



UN-REDD
PROGRAMME



Cambodia UN-REDD National Programme

UNDP PROJECT No. 00078446

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

CONTRACT FOR AWARENESS RAISING SERVICE PROVIDER

BETWEEN

CAMBODIA REDD+ TASKFORCE SECRETARIAT

AND

REGIONAL COMMUNITY FORESTRY TRAINING
CENTER FOR ASIA AND THE PACIFIC (RECOFTC)

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I. Obligation of the contractor:

The contractor shall perform and complete the service describe in the Term of Reference with due diligence and efficiency and in accordance with contract.

The contractor shall submit to Cambodia REDD+ Taskforce Secretariat the deliverables specified hereunder according to the following schedule:

Outputs	Timeline
1. Submission and acceptance of work plan, key milestones and approach of conducting the assignment consistent with the Terms of Reference.	Mid of July 2013
2. Submission and acceptance of the completion report step 1: initial situation assessment and step 2: development of an Awareness Raising Programme for the first 6 months.	End of August 2013
3. Submission and acceptance of the completion step 3: development and implementation of awareness raising events in line with the awareness raising plan. And 1 study tour for REDD+ Taskforce.	End of January 2014
4. Submission and acceptance of the completion step 4: development of a Consultation and Participation Plan	End of February 2014

II. Price and Payment

In full consideration for the complete and satisfactory performance of the Service under this contract, Cambodia REDD+ Taskforce Secretariat shall pay the contractor a fixed contract price of \$86,699.00 (Eighty Six Thousand Six Hundred Ninety Nine US dollars only).

The contractor shall submit to Cambodia REDD+ Taskforce Secretariat the deliverables

First payment 20% of fixed contract price will be paid within 30 days after submission and acceptance of work-plan, key milestones and approach of conducting the assignment consistent with the Terms of Reference.	\$17,339.80
Second payment 20% of fixed contract price will be paid within 30 days after Submission and acceptance of the completion report step 1: initial situation assessment and step 2: development of an Awareness Raising Programme for the first 6 months.	\$17,339.80
Third payment 40% of fixed contract price will be paid within 30 days after Submission and acceptance of the completion step 3: development and implementation of awareness raising events in line with the Awareness raising plan.	\$34,679.60
Fourth payment 20% of fixed contract price will be paid within 30 days after Submission and acceptance of the completion step 4: development of a Consultation and Participation Plan.	\$17,339.80
Total	\$86,699.00

Invoice shall indicate the milestones achieved and corresponding amount payable.

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1. Contingent on the outcome of the scoping exercise which could potentially lead to further cost reduction opportunities, the contract sum will then be revised accordingly to this contract through a contract amendment.
2. The price of this contract is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the contractor in the performance of the contract.
3. Payment effected by Cambodia REDD+ Taskforce Secretariat to the contractor shall be deemed neither to relieve the contractor of its obligations under this contract nor as acceptance by Cambodia REDD+ Taskforce Secretariat of the contractor's performance of the services.

III. Special Conditions

The responsibility for the safety and security of the Contractor and its personnel and property and of Cambodia REDD+ Taskforce Secretariat's property in the contractor's custody, tax compliance rests with the contractor.

IV. Anti-terrorism

The contractor agrees to undertake all reasonable efforts to ensure that none of the Cambodia REDD+ Taskforce Secretariat fund received under this contract are used to provide support to individual or entities associated with terrorism and that the recipients of any amounts provided by Cambodia REDD+ Taskforce Secretariat hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this contract.

V. Submission of Invoice

An original invoice shall be submitted by contractor for each payment under the Contract to the following address:

Forestry Administration, No.40, Preah Norodom Blvd, Sangkat Phsar Kandal 2
Khan Daun Penh, Phnom Penh, Cambodia
Attention: H.E Chea Sam Ang,
National Programme Director
Cambodia UN-REDD National Programme

Invoice submitted by fax is not accepted.

VI. Time and manner of payment

Invoice shall be paid within 30days of receipt and all payment shall be made to the following Bank Account of the contractor:

Name of Bank: ACLEDA Bank Plc
Beneficiary: RECOFTC-UNREDD-00078446
Account No. 1800 00 89956527
Address of Bank: # 248, Preah Monivong (St.93) Sangkat Boeung Raing, Khan Daun Penh,
Phnom Penh, Cambodia

VII. Modifications

Any modification to this contract shall require an amendment in writing between both parties duly signed by the authorized representative of the contractor and H.E Chea Sam Ang, National Programme Director.

VIII. Notification

For the purpose of notifications under the contract, the addresses of Cambodia REDD+ Taskforce Secretariat and the Contractor are as follow:

Cambodia REDD+ Taskforce Secretariat:

Mr. Khun Vathana,
Chair of REDD+ Taskforce Secretariat
No. 40, Preah Norodom Blvd, Sagkat Phsar Kandal 2,
Khan Daun Penh, Phnom Penh, Cambodia

Regional Community Forestry Training Center for Asia and the Pacific (RECOFTC)

Mr. Edwin Payuan
Cambodia Country Program Coordinator
Phnom Penh, Cambodia

If the above terms and conditions meet with your agreement as they are typed in this letter and in the Contract Documents, please initial every page of this and return one original of the contract, duly signed and dated.

Yours Sincerely, *ma*



HE Chea Sam Ang *ma*
National Program Director
Cambodia UN-REDD Program

Agreed and Accepted By:

Signature: _____



Name: Dr. Tint Lwin Thaug

Title: Executive Director

Date: 01 July 2013

TERMS OF REFERENCE (TOR)

Project/Position Information

Project Title:	Cambodia REDD+ Awareness Raising
Practice Area:	Energy & Environment
Location of Contract Performance:	Cambodia – Phnom Penh and Provincial centers
Duration of Project:	July 2013 – February 2014 (8 months)
Supervisor:	UN-REDD Programme Coordinator and Energy and Environment Cluster Team Leader

1) Background and Project Description

A future mechanism on REDD+ provides an opportunity for Cambodia to be rewarded for its efforts to protect and sustainably manage its forests. The Royal Government of Cambodia has shown early support for the development of approaches to REDD+ with the approval of two pilot sites in 2008 and 2009. Over a period of 9 months in 2010 the interim REDD+ Taskforce of the RGC in consultation with stakeholder groups and with support from UNDP and FAO, prepared the Cambodia Readiness Plan Proposal on REDD+ (“Roadmap”). This document outlines how the country will become ‘REDD+ ready’.

The Cambodia UN-REDD National Programme forms part of this approach and has been specifically designed to support implementation of the Roadmap. The UN-REDD programme has four outcomes:

- National REDD+ Readiness Management arrangements and stakeholder consultation;
- National capacity-building towards development of the REDD+ strategy and implementation framework;
- Sub-National REDD+ capacity-building and demonstration; and
- Support to development of the Monitoring system.

The programme design looks to fully incorporate relevant line ministries and agencies with the Forestry Administration, the General Department of Administration for Nature Conservation and Protection and the Fisheries Administration being fully engaged within the implementing structures, while other agencies and ministries are engaged within higher level decision making bodies as well as technical assessment and consultation processes. This approach marks the programme out as one of the most highly integrated UN-REDD programmes globally.

Awareness Raising

The Cambodia REDD+ Consultation and Participation plan and REDD+ Roadmap identify the need to build awareness and understanding of REDD+ and its role in the forest sector as part of a first phase of consultation and participation.

The overarching Consultation and Participation Plan for the REDD+ process in Cambodia is expected to highlight how to increase the current levels of REDD+ awareness and capacity within relevant stakeholder groups in Cambodia. Broadening the range of stakeholders with the capacity to engage in discussion on REDD+ will be critical to the success of the Cambodia REDD+ Process. Key groups that will require early training will include:

Stakeholder Group	Members
Bodies central to the national REDD+ Process	REDD+ Taskforce Members REDD+ Secretariat Members Members of the Technical Teams
Line agencies that will be engaged in REDD+ strategy development	MAFF, MoE, MEF, MLMUPC, MoI, MRD, MIME
Civil society and Indigenous peoples groups and local communities	A number of networks and NGO's exist which have strong experience of forestry, land and natural resources. Many have also recently become engaged in REDD+, and therefore need clear and consolidated trainings There will be an emphasis on ensuring gender considerations and including key women's groups and networks in training and capacities building activities
Knowledge based institutions	Research institutes and Universities
Media Organisations	Print media, TV, Radio
Private Sector groups	There has been some initial interest of private sector in REDD+. A large number of firms also hold rights to areas of forest land – engagement with these firms as well as the broader private sector will help increase understanding of the options that may exist through REDD+.

2) Objective of the Assignment

To increase awareness and understanding of REDD+ among above listed key stakeholder groups at the national and sub-national level to facilitate their future engagement in consultation and decision making processes on topics related to REDD+ in Cambodia.

3) Scope of Work and expected output

Overview of Activities

The service provider will work closely with the Cambodia REDD+ Taskforce, Taskforce Secretariat and the Consultation and Participation Technical Team (under establishment) to:

- Develop and implement an awareness raising programme;
- Develop a Consultation and Participation plan and facilitate the development of consultation structures;

This will require clear coordination with other organisations and agencies working within the forest and environment sectors, particularly to coordinating the above plans with further training events organised by the REDD+ Taskforce Secretariat and the other groups.

It is thus anticipated that the following approach will be used to achieve these two activities:

Step 1: Initial situation assessment

The assessment will consist of two elements:

- **Stakeholder assessment** – provision of a list identifying key stakeholder groups their level of awareness of REDD+ and key information needs¹.
- **Availability of information assessment** – assessment of existing training and information sharing materials and information providers – where possible this should be linked to the stakeholder list to identify where sufficient information is already available and where information is lacking.²

Outputs

- REDD+ Awareness Information assessment – linking stakeholders, levels of awareness, key needs and access to information
- Collation of existing awareness raising and training materials available within Cambodia and the Asia Pacific Region and made accessible.

Step 2: Development of an Awareness Raising Programme for the first six Months

Developed in close collaboration with the REDD+ Taskforce Secretariat and other key stakeholders this programme should fit within the framework for consultation and participation and where possible link with other consultation and training events being organised by the REDD+ Taskforce Secretariat and other stakeholder groups in the country. The plan should include:

- Key stakeholder groups and their information needs (see Step 1)

¹This can build on assessments conducted as part of the REDD+ Roadmap process as well as stakeholder assessment work under the Technical working group for Forest and Environment. Outcomes of this process will also form an important part of the Consultation and Participation plan providing an overview of information needs and how these can be provided¹. This will be critical for identifying, which groups have the right to Free Prior Informed Consent (FPIC) and how this process can be operationalized.

²Assessment of material should look beyond Cambodia to other countries within the region and wider area – it can also build on the recently conducted RECOFTC assessment of the Capacity of REDD+ Training providers in Cambodia.

- Plan for delivery of information to key groups outlining how it fits within a potential long term strategy of engagement (including consideration of the needs for FPIC in REDD+).
- Outline of how activities link with other training events / activities being developed by REDD+ Taskforce Secretariat other stakeholder groups – including other non-REDD+ specific events in the forest sector.
- Basic topics for consultation and discussion during awareness raising events – including topics for consultation within the REDD+ process, stakeholder groups, means of consultation – which will be able to be fed into the Consultation and Participation plan.

The plan should look to catalyse other initiatives, programmes and projects within Cambodia and the region to reduce the duplication of effort.

Outputs

- Analysis of institutional capacity to deliver information needs based on the objectives and outcomes in the Consultation and Participation Plan
- Clear awareness raising programme for initial six months

Step 3: Development and implementation of awareness raising events in line with the Awareness raising plan

The implementation of awareness raising events should be done in close collaboration with the REDD+ Taskforce Secretariat, as well as other key stakeholder groups and actors.

The process should utilise existing national resource persons as well working with other groups and engage with international experts. If key technical specialists are engaged, training events or studies efforts should be made to link these with smaller technical workshops were possible to allow for higher-level discussion to occur among key stakeholders.

Materials should be developed that are accessible to all groups after awareness raising events.

To support the long term impact of the work, awareness raising initiatives should be based around existing institutions that will have the capacity to continue these activities in the future.

Outputs

- Development of training materials available for use by Cambodia REDD+ Programme
- At least 8 awareness raising events held over the coming 6 months. Events should occur at 2 national and 6 provincial levels with a focus on key stakeholder groups at each level – at least 6 provinces and 200 people should be addressed within this.

- Central pool of at least 10 trainers with good understanding of REDD+ and how it can be communicated.
- One study tour for REDD+ Taskforce Members.

Step 4. Development of a Consultation and Participation Plan

The service provider should use the awareness raising process to identify and assess future needs and key areas of interest for consultation and engagement.

This information should be used to present a follow up plan that will develop the framework of the Consultation and Participation plan and will form a key part of it. This process should be developed in close collaboration with the REDD+ Taskforce Secretariat and Consultation Group and should consider key issues including:

- Key activities to be developed within the different phases of programme consultation
- Key issues for consultation
- Key stakeholder groups
- Guidance on how to operationalize FPIC

Outputs:

- A draft Consultation and Participation plan for 2013 including detailed plan for awareness raising

4) Deliverables/Outputs

Key Outcomes

- Improved capacity of key stakeholders to engage in the Cambodia REDD+ Process and communicate information to their constituencies
- Improved institutional capacity and capacity of key stakeholder groups to provide awareness raising and training on REDD+ through existing institutions and a pool of trainers
- Improved awareness of key stakeholder groups of REDD+ and its relationship with existing forest and land management processes
- Improved capacity of key stakeholder groups to engage in dialogue relating to REDD+ at national and provincial level, including engaging in processes to uphold the right to FPIC
- Improved capacity of the REDD+ Taskforce Secretariat to Organise and manage awareness raising and training

Notes

It is understood that all technical skills may not be present within the service provider and collaboration with other organisations to achieve greater impact is encouraged and indeed required to ensure that the process is complementary to other activities being carried out as part of the Cambodia REDD+ Readiness Programme.

It is anticipated that the following subjects will be covered as part of the programme:

- An overview of climate change and REDD+
- Information on the national REDD+ process, (including pilot programmes) and how to engage in it
- Overview of international experience in REDD+ development – key opportunities and risks that exist within REDD+ for different groups
- REDD+ within the national context – linking existing forest management strategies with REDD+
- Driver of deforestation and forest degradation in Cambodia
- Introduction to Monitoring Reporting and Verification and its implications for different stakeholder groups (this is not anticipated to be highly technical but more related to how it may impact different stakeholders)
- Overview of key decision areas that will need to be addressed within REDD+ - presenting linkages to the Cambodia REDD+ programme
- Overview of REDD+ Benefit sharing
- Overview of REDD+ safeguards
- Overview of Free, Prior and Informed Consent and how it applies to REDD+
- Overview of national grievance mechanisms for REDD+
- Challenges of REDD+ and opportunity cost

There are a number of ways in which these topics can be packaged into individual sessions and the service provider should work with the REDD+ Taskforce Secretariat, the Consultation Group, the Consultation and Participation Technical Team and other key stakeholders including UNDP in developing this process. All information developed during the programme will remain the property of the Cambodia REDD+ programme and will be available for future use and development by the programme.

5) Institutional Arrangement

Under the direct supervision of the UN-REDD Programme Coordinator and guidance from UNDP ACD/Team Leader of the Environment and Energy Unit, the Service Provider will work closely with the Cambodia REDD+ Taskforce Secretariat, in particular the Communication Officer and the Programme Coordinator, to deliver the programme. Technical guidance will also be provided by the Technical Specialist and all decisions and outputs must be passed through the Secretariat prior to approval by the REDD+ Taskforce.

6) Duration of the Work

The assignment includes the preparation for the training, the actual training of 20 working days, the post-training impact assessment, and reporting. The whole assignment period will be from 1 July 2013 – 28 February 2014 (8 months). The contract is anticipated to last until February 2014.

7) Duty Station

The assignment will be based in Phnom Penh with travel to the provinces as required by the programme and in line with expectations from the Cambodia REDD+ Taskforce Secretariat.

8) Qualifications of the Successful Contractor at Various Levels

- Service providers must have at least 5 to 10 years of institutional experience in delivering trainings in leadership and management;
- Proven substantial experience in curriculum development, trainings, facilitation and participative approaches, particularly in designing and providing training courses to government officials;
- Proposed trainers must have at least a relevant degree and must have expertise and experiences in conducting leadership and management training preferably with forest management and REDD+.
- Proposed trainers shall have proven good knowledge of current key government reform programmes and their progress.
- Proposed trainers shall demonstrate substantial knowledge about international or regional good practices on enhancing Forest management.
- Trainers must have proven excellent in inter-personal, communication and facilitation skills and show gender and age sensitivity.
- Good understanding of Cambodian culture and public sector.

9) Scope of Bid Price and Schedule of Payments

Outputs	Deadline	Payment Milestones
Output 1: Submission and acceptance of the work-plan, key milestones and approach of conducting the assignment consistent with the Terms of Reference.	By mid of-July 2013	20%
Output 2: Submission and acceptance of the completion report step 1: initial situation assessment and step 2: development of an Awareness Raising Programme for the first 6 months and	By end of August 2013	20%
Output 3: Submission and acceptance of the completion step 3: development and implementation of awareness raising events in line with the Awareness raising plan and 1 study tour for REDD+ Taskforce Member.	By end of January 2014	40%
Output 4: Submission and acceptance of the completion step 4: development of a Consultation and Participation Plan.	By end of February 2014	20%

This TOR is revised and approved by: *nam*

Signature:

Name and Designation: H.E Chea Sam Ang, National Programme Director

Date of Signing: _____

