

## REVISED OUTLINE TERMS OF REFERENCE FOR CONSULTANTS

1. The original technical assistance (TA) for Mainstreaming Climate Resilience into Development Planning in Cambodia required: (i) a firm providing 105 person-months of international and 435 person-months of national consulting inputs (Package 1), (ii) a nongovernmental organization (NGO) to operate the civil society support mechanism (Package 2), and (iii) two individual national experts providing 105 person-months of consulting inputs.
  
2. For the proposed increase in TA amount, an additional consulting firm providing 45 person-months of international and 180 person-months of national consulting inputs (Package 3) and an individual international consultant for 20 person-months will be required. The terms of reference for the new positions are provided in paragraphs 4-10. The terms of reference for the other positions are in the original TA. In line with ADB's Mid Term Review Action Plan, output-based contracts with consideration of fixed cost out-of-pocket expenses will be utilized to improve administrative efficiency and effectiveness.
  
3. The consulting firm will be recruited using the quality- and cost-based selection method (90:10) and full technical proposal, in accordance with the Asian Development Bank (ADB) Guidelines on the Use of Consultants (2013, as amended from time to time). Preference will be given to firms with work experience in Cambodia or in other Southeast Asian countries. The firm is expected to cooperate with packages 1 and 2 to build synergies. Detailed estimated inputs of the consultants are in Table 1.

**Table 1: Consultancy Services Inputs (person-months)**

	International consultants	National consultants
<b>A. Package 3</b>		
<b>International</b>		
Climate Change Adaptation Specialist and Team Leader	45	
Gender Mainstreaming and Climate Change Specialist	9	
Climate Change Monitoring and Evaluation Specialist	9	
Climate Change Capacity Building and Knowledge Management Specialists (3)	18	
<b>National</b>		
Climate Change Capacity Building and Knowledge Management Specialists (3)		180
Climate Change Specialist for Subnational Mainstreaming		54
Gender Mainstreaming and Climate Change Specialist		36
Climate Change Monitoring and Evaluation Specialist		36
Data Management Specialist		18
<b>B. International Individual Consultant</b>		
Technical Advisor for Strategic Program for Climate Resilience	20	
	20	
<b>TOTAL</b>	<b>65</b>	<b>180</b>

Source: Asian Development Bank.

- A. **Package 3: Consulting Firm** (45 international and 180 national person-months of consulting inputs)
  
4. **Climate Change Adaptation Specialist and Team Leader** (9 person-months, international, intermittent). The expert will have a master's degree or higher in environmental management, climate change, or a related area with at least 5 years of experience as a project manager. The specialist must have at least six years of relevant experience in the areas

directly related to climate change adaptation; experience in conducting climate change vulnerability and impact assessments; sound knowledge of subnational planning processes in Cambodia; and familiarity with donor agencies and institutions involved in climate change. Knowledge of the implications of climate change on development, finance, environment, and other relevant fields is necessary. The expert will be based at the Secretariat of the National Committee for Decentralization and De-concentration (NCDD) and will:

- (i) take overall responsibility for coordination, supervision, and management of Package 3 and ensure production and delivery of quality outputs;
- (ii) liaise between national and subnational governments, key ministries, consulting teams for packages 1 and 2, ADB and other stakeholders (civil society, private sector and development partners) to ensure their effective participation and inclusiveness;
- (iii) prepare quarterly and annual progress reports for submission to ADB and MOE;
- (iv) provide direct support to NCDD and/or Ministry of Interior in integrating climate risk management into subnational and commune development plans, programs, and projects in three sectors;
- (v) support capacity building efforts in MOWA and MOP and share relevant information on adaptation innovations, best practices, and lessons learnt;
- (vi) oversee the development and dissemination of all knowledge products under Package 3, and feed information into MOE climate change web portals;
- (vii) assess and develop innovative climate financing schemes and modalities to support climate resilience at subnational levels (district and commune levels);
- (viii) provide guidance in undertaking vulnerability and impact assessments;
- (ix) Implement adaptation activities at the commune and district levels; and
- (x) Implement other relevant tasks designated by the National PPCR Focal Point and/or Southeast Asia Department of ADB (SERD) PPCR Focal.

**5. Gender Mainstreaming and Climate Change Specialists** (9 person-months, international, intermittent; 36 person-months, 1 national, continuous). The consultants will have a master's degree or higher in environmental policy, social development, gender studies, development studies with a focus on gender, environment, natural resources, economics, public administration, or a related area. They will have experience (8 years for international and 5 years for national) in mainstreaming gender concerns in climate change strategies and projects; implementing gender-focused climate change projects; and will be knowledgeable about climate change impacts on women. The experts should have strong grasp of policy, institutional and human capacity issues constraining women empowerment in coping with impacts of climate change. The experts will be based at MOWA and will:

- (i) collect sex disaggregated baseline data through gender assessments;
- (ii) update the master plan on gender and climate change under MOWA's guidance;
- (iii) assist MOWA in integrating gender concerns into climate change adaptation plans, programs and projects;
- (iv) develop operational guidelines and targeted knowledge products on integrating gender concerns in climate change adaptation in at least three sectors;
- (v) design strategies to ensure effective participation of women in the implementation of PPCR projects;
- (vi) facilitate regular meetings and consultations with MOWA and line ministries to strengthen coordination on gender and climate change adaptation issues;
- (vii) assist in integrating gender focused resilience indicators in Cambodia's monitoring and evaluation systems;
- (viii) develop criteria for selection of gender-equitable adaptation pilots in selected provinces;

- (ix) assist in prioritizing and implementing gender-equitable adaptation measures;
- (x) organize training workshops and knowledge sharing activities on gender mainstreaming in adaptation and ensure women's broad participation;
- (xi) conduct economic analysis of integrating gender concerns in adaptation investments;
- (xii) promote the use and improvement of knowledge management mechanisms to share information about gender and climate change/DRR related initiatives, and
- (xiii) provide inputs to quarterly and annual progress reports for submission to ADB and MOWA.

6. **Climate Change Monitoring and Evaluation (M&E) Specialists** (9 person-months, international, intermittent; 36 person-months, 1 national, continuous). The consultants will have a master's degree or higher in social sciences, economics, environmental policy or a related area with extensive experience (8 years for international and 6 years for national) in monitoring, reporting and evaluation work at national, program and project-level; knowledge on adaptation programs and management information systems; and good skills for data analysis and interpretation. The experts should be conversant with the PPCR results framework and provide support to the National Institute of Statistics (NIS) at the MOP and various project teams of the Strategic Program for Climate Resilience (SPCR). The consultants will be based at MOP to:

- (i) facilitate data collection system for climate resilience indicators at the NIS through conducting targeted training programs;
- (ii) prepare guidance manuals on integrating adaptation indicators in M&E systems at all levels;
- (iii) support the development of a unified monitoring and evaluation system that aligns with the revised PPCR results framework and national M&E framework;
- (iv) provide effective result-based monitoring of program and project outputs, based on approved PPCR indicators;
- (v) liaise with the relevant ministries to ensure that the PPCR results reporting system is taken into account throughout the project implementation cycle;
- (vi) support the PPCR focal points in line ministries to conduct an annual evaluation of PPCR project performance;
- (vii) assist in consolidating and updating the PPCR results frameworks;
- (viii) identify performance targets and indicators on adaptation for integration into national, sector, program and project level M&E systems;
- (ix) conduct training for technical staff at the NIS on collection, synthesis, aggregation and reporting of data for selected climate change indicators;
- (x) develop methodological guidelines to enhance institutional awareness and coordination on PPCR results framework; and
- (xi) disseminate lessons learned, best practices, tools, and methods on M&E process captured from adaptation investments.

7. **Climate Change Capacity Building and Knowledge Management Specialists** (18 person-months, 3 international, intermittent; 54 person-months, 3 national, intermittent). The consultants will have Master's degree or higher in environmental management, agriculture, natural resource management, economics, public administration, or a related area and substantial experience (8 years for international and 6 years for national) in climate change capacity building and knowledge management. The consultants will have experience in assisting government institutions in developing and implementing communications strategies. The consultants will have strong skills in communication, networking, and workshop facilitation to work effectively with national and local governments, development partners, private sector, communities and other stakeholders. The consultants will:

- (i) map out capacity needs of policymakers and other stakeholders in terms of (a) climate data needs, (b) vulnerability and impact assessments, (c) coordination, (d) subnational and gender mainstreaming of climate resilience at policy and operational levels, (e) conducting feasibility studies of gender-responsive adaptation projects, (f) knowledge management, and (g) M&E;
- (ii) identify priority activities for strengthening the capacity of relevant stakeholders;
- (iii) advise on knowledge management on climate change adaptation and disaster risk reduction, including unearthing existing and indigenous knowledge and putting together in usable form
- (iv) prepare training materials, guidelines and sector manuals and conduct training programs and workshops for integrating (a) adaptation into subnational planning and development, (b) gender considerations into adaptation investments, and (c) adaptation indicators into national, sectoral and project M&E systems;
- (v) design appropriate media and content to communicate information on the above topics effectively;
- (vi) prepare targeted knowledge products on mainstreaming adaptation, gender and M&E concerns at provincial, district and commune levels; and
- (vii) coordinate with other specialists to feed information into MOE climate change web portals.

8. **Climate Change Specialist for Subnational Mainstreaming** (36 person-months, 1 national, continuous). The consultant will have a relevant bachelor's degree or higher in environment, climate change, agriculture, rural development or in a related discipline and at least 6 years of experience in implementing climate change adaptation and disaster risk reduction (DRR) projects. The ability to conduct capacity building activities and work with stakeholders at the provincial, district and commune levels is required. The consultant will be based at NCDD and will carry out the following tasks:

- (i) coordinate project activities within targeted communes and districts and organize consultations with commune and district councils and local communities;
- (ii) assist district and commune councils, NGOs/CSOs, and other stakeholders in integrating climate risk management into district and commune development plans, identifying priority demonstration projects, determining risk screening tools available, conducting initial vulnerability assessment etc.;
- (iii) conduct surveys, feasibility studies, and prepare proposals on adaptation;
- (iv) document local knowledge and best practices in mainstreaming and implementing climate change adaptation and DRR at the commune level;
- (v) assist in developing guidelines on integrating climate change adaptation into commune development plans and investment programs; and
- (vi) organize capacity building events for relevant stakeholders at the provincial, district and commune levels.

9. **Data Management Specialist** (18 person-months, national, intermittent). The specialist will have a degree in economics, statistics or other relevant fields with at least 6 years of experience in the use of quantitative, qualitative and participatory methods and data analysis for M&E. The specialist will have practical experience with MS Excel, SPSS, and GIS software. Experience in collection of climate change data would be a plus. The consultant will be based at MOP and will:

- (i) develop and manage a repository on climate change data to monitor indicators and results of the seven SPCR projects, in collaboration with respective project teams and line ministries;

- (ii) process and consolidate quantitative and qualitative data on adaptation, ensuring the data is systematically consolidated and appropriately screened and checked for completeness and accuracy;
- (iii) analyze data using appropriate statistical methods and analysis;
- (iv) conduct training for M&E staff at MOP and line ministries in collecting, consolidating, harmonizing, and analyzing climate change data;
- (v) develop robust web-based information management system for data management and record-keeping; and
- (vi) coordinate with M&E working groups in line ministries to ensure that national, subnational, and sectoral adaptation indicators are monitored as per guidelines.

## **B. Individual consultant**

10. **Technical Advisor for SPCR** (20 person-months, international, intermittent). The consultant will have a higher degree in environmental policy, economics, natural resource management or related area and at least 10 years of experience in designing and implementing climate change projects in a multi-sectoral development context at different scales (i.e., regional, national, subnational) in Asia. Related experience in Cambodia will be considered a strong advantage. The expert should have at least 5 years of experience in managing large technical teams with an emphasis on results-based monitoring and management. Experience with multi-lateral development banks (World Bank, ADB) will be an advantage. The expert will be based at MOE and report to SPCR coordination team and the ADB Project Officer. The consultant will:

- (i) provide strategic and operational advisory support to the SPCR coordination team to achieve the SPCR's impact, outcome and outputs;
- (ii) ensure overall coordination, supervision, and management of Packages 1, 2 and 3 under the TA and the seven SPCR investment projects;
- (iii) advise on climate change data collection and storage and assume responsibility for reporting to the SPCR Coordination Team, ADB and PPCR Sub-Committee;
- (iv) review existing national and local planning processes and advise on entry points for inclusion of climate change;
- (v) provide technical advice and advocate for national and district budget revisions to ensure increased and relevant spending on climate change, e.g. by using and building on the recommendations of the Public Expenditure and Institutional Review on climate change;
- (vi) track related climate change initiatives (e.g., Cambodia Climate Change Alliance) with potential to complement SPCR and serve as the primary point of contact between SPCR's technical teams and other partners to promote synergies between SPCR and other programs;
- (vii) prepare relevant materials on adaptation and disaster risk reduction, including but not limited to SPCR-wide interdisciplinary technical reports, policy briefs, popular articles, etc. and disseminate them;
- (viii) collect and share information on a regular basis in relevant fora on progress, achievements, challenges with climate change adaptation and disaster risk reduction in Cambodia;
- (ix) provide quality assurance of technical reports and outputs produced by TA and investment projects; and
- (x) assist in developing targeted and bankable climate change programs / projects in Cambodia.

**C. Deliverables**

11. The consulting firm is expected to deliver the following at various stages of the TA:

**Project Deliverables**

- (i) Inception report
- (ii) Theme-specific newsletters (at least once a year on each theme: gender, M&E, and subnational mainstreaming)
- (iii) Quarterly progress reports
- (iv) Three guidance manuals (a) mainstreaming climate resilience in provincial and commune development plans, (b) gender mainstreaming in adaptation plans, and (c) monitoring and evaluation of community-focused adaptation investments,
- (v) At least 12 training workshops/seminars and their proceedings
- (vi) TA Final report

**Technical Reports** of publishable quality focusing on

- (i) Innovative financing schemes for mainstreaming climate resilience at provincial, district and commune levels
- (ii) Best practices of subnational mainstreaming of climate risks (based on pilots)
- (iii) Revised Master Plan on Gender and Climate Change for Cambodia
- (iv) Gender mainstreaming in adaptation plans of at least 3 sectors: agriculture, water resources, health
- (v) Economic analysis of gender mainstreaming in adaptation (based on pilots)
- (vi) Integrating adaptation indicators in national and sectoral development plans
- (vii) Integrating adaptation indicators in provincial and commune development plans
- (viii) Best practices for integrating adaptation indicators in community-focused investment projects