Terms of Reference

Position: Project Management Advisor (PMA)

Project: Local Governments and Climate Change Phase 3 Project (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 Management Advisor (PMA) to work with the PMU.

2. Objectives of the Assignment

The Project Management Advisor will:

- Provide strategic guidance to PMU on project planning, implementation, management, M&E and reporting of project activities.
- Strengthen project management capacity within NCDDS, PMU and local governments for effective and results-based implementation.
- Ensure alignment of project outputs with national climate change strategies, D&D reforms, and donor requirements, particularly GCF and LoCAL PBCRG frameworks.

- Support integration of climate change priorities into local government planning and budgeting processes and implementation of local investments and interventions.
- Support the effective implementation of PBCRG mechanisms, including performance-based planning, assessment, and grant management processes.
- Promote integration of environmental and social safeguards (ESS), gender equality and social inclusion (GESI), and Indigenous Peoples (IP) considerations across project implementation.

3. Scope of Work / Key Responsibilities

A. Project Planning and Coordination

- Develop annual workplans and budgets in collaboration with project teams and stakeholders.
- Ensure integration of climate change priorities into local government planning processes.
- Facilitate between national ministries, local governments, DPs, CSOs, private sectors, and youth.
- Support risk management and adaptive planning to address emerging climate challenges.

B. Project Implementation Support

- Provide technical guidance to project staff and local governments on project execution.
- Ensure compliance with donor and government regulations.
- Strengthen procurement and financial management systems to ensure transparency and accountability.
- Support capacity building initiatives for PMU and local government officials.
- Support the integration and monitoring of ESS, including grievance redress mechanisms (GRM).
- Promote GESI and IP engagement in project implementation.

C. Monitoring, Evaluation, and Reporting

- Develop and oversee M&E frameworks to track project performance.
- Ensure timely reporting to donors, government, and stakeholders.
- Provide technical oversight on data collection, verification, and analysis to ensure data quality and reliability.
- Facilitate learning and knowledge sharing across project sites.
- Conduct periodic reviews and recommend corrective actions.

D. Stakeholder Engagement and Communication

- Promote participatory approaches in project design and implementation.
- Strengthen partnerships with civil society, academia, and private sector actors.
- Support communication strategies to raise awareness on climate change and local governance.
- Represent the project in national and international forums.
- Support transparency and public disclosure of project information in line with GCF and NCDDS requirements.

4. Deliverables

- Assist PMU to develop Annual Workplan and Budget (AWPB) on the Implementation of LGCC-3 Project, including key deliverables with targets to be produced, methodology and timeframe.
- Produce quarterly activity progress and annual reports with analysis of achievements, challenges, and recommendations.
- Advise PMU on policies, regulations and guidelines of the project implementation and management.
- Provide technical assistance to LoCAL Steering Committee (LSC)

- Provide capacity development activities with materials (training manuals, toolkits, presentations) on policies, regulations and guidelines of the project.

5. Qualifications and Experience

- Advanced degree in project management, public administration, environmental studies, or related field.
- At least 5 years of experience in project management, preferably in climate change or governance projects.
- Demonstrated experience working with donor-funded projects, preferably GCF, UN agencies, or similar development partners.
- Proven expertise in capacity building and institutional strengthening.
- Good capacity, experience with strong commitment to gender equality, social equity, inclusiveness, and indigenous people.
- Strong communication skills and ability to work with diverse stakeholders.
- Fluency in English is an asset.

6. Reporting and Supervision

- The PMA will work under overall management of the Project Director and day-to-day management and supervision of the Project Manager.
- The Advisor will report directly to the Project Manager and work closely with the PMU.
- Regular coordination with local government counterparts and development partners is expected.

7. Ethical Considerations

The PMA must adhere to principles of transparency, accountability, gender equality, social equity and inclusiveness, and environmental and social sustainability as well as ensuring compliance with national laws, GCF requirements, and project policies and guidelines.