Terms of Reference

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

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

Funded: Green Climate Fund (GCF)

Location: NCDDS, Phnom Penh, with frequent travel to Battambang, Pursat and Preah Vihear provinces

Duration: 12 months, renewable subject to satisfactory performance

Contract: Full-time national contract staff position (one position)

1. Background

The 10-Year National Program 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 implementation 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) was developed to contribute to the implementation of NP2 and aims to bolster 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 the Green Climate Fund (GCF) and implemented in 3 target provinces of Battambang, Pursat, and Preah Vihear, covering 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 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) Specialist to work with the PMU. The Specialist will support the PMU in applying the project's Environmental and Social Management Framework (ESMF) and Indigenous Peoples Planning Framework (IPPF), as set out in the GCF-approved Funding Proposal, together with the NCDDS Environmental and Social Management System (ESMS) as GCF Accredited Entity.

2. Objectives of the Position

The ESS and IP Specialist 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 Specialist will undertake the following tasks:

- **Policy Compliance:** Ensure project activities comply with national laws and regulations, including the Environment and Natural Resources Code (2023) and provisions on Indigenous communal land, the GCF Revised Environmental and Social Policy, the GCF Indigenous Peoples Policy, the GCF Updated Gender Policy, applicable GCF environmental and social safeguard standards, the NCDDS ESMS, and the project ESMF and IPPF.
- **Screening and Assessment:** Conduct environmental and social screening of PBCRG-financed investments, including against the project's eligibility criteria and exclusion (negative) list; prepare or review safeguard assessments and ESMPs proportionate to risk; and recommend mitigation measures.
- **Monitoring and Reporting:** Monitor implementation of Environmental and Social Management Plans (ESMPs) and Indigenous Peoples-related activities; prepare periodic safeguard compliance reports; and provide safeguard inputs to the GCF Annual Performance Report (APR) and PPMS.
- **Community and Stakeholder Engagement:** Facilitate inclusive consultations with affected communities, Indigenous Peoples and Local Communities (IPLCs), women, and vulnerable groups, 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 (including SNA safeguard focal points), community stakeholders, and IPLCs on safeguard requirements and Indigenous Peoples engagement.
- **Grievance Redress:** Support the establishment and functioning of a project grievance redress mechanism (GRM) that is accessible to all affected persons, including IPLCs, women and vulnerable groups; track and report grievances; and inform communities of the GCF Independent Redress Mechanism (IRM).
- **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 (including the GESEI Advisor on gender and social inclusion) and staff, local governments, contractors, and development partners to integrate safeguard and Indigenous Peoples considerations into project design and implementation.
- **Land and Infrastructure Safeguards:** Ensure that voluntary land donation, land acquisition and access restrictions linked to PBCRG investments follow ESMF procedures; that safeguard clauses are included in bidding documents and contracts; and that contractors comply with occupational and community health and safety requirements.
- **Incident Reporting:** Promptly report serious environmental and social incidents, accidents, and allegations of sexual exploitation, abuse and harassment (SEAH) to the

Project Manager, and prepare the information NCDDS needs to notify the GCF within the timeframes required under the AMA.

- **Performance Assessment:** Provide inputs on safeguard-related Minimum Conditions and Performance Measures for the Annual Performance Assessment (APA), and support districts in meeting them.
- **Provincial Support:** Provide technical guidance and backstopping on safeguards to the PMU provincial contract staff and Provincial Working Groups in Battambang, Pursat and Preah Vihear.

4. Deliverables

- Inception report and annual safeguard workplan, within one (1) month of contract start.
- Safeguard screening checklists, templates and guidance for SNAs, within three (3) months of contract start.
- Environmental and social screening reports for all PBCRG investments, cleared by the Project Director before investment approval.
- Quarterly safeguard monitoring and compliance reports (covering ESMP implementation, Indigenous Peoples engagement, FPIC and grievances), submitted within 15 days after the end of each quarter.
- Training programs, materials, and records of capacity-building sessions.
- Documentation of stakeholder consultations, FPIC processes, and grievance redress actions.
- Quarterly and Annual report on safeguard implementation and Indigenous Peoples engagement, submitted by 31 January each year as input to the GCF APR.
- Contributions to project progress reports highlighting ESS and IPLC achievements.

5. Qualifications and Experience

- Education: Bachelor's degree (a Master's degree would be an advantage) 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 projects funded by the GCF, World Bank, ADB or other development partners.
- Strong knowledge of environmental and social safeguard policies, Indigenous Peoples frameworks, and relevant regulations.
- Experience in conducting environmental and social impact assessments and preparing ESMPs.
- Experience working with Indigenous Peoples and Local Communities and applying FPIC principles.
- Strong facilitation and participatory engagement skills.
- Excellent communication skills, particularly with local governments and communities.
- Ability to prepare clear reports and technical documentation.
- Ability to travel frequently to rural and remote areas.
- Familiarity with Cambodia's D&D reform and sub-national planning and budgeting systems is an advantage.
- Fluency in Khmer (spoken and written) is required.
- Good working knowledge of English, with the ability to prepare reports and communicate effectively in writing.
- Working knowledge of Indigenous languages spoken in the target provinces (e.g., Kuy) is an advantage.

6. Reporting and Supervision

- The ESS and IP Specialist will work under the overall management of the Project Director and day-to-day management and supervision of the Project Manager.
- The ESS and IP Specialist will report directly to the Project Manager and receive technical guidance from 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 Specialist must adhere to the highest standards of professional integrity, respect for diversity, cultural sensitivity, transparency, and accountability. The ESS and IP Specialist 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. The Specialist shall declare any conflict of interest, keep grievance records and personal information confidential, and comply with the GCF Policy on the Prevention of and Protection from Sexual Exploitation, Sexual Abuse, and Sexual Harassment.