



I. Assignment Information

Job Title:	National consultant for CCCSP 2014 – 2023 Mid-Term Review
Contract Type:	Individual Contractor (IC)
Classified Level:	Senior Specialist
Reports to:	CCCA Result 1 Team Leader
Duty Station:	Phnom Penh, with possible travel to selected provinces
Duration of Assignment:	30 working days (November 2017 – January 2018)

II. Background

Cambodia Climate Change Strategic Plan 2014-2023 is the first comprehensive strategic plan of the Royal Government of Cambodia to address climate change. The RGC approved the CCCSP in November 2013 and started its implementation in 2014. The CCCSP has set out the vision and guidance to ensure a coherent and effective response to address a wide range of climate change issues concerning adaptation, greenhouse gas mitigation, and low-carbon development.

With the main intent of creating a national framework for engaging government agencies, the public, private sector, civil society organizations and development partners in responding to climate change and supporting sustainable development, the strategic plan sets out three chief goals: (1) reducing vulnerability to climate change impacts of people, in particular the most vulnerable, and critical systems (natural and societal); (2) shifting towards a green development path by promoting low-carbon development and technologies; and (3) promoting public awareness and participation in climate change response actions. It also indicates a number of strategies to be carried out both in the immediate to medium-term (2014-2018) and in the long-term (until 2014-2018) to achieve eight strategic objectives.

Much emphasis is put on building institutional capacity and science-based knowledge to assist in the design and implementation of interventions aiming at reducing climate change impacts, prioritizing adaptation and disaster risk reduction since these would have immediate far-reaching implications in climate-sensitive sectors such as agriculture, water resources, forestry, fisheries and tourism. CCCSP also underlines the importance of investing on awareness raising and capacity development, especially at the community level, to effectively overcome climate change impacts.

The implementation of the CCCSP is being carried out both at national level and sub-national level. At national level, fourteen line ministries have approved and are now implementing the respective sectoral Climate Change Action Plans (2014-2018), aligning with the mandate of the RGC. Efforts to implement CCCSP guidance at the sub-national level have been carried out through various climate change related programmes/projects of NCDD-S, NCSD, NCDM, line ministries and NGOs. In addition to specific climate change interventions, the government has prepared a number of frameworks to support the implementation of CCCSP, namely climate change financial framework, M&E framework, knowledge management framework, as well as strengthened existing institutional and legal frameworks.

As the first period of CCCSP implementation comes to an end, RGC is conducting a mid-term review to assess results obtained so far, and review priorities and lessons learnt during the first four years of its implementation.

III. Objective of the assignment

The MTR will assess the progress towards the achievement of CCCSP's strategic objectives and goals, and assess early signs of success or challenges/failures, with the purpose of identifying the necessary measures to be taken in order to set the implementation of the national climate change response on track to achieve its intended outcomes.

IV. Scope of work and tasks and responsibilities of the consultant

The Mid-Term Review will be conducted in such a way that ensures the key principles of UNDP Evaluation are fully respected. The Review will be independent, impartial, transparent, ethical and credible.

Consultant's tasks include:

Definition of the evaluation framework, based on the criteria described above including:

- list of all evaluation questions to be used in the MTR and judgment criteria
- data sources to be used (primary and secondary) and data limitations
- approached used for data collection methods

Identification of the CCCSP/intervention logic including:

- detailed description of the needs and problems that CCCSP is supposed to address, the objectives it is expected to achieve, the strategies and activities to be implemented, the expected results of the strategic plan and the logical links between these various components

Evaluation of CCCSP including:

- assessment of actual results to date, based on the evaluation of the relevance, adequacy, efficiency, effectiveness, sustainability and engagement in the implementation of CCCSP (including its current institutional arrangements and existing capacities of key stakeholders)
- a comparison between the expected results and the actual results stemming from the implementation of the strategic plan (including CCCSP's contribution to poverty reduction, disaster risk reduction and gender equality)
- analysis of the underlying causes and issues that have contributed to underachievement of expected results as relevant.

Conclusions & Recommendations

Final MTR report including:

- presentation of the logic of intervention logic and results from the evaluation
- recommendations to fill gaps identified and increase overall performance of CCCSP in the context of the new cycle of government development policy (NSDP), including the identification of entry points for scaling up climate change mainstreaming into sector's strategic planning in the upcoming planning cycle (2019-2023).

Evaluation criteria to be used in conducting CCCSP's mid-term review should include:

Relevance – assessing the alignment between the original objectives of the CCCSP and the needs and problems of stakeholders and the country. The relevance criterion checks whether the rationale underlying CCCSP is still appropriate or requires a revision in order to take into account changing needs and problems.

Coherence – measuring the degree to which interventions taken to implement CCCSP are consistent with each other ('internal coherence') and with Cambodia's policy framework at large ('external coherence'), and/or create synergies or overlaps.

Effectiveness – reflecting on the extent to which the CCCSP has achieved its objectives and generated the expected results (identifying possible gaps between the objectives and results of the Programme as well as between the expected and actual results).

Efficiency – reflecting on the extent to which costs borne by various stakeholders to achieve CCCSP's objectives and results were minimized.

Engagement – assessing the level of engagement of stakeholders in the implementation of CCCSP.

Sustainability – reflecting on the likelihood that CCCSP interventions will continue producing benefits after their implementation.

V. Expected Deliverables

Deliverables	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Deliverable 1. A detailed MTR methodology, including timelines	4 working days	By 27 November 2018	UNDP CCCA Technical Specialist
Deliverable 2. A presentation of preliminary findings by the consultant to GSSD/DCC, CCTWG and other stakeholders for comments	18 working days	By 21 December 2018	UNDP CCCA Technical Specialist
Deliverable 3. A draft version of the MTR report, within one week of completion of the field work. The CCCA R1 team will have 15 days to compile and send comments from concerned stakeholders	4 working days	By 31 December 2018	UNDP CCCA Technical Specialist
Deliverable 4. A final MTR report, addressing consolidated findings and recommendations, to be submitted within one week of receipt of the consolidated comments on the draft report	4 working days	By 25 January 2019	UNDP CCCA Technical Specialist

Total estimated number of days: 30 days

VI. Duration of Work

The assignment is expected to take 30 working days spreading over the period of November 2018 to January 2019. The following estimated timeframe is provided as guidance for applicants (indicative only):

Key activities	Estimated number of working days
Desk review of project documents and progress reports	2.5
Inception report of the detailed review methodology and work plan	1
Comments/feedback from CCCA R1 Team on the inception report of the mid-term review	-
Finalisation of inception report	0.5
Data collection: interviews with DCC, CCTWG and other key stakeholders, field visits	18
Debriefing meeting/presentation of preliminary findings	1
Draft mid-term review report	3
Comments/feedback from concerned stakeholders	-
Final review report	4
Total	30 working days

The national consultant will be recruited to work with the international team leader for the duration of the assignment. The proposed methodology should take this into account (estimated total of 30 working days each for national and international consultants).

VII. Duty Station

The Review Team is expected to be based in Phnom Penh with some travel to the selected provinces (field visits interviews with partners, and key stakeholders). It is estimated that the Review Team needs to spend a minimum of 10 to 15 days in Phnom Penh and a maximum of 7 days traveling to selected provinces.

<p>CCCSP covers the entire country, with related interventions being implemented by a wide range of stakeholders in many different geographical locations. Thus, the Review Team needs to select sample field visits that ensure coverage of key areas/climate risks, taking into account the limited time available for the conduction of the MTR. To help target analytic efforts, including the selection of sites for eventual field visits, the Review team will be able to access preliminary results from the CCAP implementation stock-take being conducted at present by DCC with the support of a national consultant. The Review Team will have to decide on the methodology for the mid-term review exercise (i.e. balance between interviews, review of existing reports/data, and field visits).</p> <p>Selected individual contract(s) who is expected to travel to the Country Office (CO) to undertake the assignment in the country (Cambodia) is required to undertake the Basic Security in the Field (BSIF) training (https://dss.un.org/dssweb/WelcometoUNDSS/tabid/105/Default.aspx?returnurl=%2fdssweb%2f) prior to travelling. CD ROMs must be made available for use in environments where access to technology poses a challenge.</p>	
VIII. Review Team	
<p>The Review Team will consist of the following members: 1 (One) International Consultant (Team Leader); and 1 (One) National Consultant (Team member). The National Consultant will be recruited directly by the CCCA programme. The Team will be responsible for conducting and reporting on the review, under the guidance of and reporting to the CCCA CC Technical Specialist, UNDP Programme Analyst and UNDP CCCA Trust Fund Administrator.</p> <p>The National Consultant: Though the international consultant will be designated as Team Leader (retaining overall responsibilities for designing the mid-term review framework, leading the review team and delivering the mid-term review report and other products as stated above), the national consultant will support in particular data collection and analysis, and relationships with the various stakeholders in country including the necessary consultations.</p>	
IX. Management arrangement	
<p>The CCCA R1 Team will work closely with the review team to facilitate the process, including providing relevant documents related to the CCCA Programme for desk review, identifying stakeholders and sources of information, assisting in organizing meetings with stakeholders, assisting in arranging field visits and assisting to resolve any issues arising during the assignment period to the extent possible.</p> <p>The international consultant/team leader will propose a review methodology in the proposal/inception report. At the beginning of the assignment, the detailed and final methodology shall be worked out in close consultation with UNDP and the CCCA R1 Team. In particular, the schedule and focus of field work shall be defined at this stage.</p> <p>The methodology should include sampling methods for selecting stakeholders at the national and local level, and methods for assessing results. Recommended methods include (non-exhaustive):</p> <ul style="list-style-type: none"> - Desk reviews, - Interviews with DCC and CCTWG members, - Interviews with focal points from key projects supporting the implementation of CCCSP, - Interviews with stakeholders/practitioners involved in the implementation of CCCSP (including NGOs, Private sector, Academia, DPs) - Field visits to CCCSP intervention sites, - Key informant interviews in particular at national and local level, and - Interviews and focus groups discussions with beneficiaries. 	
X. Minimum Qualifications of the Individual Contractor	
Education	<ul style="list-style-type: none"> - Minimum of a master’s degree or equivalent in natural resource management, environment, development studies or related field demonstrably relevant to the position.

Experience	<ul style="list-style-type: none"> - At least 10 years of relevant experience, including 5 years of experience in conducting monitoring and programme review or evaluation of development policies, plans and projects in the field of climate change, agriculture, forestry, fisheries, rural development or related field - Good experience in data collection, analysis and evaluation report writing - Good experience in policy implementation and capacity assessment and development - Demonstrated knowledge of climate change adaptation approaches and related monitoring and evaluation tools. - Prior experience in Cambodia or South-East Asia will be an asset - Previous work experience with UNDP will be an asset.
Competencies	<ul style="list-style-type: none"> - Strong technical background and proven competency in environmental management, climate change adaptation, rural development or related areas - Excellent evaluation skills, including capacity to produce high quality and constructive reports - Excellent English report writing skills - Demonstrated analytical skills, ability to assess complex situations, to succinctly and clearly frame critical issues, and to draw practical conclusions - Demonstrated ability to work with developing country government agencies and a wide range of stakeholders (including NGOs and private sector). - Experience leading multi-disciplinary teams. Ability to meet short deadlines. - Excellent interpersonal, coordination and planning skills. Sense of diplomacy and tact. - Ability and willingness to travel to provincial areas. - Computer literate (MS Office package).
Language	<ul style="list-style-type: none"> - Excellent command of English (both spoken and written) - Command of Khmer would be an asset.

XI. Criteria for Evaluation	
For transparency and information purposes, please find below the general criteria, which will be used in evaluating the acceptability and level of technical compliance of the candidates, as well as their corresponding weight.	
Technical Evaluation Criteria	Obtainable Score
Minimum of a master's degree or equivalent in public policy, natural resource management, environment, development studies or related field demonstrably relevant to the position.	10
At least 10 years of relevant experience, including 5 years of experience in conducting monitoring and review or evaluation of development policies, programmes, and projects in the field of climate change, natural resources management, environment, rural development or related field	30
Experience in data collection, analysis and evaluation report writing	10
Experience in policy implementation, as well as capacity development and gender analysis	10
Demonstrated knowledge of climate change adaptation approaches and related monitoring and evaluation tools.	20
Relevant country and/or regional experience	20
Total Obtainable Score:	100

XII. Payment Milestones

The consultant will be paid on a lump sum basis under the following installments.

1. **First Payment:** 30% of the total lump sum amount will be made upon satisfactory submission and acceptance of Deliverables 1 by 27 November 2018
2. **Second Payment:** 40% of the total lump sum amount will be made upon satisfactory submission and acceptance of Deliverable 2 and 3 by 31 December 2018
3. **Final Payment:** 30% of the total lump sum amount will be made upon satisfactory submission and acceptance of Deliverable 4 by 25 January 2019