



"Strengthening National Biodiversity and Forest Carbon Stock Conservation through Landscape-based Collaborative Management of Cambodia's Protected Area System as Demonstrated in the Eastern Plains Landscape (CAMPAS)"

TERMS OF REFERENCE Individual Contractor

Assignment Information

Assignment Title:	Gender Specialist (National)
Project:	CAMPAS
Post Level:	Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Home/GSSD, MoE
Expected Place of Travel:	Phnom Penh
Contract Duration:	Within 8 months from 1 st Week of February to 4 th week of September 2017

Project Description

CAMPAS, short for ‘**Strengthening national biodiversity and forest carbon stock conservation through landscape-based collaborative management of Cambodia’s protected area system as demonstrated in the Eastern Plains Landscape**’, is a project funded by GEF Trust Fund. As its title suggests, the project holds the interconnected aim to improve the sustainability of Cambodia’s national system of protected areas, with the complementary objectives to mainstream biodiversity into production forests and promoting conservation of carbon stocks.

The project is delineated into two main components:

Component 1: Strengthened national vision and support for landscape-based protected area and forest management

Component 2: Integrated landscape management to safeguard forests, biodiversity, and carbon stocks in the Eastern Plains Landscape

The project design comprises two major outcomes, one at the national level and a supportive outcome at the demonstration site level. At the national level, CAMPAS comprises three specific outputs, all oriented to strengthen unity and support for landscape-based protected area and forest management that explicitly addresses national system level issues through measures that include establishing the enabling environment at national level, through communications and awareness, strengthening protected area governance involving inter-agency cooperation, and demonstrating sustainable financing options. At the demonstration site level, the CAMPAS’s four outputs will deliver a sub-regional planning approach for the Eastern Plains Landscape that integrates protected areas and biodiversity conservation into sustainable development – with specific focus on forested landscape connectivity. At this level, it also focuses on integrating forest conservation with sub-regional economic development planning, trying to resolve issues presented by economic land concessions that often ignore and impact upon protected areas, and

harnessing integration opportunities with other landscape-level initiatives like those of the Asian Development Bank Biodiversity Conservation Corridors and United Nations Environmental Program Adaptation Fund projects.

The total project budget is **4,718,182 USD for the period of 60 months**. The project will be executed by the **Ministry of Environment** and implemented by United Nations Environment Programme (UNEP) in close cooperation with other NGOs partners and stakeholders.

The CAMPAS project will take into full consideration the need for gender equality in all project workings, including the process of assessing the implications for women and men of planned action in all areas and at all levels. The project will ensure that the concerns and experiences of stakeholder women and men are an integral dimension of the design, implementation, monitoring, and evaluation of project resulting policies and programs, with the purpose of ultimately achieving gender equality.

Scope of Work

The Gender Specialist will be recruited based on an open and competitive process to complete a gender mainstreaming for CAMPAS project. The Gender Specialist will be hired to conduct a gender needs assessment and analysis, develop a Gender Policy and Guidebook, which it is included training plan and curriculum; and deliver gender trainings to the target groups as required. The Gender Specialist will report to the Project Director and may participate in the meetings of the Project Steering Committee or inception workshop as a resource person as necessary.

Duties and Responsibilities

The tasks and responsibilities of Gender Specialist will be as follows:

1. Conduct initial gender assessments and analysis at the national and sub-national levels and with a wide variety of stakeholders (government, non-government organisations, local communities) to identify gender mainstreaming needs and opportunities, and to establish a baseline with regards to gender issues and initial considerations;
2. Develop Gender Policy and its processes to encourage and ensure meaningful participation of women in decision-making processes at both national and sub-national levels, in line with UNEP policies and procedures;
3. Develop a Gender Guidebook, which including training plan and curriculum, to be adopted and adhered to by the project in all its operations, from contracting, terms of reference, budgeting and reporting;
4. Deliver gender training to relevant staff and the target groups, and reporting.

Expected Outputs and Deliverables

No.	Deliverables/Outputs Based on above tasks and responsibilities	Timeframe
1.	Deliverable 1: -Final draft of Gender Baseline Assessment and Analysis report -First draft should be delivered by 3 rd week of February 2017	1 st week of March, 2017
2.	Deliverable 2: -Final draft of CAMPAS Gender Policy	4 th week of April, 2017
3.	Deliverable 3: -Final draft of Gender Guidebook, including training plan and curriculum	4 th week of June, 2017
4.	Deliverable 4: -Final Gender training and reporting	4 th week of September 2017

Duration of the Work

The duration of this assignment is within 8 months of period, starting from 1st week of February 2017 to 30th September 2017 which requires the candidate to provide the financial proposal indicating the number of days required for all satisfactory deliveries of this assignment.

Duty Station

Gender Specialist will work from home and/or be based in CAMPAS Project or Department of Biodiversity, General Secretariat of National Council for Sustainable Development, Ministry of Environment.

Payment Milestones

No.	Outputs/Deliveries	Payment Schedule	Payment Amount
1.	Upon submission of work plan		20%
2.	Upon satisfactory completion of deliverables 1 & 2	4 th week of April 2017	40%
3.	Upon satisfactory completion of deliverable 3	4 th week of June 2017	20%
4.	Upon satisfactory completion of deliverable 4	4 th week of September 2017	20%

Recruitment Qualifications

Education:	<ul style="list-style-type: none"> An advanced university education (M.Sc or Ph.D) with expertise in the areas of gender studies, policy development, development studies or other related fields
Experience:	<ul style="list-style-type: none"> At least 7 years of professional experience in gender related works; and Demonstrated experience in designing/developing a gender policy, guide book, training plan, training manual or curriculum Demonstrated experience in conducting needs/capacity assessment Demonstrated experience in providing gender training to various target groups
Competencies	<ul style="list-style-type: none"> Strong skills in project assessment and management; Good communication and data collection skills; Strong skills in gender assessment and mainstreaming, policy development and analysis; Strong skills in report writing, training providing and ; Knowledge with UNEP/GEF projects is an added plus; Experience of working and collaborating with the government officials and conservation NGOs is an asset;
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 7 years of professional experience in gender related works	30
Demonstrated experience in designing/developing a gender policy, guide book, training plan, training manual or curriculum, conducting assessment and providing gender training to various target groups	25
Strong skills in project assessment and management, data collection and report writing	25
Experience of working and collaborating with the government officials and conservation NGOs and knowledge with UNEP/GEF projects	20
Total Obtainable Score:	100

Interested candidates should submit a cover letter, CV with support references and financial proposal to Department of Biodiversity, General Secretariat of National Council for Sustainable Development (GSSD)/Ministry of Environment (MoE), Morodok Techo Building, Lot 503, Sangkat Tonle Bassac, Chamkarmon, Phnom Penh, Cambodia, and/or email to job.campas@yahoo.com.

Only short-listed candidates will be contacted for an interview. **Closing date: 27th January 2017**