

TERMS OF REFERENCE

Position	: Climate Change Adaption Advisor
Project Title	: Local Climate Adaptive Living (LoCAL)
Project Number	: 04000019
Duty Station	: NCDD Secretariat with occasional travelling to the target districts
Duration	: From July to December 2025 with possible extension

A. Background

Cambodia, alongside Bhutan, were the first countries selected by UNCDF to pilot PBCRGs more than a decade ago; their efforts served to validate the approach. The LoCAL programme in Cambodia, called Local Governments Climate Change (LGCC), aims to demonstrate the role of local governments in fostering climate change resilience and identify practical ways to mainstream climate change resilience into subnational planning and finance systems. The programme was piloted initially within 3 districts in the Takeo Province, in 2011, and later expanded to 32 districts in 8 provinces across the country. Since its inception in Cambodia, Overall, 538 adaptation measures have been financed through PBCRGs.

The NCDD Secretariat (NCDD-S), with support from UNCDF, gained direct access to the Green Climate Fund (GCF) in 2019 and has been supported to submit a GCF Funding Proposal building on the PBCRGs and covering up to 15 districts. UNCDF continues to provide support to Cambodia in mobilizing additional resources for scaling up PBCRGs nationwide.

Given its mandate, NCDD-S plays a vital role in ensuring that local governments are actively engaged in national climate strategies. Its role in coordinating governance at the provincial, district, and commune levels makes it the ideal partner to support the LoCAL program, which seeks to enhance local governments' capacity to adapt to climate change. Through supporting by the UNCDF, Cambodia, alongside Bhutan, were the first countries selected by UNCDF to pilot performance-based climate resilience grants (PBCRGs) more than a decade ago; their efforts served to validate the approach. The objective of the LoCAL-Cambodia initiative, which features under the Local Governments and Climate Change Project (LGCC), is to demonstrate the role of local governments in fostering climate change resilience and identify practical ways to mainstream climate change resilience into subnational planning and finance systems.

LGCC is currently implementing phase 3 (National Scale Up), having benefited so far 50 districts with PBCRG (grants) and technical assistance/capacity building related to local adaptation action. Overall, 538 adaptation measures have been financed through PBCRGs. The largest share of investments is aimed at improving transport systems, especially during the rainy season, for people and goods; followed by those aimed at strengthening the resilience of agricultural systems and improving the availability of potable and safe water and disaster prevention and preparedness.

In this context, NCDD-S seeks a **Climate Change Adaption Advisor**

B. Scope of work:

A National Climate Change Adaption Advisor is expected to deliver outputs as follows:

1. LoCAL Output 1: Awareness and capacities to respond to climate change adaptation are increased in targeted local government areas and communities in Cambodia
 - 1.1 Develop an awareness and capacity training programme on LGCC-3 (LoCAL Phase 3) among national and subnational actors
 - 1.2. Develop content and education materials the LoCAL Program Phase 3 to be produced as video content and to be uploaded onto website and other publication in both Khmer and English language
 - 1.3 Organize events/meetings to increase awareness on LGCC Phase 3 among national and subnational stakeholders
 - 1.4 Develop materials on the PBCRG mechanism and LoCAL-Cambodia LGCC Phase 3 among key stakeholders at national and sub-national level
2. LoCAL Output4: Provide technical backstopping, capacity building as well as support to Local Government Administrations to perform specific activities under LoCAL Cambodia, LGCC Phase 3
 - 2.1 Develop a training material on LoCAL Project Document and GCF LGCC-3 Operations Manual for target districts on planning, budgeting and operational the GCF LGCC-3 project.

- 2.2 Provide technical support and capacity building to target districts on planning, budgeting and operationalize GCFLGCC-3 project
- 2.3 Review the translation of LGCC-3 project related document such as GCF LGCC-3 Operation Manual, GCF LGCC-3 gender action plan, GCF LGCC-3 ESMP action plan. ACCAF guideline

3. LoCAL Output3: Institutionalization of the PBCRG mechanism (LoCAL mechanism) in Cambodia, ensuring greater alignment with national fiscal policies as well as identification of funding sources that can attract additional finance for the national roll out of the PBCRG mechanism under LoCALCambodia LGCC Phase 3

3.1: Report on literature review, lesson learns, and recommendation on the Institutionalization of the PBCRG mechanism (LoCAL mechanism)

3.2: Meeting/Consultative workshop on Institutionalize of the PBCRG mechanism (LoCAL mechanism) including various topics on Cambodia Climate Change Strategic plan, climate investment, green climate policy and sub-national climate financing

C. Supervision

The selected Climate Change Adaption Advisor will work under the supervision of director of the Programme Management and Support Division to liaise closely with the project team and project technical advisor, as appropriate.

D. Deliverables

The completion of this assignment will include the following reports and will be reviewed and signed off by NCDDDS management and submission to UNCDF.

Output	Deliverable	Timeframe	Payment
	*The Inception Report including a detailed workplan with timeframe and deliverables for outputs and activities of the assignment.	Q3	20%
<u>LoCAL Output 1:</u> <i>Awareness and capacities to respond to climate change adaptation are increased in targeted local government areas and communities in Cambodia</i>	1. Develop an awareness and capacity training programme and Conduct an awareness and capacity training workshop on PBCRG Machenism and LGCC-3 (LoCAL Phase 3) amont national and subnational actors 2. Prepare project progress report to UNCDF	Q3	40%
<u>LoCAL Output4:</u> <i>Provide technical backstopping, capacity building as well as support to Local Government Administrations to perform specific activities under LoCAL Cambodia, LGCC Phase 3</i>	3. Develop a training material on LoCAL Project Document and GCF LGCC-3 Operations Manual for target districts on planning, budgeting and operational the GCF LGCC-3 project. 4. Providing trainings to target districts on planning, budgeting and operationalize GCF LGCC-3 project. 5. Review the translation of LGCC-3 project related document such as GCF LGCC-3 Operation Manual, GCF LGCC-3 gender action plan, GCF LGCC-3 ESMP action plan. ACCAF guideline	Q4	40%
<u>LoCAL Output3:</u> <i>Institutionalization of the PBCRG mechanism (LoCAL mechanism) in Cambodia, ensuring greater alignment with national fiscal policies as well as identification of funding sources that can attract additional finance for the national roll out of the PBCRG mechanism under LoCALCambodia LGCC Phase 3</i>	6. A report on literature review on the national fiscal policies, national policies, and LoCAL/LGCC project evaluation reports including key lessons and recommendation on Institutionalize PBCRG mechanism (LoCAL mechanism) 7. A report on stakeholder and consultative workshop on the Institutionalize PBCRG mechanism (LoCAL mechanism) 8. Prepare project progress report to UNCDF including, quarterly and closing report.		

E. Qualifications Required

Education

- At least a Master's degree in environmental science and management, climate science, geographic studies, international development, economics, statistics, or a related field is required.

Experience

- Minimum of 10 years of relevant experience in implementing/coordinating development projects in the fields of climate change and/or environmental sustainability and decentralization issues.
- Demonstrated experience and good knowledge of the system of local governments in Cambodia and its framework.
- Experience and knowledge of climate change issues and its potential impacts on local economic development particularly for the most vulnerable is required.
- Experience and knowledge of climate modeling and forecast, and assessment of climate hazard, impact and vulnerability
- Strong networking capabilities and ability to associate him/herself with a range of actors (inter alia central and subnational governments; CSOs, NGOs, policy makers; national statistics office and donors, and local communities) with a view to building relations and facilitating links.
- At least 3 years of work experience on climate change issues in the context of decentralization and local government, particularly in Cambodia is highly desirable.
- At least 3 years of managerial /professional level work experience working on policy, regulatory and technical advisory services with national and subnational stakeholders is highly desirable.
- At least 3 years of work experience related to performance-based grants and/or similar instruments like budget support and/or local economic development is desirable.
- Proven ability to work with different tiers of government, central government institutions/ministries, and local governments, local stakeholders, local communities.
- Experience with a UN organization/agency.
- Knowledge or experience in context developing solution on climate action on how to tackle climate change adaptation and resilience in Cambodia.
- Proven track record in addressing gender equality as project objective and/or cross-cutting issue.

Language

- A good level of written and spoken English is essential.

Competency

- Work prioritization and ability to perform multi-task.
- Ability to maintain a high level of accuracy and confidentiality concerning financial and employee files.
- Proven ability to effectively deliver program operation activities on-time.
- Excellent interpersonal skills, share knowledge and experience.
- Teamwork – proven ability to work effectively as part of the team and develop constructive working relationships with stake holders, positive, constructive attitude.
- Ready to work independently, under tight deadlines.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Ability to work in a multi-cultural team environment with a positive attitude.