

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

**No.: IC/2014/04/02**

This Contract is entered into on 28 April 2014 between the Cambodia REDD+ Secretariat (hereinafter referred to as "RTS") and **Mr. CHHIN NITH** (hereinafter referred to as "the Individual Contractor") (**Focus on Community Involvement and Livelihood**) whose address is: 57I, 100-Villa Village, Sangkat Toekthla, Khan Sensok, Phnom Penh, Cambodia.

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 Reference 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 28 April 2014), and shall expire upon satisfactory completion of the services described in the Terms of Reference mentioned above, but not later than 15 December 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 **\$9,600 (Nine Thousand Six Hundred 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 <sup>st</sup> payment, upon satisfactory submission of a work plan for the assignment.	15 May 2014	\$1,920
(30%) 2 <sup>nd</sup> payment, upon satisfactory submission of an assessment of the role of communities in the existing approaches to Protected Area Management.	30 July 2014	\$2,880
(30%) 3 <sup>rd</sup> payment, Upon the satisfactory submission of the report on an assessment of the current area in rural poverty reduction and economic development.	30 October 2014	\$2,880
(20%) 4 <sup>th</sup> payment, Upon the satisfactory submission of the joint synthesis report outlining existing approaches, practices and lessons learnt on Protected Area Management	10 Dec. 2014	\$1,920
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		<b>\$9,600</b>



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 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. Income Tax

RTS will not make any withholding from payment for the purpose of income tax. The contractor is solely responsible for all taxation.

#### 6. Beneficiary

The Individual Contractor selects Ms UN Rina 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.


Ms UN Rina  
57I, 100-Villa Village, Sangkat Toekthla, Khan Sensok, Phnom Penh, Cambodia  
Phone: +855 17 840 408  
Email: natikhmer@gmail.com

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: 06 May 2014

  
Signature: \_\_\_\_\_  
Dr. Chea Sam Ang, Ph.D.  
National Programme Director

INDIVIDUAL CONTRACTOR:  
Date: 30 April 2014

  
\_\_\_\_\_  
Mr. Chhin Nith



**Term of References**  
**Preparatory work for the development of National Protected Areas Strategic Management Plan (NPASMP)**

Level	National Consultant - focus on community involvement and livelihood (Individual Contract)
Practice Area:	Protected Areas, REDD+ (Forests and Climate Change)
Duration:	120 days
Duty Station:	Phnom Penh
Activity:	2.1d

**Background:**

In 1993, His Majesty King Norodom Sihanouk introduced a Royal Decree designating 23 areas, covering about 3.3 million ha (18.3 % of total land area), as protected areas. The current national protected areas system includes seven national parks, ten wildlife sanctuaries, three protected landscapes, three multiple use areas managed by the Ministry of Environment. These areas are governed by a variety of policy, including the Constitution of Cambodia (1993), the Protected Area Law (2008) and the Law on Environmental Protection and Natural Resources Development (1996).

These regulations will be complemented by the National Protected Areas Strategic Management Plan that will also act as an important tool to link REDD+ and protected area management at a national level. A future mechanism on REDD+ provides an opportunity for Cambodia to be rewarded for its efforts to protect and sustainably use its forests and can as such help to support the implementation of the National Protected Areas Strategic Management Plan in particular when this leads to reducing emissions from deforestation and forest degradation and/or enhancing removals of greenhouse gasses from the restoration and establishment of new forests.

The management of the Protected Area system is mainly regulated by the Protected Area Law (PA Law 2008) and the Law on Environmental Protection and Natural Resources Development (1996). The objectives of these laws are to ensure the management, conservation of biodiversity, and sustainable use of natural resources in protected areas. The GDANCP of MoE is the designed Ministry responsible for the planning and management of the protected areas system, their supervision and coordination (Art. 4). In particular, it is the duty of GDANCP to develop strategic plans, action plans, and technical guidelines for managing the protected areas (Art. 5). In this regards the PA Law prescribes that a National Protected Areas Strategic Management Plan (NPASMP) should be developed (Art 15). The National Biodiversity Strategy and Action Plan (MoE 2002), that was developed to meet the obligation of the international Convention on Biological diversity (CBD), also recognizes the need to “develop a management plan for protected and buffer zones in collaboration with local communities and relevant ministries” such as MoE, MAFF, MRD, MLMUPC and MoI (Objective and Priority Action 1.1.1).

The NPASMP, as a regulatory instrument, will indicate how to implement the national protected area policies effectively. The NPASMP is expected to be a concise document of focused and detailed set of policies for defining the overall institutional arrangements and priority strategies that are required to design, manage and financing protected areas. This includes the definition of economic development and biodiversity conservation goals that are aimed to be achieved through Protected Areas and the provision of information for developing further guidelines and



sub-decrees, sustainable funding arrangements, management planning and zoning, monitoring and reporting, and the further elaboration of a set of community protected areas.

The NPASMP should be seen in context of existing work on a framework document that will inform and guide the development of a National Protected Areas Strategic Management Plan which currently is being developed. This framework will among other things seek to enhance coherence in the implementation of sectoral policies and plans, bearing in mind the ecosystem approach, the Addis Ababa Principles and Guidelines for the Sustainable Use of Biodiversity, the Sustainable Development Goals (currently under development) and other international and regional agreements to which Cambodia is a party.

The work carried out under this assignment is to deliver two important assessments for the development of the NPASMP namely an assessment of existing approaches to Protected Area management and an assessment of current state of Protected Area management.

The work will be carried out by a team of one international consultant and two national consultants. One national consultant will focus on the role of communities and their livelihood opportunities in Protected Areas and one national consultant will focus on the general assessment of existing approaches to Protected Areas management and current status of Protected Area management.

This ToR is for the national consultant focusing on the role of communities and their livelihood opportunities in Protected Areas.

### **Scope of Work**

- Develop a work plan for the assignment in consultation with the two other consultants;
- Plan and conduct sub-regional stakeholder consultation meetings with local communities, park managers and involved NGOs in protected areas and produce workshop reports;
  - This will include developing concept note including agenda, presentation and a standard set of questions to be answered at each meeting in order to provide input to the two assessments on current management practices and current status of the protected area including the contribution to development and livelihood.
- Plan and undertake field visits to some Protected Areas in connection with the sub-national consultation meeting.
- Assist and work closely with the International Consultant to conduct the assessment of existing approaches to Protected Area management as it relates to communities living in the Protected Areas
- Assist and work closely with the International Consultant to conduct the assessments of the current status of natural resources and ecosystems within each zone of the protected areas and of current status of Protected Area management as it relates to the use of the protected areas by communities living in the Protected Areas;
  - This will be done through:
    - Literature and inventory data review;
    - Stakeholder consultation meetings with local communities in protected areas;
    - Review the lessons learned and best practices observed at sub-national level and as pilot projects.
- Assist and work closely with the International Consultant in the development of the synthesis report outlining existing approaches, practices and lessons learnt on Protected Area management including considerations on improved linkages between protected areas

- planning and management and other forms of land and forest management, including REDD+;
- Provide technical support and inputs to the working group supporting the development of the NPASMP;
- Support the organization of a national consultation meeting to present and discuss findings from the joined work delivered by the consultation team;
- Provide technical support and inputs to the working group developing the NPASMP as required;

The consultant is expected to work in close coordination with the two other consultants and national partners, and is expected to participate in the sub-regional stakeholder consultation meetings.

**Expected Outputs and Deliverables:**

- An assessment of the role of communities in the existing approaches to Protected Area management;
- An assessment of the current status of Protected Area management through an assessment of the role of each protected area in rural poverty reduction and economic development;
- Synthesis report outlining existing approaches, practices and lessons learnt on Protected Area management;
- Improved linkages between protected areas planning and management and REDD+;
- It's expected that the two national consultants will be able to provide input from the conducted work to the development of the National Protected Areas Strategic Management Plan assuming that this work will commence the fourth quarter of 2014.

**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 DDG, GDANCP 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 satisfactory submission of a work plan for the assignment
- (30 %) 2nd payment, upon satisfactory submission of an assessment of the role of communities in the existing approaches to Protected Area management
- (30 %) 3rd payment, upon the satisfactory submission of the report on the an assessment of the current status of Protected Area management through an assessment of the role of each protected area in rural poverty reduction and economic development;
- (20 %) 4<sup>th</sup> payment , upon the satisfactory submission of the joint synthesis report outlining existing approaches, practices and lessons learnt on Protected Area management

N	Deliverables/Outputs	Estimated Duration to	Target Due Dates	Review and Approvals
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		<b>Complete</b>		<b>Required</b>
1	Work plan for the assignment	5	15 March	UN-REDD NPD
2	Assessment of the role of communities in the existing approaches to Protected Area management	45	25 May	UN-REDD NPD
3	Assessment of the current status of Protected Area management through an assessment of the role of each protected area in rural poverty reduction and economic development	45	15 August	UN-REDD NPD
4	Organization of a national consultation meeting to present and discuss findings from the joined work delivered by the consultation team	8	29 August	UN-REDD NPD
5	Joint synthesis report outlining existing approaches, practices and lessons learnt on Protected Area management	7	15 September	UN-REDD NPD
6	Support to the development of the National Protected Areas Strategic Management Plan	20	10 November	UN-REDD NPD
	<b>Total</b>	<b>120</b>		

### **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).

### **Competence Requirements**

The National Consultant shall meet the following criteria:

- Advanced University degree in natural resource management or a related field;
- A minimum of 5 years of relevant experience;
- Substantial and diverse experience in management of natural resources, protected areas strategies or programs;
- Good analytical and communication skills, including the ability to draft and to articulate ideas in a clear and concise manner;
- Good interpersonal skills and ability to work well in a team whilst also having the capacity and initiative to work independently;
- Sound knowledge of disciplines relevant to development work and climate change;
- Highly developed oral and written communications skills with writing skills in English.

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- Substantial and diverse experience in management of natural resources, protected areas strategies or programs;
- Good analytical and communication skills, including the ability to draft and to articulate ideas in a clear and concise manner;
- Good interpersonal skills and ability to work well in a team whilst also having the capacity and initiative to work independently;
- Sound knowledge of disciplines relevant to development work and climate change;
- Highly developed oral and written communications skills with writing skills in English.

Evaluation criteria	Obtainable score
Relevant education and number of years experiences as required by the ToR	20 points
Substantial and diverse experience in management of natural resources, protected areas strategies or programs	30 points
Prior experience in awareness raising and stakeholder engagement	30 points
Sound knowledge of disciplines relevant to international development work and climate change	20 points
<b>Total</b>	<b>100 points</b>

This ToR is approved by 

Signature 

National Programme Director

Date of signing 18-02-2014

Developed by:

Signature 

Date of signing 18 February 2014