Assignment Title:</b>	National or International Capacity Development Advisor (CDA)
<b>Project:</b>	Generating, Accessing and Using Information and Knowledge Related to the Rio Conventions
<b>Post Level:</b>	Advisor
<b>Contract Type:</b>	Individual Contractor (IC)
<b>Duty Station:</b>	Home/GSSD, MoE
<b>Expected Place of Travel:</b>	Phnom Penh, Field Visit
<b>Contract Duration:</b>	60 days from 1 <sup>st</sup> week of December 2016 to 1 <sup>st</sup> week of June 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**

The CDA will be internationally recruited based on an open and competitive process. CDA will be hired to provide technical and policy guidance with a focus on 1) the development of environmental management information system; and 2) capacity development to access, generate and use of environmental information related to the Rio Conventions (UN-CBD, UNFCCC, & UNCCD), as well as to support and build capacity Project Management Unit (PMU), and National Focal Points of the three Rio Conventions in the effective implementation of this project. The CDA 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:

#### **1. Development of environmental management information system:**

- 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

#### **2. Capacity development to access, generate and use of environmental information related to the Rio Conventions:**

- Capacity Development Action Plan for effective implementation of three Rio Conventions developed and implemented;
- Capacity of responsible institutions and individuals, especially to advance Cambodian national interests on biodiversity, climate change and desertification/land degradation and drought matters and their interlinkages in regional and global networks and forums developed and strengthened;
- Capacity in using information/data access tools for decision- and policy-making enhanced;
- Educational and awareness raising materials including visual aid and media materials/document developed and widely distributed; and
- Reports of review & analysis in relation with COP decisions, and Rio conventions papers prepared for each respective COP and Ad-Hoc meeting;

#### **Duties and Responsibilities<sup>1</sup>**

The tasks and responsibilities of the CDA will be as follows:

- **Capacity development to access, generate and use of environmental information related to the Rio Conventions:**

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<sup>1</sup> *These tasks and responsibilities of the CDA are for the whole project period (October 2015 to September 2018). However, in this initial consultancy, the consultant is required to perform activities to ensure that the expected deliverables are achieved within the given timeframe.*

- 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;
- 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;
- Apply and 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
- Review 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;
- Assess 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;
- Conduct stocktaking of the capacity development initiatives;
- Design and develop capacity building initiatives/plan/activities, training and awareness raising program/activities for effective implementation of Rio Conventions;
- Provide policy advice and strategic and technical guidance to support the design of the strategies and technical issues concerning capacity development, training module, institutional strengthening, and strategies to promote knowledge development and generation information related to Rio Conventions and its implementation;
- Identify, codify and disseminate best practices and lessons learned to build capacity and knowledge related to Rio Conventions;
- Conduct preparatory sessions for forthcoming meetings under the 3 Rio conventions;
- Assist MEA Expert and build capacity NPC and CPFs, as needed, to review Project Implementation, prepare technical reports, and quarterly financial reports; and
- Assist the focal point to produce the first national report under the project under the new reporting guide

### Expected Outputs and Deliverables

No.	Deliverables/Outputs <sup>2</sup> Based on above tasks and responsibilities	Estimated Duration to Complete	Timeframe
1.	<b>Deliverable 1:</b> - A report of review on tools of capacity development for decision- and policy-makers; including best practices at the national, regional and international levels	20	December 1, 2016  February 1, 2017
	<b>Deliverable 2:</b> - A report of institutional and individual capacity needs with reviewing & updating the needs identified in the NCSA report and Capacity Development/Building Action Plan and identifications of ways and means to strengthen individual and institutional capacity for generation, access and use of information and knowledge	20	February 6 – April 5, 2017

<sup>2</sup> 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.

2.	<b>Deliverable 3:</b> - A manual on combined obligations of the 3 Rio Conventions and related decisions of their respective COPs and how these materials are implemented in Cambodia effectively and sufficiently	20	April 10 – June 5, 2017
3.	<b>Deliverable 4:</b> - A protocol on how GSSD/MoE and MAFF are advancing Cambodia's positions and priorities at regional and global forums, programmes and initiatives.	20	July 10 – September 4, 2017
4.	<b>Deliverable 5:</b> - (5) Development of training and awareness-raising materials, including manuals for training workshops targeting different categories of audience	30	October 2017- 2018
5.	<b>Deliverable 6:</b> - Outlines of training workshops and programmes (4 times per year) on applications of developed materials for the concerned stakeholders	20	2018
6.	<b>Deliverable 7:</b> - A report of reporting requirements of the 3 Rio conventions and reporting guide that address the reporting needs of the conventions	10	2018
<b>Total # of Days:</b>		<b>140</b>	

#### **Duration of the Work**

The duration of this assignment is 60 days over the course of 7 months, starting from 1<sup>st</sup> week of November 2016 to June 2017.

The CDA is expected to spend the total 60 working days to deliver the stated outputs (deliverables 1, 2, and 3). The CDA should cover all the related costs while working in Cambodia except for local travels for stakeholder consultations in Phnom Penh.

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.

#### **Duty Station**

The CDA 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 CDA during the data collection and meetings with stakeholders in Phnom Penh.

#### **Payment Milestones**

The CDA will be paid on a lump sum basis under the following installments:

<b>N</b>	<b>Outputs/Deliveries</b>	<b>Payment Schedule</b>	<b>Payment Amount</b>
1	Upon submission of work plans		20%
2	Upon satisfactory completion of Deliverable 1	1st week of February 2017	30%

3	Upon satisfactory completion of Deliverable 2	1st week of April 2017	30%
4	Upon satisfactory completion of Deliverable 3	1st week of June 2017	20%

### Recruitment Qualifications

Education:	<ul style="list-style-type: none"> <li>An advanced University education (MS or PhD) with expertise in the area of natural resource management, biodiversity management, agriculture, forestry, climate change, environmental management and other related disciplines</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>At least 7 years of professional experience in the domain of environment, biodiversity, natural resources, agriculture, land management/use, climate change, capacity development, communication professional, knowledge on implementation/knowledge of 3 Rio Conventions is an asset;</li> <li>Demonstrated experience in advising environment projects focusing on knowledge management and capacity building;</li> <li>Familiarity in working to support synergy building between projects with multi-stakeholder. Experience working with Rio Conventions projects is a plus.</li> <li>Strong skills in project assessment, evaluation, management, and monitoring related to accessing, generating, and using of information and knowledge related to 3 Rio Conventions;</li> <li>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</li> </ul>
Competencies:	<ul style="list-style-type: none"> <li>Strong skills in policy and strategy development, capacity strategy development, communication strategy development, project strategy and action plan development, monitoring and evaluation;</li> <li>Good communication skills;</li> <li>Strong skills in institutional analysis;</li> <li>Strong skills in report writing, strategy formulation, policy guidance advice, ToR and contractual development;</li> <li>Be an effective negotiator with excellent oral and presentation skills;</li> <li>Ability to effectively coordinate a large; multidisciplinary team of experts and consultants;</li> <li>Excellent computer application skills;</li> <li>Previous experience with GEF projects is an added plus;</li> <li>Experience of working and collaborating with the government officials is an asset;</li> <li>Experience in working in Southeast Asia, and in particular experience in, and knowledge of Cambodia is an asset</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>Excellent spoken and written English</li> <li>Knowledge of Khmer is an advantage</li> </ul>

### Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

<b>Technical Evaluation Criteria</b>	<b>Obtainable Score</b>
At least 7 years of professional experience in the domain of environment, biodiversity, natural resources, agriculture, land management/use, climate change, capacity development, communication professional, of which at least 4 years on implementation/knowledge of 3 Rio Conventions	30
Demonstrated experience in project development, implementation and management, capacity development, communication professional preferably synergy projects and Rio Conventions projects and effective negotiation and computer application	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 governments in Southeast Asia, and particular in Cambodia	20
<b>Total Obtainable Score:</b>	<b>100</b>

Interested individuals should submit CV and Cover Letter no later than 25 November 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](mailto:keosamnang.tiep@gmail.com). Only short-listed candidates will be contacted for interview.