



GEF TRUST FUND
“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 Project)”



JOB DESCRIPTION

I. Assignment Information

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| Assignment Title: | Annual Monitoring and Evaluation |
| Project: | CAMPAS |
| Post Level: | National Consultant |
| Contract Type: | Individual Contractor (IC) |
| Duty Station: | Home-based, Partners’ offices, or based in Department of Biodiversity |
| Expected Place of Travel: | Phnom Penh and Target Areas |
| Contract Duration: | (60 Days) Within 3 months period starting from 4 th week of December 2020 to end of March 2021 |

II. Background

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 (UN Environment) in close cooperation with other NGOs partners and stakeholders.

III. Scope of Work

Under the overall guidance and supervision of the National Project Director, the selected National Consultant will work closely with the Chief Technical Adviser, Project Coordinator, CAMPAS project partners and relevant institutions/stakeholders to complete the assignments. Tasks and responsibilities of consultant include but are not limited to:

Main Duties and Responsibilities

- Review partners’ outputs against expenditures to ensure the effective and efficient use of CAMPAS’s fund;
- Ensuring good value for money in delivering project outputs and achieving impact
- Review the framework of performance indicators and targets for annual monitoring and evaluation of the CAMPAS project;
- Identify risks that could affect the implementation of the project through early identification of problems and implementation of solutions
- Provide recommendations and suggestions on the corrective measure to ensure the delivery of project’s outcome
- Review the existing monitoring system and propose for better performance;
- Perform other tasks as requested by the Project Director and the National Project Coordinator as appropriate.

IV. Expected Outputs and Deliverables

| No. | Deliverables/Outputs | Target Due Dates | Review and Approval Required |
|-----|---|------------------------------------|------------------------------|
| 1 | Deliverable 1: Propose detailed activity plan | 1 st week of assignment | |

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|---|---|-------------------------------------|--|
| 2 | <p>Deliverable 2:</p> <ul style="list-style-type: none"> - First draft of the partners' outputs review and evaluation report including recommendations and suggestions on the corrective measure - First draft of the proposed effective system for performance monitoring | 8 th week of assignment | |
| 3 | <p>Deliverable 3:</p> <ul style="list-style-type: none"> - Final draft of the partners' outputs review and evaluation report including recommendations and suggestions on the corrective measure - Final draft of the proposed effective system for performance monitoring | 12 th week of assignment | |

V. Institutional Arrangement

The consultant will be performed under the supervision of the Project Director. The consultant will liaise on a day-to-day issue with the CAMPAS PMU. S/he will also work closely with the relevant institutions, CAMPAS project partners to ensure full cooperation and collaboration from all stakeholders.

VI. Duration of the Work

The assignment is expected to be performed within **3 months** period starting from **4th week of December 2020 to 4th week of March 2021**. It is expected that the final documents will be submitted **by the end of March 2021**.

VII. Duty Station

The duty station of this assignment is a combination of home-based, partners' offices and/or based in the Department of Biodiversity, Ministry of Environment in Phnom Penh.

VIII. Payment Milestones

| No. | Outputs/Deliveries | Expected Payment Schedule | Payment Amount |
|-----|---|-------------------------------------|----------------|
| 1. | Upon submission of work plan | 1 st week of Assignment | 30% |
| 2. | Upon satisfactory completion of deliverable 2 | 8 th week of Assignment | 30% |
| 3. | Upon satisfactory completion of deliverable 3 | 12 th week of Assignment | 40% |

IX. Recruitment Qualifications

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| Education: | <ul style="list-style-type: none">• At least hold a master's degree or equivalent in natural resource management or environmental science, biodiversity conservation and/or related field. |
| Experiences: | <ul style="list-style-type: none">• At least 10 years' experiences in monitoring and evaluation of the projects;• Demonstrated experiences in collecting, reviewing and analyzing data information related to biodiversity conservation and landscape management;• Demonstrated experiences in project's expenditure review;• Demonstrated experiences in development of project's framework and indicators;• Demonstrated experiences in conducting stakeholders' engagement with the government ministries, IOs, NGOs, community-based Organization (CBOs) and unaffiliated community members. |
| Competencies | <ul style="list-style-type: none">• Excellent English written, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports;• Skill in achieving results through persuading, influencing and working with others;• Capable to identify risks management;• Motivated and independent, has ability to work under minimum supervision and maintain good relationships. |
| Language Requirements: | Fluency in Khmer and English required. |

| X. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor | |
|---|-------------------------|
| Technical Evaluation Criteria | Obtainable Score |
| At least 10 years' experiences in monitoring and evaluation of the projects and demonstrated experiences in collecting, reviewing and analyzing data information related to biodiversity conservation and landscape management; | 30 |
| Demonstrated experiences in project's expenditure review and development of project's framework and indicators; | 25 |
| Strong skills in achieving results through persuading, influencing and working with others and have good analysis and synthesis as well as English written and communication skills and capable to identify risks management; | 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 no later than **23rd December 2020 (Wednesday at 5:00PM)** to the Department of Biodiversity, General Secretariat of National Council for Sustainable Development, Ministry of Environment: Morodok Techo Building (Lot 503) Tonle Bassac, Chamkarmon, Phnom Penh, Cambodia.

For more information, please:

- Visit us at: www.chm-ncsd.moe.gov.kh or
- Contact Department of Biodiversity, General Secretariat of National Council for Sustainable Development, Ministry of Environment.
Tel: (855) 089 887 723/ 089 456 496
E-mail: job.campas@yahoo.com

Only short-listed candidates will be contacted for the interview.