

## TERMS OF REFERENCE

<b>Position Title:</b>	Climate Finance Policy Consultant to Support the Development of Sub-national Climate Fund (SCF)’s Roadmap, Feasibility Study, and Market Analysis – <i>SCF Cambodian Context, Validation Support &amp; Strategic Integration</i>
<b>Project Title:</b>	Development of a Sub-national Climate Fund to accelerate local climate action in Cambodia (KHM-RS-011)
<b>Contract Type:</b>	National Individual Consultancy (40 working days maximum)
<b>Nationality:</b>	Cambodian (mandatory)
<b>Duty Station:</b>	Phnom Penh, Cambodia
<b>Expected Start Date:</b>	July 2026

### 1. Background

Climate change impacts are affecting the entire country, with sub-national governments taking on greater responsibility to identify, prioritize, and address these challenges through evidence-based and well-funded solutions. Effective responses require climate financing and rapid fund disbursement to strengthen resilience and support local economies, particularly in ecosystem services, health, food and water security, infrastructure, and livelihoods of vulnerable communities.

A key challenge for Cambodia is bridging the gap between the high cost of climate adaptation and the limited funding available, particularly at the local level. While international and national climate finance is growing, grassroots communities are most affected by climate change and struggle to access these resources. Additionally, there is no institutionalized system to channel public and private climate funds to sub-national, evidence-based initiatives. Consequently, Cambodia lacks a nationwide framework to establish and operationalize a sub-national climate fund mechanism that could directly support vulnerable communities.

GCF Readiness and Preparatory Support Programme: “Development of a Sub-national Climate Fund to accelerate local climate action in Cambodia” or the KHM-RS-011 was designed with the goal to enhance Cambodia’s ability to attract, streamline, and efficiently deliver climate finance to vulnerable local communities. Currently, sub-national climate funding is fragmented, lacks a unified system, and is difficult to monitor. To address this, the project will:

1. **Establish a Sub-national Climate Fund Framework and operating manual** –a single-source climate investment fund mechanism to direct climate finance at the sub-national level, enhancing monitoring, tracking and reporting of climate finance from numerous sources.
2. **Develop a National Roadmap** – for sub-national fund management and coordination.
3. **Strengthen Technical Capacity** – training fund managers and administrators at national and sub-national level.

National Committee for Sub-National Democratic Development Secretariat (NCDDS) (hereinafter referred to as “NCDDS”), is the secretariat for an inter-ministerial mechanism for promoting democratic development through decentralisation and de-concentration reforms throughout the country. It plays an important role in implementing decentralization reform policies, local governance and capacity development. Committed to addressing climate change issues, it mainly focuses on adaptation by engaging local government bodies in

adaptation activities in areas such as livelihood enhancement, infrastructure and water security. NCDDS is the direct access entity (DAE) to GCF and also the delivery partner for this project. As the Delivery Partner, NCDDS will undertake responsibility for implementation of the readiness support.

The United Nations Capital Development Fund (UNCDF) will be supporting the NCDD-S as an implementing partner, providing critical technical assistance and quality assurance to project activities. The UNCDF will procure the professional firm comprising a Team Leader (Senior Climate Finance Governance Specialist), a Fund Structuring and Investment Expert, a Fiscal Decentralization Expert, a Climate Policy and Capacity Building Expert, and a Climate Investment Expert, who hold primary responsibility for producing the SCF Framework, Operating Manual, and National Strategic Roadmap.

While the professional firm will bring strong technical expertise, NCDDS is seeking a qualified Climate Finance Policy Consultant to complement the work of the professional firm through providing locally grounded insights and expertise to support the development of the National Roadmap including the conduct of feasibility study, and market analysis. The consultant will support stakeholder engagement throughout the assignment and contribute to data collection, contextual analysis, and coordination with key national and sub-national stakeholders. This role will also support the validation and refinement of technical outputs, ensuring that proposed mechanisms and recommendations are practical, implementable at the subnational level, and aligned with Cambodia's institutional, fiscal, and market context.

## **2. Objective of the Assignment**

The objective of this consultancy is to strengthen the quality, relevance, and national ownership of the SCF products developed by professional firm. This will be achieved by the following:

- Conduct contextual analysis of Cambodia's subnational governance, subnational investment environment, fiscal landscape, and private sector landscape that informs and sharpens the feasibility study and national strategic roadmap;
- Provide market intelligence on Cambodian private sector actors and climate finance readiness, supporting directly the conduct of market analysis;
- Facilitate stakeholder consultations and validation processes at national and subnational levels;
- Support the inter-ministerial meetings between NCDDS, MoE, and MEF on national fund management and coordination arrangements for the SCF;
- Support the integration of the outputs of EmPower Phase II project on gender responsiveness and LoCAL project on climate finance policy into the SCF national strategic roadmap.

## **3. Scope of the Assignment**

The consultant's scope of work is organized in direct support of the professional firm under Output 2.4.2 as follow:

### **Outcome 2.4. Strategies for transforming and attracting private sector investment for low emissions and resilience developed and being used**

Output 2.4.2. Strategies, roadmaps, studies and policy incentives completed to foster private financing for Country Programme implementation and/or low emissions climate resilient development

- Activity 2.4.2.1. Undertake planning meetings for agreement on the national coordination and management of subnational funds.

- Activity 2.4.2.2. Undertake a feasibility study to provide recommendations on the process to implement the SCF Framework and mechanism.
- Activity 2.4.2.3. Undertake a market analysis for mobilisation of funds.
- Activity 2.4.2.4. Develop a National Roadmap for sub-national fund management and coordination in Cambodia.

#### **4. Key Responsibilities**

##### **Activity 1. Inception & Workplan:**

- Clarify the approach, scope, and workplan for delivering support to Output 2.4.2 (feasibility study, market analysis, and national roadmap)
- Demonstrate a clear understanding of the assignment and define how the consultant will complement the work of the professional firm
- Propose methodology for providing technical inputs, contextual, institutional, and facilitation support within the Cambodian setting
- Propose stakeholder engagement approach at national and subnational levels and feasible coordination arrangement which ensures alignment with national systems, including the roles and coordination mechanisms of the Ministry of Environment (MoE), Ministry of Economy and Finance (MEF), and NCDDS
- Outline key risks and mitigation measures related to coordination, sequencing, and delivery.

##### **Activity 2. Contextual Analysis to Inform Feasibility Study, Market Analysis, and National Roadmap**

- Conduct contextual analysis of Cambodia's subnational governance, decentralization framework, and subnational investment environment
- Conduct contextual analysis of Cambodia's fiscal landscape and intergovernmental fiscal transfer systems
- Conduct contextual analysis of Cambodia's private sector landscape in climate-relevant sectors
- Identify institutional mandates and coordination dynamics across MoE, MEF, and NCDDS;
- Synthesize findings into targeted inputs to strengthen the analytical depth, relevance, and practicality of the feasibility study, market analysis, and national roadmap.

##### **Activity 3. Stakeholder Engagement & Consultation Facilitation**

- Co-facilitate stakeholder consultations and key informant interviews (KIIs) in Khmer at national and subnational levels to identify barriers and opportunities for climate finance mobilization;
- Ensure inclusive and context-sensitive engagement, particularly with subnational administrations;
- Document and synthesize stakeholder inputs to inform the feasibility study and national roadmap.

##### **Activity 4. Inputs to Market Analysis**

- Identify potential funding sources both potential investors and partners (public, private, domestic, international);
- Conduct assessment of readiness for participation in climate financing mechanisms;
- Identify feasible financing instruments and partnership models;
- Support and refine the market analysis by ensuring Cambodia-specific insights are reflected.

### Activity 5. Inputs to Feasibility Study & National Roadmap Development

- Provide legal and regulatory implications of proposed fund flow and fiscal transfer mechanisms;
- Identify institutional readiness and capacity of subnational administrations;
- Assess practical feasibility of proposed SCF implementation options within the Cambodian context;
- Facilitate meetings between NCDDS, MoE, and MEF on national coordination and management of subnational climate funds;
- Integrate findings from contextual analysis, market analysis, and feasibility study into a coherent and implementable pathway
- Ensure the roadmap recommendation is in alignment with Cambodia’s public financial management systems, decentralization framework, and national priorities.

### Activity 6. Findings Validation & Draft National Roadmap

- Synthesize stakeholder feedback and support its integration into the national roadmap;
- Ensure the integration of technical inputs from EmPower Phase II (gender responsiveness) and LoCAL (climate finance policy) into the national roadmap;
- Co-facilitate validation workshops at national and subnational levels in Khmer;
- Provide final inputs to ensure the national roadmap presents a clear pathway for establishment and operationalization of the SCF.

### Activity 7. Consolidation & Final Reporting

- Prepare a summary note on key contribution and coordination outcomes
- Prepare the integration chapter contributing to the final technical report on national strategic roadmap reflecting Cambodia’s contextual inputs, and validation outcomes;
- Provide a summary of lessons learned and recommendation

## 5. Key Deliverables

No.	Deliverable	Expected Delivery Date	Estimated Duration	Payment
1	Inception Report & Workplan	20/07/2026	3 days	10%
2	Contextual Analysis Report	30/07/2026	5 days	10%
3	Stakeholder Consultation Draft Report	20/08/2026	5 days	15%
4	Market Analysis Inputs Summary	10/09/2026	7 days	15%
5	Feasibility Study and National Roadmap Inputs Summary	10/09/2026	10 days	20%
6	Findings Validation & Draft National Roadmap	24/09/2026	5 days	20%
7	Completion report	10/10/2026	5 days	10%
		<b>Total</b>	40 days	100%

## **6. Qualification and Work Experience Requirement**

### ***Education***

- Master's degree or equivalent experience in areas of economics, international development economics, financial management, climate finance mechanisms, or a related field.

### ***Professional Experience***

- Demonstrated experience in market assessments in Cambodia
- Experience working with national/sub-national public sector development assistance or private sector funds is a plus
- Demonstrated experience working with or advising MEF, MoE, MoI, or NCDDS
- Proven experience facilitating and supporting multi-stakeholder consultations at both national and subnational level in Cambodia, in Khmer and English
- Experience engaging with development partners on climate finance or decentralization programmes in Cambodia
- Demonstrated understanding of Cambodia's subnational fiscal and PFM systems
- Experience in translation or quality assurance of technical policy documents (Khmer–English)
- Familiarity with GESI frameworks in the context of local governance and climate finance

### ***Competency***

- Strong analytical and synthesis skills; ability to translate complex technical material for national and subnational Cambodian audiences
- Knowledge of Cambodia's climate finance architecture, Cambodia Climate Change Strategic Plan, relevant sub-decrees, and subnational fiscal regulations
- Understanding of international climate finance standards and mechanisms (GCF, GCCA, ISO 14093, LoCAL PBCRG)
- Proficiency in Khmer and English technical writing for policy documents
- Work prioritization and ability to perform multi-task
- Ability to maintain a high level of accuracy and confidentiality
- Proven ability to effectively deliver program operation activities on-time
- Excellent interpersonal skills, share knowledge and experience
- 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.

### ***Language***

- Native Khmer
- Proficiency in English both spoken and written

## **7. Reporting and Monitoring**

During the contracted period, the National Consultant shall work closely with the Deputy Head of NCDDS, Project Management Unit, and the Professional Firm. The selected National Consultant will work under the direct supervision of the Director of the Policy Analysis and Development Division.

The selected National Consultant will report to the NCDDS project focal point with agreed timeline. Payment will be made upon satisfactory completion of each deliverable subject to review and will be authorized by NCDDS Project Management Unit.

## **8. Ethical Requirement**

The consultant must declare any actual or potential conflict of interest at the time of application and throughout the contract period. The consultant shall adhere to the highest standards of professional ethics, impartiality, and confidentiality. All data, information, and documents accessed or produced during this assignment are the property of the project and shall not be shared, published, or used for any purpose other than this assignment without prior written authorization from the implementing organization. The consultant shall not take on concurrent assignments that conflict with the obligations of this contract.

## **9. Application Requirements**

Interested candidates should submit the following:

- Updated curriculum vitae (CV) with specific examples of relevant work in Cambodia;
- Brief technical and financial proposal (maximum 3 pages) outlining the proposed methodology, and approach
- Sample works relevant to the assignment
- Contact details of two professional references; and
- Proof of Cambodian nationality (copy of national ID or passport).