



Building climate resilience of urban systems through Ecosystem-based Adaptation in the Asia-Pacific region Project (Urban EbA Asia)

TERMS OF REFERENCE (TOR)

I. Position Information

Job Title:	National Technical Expert (Cambodian)
Reports to:	Project Director/Director of DCC and Regional Technical Expert
Contract Type:	Contract staff
Classified Level:	L-9
Location Base	Department of Climate Change/ Ministry of Environment
Duration:	One year with possibility of extension

II. Organizational Context

Urban communities in the Asia-Pacific region are vulnerable to the present and future effects of climate change that exacerbate environmental pressures. Uncoordinated urban planning and development, poverty and poor waste management are underlying threats that increase the vulnerability of communities in numerous cities across the Asia and the Pacific region to natural disasters – including flooding, landslides and vector- and water-borne diseases. Furthermore, these threats result in environmental degradation and consequently affect the provision of ecosystem goods and services on which urban communities rely.

Building climate resilience of urban systems through Ecosystem-based Adaptation in the Asia-Pacific region (Urban EbA Asia) is a four-year regional GEF-funded project of the Least Developed Countries Fund (LDCF), that will be implemented by UN Environment. The aim of the project is to reduce the vulnerability of poor urban communities in Asia-Pacific Least Developed Countries (LDCs) to climate change impacts using Ecosystem-based Adaptation (EbA), with interventions in selected municipalities in Cambodia, Lao PDR, Bhutan and Myanmar. Each of the four countries will benefit from the regional components that will include institutional strengthening and capacity building of city management authorities in pilot cities to plan and implement urban EbA; and disseminating knowledge and raising public awareness on urban EbA in pilot cities.

In Cambodia, the Kep City will benefit from specific EbA interventions under the second component of the project. Interventions will be implemented to increase the availability of water for local communities in Kep City through the introduction of rainwater harvesting techniques, improved water storage facilities – including wells – and increased public awareness. In addition, improved watershed management including reforestation and the restoration of wetlands and mangroves will prevent soil erosion, buffer the local communities from flooding and enhance agricultural production. The restoration of wetlands and mangroves will also provide a buffer to hard infrastructure, such as sea dykes and waste water treatment facilities and reduce the risk of flooding and saline intrusion of agricultural land. Moreover, increased water storage capacity and improved irrigation systems will benefit households from both a domestic and agricultural perspective. Urban agriculture will be supported through the establishment of demonstration facilities and provision of agricultural inputs – such as drought-tolerant seeds and hybrids – to farmers and women’s groups. The implementation of urban agriculture and reforestation activities – using beneficial species – will consequently provide alternative livelihoods and diversify income streams thereby reducing the vulnerability of local communities to the effects of climate change.

The project is funded by the Least Developed Countries Fund and is implemented by UN Environment (headquarters) and executed on a regional level by UN Environment’s Asia and the Pacific Office located in Bangkok, Thailand, which will work with each of the beneficiary countries to set up a national project management unit consisting of a National Technical Expert and an Administrative and Finance Officer.

III. Functions / Key Results Expected

As part of the national project management unit, the Department of Climate Change (DCC) is seeking a qualified National Technical Expert (NTE) to lead the execution of the local project activities and deliverables

interventions in Cambodia under the guidance of the Project Director based in DCC. This includes the daily responsibility to manage, coordinate and supervise the implementation of the project and the delivery of results in accordance with the project document and agreed work plans. Furthermore, the NTEs will work closely with national and local authorities, project managers of baseline initiatives as well as NGOs, to manage effectively the project at local level. The NTEs will report to the project director appointed by DCC on administrative, management and technical matters. The NTE will also report to the Regional Technical Expert based in the Regional Support Unit in Bangkok on technical matters where project progress reporting is concerned.

The Responsibilities of the NTE are as following:

- Oversee and manage project implementation and provide technical support to the project, including measures to address challenges to project implementation, monitor work progress, and ensure timely delivery of outputs in target cities;
- Report to the RTE regarding project progress by providing on-the-ground information for UN Environment progress reports. Reports should contain assessments of the progress of implementing activities, including reasons for delays, if any, and recommendations on necessary improvements. Progress reporting format should follow that of the templates annexed to the legal agreement between DCC and UN Environment; in order for the RTE to compile these updates into a regional update that will be submitted on a half-yearly basis;
- Act as a liaison between the Regional Support Unit and Cambodia Project Management Unit;
- Engage and promote dialogue between national, provincial and local stakeholders;
- Coordinate activities of the Technical Working Group (TWG) in the respective target city;
- Promote the participation of local communities in project activities;
- Support the RTE and regional M&E expert in developing and implementing a comprehensive monitoring and reporting system;
- Ensure timely preparation of detailed Annual Work Plans (AWPs) and budgets for approval by the RTE and the PSC;
- Participate in PSC meetings at least two times a year and help facilitate logistics for those PSC meetings held in Cambodia;
- Organize the Technical Committee of Cambodia¹ meetings at least once a year and other required meetings as relevant;
- Supervise work of other national experts and technical staff in the target cities;
- Assist in the identification, selection and recruitment of local project staff and experts as required;
- Supervise, coordinate and facilitate the work of the AFO;
- Provide a quarterly update of the expenses of the previous three months and the expenses expected for the next three months to the RTE;
- Establish linkages and networks with the ongoing activities of other government and non-government agencies;
- Provide input to management and technical reports and other documents as described in the M&E plan for the overall project;
- Participate in training activities, report writing and facilitation of expert activities that are relevant to his or her area of expertise;
- Inform the RTE immediately of any issue or risk which might jeopardize the success of the project;
- Provide on-the-ground information (including photographs, list of meetings and list of meeting participants for each meeting; summary of meeting outcomes) for progress reports;
- Take part in regular update meetings with RTE and NTEs from other participants;
- Liaise and coordinate with the RTE and government authorities on a regular basis;
- Coordinate RTE and UN Environment Task Manager supervision visits to project sites;

¹ Technical Committees (TC) will be established and will responsible for providing the members of the Project Steering Committee with the information needed to make informed decisions on implementation at the local level. In addition, the TCs will improve the coordination and dialogue between the ongoing initiatives. The TCs will include the NTEs, academics, representatives from local and international NGOs, CBOs, representatives from local and national government authorities, national experts, managers of the baseline projects and representatives of other aligned projects

Perform other related tasks as requested by management.	
IV. Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> - Master's degree in environment, natural resources management, climate change, agriculture or a closely related field.
Experience:	<ul style="list-style-type: none"> - A minimum of 6 years relevant work experience including at least 3 years' experience as a lead project manager in environment, agriculture, urban planning project. - Demonstrated solid knowledge of ecosystem-based adaptation to climate change, ecological restoration and sustainable use of natural resources. - Proven experience in working with and collaborating within the government of Cambodia. - Experience in the public participation development process associated with environment and sustainable development is an asset. - Experience managing GEF projects is an asset.
Competencies	<ul style="list-style-type: none"> - Excellent communication (verbal and written), interpersonal and reporting skills; - Strong client orientation; - Well-versed in results-based management; - Demonstrated planning and organizational skills; - Ability to lead, manage and coordinate the work of a group of people; - Ability to organize and implement training and transfer of knowledge; - Excellent skills in the usage of computers and office software packages, including Microsoft Office applications; - Willingness to travel to the field when required.
Language Requirements:	<ul style="list-style-type: none"> - Fluent in English and Khmer, with excellent writing and verbal skills in both languages.