

TERMS OF REFERENCE (TOR)

I. Position Information

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| Job Title: | Short Term National Expert - Operational Guidelines for Environmental and Social Fund Grants |
| Contract Type: | Individual Consultant |
| Duration of Assignment: | 35 working days (Jan-April 2019) |

II. Background

The Environmental and Social Fund was established through Sub-Decree 238 dated 21 November 2016, and aims to provide financing for environmental protection, biodiversity conservation, and sustainable living.

Ministry of Environment, as the chair of the ESF committee, is looking to develop simple, transparent and effective procedures for the selection and management of projects to be supported by the fund. Procedures should build on the experience of the National Council for Sustainable Development in managing climate change grants under the Cambodia Climate Change Alliance programme, and should include required adjustments to fit ESF's specific purpose and institutional arrangements.

One of the objectives of the Cambodia Climate Change Alliance programme is to strengthen Government capacities in the management of climate and environmental finance. The programme is looking for a short term national consultant to support Ministry of Environment with the development of operational guidelines for the selection and management of ESF grants.

III. Objective of the assignment

The main objective of the assignment is to develop an operations manual for the selection and management of projects to be funded by the ESF. This should include:

- A simple workflow process for the grant/project management cycle;
- Application guidelines;
- Appraisal guidelines;
- Implementation guidelines, including monitoring and evaluation aspects.

IV. Tasks and responsibilities of the consultant

- **Conduct a desk review** of the current legal framework for the ESF, and existing procedures under NCS/D/CCCA for the management of climate change grants, and do an initial analysis of adjustments that need to be made to CCCA procedures to fit the ESF context, including the type of activities/projects to be funded by ESF (grants, direct procurement, etc.);
- **Conduct interviews** with key staff from MOE, NCS/D and CCCA, in order to refine expectations for the ESF, understand lessons learnt to date from the management of the CCCA grant facility, and assess current levels of capacity to manage the ESF;
- In cooperation with designated MOE and NCS/D staff, **draft a work flow and operations manual** for the selection and management of projects to be funded by the ESF, in line with ESF objectives. The manual shall be based on the CCCA experience, with necessary adjustments to reflect ESF objectives, and applicable Government financial rules and regulations, and take into account capacities within MOE/NCS/D. The manual shall include guidelines for the application stage, the appraisal stage and the implementation stage of ESF projects;
- **Organize a consultation** on the draft workflow and manual with relevant MOE, NCS/D and MEF

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| <p>staff;</p> <ul style="list-style-type: none"> • Incorporate comments received and submit a final version of the workflow and manual; • Submit a brief final report, including recommendations on institutional arrangements, capacity development activities and staffing levels required to implement the proposed procedures. | |
| V. Deliverables | |
| <ol style="list-style-type: none"> 1. Brief inception report including key findings of the desk review and work plan for the assignment; 2. Draft operations manual and workflow for the selection and management of ESF-funded projects; 3. Summary of comments received during consultations and actions taken; 4. Final operations manual and workflow for the selection and management of ESF-funded projects; 5. Final report on the assignment. <p>Payment 1 (20%): Deliverable 1 Payment 2 (40%): Deliverable 2 Payment 3 (40%): Deliverables 3, 4 and 5.</p> | |
| VI. Duration | |
| <p>The assignment is expected to include 35 working days (from February to April 2019).</p> <p><u>Indicative time frame:</u> Desk review and work planning: 5 days Interviews and initial draft: 23 days Consultations: 2 days Finalization of the manual, addressing final comments and report writing: 5 days</p> | |
| VII. Management arrangement | |
| <p>The national consultant will operate under the guidance of the CCCA Result 2 Team, with overall guidance from the NCS D Secretary General / CCCA Programme Director. He/she will work on a day-to-day basis with assigned staff from MOE and NCS D.</p> | |
| VIII. Requirements | |
| Education | <p>Master's degree in accounting and finance management, audit, public administration, development studies or closely related subjects.</p> |
| Experience | <ul style="list-style-type: none"> - Minimum 5 years of experience in project and/or financial management both with government institutions and development partners,; - Expertise and experience in developing operational procedures and financial management systems. Experience in grant/fund management would be an asset; - Familiarity with government public financial management systems, government reform programme, programme budgets, national audit, and institutional roles; - Excellent written and oral communication skills; |
| Language | <p>Excellent command of Khmer and English (both spoken and written)</p> |