



Cambodia REDD+ National Programme

UNDP PROJECT No. 00078446

(#40, Preah Norodom Blvd, Khan Daun Penh, Phnom Penh, Kingdom of Cambodia, 3rd Floor)

Mr. Napoleon Navarro,
Deputy Country Director
United Nations Development Programme
No. 53 Street 51, Boeung Keng Kang,
Phnom Penh, Cambodia

8th May, 2014

Through: Ms. Moeko Saito Jensen

Subject: 1 National Consultant for Development of National REDD+ Strategy

Dear Mr. Napoleon,

A National REDD+ Strategy is a key requirement for the participation in an international REDD+ mechanism and serve an important purpose by providing strategic direction for stakeholders involved especially ministries and line agencies.

We would like to thank UNDP for its support to Cambodia REDD+ National Programme. The Cambodia REDD+ Secretariat (RTS) is developing the National REDD+ Strategy under activity 2.1a of FCPF workplan.

We would like to request UNDP to assist in urgently recruiting 1 *experienced National Consultant* for position of **Development of National REDD+ Strategy**.

The selected consultant will be working for approximately 135 working days. Please find attached the TOR for your reference.

We take this opportunity to thank you in advance for your cooperation in this matter. *HS*

Yours Sincerely,

Chea Sam Ang, Ph.D.
National Programme Director

TERMS OF REFERENCE Individual Contractor

1. Assignment Information

Assignment Title:	Development of a National REDD+ strategy
UNDP Practice Area:	Environment
Cluster/Project:	Environment and Energy
Post Level:	Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	non-home-based (Phnom Penh)
Expected Place of Travel:	NA
Budget	2.1a (FCPF)
Contract Duration:	135 days, and from 10 June, 2014 to 31 January, 2015

2. Project Description

REDD+ stands for “reducing emissions from deforestation and forest degradation in developing countries; and the role of conservation, sustainable management of forests and enhancement of forest carbon stocks in developing countries”. The main goal of REDD+ is to reduce forest degradation and deforestation, and to promote sustainable forest management by offering results-based payments to developing countries and their stakeholders.

A National REDD+ Strategy is a key policy document that is a prerequisite for a country to participate in an international REDD+ mechanism. It plays a crucial role of providing strategic directions for all stakeholders including line ministries and agencies where key political decisions on uses of lands and forests are made. It also provides an important tool to inform the strategic direction of the Royal Government of Cambodia (RGC) to relevant stakeholders as well as to potential international donors so as to seek their financial supports.

A National REDD+ Strategy will apply to the entire country and will be implemented by all relevant agencies and stakeholders in order to achieve common results on a national scale. Among others, the strategy will identify the concrete actions necessary to generate results in terms of reducing emissions or enhancing removals of greenhouse gasses as well as the costs of implementing the identified actions. The strategy will also demonstrate how the RGC intends to address the other aspects required for its participation in an international UNFCCC REDD+ mechanism.

The following chapters have been proposed as key contents of a national REDD+ strategy whilst the table of contents is subject to a final approval of the national REDD+ taskforce (see Table 1). Developing a national strategy will require the effective and full involvement of authorities at local, provincial and national level as well as other stakeholders such as NGOs, local communities and Indigenous Peoples. The development of a national REDD+ strategy will be primarily led by the National REDD+ Taskforce, supported by existing four Technical Teams (namely, 1. benefit sharing, 2. safeguards, 3. demonstration and 4. Measuring, Reviewing Verifying (MRV)/Reference Emission Level (REL)). These four technical teams will provide inputs for the chapters that are relevant to each team. For the sections that do not have a logical home in a specific technical team, different supporting frameworks including UN-REDD, Forest Carbon Partnership Facility (FCPF) and Cambodia REDD (CAM-REDD) will provide inputs. Further inputs and comments will be regularly provided by the Consultation Group, the REDD+ Taskforce Secretariat as well as by a number of supporting frameworks. It is the National REDD+ Taskforce who will take ultimate decisions as to whether to endorse on sections and the final product as necessary. The eventual adoption of a National REDD+ Strategy will follow relevant procedures by the RGC while ensuring its alignment with other relevant policies.

The RGC aims to complete a national REDD+ strategy before the Conference of Parties (COP) 21 in November/December in 2015. For this to happen, an initial REDD+ strategy document should be completed by December, 2014 for stakeholder consultations and inputs which will take place between January and April, 2015. Upon incorporation of these inputs, a final REDD+ strategy document should be produced and endorsed by the RGC by October, 2015.

Whilst the structures, processes and timelines for developing a national REDD+ strategy have been clearly laid out, the successful and timely drafting of a national REDD+ strategy requires a dedicated highly experienced technical expert who can coordinate with and assist the works of four technical teams for their inputs to individual chapters, and draft an initial REDD+ strategy for stakeholder inputs and consultation.

Table 1. Proposed chapters for a national REDD+ strategy

	Section	Technical Team (TT) that provide inputs
1	Objective of the strategy (target)	
2	Background	MRV/REL TT: updated information on drivers of deforestation and forest degradation.
3	Institutional arrangements	
4	Policies and measures to address drivers of deforestation and forest degradation	Demonstration TT.
5	Safeguards and grievance mechanisms	Safeguards TT
6	Benefit sharing	Benefit sharing TT
7	National REDD+ fund or another approach to receive and disburse international funding	Benefit sharing TT
8	National forest monitoring system	MRV/REL TT
9	National REL/RL	MRV/REL TT
10	National system to report on GHGs	MRV/REL TT
11	Possible role for subnational implementation in a national REDD+ strategy	Demonstration TT
12	Financing options for the implementation of the REDD+ strategy	

3. Scope of Work

The consultant will be required to take on the following three main tasks necessary to successfully complete an initial draft REDD+ strategy by December 2014. (The subsequent work activities such as stakeholder consultations and development of a final national REDD+ strategy are beyond the scope of this assignment).

1. **Drafting of an initial national REDD+ strategy**

- Develop a skeleton for a national REDD+ strategy and clarify the outline and missing pieces.
- Produce an initial draft national REDD+ strategy including mitigation of any short falls in deliverables from technical teams.
- Produce a draft national REDD+ strategy including considerations for comments and suggestions received during consultation.

2. **Coordination with and facilitation with four technical teams for their inputs for chapters**

- Assist and work closely with four Technical Teams to develop a workplan with milestones for progress for the different sections of the strategy.
- Monitor and when necessary support the Technical Teams on their deliverables according to the timeline.

3. Regular consultation and information sharing with relevant stakeholders for their inputs and comments

- Work closely with the REDD+ Taskforce to allow for their active participation in the development of the national REDD+ strategy. This could be at regular taskforce meeting but most likely also outside meetings.
- Plan and conduct a series of consultation meetings as the work progress and present the draft national strategy for the consideration of the Consultation Group.
- Ensure relevant ministries and line agencies are informed about the development of the national REDD+ strategy.
- Ensure through reporting that the National Project Director, the National Project Manager, the Technical Specialist and the REDD+ Taskforce Secretariat are informed about progress.
- Support reporting on progress as requested including through newsletter, website communication.

4. Expected Outputs and Deliverables

- A workplan with milestones/timeline for the development of a national REDD+ strategy;
- A skeleton for a national REDD+ strategy plan with chapters and overview of missing pieces and how they will be produced;
- An initial draft national REDD+ strategy ready for further consultation and updated timeline for missing parts;

N	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1	Work plan for the development of the different sections of the national REDD+ strategy.	5 days	30 June 2014	FCPF NPD TL of E&E
2	Skeleton for a national REDD+ strategy	30 days	31 August 2014	FCPF NPD TL of E&E
3	Initial draft national REDD+ strategy and updated timeline for missing parts	100 days	31 December 2014	FCPF NPD TL of E&E
Total		135 days		

FCPF: Forest Carbon Partnership Facility
 NPD: National Project Director
 TL of E&E: Team Leader of the Environment and Energy Unit

5. Institutional Arrangement

The Consultant will report to the FCPF National Programme Director and to Team Leader of the UNDP Environment and Energy Unit and will be supervised by Technical Specialist and FCPF Project Manager on a day-to-day basis. The consultant will be accountable for the timely and quality output and report weekly to the FCPF Project Manager on progress compared to the workplan.

6. Duration of the Work

The proposed duration of this assignment is 135 working days from 10 June to 31, January, 2015.

7. Duty Station

The duty station for this assignment is Phnom Penh.

8. Minimum Qualifications of the Individual Contractor

Education:	<ul style="list-style-type: none"> • A minimum of a Master’s degree in natural resource management or a related field;
Experience:	<ul style="list-style-type: none"> • A minimum of 5 years of relevant professional experience in natural resource management, environmental policy, climate change and REDD+ • Prior working experience with national REDD+ policy processes in Cambodia is a significant asset; • Substantial and diverse working experience with policy formulation and stakeholder engagement • Prior professional collaborations with government, civil society organizations and private sectors;
Competencies:	<ul style="list-style-type: none"> • Excellent analytical, communication, and writing skills in English and Khmer along with demonstrated record of publication (e.g. peer-reviewed publications, book chapters); • Good interpersonal skills and ability to work well in a team whilst also having the capacity and initiative to work independently; • Sound knowledge of national REDD+ policy development process in Cambodia
Language Requirement:	Excellent speaking and writing skills in English and Khmer.
Other Requirements (if any):	

9. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

Technical Evaluation Criteria	Obtainable Score
Education	20
Experiences	40
Competences and other qualifications	40
Total Obtainable Score:	100

10. Payment Milestones

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

N	Outputs/Deliveries	Payment Schedule	Payment Amount
1	Upon satisfactory completion of 1) Work plan for the development of the different sections of the national REDD+ strategy and 2) Skeleton for a national REDD+ strategy	4 th week of August, 2014	50%
2	Upon satisfactory completion of Initial draft national REDD+ strategy and updated timeline for missing parts	4 th week of January, 2015	50%

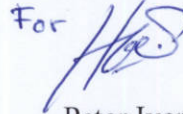
Approved By:



H.E Chea Sam Ang, Ph.D.
National Programme Director

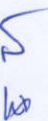
Date: 08 / May / 2014

Prepared by:



Peter Iversen
Technical Specialist

Date: 08 / May / 2014



Cambodia REDD+ Activity Cover Page

Title of Activity:

Development of a draft national REDD+ strategy

Related Activities in UN-REDD/FCPF Workplan:

FCPF 2.1b. Preparation of a national REDD+ strategy including development of a comprehensive national consultation validation process of the REDD+ strategy and implementation framework.

Objectives of Activity:

To develop a draft national REDD+ strategy.

Brief Description:

Background The aim of developing a national REDD+ strategy is to prepare Cambodia to be involved in a REDD+ financing mechanism, identify the actions (policies and measures) necessary to generate results in terms of reducing emission or enhancing removals of greenhouse gasses as well as the costs of implementing the identified actions and addressing the other required aspects needed for participation in an international UNFCCC REDD+ mechanism.

A strategy should provide strategic direction for all stakeholders involved especially ministries and line agencies where key political decisions on land use including forests are made. At the same time a strategy should be a tool to communicate the strategic direction of the Royal Cambodian Government to stakeholders as well as international donors as a mean to attract financial support.

Building on existing work Building on the work done under all four outcomes of the UN-REDD programme and the FCPF project, including work carried out by the four technical teams and lessons learned from REDD+ pilot projects and also building on the REDD Road Map through not officially adopted.

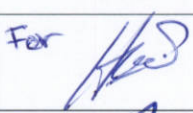

Time frame A draft national REDD+ strategy should be developed by the second half of 2015 in order to allow presentation of the draft strategy at COP21 in Paris in November/December 2015.

Consultation A national REDD+ strategy will require extensive consultation with all relevant stakeholders, including government ministries to allow for full ownership, consultation with provincial and local level (e.g. CF, CPA, CFI and IPs) where REDD+ action will take place and other non-governmental stakeholders to secure support from all actors working with land use and forest management.

Key Outputs:

The expected output is:

- A workplan with milestones/timeline for the development of a national REDD+ strategy;
- A skeleton for a national REDD+ strategy plan with chapters and overview of missing pieces and how they will be produced;
- An initial draft national REDD+ strategy ready for further consultation and updated timeline for missing parts

	Signature	Name and Function	Date
Developed by:		Peter Iversen, Technical Specialist, Forestry Administration	08-05-2014
Approved by:		National Programme Director	08-5-2014

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Empowered lives.
Resilient nations.

Cambodia REDD+ National Programme
UNDP PROJECT No. 00076292

(#40, PreahNorodom Blvd, Khan Daun Penh, Phnom Penh, Kingdom of Cambodia, 3th Floor)

CONCEPT PAPER
Development of a draft national REDD+ Strategy

1. Background

REDD+ stands for “reducing emissions from deforestation and forest degradation in developing countries; and the role of conservation, sustainable management of forests and enhancement of forest carbon stocks in developing countries”. The main goal of REDD+ is to reduce forest degradation and deforestation, and to promote sustainable forest management by offering results-based payments to developing countries and their stakeholders.

A National REDD+ Strategy is a key policy document that is a prerequisite for a country to participate in an international REDD+ mechanism. It plays a crucial role of providing strategic directions for all stakeholders including line ministries and agencies where key political decisions on uses of lands and forests are made. It also provides an important tool to inform the strategic direction of the Royal Government of Cambodia (RGC) to relevant stakeholders as well as to potential international donors so as to seek their financial supports.

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The RGC aims to complete a national REDD+ strategy before the Conference of Parties (COP) 21 in November/December in 2015. For this to happen, an initial REDD+ strategy document should be completed by December, 2014 for stakeholder consultations and inputs which will take place between January and April, 2015. Upon incorporation of these inputs, a final REDD+ strategy document should be produced and endorsed by the RGC by October, 2015.

Whilst the structures, processes and timelines for developing a national REDD+ strategy have been clearly laid out, the successful and timely drafting of a national REDD+ strategy requires a dedicated highly experienced technical expert who can coordinate with and assist the works of four technical teams for their inputs to individual chapters, and draft an initial REDD+ strategy for stakeholder inputs and consultation.

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8	National forest monitoring system	MRV/REL TT
9	National REL/RL	MRV/REL TT
10	National system to report on GHGs	MRV/REL TT
11	Possible role for subnational implementation in a national REDD+ strategy	Demonstration TT
12	Financing options for the implementation of the REDD+ strategy	

2. Objective

To develop a draft national REDD+ Strategy for Cambodia.

3. Content of a national REDD+ strategy

The National REDD+ Strategy could include the following elements/sections following requirements by the UNFCCC and ensuring that it includes all relevant elements necessary for the successful implementation of REDD+.

1. Objective of the strategy – This should preferably include a target (measured in tons CO2 emission reductions by year 20XX)– this will be particularly useful for attracting further donor support;
2. Background on Cambodia, the forest sector, relevant ministries and line agencies, existing legal framework, existing plans and strategies including possible targets, economic and environmental importance of the forest sector and information on the drivers of deforestation and forest degradation;
3. Institutional arrangements for implementation of the strategy including responsibility and authority for all the elements mentioned below, e.g. safeguards, national forest monitoring, finance etc.

4. Policies and measures to address the drivers of deforestation and forest degradation (Policies and measures should build on existing laws and policies by responsible line agency)¹, this can be developed into actions plans for the relevant line agencies;
5. A national benefit sharing system to incentivize REDD+ actions;
6. A national system to address the safeguards including consultation processes with all relevant stakeholders and a system to provide information on how the safeguards are being addressed and respected²;
7. A robust and transparent national forest monitoring system to enable reporting of emissions and removals from REDD+ activities³;
8. A national forest reference level or forest reference emission level⁴;
9. A national system to report greenhouse gas emissions and removals following IPCC Guidelines including quality control and quality assurance procedures⁵;
10. A national fund to receive and disburse REDD+ payments⁶;
11. Possibly some description on the relationship to subnational implementation;
12. Funding for the implementation of strategy – the strategy should be accompanied by a number of action plans e.g. by line agency to implement the strategy with clear milestones and costs. While the later implementation should be financed by the result-based REDD+ mechanism, there might be a need for some up-front financing. How to achieve up-front financing should be considered. In case there are different financing entities then the strategy could also provide direction for how to obtain results-based funding.

4. Work flow

Not all of the above section can be developed in parallel. A logic sequence of work would be 1) identify the drivers (number 2 above) –this work is already happening: 2) decide on policies and measures for how to address the drivers, this will include cost assessment and some drivers may be impossible to address. (this will require substantial discussion – and the results will have to be a compromise between ambition and realism) (policies and measures can be translated into action plans for each line agency)(number 4 above); 3) consider costs of doing REDD+ activities and how benefit sharing can be used to finance implementation? (number 5); 4) Consider how the safeguards can be implemented while developing and implementing the policies and measures/action plans (number 6 above); 5) Decide on a target to be achieved (number 1 above).

Some activities can be done independently of the above work, this include the national forest monitoring system, the development of a REL/RL, a GHG reporting system, a national fund, considerations on how to

¹This could include some legal reforms if necessary.

²Decision 1/CP.16, 12/CP.17 and the decision on safeguards from COP19 all provide guidance on this.

³Decision 4/CP.15, 1/CP.16 and the decision 11/CP.19 on national forest monitoring systems from COP19 provide guidance on this

⁴Decision 5/CP.15, 1/CP.16, 12/CP.17, 13/CP.19 and 14/CP.19 all provide relevant guidance for this.

⁵Decision 14/CP.19 on MRV with the reference to decision 2/CP.17, annex III on biennial updates report and the technical annex provide guidance on this even if this is not specific to REDD+.

⁶Decision 10/CP.19 on REDD+ coordination of support paragraph 2 invites countries to nominate their entities to obtain and receive results-based payments, consistent with any specific operational modalities of the financing entities providing them with support.

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deal with subnational implementation in a national system – possible something on how to track emission reductions (a registry).

Some activities will take longer time than others and the sum of the costs of all activities will contribute to providing an estimate for the cost of financing the implementation of the strategy (number 12 above) – the target to be achieved will of course also depend on available funding.

Much of the above work will require decisions by the government – national forest definition, type of REDD+ fund, scale of implementation (sub-national or national), policies and measures etc. This should be done with full and effective participation of stakeholders following the Cancun Safeguards and the system with Technical Teams, Consultation Group and REDD+ Taskforce complemented by broader consultation meetings should ensure such an inclusive process.

Other elements will support the formulation of the strategy and the policies and measures such as information on benefits provided by forests, costs and benefits provided by REDD+ including opportunity costs, analysis of existing laws and policies, available forest monitoring technologies etc.

5. Scope of Activities

Development of a national REDD+ strategy will entail the following three main activities for 2014 (The subsequent work activities such as stakeholder consultations and development of a final national REDD+ strategy will be carried out in 2015. A separate concept note will be produced).

1. Drafting of an initial national REDD+ strategy

- Develop a skeleton for a national REDD+ strategy and clarify the outline and missing pieces.
- Produce an initial draft national REDD+ strategy including mitigation of any short falls in deliverables from technical teams.
- Produce a draft national REDD+ strategy including considerations for comments and suggestions received during consultation.

2. Coordination with and facilitation with four technical teams for their inputs for chapters

- Assist and work closely with four Technical Teams to develop a workplan with milestones for progress for the different sections of the strategy.
- Monitor and when necessary support the Technical Teams on their deliverables according to the timeline.

3. Regular consultation and information sharing with relevant stakeholders for their inputs and comments

- Work closely with the REDD+ Taskforce to allow for their active participation in the development of the national REDD+ strategy. This could be at regular taskforce meeting but most likely also outside meetings.
- Plan and conduct a series of consultation meetings as the work progress and present the draft national strategy for the consideration of the Consultation Group.
- Ensure relevant ministries and line agencies are informed about the development of the national REDD+ strategy.
- Ensure through reporting that the National Project Director, the National Project Manager, the Technical Specialist and the REDD+ Taskforce Secretariat are informed about progress.
- Support reporting on progress as requested including through newsletter, website communication.

6. Outputs:

- A workplan with milestones/timeline for the development of a national REDD+ strategy;
- A skeleton for a national REDD+ strategy plan with chapters and overview of missing pieces and how they will be produced;
- An initial draft national REDD+ strategy ready for further consultation and updated timeline for missing parts;

N	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1	Work plan for the development of the different sections of the national REDD+ strategy.	5 days	30 June 2014	FCPF NPD TL of E&E
2	Skeleton for a national REDD+ strategy	30 days	31 August 2014	FCPF NPD TL of E&E
3	Initial draft national REDD+ strategy and updated timeline for missing parts	100 days	31 December 2014	FCPF NPD TL of E&E
Total		135 days		

FCPF: Forest Carbon Partnership Facility

NPD: National Project Director

TL of E&E: Team Leader of the Environment and Energy Unit

7. Roles and Responsibilities

- The project manager and a technical specialist will develop ToR for the consultant team.
 - The project manager and a technical specialist will provide oversight of the work by the consultants.
 - The project manager and a technical specialist will develop concept note for national consultation meetings with input from consultant team
 - The project manager and a technical specialist will prepare awareness raising material including translation into Khmer and facilitate its distribution.
- UNDP CO will manage the recruitment of the consultants if needed.

8. Budget

Activity	Budget
• National consultant 135 days (USD 250 per day)	33750
• Miscellaneous	1 250
Total	35000

Budget for consultation is not included.

9. Payment Milestones

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

N	Outputs/Deliveries	Payment Schedule	Payment Amount
1	Upon satisfactory completion of 1) Work plan for the development of the different sections of the national REDD+ strategy and 2) Skeleton for a national REDD+ strategy	4 th week of August, 2014	50%
2	Upon satisfactory completion of Initial draft national REDD+ strategy and updated timeline for missing parts	4 th week of January, 2015	50%

Approved By:



Dr. Chea Sam Ang, National Programm Director

8 May 2014

