

**Contract for the services of
an Individual Contractor**

No.: IC/2013/12/02

This Contract is entered into on 06 December 2013 between the Cambodia REDD+ Taskforce Secretariat (hereinafter referred to as "RTS") and **Mr. Chann Sophal** (hereinafter referred to as "the Individual Contractor") whose address is: #829, National Road No 1, Chroyampil Village, Sangkat Khbalkoh, Khan Meanchey, Phnom Penh.

WHEREAS RTS desires to engage the services of the Individual Contractor on the terms and conditions hereinafter set forth, and:

WHEREAS the Individual Contractor is ready and willing to accept this Contract with RTS on the said terms and conditions,

NOW, THEREFORE, the Parties hereby agree as follows:

1. Nature of services

The Individual Contractor shall perform the services as described in the Terms of References which form an integral part of this Contract and are attached hereto as Annex I in the following Duty Station(s): Phnom Penh with possibly travel to province.

2. Duration

This Individual Contract shall commence from the signing date (on 06 December 2013), and shall expire upon satisfactory completion of the services described in the Terms of Reference mentioned above, but not later than 15 November 2014, unless sooner terminated in accordance with the terms of this Contract.

3. Consideration

As full consideration for the services performed by the Individual Contractor under the terms of this Contract, including, requirement in the fulfillment of the Terms of Reference in Annex I, RTS shall pay the Individual Contractor a total of **\$12,000 (Twelve Thousand US Dollars only)** in accordance with the table set forth below. Payments shall be made following certification by Technical Specialist of RTS that the services related to each Deliverable, as described below, have been satisfactorily performed and the Deliverables have been achieved by or before the due dates specified below, if any.

DELIVERABLE	DUE DATE	AMOUNT IN [CURRENCY]
(20%) 1 st payment, upon submission and acceptance of the workplan of the assignment	12 December 2013	\$2,400
(20%) 2 nd payment, upon submission of synthesis reports based on meetings held.	1 March 2014	\$2,400
(30%) 3 rd payment, upon submission of report on synthesis report of lessons learned.	1 July 2014	\$3,600
(30%) 4 th payment, Upon submission and acceptance of the policy brief.	1 October 2014	\$3,600
Each payment will be paid after receipt and approval of certification for payment and performance evaluation for last payment duly completed and signed by Technical Specialist of RTS		\$12,000

If unforeseen travel outside the Duty Station not required by the Terms of Reference is requested by RTS, and upon prior written agreement, such travel shall be at RTS's expense and the Individual Contractor shall

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receive a per diem not to exceed RTS daily subsistence allowance rate in such other location(s).

Where two currencies are involved, the rate of exchange shall be the official rate applied by the United Nations on the day the RTS instructs its bank to effect the payment(s).

4. Rights and Obligations of the Individual Contractor

The rights and obligations of the Individual Contractor are strictly limited to the terms and conditions of this Contract, including its Annexes. Accordingly, the Individual Contractor shall not be entitled to any benefit, payment, subsidy, compensation or entitlement, except as expressly provided in this Contract. The Individual Contractor shall be solely liable for claims by third parties arising from the Individual Contractor's own acts or omissions in the course of performing this Contract, and under no circumstances shall RTS be held liable for such claims by third parties. The contractor should demonstrate that he/she is not employed elsewhere during the fulfillment of the contract.

5. Beneficiary

The Individual Contractor selects Mrs. Chea Keav as beneficiary of any amounts owed under this Contract in the event of death of the Individual Contractor while performing services here under. This includes the payment of any service-incurred liability insurance attributable to the performance of the services for RTS.

For payments which are not output-based lump sum, indicate the maximum number of working days/hours/units, any out of pocket expense (travel, per diem...) and the corresponding fee/cost in the Deliverable (s) table.

Mrs. Chea Keav
#829, National Road No 1, Chroyampil Village, Sangkat Khbalkoh, Khan Meanchey, Phnom Penh.
ID card: 020122655
Email:
Phone: 097 580 4209


IN WITNESS WHEREOF, the Parties hereto have executed this Contract.

By signing below, I, the Individual Contractor, acknowledge and agree that I have read and accept the terms of this Contract, which form an integral part of this Contract, and that I have read and understood, and agree to abide by the standards of conduct set forth in the Secretary-General's bulletins ST/SGB/2003/13 of 9 October 2003, entitled "Special Measures for Protection from Sexual Exploitation and Sexual Abuse" and ST/SGB/2002/9 of 18 June 2002, entitled "Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission".

- The Individual Contractor has submitted a Statement of Good Health and confirmation of immunization.
 The Individual Contractor is not required to submit a Statement of Good Health and confirmation of immunization.

AUTHORIZING OFFICER: 

Date: 16/12/2013

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

INDIVIDUAL CONTRACTOR:

Date: 06.12.13


Mr. Chann Sophal

Terms of Reference

Building awareness and support REDD+ among forest dependent communities around Siam Reap

Level	1 National Consultant (Individual Contract)
Title:	National Consultant for investigating how to integrate REDD+ into community forestry management.
Practice Area:	Building awareness and support REDD+ among forest dependent communities (Forests and Climate Change)
Duration:	One year
Duty Station:	Phnom Penh
Supervisor:	Dr. Sokh Heng, Forest Administration and REDD+ Taskforce Secretariat
Activity	2.1c (\$12,000)

Background

The project involves a community forestry area in Siam Reap and will analyze how community forestry can be integrated as an important part of REDD+. This project analyses and identifies the challenges, constraints, and opportunities for communities to be involved in REDD+, the current needs for increasing awareness of the target stakeholders, and the effective means to strengthen the institutional arrangements of community forestry groups. In achieving these goals, consultation meetings and forums to promote awareness on the benefits and local costs of REDD+ will be conducted and findings and recommendations useful for the broader implementation of REDD+ in community forestry areas in Cambodia will be developed.

The project is expected to:

- Increase awareness about REDD+ among CF stakeholders on REDD+ and the incorporation of REDD+ options in the CF Management Plans
- Identify challenges, constraints, and opportunities in implementing REDD+ including local costs of implementing REDD+ and identify approaches to motivate participation of CF in REDD+
- Motivate wider participation in REDD+; and
- Improve/strengthen the implementation of REDD+ in Cambodia among the CF communities.

The primary beneficiaries of the project are the CF communities.

Expected Outputs and Deliverables:

- Increased awareness about REDD+ and climate change among CF members;
- Identification of the activities that can lead to reducing and halting the loss of forest carbon stocks or increasing forest carbon stocks;
- Synthesis of lessons learned on REDD implementation that includes analysis of the constraints, challenges, and opportunities of implementing REDD+ in the CF areas including the issues related to local costs and benefits of implementing REDD+.
- Report with 1) a proposal for appropriate and effective methods to involve CF communities in REDD+ implementation which will address costs and benefits and with 2) suggestions for the appropriate incentive based systems for involving the CFs, including possible alternatives to REDD+ ex-post result-based payments for emissions reductions.
- Draft policy notes on REDD+ implementation in the CFs that include 1) background of CF and REDD+, 2) challenges and opportunities for CF under REDD+ and 3) recommendations for CF under REDD+.

Supervision, teamwork and administrative support:

The Consultant will report to the UN-REDD National Programme Director and on day-to-day basis will be supervised by Dr. Sokh Heng, Forestry Administration and the REDD+ Taskforce Secretariat.

Monitoring and Progress Control

The Consultant will be accountable for timely and quality outputs and report monthly to the REDD+ Taskforce Secretariat on progress compared to the work plan.

Payment milestones

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

- (20 %) 1st payment, upon submission and acceptance of work plan of the assignment
- (20 %) 2nd payment, upon submission of synthesis reports based on meetings held
- (30 %) 3rd payment, upon submission of report on synthesis report of lessons learned
- (30 %) 4th payment, upon submission and acceptance of the policy brief

Application

Applicants are requested to send CV, together with a letter of interest to REDD+ Taskforce Secretariat by either mail (N. 40, PreahNorodom Blvd. SangkatPhsarKandal 2, Khan Daun Penh, Cambodia) or e-mail (redd.secretariat@cambodia-redd.org).

Functions/ Tasks expected for the National Consultant:

1. Provide full information to and incorporate inputs from Forestry Administration (FA), CFs and local authorities with regard to the project objectives and activities;
2. Coordinate with related projects and initiatives to ensure greater impacts of the project. Including the awareness raising conducted among communities by RECOFTC in order to ensure consistency in the information about REDD+ to the communities.
3. Promote dialogues and inputs from local and national partners into key project outputs;
4. Work closely with the International Consultant in conducting baseline surveys and interviews.
 - a. In collaboration with the international consultant, implement the baseline survey in the target CFs using the tools developed by the Project Team. Assist the International Consultant in reviewing and improving the baseline study design for approval by Dr.Sokh Heng, Forestry Administration.
 - b. Assist the international consultant and oversee the conduct of the baseline study to assess the awareness level of REDD+ among CF members. This task entails 1) translating surveys in Khmer, and 2) organize the survey team that will conduct survey and interviews with the target groups including finding translators, and 3) oversee and supervise the works of the international consultant as provided in the TOR.
5. Organize and conduct consultative meetings at village, commune and province levels in order to:
 - a. determine the current level of awareness of REDD+;
 - b. find opportunities and challenges in implementing REDD+;

1. Assessment of existing benefit sharing models used in Cambodia and other parts of the world relevant for REDD+ in Cambodia;
2. Consultation on results from the assessment under 1. and
3. Development of up to four preferred options for benefits sharing for REDD+ in Cambodia

clarification and likely issuance of land tenure for communities and increased rural incomes and preservation of important ecosystem and environmental services and biodiversity.

With the completion of the REDD+ roadmap (2011) which defines key steps for Cambodia to be ready for REDD+ implementation, Cambodia has taken a first important step towards REDD+. The national REDD+ programme in Cambodia has also been supported by UN-REDD, CamREDD and other supporting frameworks that aim to build the national capacity to plan and implement REDD+. Since 2008, two REDD pilot projects have been implemented to test and learn from on the ground REDD+ activities. Despite numerous important initiatives having been undertaken, there remains a critical need for capacity building efforts for various actors involved in REDD+ including the issues of benefits sharing, and multiple benefits and costs associated with REDD+.

A decision on how to distribute benefits and to whom and in what forms at different levels will require careful analysis of possible options suitable to the national circumstance of Cambodia. For this reason, there is a need to assess and learn from national as well as international experiences with regard to benefit sharing mechanisms used in the forest sector (e.g. Payments for Environmental Services (PES) and REDD+ pilot projects). Such decisions will also require extensive consultation with relevant governments at national, provincial and local levels as well as discussions with all relevant stakeholders in order to ensure a common understanding and broad acceptance of a benefit sharing mechanism that is suitable for Cambodia. At the same time, ensuring the full and effective participation of all relevant stakeholders will contribute to avoiding the creation of unrealistic expectations about REDD+ benefits which in some cases has been noted as a problem in the past.

Expected Outputs and Deliverables:

Activity 2.3b (The start of the activity will depend on the successful recruiting of the international consultant.)

- An assessment of national as well as international experiences with benefit sharing mechanisms.
- A national consultation meeting on benefit sharing mechanisms for REDD+ in Cambodia.
- A synthesis report not exceeding 30 pages plus annexes and references in English and Khmer that consolidates existing knowledge and experiences on benefit sharing and includes recommendations for next steps to be taken to develop a national level benefit sharing mechanism for REDD+ in Cambodia.
- Availability for dissemination of output.

Expected delivery/outputs	Estimated duration to complete	Target due days
Literature gathering, develop list of contacts relevant for the assignment	5 days	
Work plan for the assignment	1,5 days	Last week of August
Draft assessment report (output 1)	20 days	Second haft of September
Planning of national consultation meeting	1,5 days	
Consultation meeting	1 day	Late September/ early October
Synthesis report for approval	4 days	
Final report with all comments included	2 days	Mid October
Disseminate outcome to relevant stakeholders	5 days	
Total	40 days	