**TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTOR**

##### (1) Assignment Information

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| Assignment Title: | International consultant for the UN-REDD assessment of existing fund mechanisms under Cambodian Law |
| Organization: | UNDP |
| Post Level: | Consultant,Individual Contract |
| Cluster/Project: | Environment and Energy Unit/UN-REDDNational Programme |
| Duty Station: | Home-based consultancy, and travel to Phnom Penh, Cambodia |
| Duration: | 20 days (in total) from 01 November 2013 to 31 December 2013 |

##### (2) Project Description

The Cancun Agreements issued at the Conference of Parties (COP) 16 held in Mexico in 2010 provide strong support for policy approaches that deliver positive incentives for countries and their actors to engage in REDD+ (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).

According to the Cancun Agreements, those countries who participate in REDD+ should undertake results-based actions that can be fully measured, reported and verified in order to receive payment. At COP17 held in Durban in 2011, it was agreed that performance should be measured in tons CO2 equivalent.

Whereas financing options for results-based actions are yet to be decided upon, participating countries should establish a fund and its distribution mechanism to enable transaction, management and disbursement of funds. The presence of such fund mechanism will enable the country not only to receive REDD+ payment from international funding or carbon markets but also to manage and disburse payment in a transparent manner and in accordance with agreed benefit sharing arrangements.

Such fund(s) should be accessible for ministries/agencies that are authorized to conduct transactions on CO2 credits/units. In order to make recommendations for suitable options for establishing a national fund(s) and its distribution mechanism in the context of Cambodia, there is a need to explore existing fund management options in Cambodia, which can meet the above mentioned criteria as well as to learn from other countries’ experiences in establishing a fund to manage and distribute REDD+ payment.

Cambodia has with the REDD Road Map taken a first step towards getting ready for REDD+ and are with the support from UN-REDD and other supporting frameworks building capacity to plan and implement REDD+. Two REDD pilot projects has commenced since 2008 and 2009 to build experiences including on fund structures in order to be able to receive payments for the sale of CO2 credits. At the international level other countries are working on the same issue and experiences gained should be used for the planning the next steps for Cambodia in this regard.

The project is a part of UN-REDD National Programme workplan named as activity 2.3e and aims to

provide an assessment of existing fund mechanisms and opportunities under Cambodian Law including legal assessment and provide recommendations for a possible fund structure for REDD+ in Cambodia.

##### (3) Scope of Work

The international consultant is expected to deliver the following deliverables:

* An assessment of existing fund mechanisms and opportunities under Cambodian Law including legal assessment.
* A brief summary of experiences in and lessons learned from other countries with the establishment of REDD+ Fund mechanisms.
* A set of recommendations for possible fund structure and mechanisms for REDD+ in Cambodia
* A half day national consultation meeting to present and discuss the findings.
* A report synthesizing output 1, 2, and 3 not longer than 20 pages plus annexes and references..

In order to deliver these outputs, the International Consultant will be required to perform the following tasks:

The International Consultant will work closely with the National Consultant, and he/she will:

**Analyze existing fund mechanisms under Cambodian Law including legal assessment:**

This analysis should include an investigation of purposes, management aspects, modalities of existing fund mechanisms and the degree of transparency under each fund distribution mechanism. It should also address the question of how to provide payments to different government actors, communities and other stakeholders in accordance with the decision made on the national benefit sharing arrangement.

**Collect experiences from other countries with regard to the establishment of REDD+ Fund and distribution mechanisms:**

The objectives of this literature study are to gain insights from other countries‘ experiences in establishing a REDD+ fund and distribution and to identify possible fund structure and mechanisms for REDD+ in Cambodia

**Organize a half day national consultation meeting to present and discuss findings:**

In collaboration with the REDD+ Taskforce Secretariat, the consultant team should design and organize a half day consultation meeting to be held in Phnom Penh. For the meeting organization, the team will be responsible for 1) preparing the meeting agenda, 2) identify key national stakeholders for Cambodia REDD and a national fund structures, 3) identifying relevant speakers from Cambodia (and abroad) and 4) preparing presentations to facilitate discussions. For the presentations, the team should share a consolidated view on pros and cons of using different funds options assessed in terms of their suitability for REDD+. If appropriate, the team should also present proposals for possible fund mechanisms going beyond existing funds modalities and consider their legislative implications.

**Preparation of a synthesis report that consolidates the results from the assessments and inputs received during the workshop:**

A report not exceeding 20 pages plus annexes and references in English shall be produced as a result of 1) Review of existing fund mechanisms under Cambodian Law including legal assessment and 2) literature study of experiences from other countries on REDD+ fund management and 3) national consultation meeting. This report should not be limited but contain 1) an overview of possible options for a national REDD+ fund with pros and cons and 2) recommendations for next steps to be taken to develop a national REDD+ Fund.

The consultant is expected to work in close coordination with national partners, and is expected to visit some provinces, as necessary.

##### (4) Institutional Arrangement

The International Consultant will report to the UN-REDD National Programme Director and to Team Leader of the UNDP Environment and Energy Unit and will be supervised by Technical Specialist and the REDD+ Taskforce Secretariat on a day-to-day basis.

The consultant is expected to work in close coordination with national partners, and is expected to visit some provinces, as necessary.

The consultant will be accountable for the timely and quality output and report weekly to the REDD+ Taskforce Secretariat on progress compared to the workplan.

(5) Duration of the Work

The proposed duration of this assignment is 20 working days.

##### (6) Expected Outputs and Deliverables

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| **Deliverables/ Outputs** | **Estimated Duration to Complete** | **Target Due Dates** | **Review and Approvals Required** |
| 1. Workplan for the assignment. | 1.5working days | 1 November 2013 | UN-REDD NPD  TL of E&E |
| 1. A draft assessment of existing fund mechanisms and opportunities under Cambodian Law including legal assessment; A brief summary of experiences in and lessons learned from other countries with the establishment of REDD+ Fund mechanisms. A set of recommendations for possible fund structure and mechanisms for REDD+ in Cambodia. | 12 working days | 30 November  2013 | UN-REDD NPD  TL of E&E |
| 1. Half day national consultation meeting to discuss findings. | 3.5 working days | 15 December 2013 | UN-REDD NPD  TL of E&E |
| 1. Final report incorporating comments and suggestions from the consultation meeting as well as comments made by REDD+ Taskforce Secretariat. | 3 working days | 20 December 2013 | UN-REDD NPD  TL of E&E |

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

(7) Duty Station

The duty station for this assignment is home country and Phnom Penh. During the assignment the consultants are expected to be in Cambodia for at least 6 days, for undertaking assignments.

Transportation to provinces will be provided by an UNDP vehicle. Travelling costs in Phnom Penh will be born by the consultant.

##### (8) Minimum Qualifications of the Individual Contractor

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| Education: | * A minimum of a Master’s or equivalent degree in law, environmental economics and policy or a related field. |
| Experience: | * A minimum of 5 years of relevant working experience related to the fields of law, fund management and policy; * Sound knowledge of disciplines relevant to international development work and climate change, with special consideration given to those with experience in REDD+ policy-related; * Prior working experience in Cambodia is a significant asset. |
| Competencies: | Functional competencies:   * Excellent analytical, writing and communication skills in English, including the ability to articulate ideas in a clear and concise manner; * Good interpersonal skills with ability to work well in a team whilst also having the capacity to work independently; previous exposure to diverse cultural environments is an advantage; |
| Language Requirements: | * Fluency in English |

##### (9) Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

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| **Technical Evaluation Criteria** | **Obtainable Score** |
| Relevant educational background | 10 |
| Proved relevant technical skills related to the fields of fund management, natural resource management and policy | 40 |
| Proved experience in producing high quality reports | 20 |
| Prior experience with REDD+ | 10 |
| Prior working experience with Cambodia | 20 |
| **Total Obtainable Score** | **100** |

##### (10) Payment schedule

* Upon completion of deliverable (a): 20%
* Upon completion of deliverable (b): 30%
* Upon completion of deliverable(d): 50%

##### (11) Approval

**This TOR is approved by:**

Signature

Name and Designation: Mr. **Chhum Sovanny, Environment and Energy Unit, UNDP Cambodia**

Date of Signing