

## TERMS OF REFERENCE

**Position** : Climate Finance Policy Consultant  
**Project Title** : Local Climate Adaptive Living (LoCAL)  
**Duty Station** : NCDD Secretariat with occasional travelling to the target districts  
**Duration** : 25days  
**Contract Type** : National Individual Consultant (Result/Deliverable Based)

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### 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 Finance Policy Consultant**.

**B. Objective:** To ensure the SCF is institutionally sound, fiscally aligned with existing government systems, and equipped with a sustainable financial architecture. The focus will be on leveraging the institutionalization of the LoCAL mechanism and its ISO certification.

### **C. Scope of Work**

The consultant will work closely and parallelly with SCF development consultant team. S/he will be responsible and ensuring effectively integrated into the design and development of the SCF framework and operational manual. S/he will play critical role in developing strategies and frameworks to support the effective implementation of the SCF, with a strong focus on promoting and strengthening local capacities to address climate-related challenges.

### **D. Expertise and Work Experience Requirement**

#### ***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.

## E. Reporting

The Consultant will work under the overall supervision of the Deputy Head of NCDDS and on day-to-day supervision of the Project Coordination Team Leader Manager and Director of Program Management and Support Division to liaise closely with the project team officers and project advisors as appropriate.

## F. Deliverables

The following key deliverables are expected from the Climate Finance Policy Consultant:

Deliverables	Delivery Date	Output	2025		Payment
			Q3	Q4	
LoCAL 2025					
<b>Deliverable 1: Inception report</b> – Finalize the methodology and detail workplan with timeframe of the assignment in agreement with NCDDS.	Oct 2025	Inception Report	3 days		10%
<b>Deliverable 2: Policy review and recommendation</b> – Conduct a review of relevant government policies, legal frameworks, and institutional arrangements to identify entry points for the SCF among other neighboring countries and contextualize with the existing framework in Cambodia. – Recommendations on the institutionalization of the ISO-certified LoCAL mechanism can be leveraged to streamline the SCF's fiscal management and governance.	Oct 2025	Policy review report and recommendation	8 days		20%
<b>Deliverable 3: Stakeholders Coordination on into Climate investment, Green climate</b>	Nov2025	Stakeholder coordination/cons		7 days	30%

<p><b>policy and SCF Manual</b></p> <ul style="list-style-type: none"> <li>– Work with NCDDDS, MEF, MoE, SNAs, DPs and private sector to draft and embed a dedicated section on fiscal alignment, fund management, and financial reporting within the Sub-national Climate Fund Framework, SCF Operations Manual, specifically referencing the alignment with the LoCAL mechanism</li> <li>– Facilitate mainstreaming of climate change resilience and ensuring alignment with MoE' NAP, particularly through cooperative actions between district/municipal and Commune/Sangkat councils and administrations</li> </ul>		ultation report			
<p><b>Deliverable 4: Evidence of MEF readiness and awareness on LoCAL mechanism into SNA govt fiscal system</b></p> <ul style="list-style-type: none"> <li>– Fiscal Alignment Analysis: Provide targeted recommendations on aligning the SCF's financial flows and disbursement mechanisms with Cambodia's fiscal decentralization policy, drawing from the LoCAL experience.</li> <li>– Develop the Concept Note with information on consultations to be held to review national and sub-national policies for entry of LoCAL ISO 14093 (e.g. reference PBCGR manual, SCF Operations Manual, GCF LGCC3 Operations Manual)</li> </ul>	Dec2025	Report on Fiscal Alignment Analysis and recommendation		7 days	40%