TERMS OF REFERENCE

Position:	Provincial Coordination Advisor (PCA) – three (3) positions, one per target province
Project:	Local Governments and Climate Change Phase 3 Project (LGCC-3 Project)
Funded:	Green Climate Fund (GCF)
Location:	Provincial Administration Hall of the assigned province (Battambang, Preah Vihear, and Pursat) and traveling to target districts
Duration:	12 months, renewable subject to satisfactory performance

I. 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 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) 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 into their planning and governance systems. The LGCC-3 Project applies the Local Climate Adaptive Living Facility (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 LGCC-3 is seeking to recruit three (3) Provincial Coordination Advisors, one for each target province, to work with the Provincial Working Group and the target District Administrations in the assigned province (Battambang, Preah Vihear or Pursat). Each Advisor is a generalist covering coordination, planning, financial management, procurement, safeguards and inclusion support at provincial and district level.

II. OBJECTIVES OF THE ASSIGNMENT

The purpose of the assignment is to ensure that LGCC-3 is implemented effectively, on time and in compliance with GCF, RGC and NCDDS requirements in the assigned province. Specifically, the Provincial Coordination Advisor will:

- Coordinate LGCC-3 implementation plan in the assigned province (Battambang, Pursat or Preah Vihear) and its target districts.
- Serve as primary liaison to coordinate operational workflows among the PMU (NCDDS), technical advisors, Provincial Administration, and District Administrations.
- Provide technical and operational support for field-level planning, implementation, management, M&E, and reporting, and strengthen sub-national capacity.
- Support target districts in fulfilling LoCAL Minimum Conditions (MCs) and Performance Measures (PMs) to access and utilize PBCRG allocations effectively.
- Support target districts on PBCRG financial management and procurement so that grant funds are requested, spent, recorded and reported in line with the LGCC-3 FM and Procurement Manual and the PBCRG Grant Agreement.
- Support the mainstreaming of Environmental and Social Safeguards (ESS), Gender Equality and Social Inclusion (GESI), Indigenous Peoples Planning Framework (IPPF), and oversee Grievance Redress Mechanisms (GRM) across all sub-project interventions in line with GCF and NCDDS standards.

III. SCOPE OF WORK / KEY RESPONSIBILITIES

A. Project Planning and Sub-National Coordination

- Support target District Administrations in preparing annual Climate Change Adaptation Action Plans and incorporating PBCRG investments into District Annual Work Plans and Budgets (AWPBs) and the 3-Year Rolling Investment Program.
- Coordinate local planning with the LoCAL/PBCRG grant cycle, ensuring alignment with the sub-national planning and budgeting calendar and the PBCRG cycle timeline set out in the LGCC-3 FM and Procurement Manual.
- Assist target districts in compiling required dossiers (VRA reports, adaptation rationale fiches/ACCAF tools, Council meeting minutes) for the Annual Performance Assessment (APA). The PCA supports evidence preparation only and shall not take part in assessing or scoring the districts they support.
- Facilitate coordination among Provincial Administrations, line departments, District Councils, CSOs, private sector, and community representatives.
- Coordinate joint field monitoring, technical support, and supervision missions with PMU and other partners.

B. Project Implementation & PBCRG Technical Support

- Serve as the technical liaison between PMU/NCDDS, Provincial Administrations, and line departments.
- Provide operational guidance to target districts to ensure compliance with NCDDS, RGC, and GCF/LoCAL regulations, as well as the LGCC-3 Operations Manual.
- Assist districts in verifying menu eligibility and negative/exclusion lists for proposed PBCRG investments (e.g., climate-resilient infrastructure, water supply, agroforestry).
- Facilitate local performance assessment processes and assist target districts in addressing capacity gaps identified during APAs.
- Support capacity-building and training activities for provincial, district, and commune-level officials on project requirements and technical guidelines.

C. District Financial Management and Procurement Support

- Support target districts in preparing PBCRG tranche/fund requests, budget requests and expenditure documentation in line with the LGCC-3 FM and Procurement Manual and Sub-National Administration financial management rules.
- Monitor district compliance with the conditions of the PBCRG Grant Agreement (NCDDS–District) and the Joint Decision Agreement between LGCC-3 and the Provincial Administration.
- Support districts in planning and carrying out PBCRG-funded procurement in line with SNA procurement rules and LGCC-3 procurement procedures, including bidding documents, evaluation records and contract registers.
- Follow up on advances, liquidations and supporting documents, and help districts respond to spot-check, internal audit and external audit findings.
- Flag fiduciary risks, delays or irregularities promptly to the PMU Finance and Procurement Advisors and their government Officer counterparts.

D. Environmental and Social Safeguards, Gender and Social Inclusion

- Coordinate and facilitate compliance with Environmental and Social Safeguards (ESS), Gender Equality and Social Inclusion (GESI), Indigenous Peoples Planning Framework (IPPF), and Grievance Redress Mechanisms (GRM) across all PBCRG sub-projects.
- Screen all proposed sub-projects for environmental and social risk at the eligibility stage, and exclude any sub-project above the risk category approved for LGCC-3 under the GCF Simplified Approval Process.
- Maintain ESS screening checklists, GESI monitoring logs and GRM registers for every sub-project, and report grievances and their resolution to the PMU ESS/IP and GESI Advisors.

E. Monitoring, Evaluation, and Reporting

- Conduct regular field visits to the project sites to verify physical progress, track climate adaptation indicators, and identify operational bottlenecks.
- Assist districts in maintaining Contract Registers and financial records in accordance with Sub-National Administration financial management rules.
- Prepare and consolidate monthly, quarterly, and annual physical progress and financial execution reports for submission to PMU/NCDDS via the Provincial Administration. Financial data must capture commitments and accruals, not only cash disbursed, so that it can feed the PMU's accrual-based semi-annual financial reports and the Annual Performance Report to GCF.

F. Sub-national Stakeholder Engagement and Communication

- Promote inclusive participation of women, youth, IPs, and vulnerable groups in project activities and consultations.
- Build partnerships with provincial CSOs, private sector, community-based organizations, and local technical working groups to support local climate resilience.
- Support communication and awareness-raising activities across target provinces and districts.
- Represent LGCC-3 in provincial and district coordination meetings, technical working groups, planning workshops, and field missions.

IV. KEY DELIVERABLES / EXPECTED OUTPUTS

- **Inception Report & Monthly Work Plans**: Detailed inception report within the first month and updated monthly work plans aligned with provincial/district AWPB cycles.
- **Sub-National Planning & Budgeting Support Outputs:** Target district AWPBs and 3-year rolling investment plans successfully integrating climate adaptation, ESS, GESI, and PBCRG allocations. Completed dossiers for Annual Performance Assessments (APA).

- **Monitoring, Safeguards & Reporting Outputs:** Consolidated monthly, quarterly, and annual progress/financial reports submitted on time. ESS screening checklists, GESI monitoring logs, and active GRM tracking records for all sub-projects.
- **Capacity Building & Knowledge Sharing Outputs:** Training delivery reports and documented local case studies/lessons learned on PBCRG implementation.
- **District FM & Procurement Support Outputs:** Complete and timely PBCRG fund requests, expenditure and liquidation records, procurement files and contract registers for all target districts; audit and spot-check findings followed up.

Indicative deliverable schedule:

- Inception report and annual work plan: within 30 days of contract start.
- Monthly work plan and progress report: by the 5th working day of the following month.
- Quarterly consolidated physical and financial report: within 15 days after the end of each quarter.
- Inputs to the semi-annual financial report: within 20 days after 30 June and 31 December.
- Annual progress report (input to the GCF APR): by 31 January each year.
- APA evidence dossiers: in line with the annual APA calendar.

Performance will be appraised against these deliverables at months 6 and 12, and the appraisal will inform any contract renewal.

V. QUALIFICATIONS AND EXPERIENCE REQUIRED

Minimum Qualifications:

- Bachelor's degree in local governance, rural development, project management, environmental science, social sciences, or a related field.
- At least 5 years of relevant experience in project/program implementation, preferably with decentralized sub-national administrations.
- Good knowledge of project planning, capacity development, implementation, M&E, and reporting.
- Good understanding of government systems and ability to work effectively with public institutions and diverse stakeholders.
- Comprehensive understanding of Decentralization and Deconcentration (D&D) reforms, sub-national governance systems, and NCDD/NCDDS mandates under the National Program Phase 2 (NP2).
- Solid knowledge and practical experience with sub-national planning, budgeting, and investment programming systems (SNA Planning Cycle) in Cambodia.
- Strong teamwork, coordination, communication, and interpersonal skills.
- Fluency in written and spoken Khmer; good working knowledge of English.
- Proficiency in Microsoft Word, Excel, and PowerPoint.
- Ability to travel frequently to target districts and work effectively under pressure.
- Experience developing and delivering capacity-building materials and training on relevant project policies, regulations, and guidelines.
- At least 2 years of practical experience in sub-national financial management, procurement or grant administration (e.g., SNA budget execution, procurement committees, or project fund management).
- Valid motorbike driving licence and willingness to travel regularly to remote districts.

Desired / Preferred Qualifications:

- Working with LoCAL mechanism, PBCRG, or GCF/UNCDF-funded projects.
- Knowledge and practical experience in implementing Environmental and Social Safeguards

(ESS) and risk screening tools at the sub-national level in line with GCF/national standards.

- Demonstrated experience working with Gender Equality and Social Inclusion (GESI) frameworks and Indigenous Peoples (IPs).

VI. REPORTING AND SUPERVISION

a. **Technical & Programmatic Supervision:** The Provincial Coordination Advisor will work under the overall management of the Project Director and the day-to-day management of the Project Manager (PMU/NCDDS). Technical guidance will be provided by the PMU PMA Advisor and, in their respective areas, the PMU FM, Procurement, ESS/IP, GESI and M&E Advisors, working with their government Officer counterparts.

b. **Administrative & Operational Coordination:** The PCA will report on day-to-day field operations and closely coordinate with the Provincial Administration and the Provincial Working Group, through a focal point designated by the Provincial Administration.

c. **District Level Liaison:** Maintain regular operational coordination with District Administrations across target districts.

VII. ETHICAL CONSIDERATIONS

Provincial Coordination Advisor 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. The PCA shall comply with LGCC-3/NCDDS policies on anti-fraud and anti-corruption, prevention of sexual exploitation, abuse and harassment (SEAH), conflict of interest and confidentiality, and with the GCF policies applicable to the project. Any breach may result in termination of the contract.

VIII. HOW TO APPLY/ APPLICATION INSTRUCTION

Interested candidates are kindly requested to submit their application package containing:
1. Cover Letter: Expressing interest and detailing suitability for the Provincial Coordination Advisor position, stating the province applied for (Battambang, Pursat or Preah Vihear).
2. Updated Curriculum Vitae (CV): Including a recent photo, highlighting personal and technical skills, academic qualifications, and relevant experience in similar assignments.
3. Referees: Names and full contact details (title, email, and phone number) of three (3) professional referees.
Applications must be submitted to email: vanda@ncdd.gov.kh or channitasak@ncdd.gov.kh or to NCDD Secretariat, Building V, Ministry of Interior's compound.
Only short-listed candidates will be contacted for interview and negotiation **no later than 17 November 2026.**
Only shortlisted candidates will be contacted for a written test and interview. Selection will be based on qualifications, relevant experience and test/interview performance.

* Qualified female candidates and local residents of the target provinces (Battambang, Pursat, and Preah Vihear) are strongly encouraged to apply.