

Terms of Reference

Position: Environmental and Social Safeguards and Indigenous Peoples (ESS and IP) Advisor

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).

Local governments play a critical role in addressing climate change through policy implementation, service delivery, and community engagement. The 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 project applies the LoCAL mechanism, including Performance-Based Climate Resilience Grants (PBCRG), which requires strong performance monitoring, environmental and social safeguards (ESS), stakeholder engagement, Indigenous Peoples participation, and results-based management in line with GCF requirements.

The NCDDS will recruit an Environmental and Social Safeguards and Indigenous Peoples (ESS and IP) Advisor to work with the PMU.

2. Objectives of the Position

The ESS and IP Advisor will ensure that all project activities are designed and implemented in compliance with environmental and social safeguard policies, Indigenous Peoples requirements, and stakeholder engagement principles. The role will focus on minimizing adverse environmental and social impacts, promoting inclusivity, ensuring meaningful participation of Indigenous Peoples and Local Communities (IPLCs), and supporting equitable access to project benefits for vulnerable groups.

3. Key Responsibilities

The ESS and IP Advisor will undertake the following tasks:

- **Policy Compliance:** Ensure project activities comply with national environmental laws, social safeguard policies and regulations, Indigenous Peoples requirements, and GCF policies and standards.
- **Screening and Assessment:** Conduct environmental and social screening of sub-projects, prepare safeguard assessments, and recommend mitigation measures.
- **Monitoring and Reporting:** Monitor implementation of Environmental and Social Management Plans (ESMPs), Indigenous Peoples-related activities, and prepare periodic safeguard compliance reports.
- **Community Engagement:** Facilitate inclusive consultations with Indigenous Peoples and Local Communities (IPLCs), ensuring meaningful participation throughout project planning and implementation.
- **FPIC Implementation:** Support the application of Free, Prior and Informed Consent (FPIC) processes where required and ensure culturally appropriate engagement with Indigenous Peoples.
- **Capacity Building:** Provide training and technical support to PMU, local government staff, community stakeholders, and IPLCs on safeguard requirements, climate resilience, and Indigenous Peoples engagement.
- **Stakeholder Engagement:** Facilitate consultations with affected communities, ensuring participation of women, Indigenous Peoples, vulnerable groups, and other relevant stakeholders.
- **Grievance Redress:** Support the establishment and functioning of grievance redress mechanisms to address community concerns and disputes involving IPLCs.
- **Documentation:** Maintain safeguard-related records, including screening forms, monitoring reports, consultation records, FPIC documentation, and grievance records.
- **Coordination:** Work closely with PMU technical teams, project advisors and staff, local governments, contractors, and development partners to integrate safeguard and Indigenous Peoples considerations into project design and implementation.

4. Deliverables

- Approved environmental and social screening reports for all sub-projects.
- Quarterly safeguard monitoring and compliance reports.
- Training programs, materials, and records of capacity-building sessions.
- Documentation of stakeholder consultations, FPIC processes, and grievance redress actions.
- Quarterly and annual reports on Indigenous Peoples engagement and safeguard implementation.
- Contributions to project progress reports highlighting ESS and IPLC achievements.

5. Qualifications and Experience

- **Education:** Bachelor's degree in environmental science, Social Development, Anthropology, Natural Resource Management, Development Studies, Environmental Management, or related fields.
- **Experience:** Minimum of 5 years of relevant experience in environmental and social safeguards, Indigenous Peoples engagement, social development, or related fields, preferably in donor-funded projects.
- **Strong knowledge** of environmental and social safeguard policies, Indigenous Peoples frameworks, and relevant regulations.

- Experience in conducting environmental, social impact, and GHG assessments.
- Experience working with Indigenous Peoples and Local Communities and applying FPIC principles.
- Strong facilitation and participatory engagement skills.
- Excellent communication and stakeholder engagement skills, particularly with local governments and communities.
- Ability to prepare clear reports and technical documentation.
- Ability to travel frequently to rural and remote areas.
- Fluency in English is an asset.
- Working knowledge of local Indigenous languages is an advantage.

6. Reporting and Supervision

The ESS and IP Advisor will report directly to the Project Manager and work under the technical guidance of the Project Manager and Project Management Advisor. Regular coordination with sub-national administrations (SNAs), project partners, community representatives, and other relevant stakeholders is required.

7. Ethical Standards

The ESS and IP Advisor must adhere to the highest standards of professional integrity, respect for diversity, cultural sensitivity, transparency, and accountability. The Advisor shall ensure compliance with national laws, GCF requirements, project policies and guidelines, and international standards related to environmental and social safeguards, Indigenous Peoples, human rights, and FPIC. All engagement with Indigenous Peoples and Local Communities shall be conducted in a respectful, inclusive, and culturally appropriate manner.