



## TERMS OF REFERENCE

- Position** : Gender Expert for Sub-National Climate Finance Development
- Project Title** : EmPower: Woman for Climate-Resilient Societies Phase II
- Duty Station** : NCDD Secretariat
- Duration** : 92 Days
- Contract Type** : National Individual Consultant

### I. Background

The impacts of climate change are unequally felt across Asia and the Pacific. Women and marginalized groups have less access to information, resources, finance and technologies, leaving them with greater challenges in coping and rebuilding after a crisis. In 2018, UN Women and the UN Environment Programme (UNEP) initiated the EmPower: Women for Climate-Resilient Societies Programme with support from the Government of Sweden to accelerate gender-responsive and human rights-based climate actions in Bangladesh, Cambodia, Viet Nam and in the wider Asia-Pacific region. EmPower will continue to mobilize investment for renewable energy entrepreneurship and skills development for women and marginalized groups, promote their leadership to drive the just energy transition as well as spark commitments to accelerate gender responsive climate policies and actions.

As a national accredited entity of the Green Climate Fund (GCF) in Cambodia, the National Committee for Sub-National Democratic Development has received funding under the GCF's Readiness and Preparatory Support Program to development the Sub-National Climate Fund (SCF) in Cambodia. This SCF is jointly implemented by the United Nations Capital Development Fund (UNCDF) and NCDDDS, with support from the Ministry of Environment (MoE) and Ministry of Economy and Finance (MEF). The SCF is implemented as phase III of the Local Governments and Climate Change (LGCC), with focusing on the gradual national wide scale-up of the Local Climate Adaptive Living Facility (LoCAL) as a national mechanism for channeling adaptation finance to the local level.

LoCAL as an initiative of the UNCDF, provides a country-led framework to enhance local awareness and responsiveness to climate change. It aims to integrate climate change adaptation into local government planning and budgeting processes in a participatory and gender-responsive manner and also increasing the financial resources available to local authorities for adaptation efforts. The LoCAL mechanism combines performance-based climate resilience grants (PBCRGs) with technical assistance and capacity building support. It also employs a demonstration effect to catalyze additional

financial flows for local adaptation through national fiscal transfers and international climate finance mechanism.

National Committee for Sub-National Democratic Development (NCDD) is an interministerial mechanism for promoting democratic development through decentralization and de-concentration reforms. Its NCDD core mission is to coordinate the implementation of the National Programme for Sub-National Democratic Development that is committed to addressing climate change issues at local level. NCDD has also been an implementing partner of the EmPower Phase I from 2020 until 2022, under Outcome 4: Women use renewable energy to increase adaptive capacity and enhance climate-resilient livelihoods, and the EmPower Phase II aims to leverage various tools, methodologies, and data to implement gender-responsive, human rights-based climate action. This initiative seeks to expand opportunities for women, marginalized, and gender-diverse groups to participate in decision-making processes and build resilience against climate challenges. Key focus areas include enhancing access to finance, technology, and renewable energy to improve livelihoods.

As part of this initiative, the program aims to strengthen climate resilience in Cambodia through the establishment of a gender-responsive Sub-National Climate Fund (SCF). The SCF is designed to empower local governments and communities to address climate-related vulnerabilities while promoting the active participation and leadership of women in climate finance decision-making processes. To ensure the effective integration of gender equality and social inclusion within the SCF, EmPower is seeking to recruit a **Gender Expert for Sub-National Climate Finance Development**.

## **2. Objective and Outcomes**

The objective of this assignment is to enhance the development of sub-national climate fund (SCF), with appropriate gender responsive climate framework and operating manual for SCF and make it more inclusive and equitable.

The outcomes of this assignment are to develop:

- A robust SCF framework that incorporates innovative financing mechanisms with a strong gender integration;
- An effective SCF operating manual that supports low-emission and climate-resilient investments, with a clear monitoring and evaluation system to track progress.

## **3. Scope of Work**

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

### ***A. Development of SCF Document***

- Conduct a comprehensive review of national and sub-national policies, strategies, and guidelines related to gender, climate change adaptation, and mitigation;

- Coordinate stakeholder consultation to identify gender-related gaps and barriers relevant to the development of SCF framework; Provide technical support in drafting and preparing the SCF Framework with a focus on gender inclusions; and
- Support the dissemination of SCF Framework to relevant stakeholders.

***B. Development of SCF operating manual including the monitoring framework***

- Provide technical assistance in the development of the SCF operating manual with a primary focus on gender inclusion;
- Facilitate stakeholder consultations and support the review and finalization draft of SCF Operating Manual
- Develop the monitoring framework to assess the effectiveness of gender integration and implementation in climate action, renewable energy policies and plans;
- Provide technical support for capacity building activities including training on gender integrated within the SCF framework, SCF operating manual, and the gender monitoring framework.

<b>The Specific works and responsible activities of the expert include: Activity</b>	<b>Detail activities</b>
<b>Activity 1:</b> Gender Analysis on National and Sub-national Fiscal and Climate Finance	<ul style="list-style-type: none"> <li>• Conduct a comprehensive gender analysis to identify unique climate vulnerability and the needs of different genders;</li> <li>• Identify existing gaps and barrier to gender inclusion climate fund; and develop actionable recommendations to enhance gender-inclusion approaches within the SCF.</li> </ul>
<b>Activity 2:</b> Development of Gender-Responsive Criteria for Framework development including result framework	<ul style="list-style-type: none"> <li>• Plan and facilitate consultations with key stakeholders to gather inputs on gender perspectives and priorities;</li> <li>• Develop gender inclusion criteria tailored for the SCF;</li> <li>• Integrate gender inclusion into the SCF framework and operational manual; and</li> <li>• Design a gender-responsive monitoring and evaluation framework to support effective implementation of the SCF.</li> </ul>
<b>Activity 3:</b> Develop Tools for Gender-Responsive planning budgeting, and implementing for SCF-OM	<ul style="list-style-type: none"> <li>• Conduct focus group discussions with key stakeholders to gather qualitative data on gender needs and priorities;</li> <li>• Review existing data and evidence on gender disparities in the target areas</li> <li>• Develop specific tools for assessing gender impacts and budgeting including appropriate data collection methodologies; and</li> <li>• Develop a set of support resources for gender-responsive planning, including templates, checklists, and guidelines for creating gender-sensitive budgets that promote gender equality;</li> </ul>

<p><b>Activity 4:</b> Develop Gender-Focused tools for capacity building module</p>	<p>Preparation and deliver capacity building sessions and training materials focus on strengthening gender responsiveness in sub-national climate finance. Key capacity building sessions include:</p> <ol style="list-style-type: none"> <li>1. Gender-responsive climate actions and budgeting for SNAs;</li> <li>2. Guidance on applying gender-responsive approaches within the SCF framework and operational manual;</li> <li>3. Practical tools for assessing gender impacts and budgeting,</li> <li>4. Gender responsive planning resources including support guides and materials; and</li> <li>5. Tools and methods for gender-responsive monitoring and evaluation framework for the SCF implementation.</li> </ol>
<p><b>Activity 5:</b> Preparing a final report, all aimed at establishing a comprehensive approach to climate finance.</p>	

## 4. Methodology

The features of the methodologies should include the following:

- 4.1 Literature Review: the expert shall review relevant climate change and gender policies, strategies, plans, and materials include:
  - Law of Public Finance System;
  - Sub-National Investment Fund;
  - Manual for Performance Based Grants to Sub-National Administration;
  - Cambodia Climate Change Strategic Plan II (2024-2033);
  - Technical Guidance on Developing a 5-Year Development Plan for Sub-National;
  - Technical Guidance on Preparing and Implementing a 3-Years Rolling Investment Plan for Sub-National;
  - Sub-National 5 years development plans;
  - Sub-National 3 years investment plans;
  - Cambodia Climate Change Strategic Plan I (2013-2024) and II (2024-2033);
  - GCF Country Programme 1.0 (2021 – 2024), Country Programme 2.0 (2025 – 2028) (in the process);
  - Cambodia: Long-Term Strategy for Carbon Neutrality (LTS4CN);
  - National Green Growth Strategic Plan 2013-2030;
  - Circular Strategy on Environment 2023-2028;
  - National Program on Sub-National Democratic Development phase II (2021-2030);
  - GCF NCDDS Entity Work Programme 1.0 and Entity Work Programme 2.0;
  - Cambodia Sustainable Development Plan (2016-2030.);
  - CSDG Framework 2016-2030 (English);
  - Cambodia Pentagonal Strategy Phase I;
- 4.2 Conduct discussions and consultations with key stakeholders to identify gender gaps, barriers, and appropriate gender consideration for sub-national climate actions
- 4.3 Conduct necessary survey for collecting data upon approval and availability of budget of NCDDS;

- 4.4 Deliver capacity-building sessions and training for target SNA groups to enhance their understanding on gender-responsive SCF and application of gender-responsive climate action
- 4.5 Prepare and incorporate gender inclusion measures into the SCF framework, operational manual, and related guidelines
- 4.6 Develop gender-responsive monitoring procedures and integrate them into the SCF operational manual and guidelines;
- 4.7 Prepare a final report that summarizing all activities and outcomes, contributing to the establishment of gender-responsive approach to sub-national climate finance.

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

The expert shall be:

- Holding at least Master's degree in a relevant field (economics environment, community development and disaster risk management, local governance and climate change, engineering, or similar field)
- At least 10 years of relevant experience in following areas:
  - Addressing gender issues in climate action and renewable energy policies; carbon market, climate insurance, climate bond, climate guarantee;
  - Developing monitoring frameworks to assess effectiveness and impact of climate and gender interventions;
  - Leading climate change capacity development initiatives, including training need assessment, develop of training tools and materials and delivery of training at both national and sub-national levels;
  - Working on Climate Change/Disaster Risk Reduction (DRR) initiatives across national & sub-national contexts;
  - Understanding and contributing to the development of financial frameworks for national and sub-national administrations;
  - Preparing climate change and gender frameworks and manuals, ensuring clarity, accessibility, and practical application; and
  - Organizing and facilitating consultation workshops and technical meetings with relevant provincial technical departments, sub-national governments, and local communities;
- Strong understanding of national and subnational policies related to gender, climate change adaptation, and mitigation;
- Strong analytical skills and the ability to master new material quickly;
- Displays gender, religion, race, nationality and age sensitivity and adaptability;
- Good communication, interpersonal and reporting skills;
- Well understanding project log frame;
- Ability to write and present in high quality English to both policy and technical audiences; and
- Fluent spoken and written Khmer and English.

## **6. Reporting Requirement**

The expert 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.

The completion of this assignment will include the following reports and will be sign off and approved by the NCDDES management and submitted to UNEP:

Integrated gender responsive in SCF framework document to increase gender inclusion, low-emission, and climate resilient investment;

- Stakeholder consultation report on gaps and barriers to the development of SCF framework;
- Report on national, sub-national climate change and renewable energy institutions that contributed to or provided feedback on the SCF;
- One Operating Manual with monitoring framework developed for increase low-emission and climate resilient investment, with integration of gender inclusion component;
- One gender-responsive monitoring procedure within the Operating Manual;
- Reports are written in English.

## 7. Deliverables

The following timeline needs to be done in the period of the assignment. The consultant needs to provide the detail action plan make sure all the key workplan are completed. The expert will be required to submit the following report to NCDDES within agreed timeframe.

No	Activities	Deliverable /Outputs	Estimated Duration	Timelines	Payment
1	Inception report including a detailed workplan with timeframe to deliver the outputs of the assignment.	Inception Report	7 days	One week after contract signed	10%
2	<p>Gender Analysis on National and Subnational Fiscal and Climate Finance Policies.</p> <ul style="list-style-type: none"> <li>• Conduct a comprehensive gender analysis to identify unique climate vulnerability and the needs of different genders;</li> <li>• Identify existing gaps and barrier to gender inclusion climate fund; and</li> <li>• Develop actionable recommendations to enhance gender-inclusion approaches within the SCF.</li> </ul>	Literature Review Report	21 days	31 Oct 2025	30%

3	<p>Developed Gender-Responsive Criteria for Framework development including result framework.</p> <ul style="list-style-type: none"> <li>• Plan and facilitate consultations with key stakeholders to gather inputs on gender perspectives and priorities;</li> <li>• Develop gender inclusion criteria tailored for the SCF;</li> <li>• Integrate gender inclusion into the SCF framework and operational manual; and</li> <li>• Design a gender-responsive monitoring and evaluation framework to support effective implementation of the SCF.</li> </ul>	Concept Note and consultations Report	22 days	28 Nov 2025	
4	<p>Develop Tools for Gender-Responsive planning, budgeting, and implementing for SCF-OM.</p> <ul style="list-style-type: none"> <li>• Conduct focus group discussions with key stakeholders to gather qualitative data on gender needs and priorities;</li> <li>• Review existing data and evidence on gender disparities in the target areas</li> <li>• Develop specific tools for assessing gender impacts and budgeting including appropriate data collection methodologies; and</li> <li>• Develop a set of support resources for gender-responsive planning, including templates, checklists, and guidelines for creating gender-sensitive budgets that promote gender equality.</li> </ul>	Outline SCF Operating Manual (Gender analysis report, Gender-responsive planning framework, gender budgeting tools, monitoring and evaluation framework)	25 days	23 Dec 2025	35%
5	<p>Develop Gender-Focused tools for capacity building module.</p> <ul style="list-style-type: none"> <li>• Gender-responsive climate actions and budgeting for SNAs;</li> <li>• Guidance on applying gender-responsive approaches within the</li> </ul>	Training Tools	10 days	24 Feb 2026	

	<p>SCF framework and operational manual;</p> <ul style="list-style-type: none"> <li>• Practical tools for assessing gender impacts and budgeting,</li> <li>• Gender responsive planning resources including support guides and materials; and</li> <li>• Tools and methods for gender-responsive monitoring and evaluation framework for the SCF implementation.</li> </ul>				
6	Preparing a final report, all aimed at establishing a comprehensive approach to climate finance.	Final Report	7 days	15 June 2026	25%
	<b>Total Number of Days</b>	<b>92 Days</b>			