

Terms of Reference

Position: Project Assistant

Project: Local Governments and Climate Change Project Phase 3 (LGCC-3 Project)

Funded: Green Climate Fund (GCF)

Location: NCDD secretariat and traveling to provinces

Duration: 12 months with renewable

1. Background

The 10-Year National Programs on Sub-National Democratic Development Phase 2 from 2021-2030 (NP2), was designed to implement the Law on the Management of the Capital, Provincial, Municipal, District and Khan Administrations (2008), Law on the Management of the Commune/Sangkat Administrations (2001) and Decentralization and Deconcentration (D&D) policies. The NP2 aimed to enhance the delivery of public services and local development with mainstreaming of gender equality, social equity and inclusiveness and climate change adaptation through establishing the structures and governance systems of sub-national administrations to be modern, autonomous, efficient, transparent, and accountable in providing public services and local development. NP2 is implemented under leadership and management of the National Committee for Sub-National Democratic Development (NCDD) with assistance of NCDD Secretariat (NCDDS) for day-to-day management and implantation of the program.

To achieve the above objective, NP2 identified five key components to be implemented, including (1) Leadership and coordination of reform, (2) Structures and system of sub-national administration, (3) Human resource management and development, (4) Fiscal decentralization and sub-national administration planning and budgeting systems, and (5) Public service delivery and local development.

The Local Governments and Climate Change Phase 3 (LGCC-3 Project) is developed to contribute to the implementation of the NP2 aimed at bolstering the climate resilience of communities through enhancing the capacity of local governments and their communities to access and effectively utilize funding for climate change adaptation investments. The project is funded by Green Climate Fund (GCF) and implemented in 3 target provinces of Battambang, Pursat, and Preah Vihear including 25 districts under management of the Project Management Unit (PMU).

The local governments play a critical role in addressing climate change through policy implementation, service delivery, and community engagement. This LGCC-3 project seeks to strengthen the capacity of local authorities to integrate climate change adaptation and mitigation into their planning and governance systems. The LGCC-3 Project applies to the LoCAL mechanism, including Performance-Based Climate Resilience Grants (PBCRG), which requires strong performance monitoring, environmental and social safeguards (ESS), and results-based management in line with GCF requirements.

The NCDDS will recruit Project Assistant to work with the PMU.

2. Objectives of the Position

The Project Assistant (PA) will support the project team in coordinating activities, managing documentation, liaising with stakeholders, and ensuring effective communication and reporting. The role is designed to enhance efficiency and contribute to the successful delivery of project outputs.

3. Duties and Responsibilities

The Project Assistant will undertake the following tasks:

Administrative support:

- Organize meetings, workshops, and training sessions.
- Prepare agendas, minutes, and documentation.
- Maintain project files and records.
- Ensure proper filing and documentation in accordance with NCDDS and donor requirements.

Technical support:

- Assist in data collection, analysis, and reporting on climate change and local governance issues.
- Contribute to monitoring and evaluation activities.
- Assist in tracking PBCRG-related activities and maintaining relevant records and data.
- Support the documentation of lessons learned and good practices from project implementation.

Communication and coordination:

- Liaise with local government officials, community representatives, and partner organizations.
- Facilitate information sharing between stakeholders.
- Support awareness campaigns and knowledge dissemination.
- Assist in organizing stakeholder consultations, including participation of women and youth, marginalized groups, and Indigenous Peoples where relevant.

Logistical support:

- Assist in preparing budgets request and procurement requests.
- Coordinate travel arrangements and logistics for project activities.
- Assist in inventory record.

Other tasks:

- Provide support to the Project Manager and PMU as required.
- Undertake any other duties relevant to the project's objectives.

4. Deliverables

- Timely and accurate meeting minutes, reports, and documentation.
- Well-coordinated workshops, trainings, and stakeholder engagements.
- Updated project records and databases.
- Contributions to periodic progress reports and evaluations.
- Complete supporting documentation for project activities, including PBCRG-related records.

5. Qualifications and Experience

Education: Bachelor's degree in Public Administration, Development Studies, Environmental Studies, or related field.

Experience:

- At least 2 years of experience in project administration or coordination.
- Experience working with local governments or climate-related projects is an asset.
- Experience supporting donor-funded projects or familiarity with reporting requirements is an advantage.
- Strong organizational and communication skills.

- Proficiency in MS Office and project management tools.
- Ability to work independently and in a team.
- Knowledge of climate change issues and local governance.
- Good at understanding English.

6. Reporting and Supervision

The Project Assistant will report directly to the Project Manager and work closely with other project staff, consultants, and stakeholders.

7. Ethical Considerations

The Project Assistant is expected to adhere to the highest standards of integrity, professionalism, and respect for diversity, and commitment to environmental and social sustainability as well as ensuring compliance with national laws, GCF requirements, and project policies and guidelines. All data collected must be handled responsibly and used solely for project purposes.