

TERMS OF REFERENCE

Position	: Technical Adviser
Project Title	: Local Climate Adaptive Living (LoCAL)
Project Number	: 04000019
Duty Station	: NCDD Secretariat
Duration	: From July to end of December 2025 with possible extension.

B. 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.

On the other hand, NCDDS is undertaking key steps to strengthen its access to climate finance mechanisms including the Green Climate Fund (GCF) and Adaptation Fund (AF). As part of this effort, NCDDS is addressing remaining conditions for GCF accreditation and actively pursuing accreditation with the AF.

In this context, NCDDS seeks a **Technical Adviser**.

B. Scope of Work

The Technical Adviser will be responsible for:

Coordination Support with the donor (UNCDF), key partners and stakeholders

- Work closely with UNCDF on the implementation of LoCAL Programme activities, including but not limited to dissemination and awareness and capacity development related to LoCAL
- Support NCDDS and UNCDF on the coordination with key partners and stakeholders on LoCAL Programme activities such as ACCAF, LoCAL ISO 14093, LoCAL institutionalization, climate vulnerability and impact assessment, M&E framework, and climate finance
- *Support NCDDS on engagement activities related to development of policies, strategies and technical document in the area of climate finance, climate adaptation, NDC and NAP.*

- Support NCDDS on coordination and engagement activities with national actors and subnational actors in the area of LoCAL programme activities and project activities.

Green Climate Fund Activity Support

- In the area of accreditation and re-accreditation support,
 - Review the list of pending conditions and associated documentation for GCF accreditation.
 - Assist NCDDS in compiling and updating required policies, procedures, and mechanism.
 - Provide technical input and strategic guidance to ensure timely submission to GCF.
 - Support NCDDS to produce the institutional reporting related to accreditation and re-accreditation to GCF.
- In the area of concept note and project proposal development,
 - Support NCDDS and key partners on concept note and project proposal development (including but not limited to LGCC3) to the GCF.
 - Support NCDDS and key partners in reviewing and addressing questions and queries related to concept note and project proposal to the GCF.
 - Liaise with GCF Secretariat and respond to queries as needed.

Adaptation Fund Accreditation

- Guide NCDDS through the AF accreditation process.
- Conduct a gap analysis of existing institutional systems against AF requirements.
- Support drafting of policies or documents required by the AF Accreditation Panel.
- Coordinate submission of documentation and respond to AF feedback.

Monitoring, Reporting and Publication

- Support NCDDS to monitor the project implementation to ensure effective project delivery.
- Provide support to NCDDS on preparing report to GCF and AF and other required documents.
- Support the production of video content and/or website publication on local-led climate adaptation program (LoCAL) and sub-national climate finance.

Other Activities:

The technical advisor will be responsible for providing provide policy, regulatory and technical advice to the national and subnational counterparts actors in relation to the LoCAL programme activities, with a focus on the integration of climate change and environmental sustainability into public planning and budgeting systems at sub-national level, in a gender responsive and inclusive manner. He or she will be supporting NCDDS through providing policy and programming advice on effective deployment of LoCAL programme activities and resource mobilization to the LoCAL initiative.

Summary of key functions:

- Project management and implementation
- Support the awareness raising
- Policy, regulatory and technical advice to local districts and key stakeholders
- Coordination with line ministries, development partners and NGOs
- Knowledge management and communication
- Programme management and implementation/Support the raising awareness
- Oversee the day-to-day implementation of selected LoCAL activities, with a focus on climate change and environmental sustainability.
- Lead delivery and achievement of objectives by working with implementing partners' project related activities.
- Ensure the integrity of LoCAL Annual Work Plan, budget, financial resources,
- Provide technical backstopping, capacity building ('generic' and demand drive) as well as support to local government administrations to perform specific activities under LoCAL-Cambodia LGCC Phase 3
- Support NCDDS in the prioritization and selection of the target districts for the project implementation.
- Provide a technical support and or on job training to the local districts to capacitate on climate adaption
- Provide other support on logistic arrangement, development concept note, minutes taking and reporting
- Coordinate and join synergy with relevant stakeholders including UNCDF, MoE and provincial administrations in enabling environment for the climate change adaption for sub-national
- Support data collection
- Support and work with the relevant stakeholders to develop communication tools and digitalization

B. Supervision and Reporting

During the contracted period, the Technical Advisor shall work closely with Deputy Head of NCDDDS and relevant Division of NCDDDS to provide support of project daily operation. The selected Climate Change Adaption Advisor will work under the supervision of director of the Programme Management and Support Division.

C. Qualifications Required

Education

- A university degree (bachelor's degree) in environmental science and management, climate science, geographic studies, international development, economics, statistics, or a related field is required.
- A master's degree in environmental science, engineering, and climate science is highly preferred

Experience

- Minimum of 3 years of relevant experience in implementing/coordinating development projects in the fields of climate change and/or environmental sustainability and decentralization issues.
- Experience and knowledge of climate change issues and its potential impacts on local economic development, particularly for the most vulnerable is required.
- 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 producing climate change adaptation and climate finance content and publication.
- Experience with UN organization/agencies and International Agencies.
- Experience in developing project progress reports and project end report.
- 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.