



Technical Assistance

Support to Cambodian Environmental Management Information System (CEMIS), Sustainable Financing and Effective Monitoring and Evaluation (M&E) of Project Activities

Project Name: *Cambodia Sustainable Landscape and Ecotourism Project*

IDA Credit No.: *6433-KH*

Reference No.: *MOE-CS-16-SSS-CSLEP*

Project Closing Date: *31 December 2025*

Inception Report

June 2021

Prepared by UNDP Cambodia

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1. INTRODUCTION

UNDP, a subsidiary organ of the United Nations, serves in many respects as the operational arm of the United Nations at the country level and cooperates with the Government and development partners to promote among other things sustainable development, eradication of poverty, advancement of women, good governance and the rule of law. UNDP and the Government cooperate with respect to the formulation, adoption and implementation of the Government's development policies, programmes and projects, towards achieving enhanced levels of inclusive and sustainable development of Cambodia, in accordance with the Standard Basic Assistance Agreement or the basic agreement governing UNDP's assistance to the country (the "Basic Agreement").

The Government, working with its development partners, including UNDP and the World Bank (the "Bank")¹, has developed and is implementing Cambodia Sustainable Landscape and Ecotourism Project (the "Project"). The Government has received funds from the Bank (the "Financing") towards the cost of the Project pursuant to a legal agreement between the Government and the Bank for the Project (the "Financing Agreement").

As part of Project implementation, the Government has asked UNDP, and UNDP has agreed, to provide the technical assistance in supporting to Cambodian Environmental Management Information System (CEMIS), Sustainable Financing, and Effective Monitoring and Evaluation (M&E) of Project Activities.

This Inception Report is submitted as per the requirement in the Annex III of the agreement. The Report includes information missing in the Annex I of the agreement, description of the mobilisation arrangement and activities and workplan. It also provides information of the key personnel and consultants who have been recruited after the signature of the agreement.

2. OBJECTIVE AND EXPECTED DELIVERABLES

Building on the ongoing collaboration UNDP has with the MoE and the World Bank teams, the objective of the technical assistance is the support for development and functioning of a robust "Cambodian Environmental Management Information System" (CEMIS) and a data management system, design of sustainable financing mechanisms, and effective Monitoring and Evaluation (M&E) of project activities.

Main scope of the work and expected deliverables:

The main scope of the work is to support 1) the development of a robust "Cambodian Environmental Management Information System" (CEMIS) and a data management system,

¹ References in this Agreement to the "World Bank" or "Bank" include both the International Bank for Reconstruction and Development (IBRD) and the International Development Association (IDA).

2) the design of sustainable financing mechanisms, and 3) effective Monitoring and Evaluation (M&E) of project activities.

1) **Technical input and advice and other required support for the development of a robust Information Systems and Decision Support as part of the “Cambodian Environmental Management Information System” (CEMIS)**

The Department of Geospatial Information Service (DGIS) of the Ministry of Environment plays an important role in the management and operation of reliable environmental geospatial data and information basis for decision-making processes providing high-quality data services to practitioners and decision-makers in Cambodia, fostering environmental protection, natural resources management, biodiversity conservation and sustainable development. The DGIS has the **technical input and advice and other required support** for the mission to establish a well-functioning and sustainable Central Data Portal (CDP) through building the internal and external human capacity, in-house technology, standards and procedures.

The UNDP will support DGIS/MOE to develop the Cambodia Environment Information System (CEMIS)/Information Spatial Decision Support System (ISDS) to strengthen the capacity for Protected Area (PA) planning and management and law enforcement. The ISDS will be developed as a cloud-based geospatial platform that can integrate data and information for PA planning and management.

The UNDP will provide technical support to deliver final draft of Prakas on Information Spatial Decision Support System (ISDS) for Data Management and Data Use.

2) **Technical input and advice and other required support for the design of sustainable financing mechanisms**

Management of PAs are challenged by lack of adequate funding for planning, capacity development, monitoring, and engagement with communities. The collection of ecotourism fees from tourists will contribute to the financial sustainability of the targeted PAs.

Under 1.2, beyond tourism fees, the project will analyze several other financing opportunities (including Payment for Environmental Services (PES) and REDD+) and will draw on studies on valuation of ecosystem services in the context of natural accounting. The project will also enhance, design, and support the Environmental and Social Fund, Protected Area Fund and other relevant funds created by the MoE.

Under this assignment, UNDP will provide technical assistance to the MoE for identifying and designing possible pathways for financial substantiality for protected landscapes through designing sustainable financing options.

3) **Technical input and advice and other required support for effective Monitoring and Evaluation (M&E) of project activities**

The successful delivery and results of the project depend on the effective planning, timely implementation of activities and effective monitoring and evaluation. UNDP will provide technical assistance through provision of strategic advice to the Project Implementation Unit (PIU) and technical support for project planning, implementation and coordination including

preparation of regular project progress reports and project meetings at the national and subnational levels.

3. AGREED OUTPUTS AND ACTIVITIES

Output 1: Technical input and advice and other required support for the development of a robust Information Systems and Decision Support as part of the “Cambodian Environmental Management Information System” (CEMIS).

Cambodia Environmental Information Management System (CEMIS):

- Activity 1.1 Provide technical advice to the DGIS team for conducting an inventory of existing spatial data to be used in the ISDS.
- Activity 1.2 Support the DGIS to develop an opensource platform to integrate data in order to display, analyze and produce environmental spatial information.
- Activity 1.3 Support the DGIS to integrate of existing DSS into CEMIS and existing initiative from relevant NGOs, ensuring a common infrastructure.

Information Decision Support System (ISDS):

- Activity 1.4 Provide technical input/advice to the assessment of existing data held by the DGIS.
- Activity 1.5 Facilitate and advise DGIS on the development of a plan to improve, supplement, create, maintain and update data sets.
- Activity 1.6 Support the DGIS to develop and test the Information System and Decision Support.
- Activity 1.7 Support the DGIS to analyze infrastructure and review key documents under DGIS and MoE for PA monitoring, management and planning.
- Activity 1.8 Support the DGIS to provide recommendations for zoning for all Pas.
- Activity 1.9 Support the DGIS to improve the existing IT system including the guidance on the procurement of new hardware, software and office equipment.
- Activity 1.10 Provide technical support on the integration of the Spatial Monitoring Reporting Tool (SMART) and the Deforestation Alert System in the DGIS.
- Activity 1.11 Provide technical support to deliver final draft of Prakas on Information Spatial Decision Support System (ISDS) for Data Management and Data Use.

Capacity development:

- Activity 1.11 Map human resources and existing capacity and data needs under different departments of the MoE (e.g., DGEKI, GDANCP, GDLC) and the MRD

- Activity 1.12 Identify training needs and provide capacity building support for Spatial Data Infrastructure and data management for the staff of DGIS.
- Activity 1.13 Provide capacity building support for Spatial Data Infrastructure and data management for the staff of DGIS.
- Activity 1.14 Support data analysis and data sharing among stakeholders.
- Activity 1.15 Support the DGIS in facilitating the flow of information/relevant data to MoE departments, MRD and external counterparts' stakeholders based on the initial mapping exercise

Output 2: Technical input and advice and other required support for the design of sustainable financing mechanisms

- Activity 2.1 Examine existing revenue sources and gaps for protected area management in the country
- Activity 2.2 Review options for sustainable finance mechanisms for funds to determine suitability for implementation in the country and link the revenues collection to the Environmental and Social Fund
- Activity 2.3 Support the MoE in reviewing existing economic valuation studies on specific ecosystems in CSLEP and in identifying key ecosystems to be targeted under sustainable financing options
- Activity 2.4 Support the MoE to identify and prioritize potential sustainable finance mechanisms and/or sources to mobilize financial resources and necessary fiscal and policy reforms
- Activity 2.5 Develop a draft inception report to present a set of preliminary action steps for priority sustainable finance mechanisms identified above
- Activity 2.6 Assist in the organization of consultation meeting(s) to select sustainable financing options and incorporate comments to the inception report
- Activity 2.7 Provide technical support for the MoE for designing sustainable financing options for identified ecosystem services
 - Identification of key stakeholders to be involved in each prioritized sustainable financing and bankable options
 - Final draft roadmaps of operationalizing sustainable options (sources of payments, revenue collection and benefit sharing, data management and monitoring)
 - Final draft operational and technical guidelines for sustainable financing including PES (if required beyond what have been done above) to operationalize key identified options

Output 3: Technical input and advice and other required support for effective Monitoring and Evaluation (M&E) of project activities

- Activity 3.1 Quarterly/monthly planning meetings and annual Project Steering Committee (STC) meetings
- Activity 3.2 Development of annual, semi-annual and quarterly work plans, M&E and communication plans
- Activity 3.3 Support designing and completion of baseline survey questions and data collection, entry and analyses
- Activity 3.4 Support regular updating of the M&E, baseline data, indicators
- Activity 3.5 Support refinement/update of key objectives/indicators/data collection methods for M&E as required
- Activity 3.6 Regular monitoring and reporting of project progress, field monitoring reports and identification of and reporting on bottlenecks, as well as best practices
- Activity 3.7 Annual/ semi-annual/quarterly reports on the project implementation Progress Report

4. IMPLEMENTATION ARRANGEMENT

UNDP is engaging the following positions in order to provide the technical assistance. They will work directly with the MoE and CSLEP team on daily basis and will oversee the quality of the works by consultants recruited by UNDP. The core technical team is composed of the following:

- 1) REDD+ Specialist (Mr. Carlos Riano) in charge of MRV (50% of his time until December 2021; and full time from January 2022 to October 2023). The specialist will provide technical support under Output 1 of the Technical Assistance Agreement. Reference is made to the UNDP letter dated 04 June 2021 (see Annex 3), due to the departure of Mr. Carlos from UNDP Cambodia, we are in the process of recruiting a REDD+ MRV Specialist at P4 level. Mr. Carlos will remain available at least until end of July 2021.
- 2) National M&E and REDD+ Specialist (Mr. Sovanna Nhem) will work part-time (50%) until December 2021; and full time from January 2022 to December 2025). The National M&E and REDD+ Specialist will provide technical support under Output 3 of the Technical Assistance Agreement, and overall project management, M&E and reporting support across all outputs.
- 3) Environment Policy Specialist (Sustainable Financing and Nature Resources Management). This position is financed from UNDP resources and is currently under recruitment. The incumbent will provide an overall technical guidance as well as technical support under Output 2 of the Technical Assistance Agreement. We target

to have the position filled by August 2021 (subject to travel and other restriction measures imposed due to the Covid-19 pandemic).

In addition to the above-mentioned UNDP technical experts, UNDP has initiated the recruitment of Individual Contractors, Professional Service and Long Term Agreement (LTA) with International Specialist (s) as described in table below:

Output	Individual Contractors/ Profession Service/LTA	Tasks / areas of support	Recruitment status
Output 1	Individual Contractor: Set of Server and Complete Data Network set up for DGIS.	To assess the IT requirement needs for the GIS department to operationalize CEMIS and ISDS systems	Under recruitment. It's expected to have consultant on board from July 2021.
Output 1	Professional Service: this is proposed personnel including: (1) International Team Leader, (2) GIS Web-mapping Developer and Decision Support Specialist; (3) Information Technology / Web Developer Specialist, and (4) Information Technology / Database Manager	To develop a platform for the Cambodian Environmental Management System and create and test a scalable and adaptable web-based user-friendly interface / platform (CEMIS), including web hosting and web/cloud services.	Under recruitment. It aims to get service provider on board in mid-July 2021.
Output 2	Long Term Agreement (LTA): International Senior Specialist (s) for Sustainable Financing for Conservation and Protected Area Management	To assess existing and possible sustainable financing options available and to propose a set of viable options for operationalization.	Completed recruitment process.
Output 2	Long Term Agreement (LTA): International Specialist (s) for designing fund options and structures for sustainable financing (Protected Area Management)	To analyse different fund options including the fund sources and purposes and identify ways and steps to operationalize selected set of fund(s).	Completed recruitment process.

UNDP Programme and Results Unit will provide an oversight service to the project. Under the overall guidance of the UNDP Assistant Resident Representative, UNDP Programme Analyst will provide quality assurance over the project implementation. A programme and operations

associate will provide support in budgeting and financial reporting of the project. Other technical experts from UNDP will also provide technical support if needed through the core team mentioned above.

5. WORK PLAN AND TIMELINE

See annex 1

6. PAYMENT SCHEDULE

The total contract price for this assignment is amounted to **US\$ 1,154,896.00 (US Dollars One Million One Hundred Fifty Four Thousand Eight Hundred Ninety Six Only)**, exclusive of all local indirect taxes.

As per the signed agreement for provision of Technical Assistance, the payment will be in eight (8) instalments over five (5) years contracting period and will be made in US Dollars according to the following schedules and terms:

- 1st payment – 50% Funding Ceiling for year 2021 (US\$ 129,551.50) will be made upon submission of “inception report” with approval by the project.
- 2nd payment – 50% Funding Ceiling for year 2021 (US\$ 129,551.50) will be made by October 2021 upon submission of quarterly progress report.
- 3rd payment – 50% Funding Ceiling for year 2022 (US\$ 234,003.50) will be made by January 2022 upon submission of 2021 annual progress report.
- 4th payment – 50% Funding Ceiling for year 2022 (US\$ 234,004.00) will be made by July 2022 upon submission of semi-annual progress report.
- 5th payment – 50% Funding Ceiling for year 2023 (US\$ 152,654.50) will be made by January 2023 upon submission of 2022 annual progress report.
- 6th payment – 50% Funding Ceiling for year 2023 (US\$ 152,655.00) will be made by July 2023 upon submission of semi-annual progress report.
- 7th payment – 100% Funding Ceiling for year 2024 (US\$ 62,320.00) will be made by January 2024 upon submission of 2023 annual progress report.
- 8th payment – 100% Funding Ceiling for year 2025 (US\$ 60,156.00) will be made by January 2025 upon submission of 2024 annual progress report.

7. ANNEXES

Annex 1: Work Plan and Timeline

Activity	2021				2022				2023				2024				2025				Full completion
	Q 1	Q 2	Q 3	Q4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	
1	Technical input and advice and other required support for the development of a robust Information Systems and Decision Support as part of the “Cambodian Environmental Management Information System” (CEMIS)																				
Cambodia Environmental Information Management System (CEMIS)																					
Activity 1.1. Provide technical advice to the DGIS team for conducting an inventory of existing spatial data to be used in the ISDS																					
Activity 1.2. Support the DGIS to develop an opensource platform to integrate data in order to display, analyze and produce environmental spatial information																					
Activity 1.3. Support the DGIS to integrate of existing DSS into CEMIS and existing initiative from relevant NGOs, ensuring a common infrastructure																					
Information Decision Support System (ISDS):																					
Activity 1.4. Provide technical input/advice to the assessment of existing data held by the DGIS																					
Activity 1.5. facilitate and advise DGIS on the development of a plan to improve, supplement, create, maintain and update data sets																					
Activity 1.6. Support the DGIS to develop and test the Information System and Decision Support																					

Activity		2021				2022				2023				2024				2025				Full completion
		Q 1	Q 2	Q 3	Q4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	
	Activity 1.7. Support the DGIS to analyze infrastructure and review key documents under DGIS and MoE for PA monitoring, management and planning.																					
	Activity 1.8. support the DGIS to provide recommendations for zoning for all PAs																					
	Activity 1.9. Support the DGIS to improve the existing IT system including the guidance on the procurement of new hardware, software and office equipment.																					
	Activity 1.10. Provide technical support on the integration of the Spatial Monitoring Reporting Tool (SMART) and the Deforestation Alert System in the DGIS.																					
	Activity 1.11. Provide technical support to deliver final draft of Prakas on Information Spatial Decision Support System (ISDS) for Data Management and Data Use.																					
	Capacity development:																					
	Activity 1.12. Map human resources and existing capacity and data needs under different departments of the MoE (e.g., DGEKI, GDANCP, GDLC) and the MRD																					
	Activity 1.13. Identify training needs and provide capacity building support for Spatial Data Infrastructure and data management for the staff of DGIS.																					

Activity		2021				2022				2023				2024				2025				Full completion
		Q 1	Q 2	Q 3	Q4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	
	Activity 1.14. Provide capacity building support for Spatial Data Infrastructure and data management for the staff of DGIS.																					
	Activity 1.15 Support data analysis and data sharing among stakeholders.																					
	Activity 1.16 Support the DGIS in facilitating the flow of information/relevant data to MoE departments, MRD and external counterparts' stakeholders based on the initial mapping exercise																					
2	Technical input and advice and other required support for the design of sustainable financing mechanisms																					
	Activity 2.1. Examine existing revenue sources and gaps for protected area management in the country																					
	Activity 2.2. Review options for sustainable finance mechanisms for funds to determine suitability for implementation in the country and link the revenues collection to the Environmental and Social Fund																					
	Activity 2.3. Support the MoE in reviewing existing economic valuation studies on specific ecosystems in CSLEP and in identifying key ecosystems to be targeted under sustainable financing options																					
	Activity 2.4. Support the MoE to identify and prioritize potential sustainable finance mechanisms and/or sources to mobilize financial resources and necessary fiscal and policy reforms																					

Activity		2021				2022				2023				2024				2025				Full completion
		Q 1	Q 2	Q 3	Q4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	
	Activity 2.5. Develop a draft inception report to present a set of preliminary action steps for priority sustainable finance mechanisms identified above																					
	Activity 2.6. Assist in the organization of consultation meeting(s) to select sustainable financing options and incorporate comments to the inception report																					
	Activity 2.7. Provide technical support for the MoE for designing sustainable financing options for identified ecosystem services																					
	Identification of key stakeholders to be involved in each prioritized sustainable financing and bankable options																					
	Final draft of roadmaps of operationalizing sustainable options (sources of payments, revenue collection and benefit sharing, data management and monitoring)																					
	Final draft of operational and technical guidelines for sustainable financing including PES (if required beyond what have been done above) to operationalize key identified options																					
3	Technical input and advice and other required support for effective Monitoring and Evaluation (M&E) of project activities																					
	Activity 3.1. Quarterly/monthly planning meetings and annual Project Steering Committee (STC) meetings																					

Activity	2021				2022				2023				2024				2025				Full completion
	Q 1	Q 2	Q 3	Q4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	
Activity 3.2. Development of annual, semi-annual and quarterly work plans, M&E and communication plans																					
Activity 3.3. Support designing and completion of baseline survey questions and data collection, entry and analyses																					
Activity 3.4. Support regular updating of the M&E, baseline data, indicators																					
Activity 3.5. Support refinement/update of key objectives/indicators/data collection methods for M&E as required																					
Activity 3.6. Regular monitoring and reporting of project progress, field monitoring reports and identification of and reporting on bottlenecks, as well as best practices																					
Activity 3.7. Annual/ semi-annual/quarterly reports on the project implementation																					
Progress Report																					

[Note to UNDP User: UNDP’s internal “grant expiry date” is set up 3 months prior to the Completion Date to ensure that UNDP has sufficient time for the financial closure and issue the final financial statement 3 months thereafter.]

5	Professional Service: Supporting the Cambodian Environmental Management Information System (CEMIS) development for the Ministry of Environment	This service is proposed personnel including: (1) International Team Leader, (2) GIS Web-mapping Developer and Decision Support Specialist; (3) Information Technology / Web Developer Specialist, and (4) Information Technology / Database Manager	IS Web-mapping Developer specialist			
			Information Technology / Web developer Specialist			
			Information Technology / Database Manager			
6	Individual Contractor: International Senior Specialist (s) for Sustainable Financing for Conservation and Protected Area Management	Sustainable Financing	Sustainable financing Specialist			
7	Individual Contractor: International Specialist (s) for designing fund options and structures for sustainable financing (Protected Area Management)	Sustainable financing	Fund review and design			

				Time input (in the form of a bar chart by month)																								Home			Field			total		
				Year 4 (2024)												Year 5 (2025)																				
				1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12									
N°	Name and Functional Title ³	Area of Expertise	Activity/ Position Assigned																																	
1	Carlos Riano/New staff	REDD+ MRV	International Senior level REDD+ MRV specialist																																	
2	Environment Policy Specialist (funded by UNDP)	Sustainable Financing and Nature Resources Management	International Senior level financing specialist																																	
3	Sovanna Nhem	REDD+ and M&E	Senior level national M&E and REDD+ specialist																																	
4	Individual Contractor: Set of Server and Complete Data Network set up for DGIS.	ICT/ data infrastructure	Technical Equipment need assessment expert																																	

³ For Staff, Consultants or, as applicable, Contractor's personnel whom UNDP can select only after the Agreement has been signed, position titles, brief summary describing each position and key qualification requirements will be included in this Annex. UNDP will provide the Government with the names of those Staff, Consultants or, as applicable, Contractor's personnel promptly after they are selected/contracted by UNDP.

5	Professional Service: Supporting the Cambodian Environmental as Management Information System (CEMIS) development for the Ministry of Environment	Web-mapping/development	IS Web-mapping Developer specialist																			20 days	60 days	Intermittent: Year 1: 40 days Year 2: 40 days Total: 80 days	
		ICT/ web development	Information Technology / Web developer Specialist																				20 days	60 days	Intermittent: Year 1: 40 days Year 2: 40 days Total: 80 days
		ICT/ database management	Information Technology / Database Manager																				25 days	70 days	Intermittent: Year 1: 40 days Year 2: 55 days Total: 95 days
6	Individual Contractor: International Senior Specialist (s) for Sustainable Financing for Conservation and Protected Area Management	Sustainable Financing	Sustainable financing Specialist																			25 days	125 days	Intermittent: Year 1: 60 days Year 2: 60 days Year 3: 30 days Total: 150 days	
7	Individual Contractor: International Specialist (s) for designing fund options and structures for sustainable financing (Protected Area Management)	Sustainable financing	Fund review and design																			20 days	60 days	Intermittent: Year 2: 40 days Year 3: 40 days Total: 80 days	

(2) Brief description of each position listed in the table above:

- i. **International Senior level REDD+ MRV specialist:** to coordinate the overall TA for CEMIS and ISDS work (output 1) and provide capacity building support for the GIS department for the effective management of information systems.
- ii. **International Senior level Environment Policy Specialist:** to provide technical input and advice and other required support for the design of sustainable financing mechanisms (output 2).
- iii. **National REDD+ and M&E:** to provide primary technical assistance for M&E related activities (output 3).
- iv. **Individual Contractor: Technical Equipment need assessment expert** to assess the IT requirement needs for the GIS department to operationalize CEMIS and ISDS systems.
- v. **Professional Service is covering three Intl consultants (IS Web-mapping Developer specialist, Information Technology / Web developer Specialist, and Information Technology / Database Manager):** together to develop a Platform for the Cambodian Environmental Management System and create and test a scalable and adaptable web-based user-friendly interface/platform (CEMIS), including web hosting and web/cloud services.
- vi. **Individual Contractor: Sustainable financing Specialist:** to assess existing and possible sustainable financing options available and to propose a set of viable options for operationalization.
- vii. **Individual Contractor: Fund review and design:** to analyze different fund options including the fund sources and purposes and identify ways and steps to operationalize selected set of fund (s).

Annex 3: UNDP's Letter Informed Technical Assistant for Implementation of CSLEP Project

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United Nations Development Programme



Date: 04 June 2021

Excellency,

Subject: UNDP Technical Assistance for the Implementation of CSLEP Project

We are pleased to have formalized the agreement between UNDP and MOE for technical assistance for the CSLEP Project. We greatly appreciate the support and facilitation provided to the UNDP team during this process.

We are now ready to provide our full support to the implementation of the CSLEP Project.

I would like to introduce to you and the MOE team, the full team from UNDP Cambodia that will deliver this support:

Technical team:

1. Mr. Carlos Riano, REDD+ MRV Specialist and his successor (50 % of his/her time until December 2021; and full time from January 2022 to October 2023). Carlos will provide technical support under Output 1 of the Technical Assistance Agreement. As you have learnt about Carlos' departure from UNDP Cambodia, we are in the process of recruiting a REDD+ MRV Specialist at P4 level. Carlos will remain available at least until 30 July. If this date is extended, then we will keep you informed.
2. Mr. Sovanna Nhem, National M&E and REDD+ specialist (50% of his time until December 2021, 100% from January 2022 to December 2025). Sovanna will provide technical support under Output 3 of the Technical Assistance Agreement, and overall project management, M&E and reporting support across all outputs.

Note: The two positions above are UNDP key experts that are proposed in the Technical Proposal and the signed Technical Assistance Agreement.

H.E. Khieu Borin
CSLEP Project Director
Ministry of Environment

UNDP in Cambodia
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E-mail: registry.kh@undp.org; www.kh.undp.org

3. Policy Specialist (Natural Resources Management and Sustainable Financing) (P4 level) – This position is financed from UNDP resources and is currently under recruitment. The incumbent will provide technical support under Output 2 of the Technical Assistance Agreement. We target to have the position filled by August 2021 (subject to Covid-19 travel and other challenges). During the interim period, Ms. Moeko Saito Jensen, Environmental Policy Specialist, will play this role (10 % of her time) in June and August. Please note she will be on a home leave from June 28 to July 31. During this period, we will arrange internal back-up to ensure smooth running of activities.

Regardless of the above work distribution/arrangements, UNDP remains fully accountable for the provision of technical assistance as per our Agreement.

UNDP management oversight of implementation of Agreement:

4. Dr. Rany Pen, Head of Programme: Lead on programmatic oversight of project
5. Mr. Sovanny Chhum, Programme Analyst: Provides direct programmatic oversight of the project
6. Ms. Sraspanha Srey, Programme Associate

We would like to arrange a formal kick-off meeting very soon. Until then, I understood that MOE and UNDP team are already in touch on the initial implementation steps.

Please Accept, Excellency, the assurances of my highest consideration.



Nick Beresford
Resident Representative

Annex 4: Terms of References Specialists/Experts

(1) REDD+ Specialist in charge of MRV

I. Position Information	
Job Title: REDD+ Specialist in charge of MRV	Grade Level: P4
Position Number:	Duty Station: Phnom Penh
Department: Programme Unit/UNDP Cambodia	Family Duty Station as of Date of Issuance:
Reports to: Cambodia/RBAP	Date of Issuance:
Direct Reports: Deputy Resident Representative	Closing Date:
Position Status: Non-Rotational	Duration and Type of Assignment: More than a year; Fixed Term Appointment
Job Family: Yes	

II. Job Purpose and Organizational Context
<p>Over the past two decades Cambodia has realized exceptional rates of economic growth averaging over 7% prior to the pandemic and has delivered an economic transformation. This has been accompanied by persistent declines in poverty and rapid improvements in human development.</p> <p>Yet Cambodia does face several development challenges going forward. Pressures stemming from Cambodia’s rapid progression as a Middle-Income Country (MIC) have tended to be resource and carbon intensive, therefore, raising questions about sustainability. Cambodia has as a result, experienced both environmental challenges and natural resource depletion. As Cambodia responds to COVID19 and looks towards a recovery, opportunities may arise for a greener and more sustainable development pathway.</p> <p>UNDP Cambodia has played important roles in supporting environmental sector priorities of the Royal Government of Cambodia covering climate change, environment and sustainable energy.</p> <p>For instance, since 2011, through UN-REDD and the Forest Carbon Partnership Facility’s (FCPF) Readiness Fund, UNDP has promoted REDD+ (reducing emissions from deforestation and forest degradation in developing countries; and the role of conservation, sustainable management of forests and enhancement of forest carbon stocks in developing countries). REDD+ is a global climate change with the main goal to prevent forest degradation and deforestation and promote forest conservation through offering results-based payments as financial incentives to developing countries.</p> <p>In addition, over the next two and a half years (2021-2023), UNDP will be providing technical support to the Ministry of Environment as part of a wider World Bank IDA loan financed programme, the Cambodia Sustainable Landscape & Ecotourism Project (CSLEP). The Project Development Objective is to improve protected areas (PAs) management, and to promote ecotourism opportunities and non-timber forest product (NTFP) value chains in the Cardamom Mountains-Tonle Sap landscape. UNDP’s technical assistance to the MoE is to ensure a robust “Cambodian Environmental Management Information System” (CEMIS) and a data management system, development and operationalization of sustainable financing mechanisms, and effective Monitoring and Evaluation (M&E) of project activities.</p> <p>The Project Specialist in charge of MRV is expected to provide technical support to the above-mentioned projects. Specifically, the specialist will undertake the following functions:</p> <ul style="list-style-type: none"> • Ensure timely delivery of outputs and activities under Outcome 4 of the FCPF II readiness project.

- Provide technical and strategic advice on issues related to forest monitoring for implementing REDD+ initiatives
- Provide lead technical and capacity building support to the General Department of Environmental Knowledge and Information (GDEKI) and their partners for conceptualizing and implementing CEMIS and the ISDS under the CSLEP project
- Support project management and knowledge management related to REDD+ and CSLEP projects.

III. Duties and Responsibilities

Summary of Key Functions:

The Project Specialist in charge of MRV is expected to provide technical support to the above-mentioned projects. Specifically, the specialist will undertake the following functions:

- Ensure timely delivery of outputs and activities under Outcome 4 of the FCPF II readiness project.
- Provide technical and strategic advice on issues related to forest monitoring for implementing REDD+ initiatives.
- Provide lead technical and capacity building support to the General Department of Environmental Knowledge and Information (GDEKI) and their partners for conceptualizing and implementing CEMIS and the ISDS under the CSLEP project.
- Support project management and knowledge management related to REDD+ and CSLEP projects.

1. Ensure timely delivery of outputs and activities under Outcome 4 of the FCPF II readiness project:

- Coordinate the design and pilot of detailed guidelines for the thematic areas of the Regulatory Framework for REDD+ (also known as the Nesting System).
- Maintain and update the National REDD+ Project Database & related data integration systems.
- Support national and subnational consultations with relevant stakeholders on National Forest Monitoring System (NFMS) and Forest Reference Emission Level (FREL) allocation.
- Facilitate the design and test of a transparent financial mechanism for REDD+ proceeds to ensure the sustainability of the system.
- Coordinate all national and international consultants and the available knowledge resources to ensure the quality of the outputs produced under the project.

2. Provide technical and strategic advice on issues related to forest monitoring for implementing REDD+ initiatives:

- Coordinate with technical partners and with the REDD+ Taskforce Secretariat for piloting and implementation of new methodologies to monitor REDD+ activities.
- Provide strategic guidance to ensure that REDD+ outcomes are fully achieved in the context of a national policy approach under the United Nations Framework Convention on Climate Change (UNFCCC), notably on the implementation of the Nesting System.
- Provide support and technical advice to the development of policy options and strategy for the design and implementation of the FCPF project to the Government of Cambodia and other development actors.

- Communicate on a regular basis with the regional technical advisors to coordinate regional and global technical advisory inputs, including through coordination and accompaniment of backstopping missions.
- Oversee and coordinate the development of a concept note and a full proposal for the submission of Cambodia to the Green Climate Fund for simplified approval process for REDD+ (REDD+ SAP).

3. Provide lead technical and capacity building support to the General Department of Environmental Knowledge and Information (GDEKI) and their partners for conceptualizing and implementing CEMIS and the ISDS under the CSLEP project:

- Coordinate with the GDEKI at its partners the conceptualization and operationalisation of a spatial data infrastructure for environmental purposes, as part of a plan to standardize the ISDS.
- Elaborate an assessment to identify the user requirements, the data and system needed and to test and revise the implementation of the ISDS.
- Advise the GDEKI on the development of a plan to assess, improve, supplement, create, maintain and update spatial datasets, as appropriate, for the CEMIS operations.
- Support the GDEKI to develop an opensource platform for integrating the data in order to display, analyze and produce environmental spatial information.
- Promotes data migration, development of solutions (dashboard, statistics), data sharing mechanisms, and provision of training and testing spatial solutions.
- Provide technical support on the integration of the Spatial Monitoring Reporting Tool (SMART) and the Deforestation Alert System with Key partners from governmental and non-governmental organizations, including Greening Prey Lang, Conservation International, Wildlife Conservation Society (WCS) and Server Mekong.
- Support the DGIS for integrating existing Decision Support System (DSSs) into CEMIS, i.e., National Forest Monitoring System (NFMS) and existing initiative from relevant NGOs, ensuring a common spatial data infrastructure.
- Support the organization and running of meetings of the Technical Working Group (TWG), including preparation of materials and meeting logistics; and
- Act as liaison person for national and sub-national, NGOs, project teams, relevant line ministries provincial departments and other stakeholders for the effective implementation of the output 1.1.

4. Support project management and knowledge management related to REDD+ and CSLEP projects:

- Facilitate and provide technical input in the development of a general roadmap and annual action plans, specifying the major roles and responsibilities of the MoE and different departments, and stakeholders, including development partners, NGOs for REDD+ and CEMIS.
- Liaise REDD+ and CEMIS with related projects from UNDP on Forest Management, Sustainable Landscape Management and the NDC, including SCALA and ELSA Project.
- Develop Terms of References of all required consultants and contractors and actively participate in the recruitment process as required.
- Guide and oversee the work of consultants and contractors to ensure quality assurance of deliverables and full compliance with the implementing rules, regulations, policies, and strategies.

- Based on the needs assessment, support the improvement of the existing IT system to ensure the correct access, use, recording, maintenance and backup/restoration of information. Ensuring accountability and transparency in procurement and contracting aspects of the project.
- Identify training needs and provide capacity building support for the staff of the MOE, planning and coordinating activities with key stakeholders and partners of REDD+ and CEMIS.
- Share knowledge on REDD and CEMIS by documenting lessons learnt and best practices from the piloting activities and contributing to the development of knowledge-based tools (including policies, strategies, guidelines, etc.).
- Lead communication between different government agencies, national and international initiatives and stakeholders involved in CEMIS and REDD+ initiatives.
- Provide technical inputs for communication materials for website, social media and newspapers.
- Utilize UNDP Cambodia's social media presence to build and maintain the profile of the projects, including the provision of blogs and news articles for use in print and social media channels.
- Ensure that experiences and lessons learnt from implementation, including through contracted external parties, are adequately recorded and disseminated.

IV. Competencies and Selection Criteria	Description of Competency at Level Required (For more comprehensive descriptions please see the competency inventory)
Core	
Innovation <i>Ability to make new and useful ideas work</i>	Level 5: Creates new and relevant ideas and leads others to implement them
Leadership <i>Ability to persuade others to follow</i>	Level 5: Plans and acts transparently, actively works to remove barriers
People Management <i>Ability to improve performance and satisfaction</i>	Level 5: Models high professional standards and motivates excellence in others
Communication <i>Ability to listen, adapt, persuade and transform</i>	Level 5: Gains trust of peers, partners, clients by presenting complex concepts in practical terms to others
Delivery <i>Ability to get things done while exercising good judgement</i>	Level 5: Critically assesses value and relevance of existing policy / practice and contributes to enhanced delivery of products, services, and innovative solutions

Technical/Functional	
Climate change (general)	Level 5: Originate: Catalyzes new ideas, methods, and applications to pave a path for innovation and continuous improvement in professional area of expertise
Climate Change Adaptation	Level 5: Originate: Catalyzes new ideas, methods, and applications to pave a path for innovation and continuous improvement in professional area of expertise
Climate Change Mitigation	Level 5: Originate: Catalyzes new ideas, methods, and applications to pave a path for innovation and continuous improvement in professional area of expertise
Climate Finance	Level 5: Originate: Catalyzes new ideas, methods, and applications to pave a path for innovation and continuous improvement in professional area of expertise
Climate-Friendly Technologies	Level 5: Originate: Catalyzes new ideas, methods, and applications to pave a path for innovation and continuous improvement in professional area of expertise
Design and management of knowledge management systems	Level 5: Originate: Catalyzes new ideas, methods, and applications to pave a path for innovation and continuous improvement in professional area of expertise

V. Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> • A Master's Degree in Environmental Science, Forestry or other related fields.
Experience:	<ul style="list-style-type: none"> • At least 5 years of work experience related to REDD programmes, on forest inventory, forest monitoring and/or forest management in developing countries, including relevant experience on Spatial Data Management. • 5 years of proven experience and knowledge related to information management system as well as decision support systems, remote sensing and GIS in developing countries. • Proven experience relating to forest inventory, GHG inventories, in developing countries. • Proven track record of supporting, advising and collaborating with government institutions in developing countries. • Strong inter-personal skills and excellent oral and written communication skills. • Familiar with the UNDP's rules and procedures. • Understanding of Cambodia political and administrative system.
Language Requirements:	<ul style="list-style-type: none"> • Excellent command of written and spoken English

(2) Environment Policy Specialist – Sustainable Financing and Natural Resource Management (funded by UNDP)

I. Position Information

Job Title:	Environment Policy Specialist (Sustainable Financing and Natural Resource Management)
Grade:	P4
Department:	Policy and Innovation
Reports to:	Resident Representative
Contract Type:	Fixed Term Appointment
Duration:	One-year renewable

II. Organizational Context

Over the past two decades Cambodia has realized exceptional rates of economic growth averaging over 7% prior to the pandemic and has delivered an economic transformation. This has been accompanied by persistent declines in poverty and rapid improvements in human development.

Yet Cambodia does face several development challenges going forward. Pressures stemming from Cambodia’s rapid progression as a Middle-Income Country (MIC) have tended to be resource and carbon intensive, therefore, raising questions about sustainability. Cambodia has as a result, experienced both environmental challenges and natural resource depletion. As Cambodia responds to COVID19 and looks towards a recovery, opportunities may arise for a greener and more sustainable development pathway.

UNDP Cambodia has played important roles in supporting environmental sector priorities of the Royal Government of Cambodia covering climate change, environment and sustainable energy. Over the next two and a half years (2021-2023), UNDP will be providing technical support to the Ministry of Environment as part of a wider World Bank IDA loan financed programme, the Cambodia Sustainable Landscape & Ecotourism Project (CSLEP). The Project Development Objective is to improve protected areas (PAs) management, and to promote ecotourism opportunities and non-timber forest product (NTFP) value chains in the Cardamom Mountains-Tonle Sap landscape. UNDP’s technical assistance to the MoE is to ensure a robust “Cambodian Environmental Management Information System” (CEMIS) and a data management system, development and operationalization of sustainable financing mechanisms, and effective Monitoring and Evaluation (M&E) of project activities.

The Policy and Innovation Hub for Sustainable Development (PIH) housed under the Policy and Innovation Unit of UNDP Cambodia Office delivers timely and innovative policy solutions, supports pilot initiatives and mobilizes partnership and resources, with a view to contributing to Cambodia’s transition towards a sustainable and inclusive upper-middle income country. The project is structured around three pillars: Prosperity, Planet and Peace which is anchored with the UNDP Country Programme Document for Cambodia 2019-2023. Under pillar 2 (Planet), these services cover range of programmatic areas including environment and natural resources management, circular economy, climate change and sustainable energy.

The role of the Environmental Policy Specialist is to support the delivery of technical assistance of this programme. For the CSLEP project, the Specialist's role is to 1) provide technical and management support for the effective and timely provision of UNDP's technical assistance packages to the CSLEP project, and 2) provide lead technical and advisory support for designing and operationalising sustainable financing options for natural resource management.

Based in the Policy and Innovation Unit and reporting to the Environmental Policy Specialist (Environment and Natural Resources Management), the Specialist 1) leads programming and resource mobilisation in the environment portfolio including natural resources management, and 2) helps facilitate UNDP's policy engagement in terms of policy dialogue, advocacy, research, communication and partnership coordination.

III. Functions / Key Results Expected

The specific responsibilities of the Environmental Policy Specialist are as follows:

1. Provide technical and management support for the effective and timely provision of UNDP's technical assistance packages to the CSLEP project and other projects when and if required
2. Provide lead technical and advisory support for designing and operationalising sustainable financing options for natural resource management
3. Lead programming and resource mobilisation in the environment portfolio including natural resources management
4. Facilitate UNDP's policy engagement in terms of policy dialogue, research, communication and partnership.

1. Provide technical and management support for the effective and timely provision of UNDP's technical assistance packages to the CSLEP project and other projects when and if required:

- Manage and oversee the UNDP team of international and national staff and consultants in providing timely and high-quality technical support for the CSLE project in the areas of CEMIS, sustainable financing and M&E;
 - Develop Terms of References (TORs), identify and evaluate experts, and review reports produced, following UNDP rules and regulations;
 - Liaise with UNDP country office, regional bureaus, and HQ, to mobilize and strengthen Technical Support for the areas of CEMIS, sustainable financing and M&E;
 - Regularly coordinate with the World Bank and the senior members of the MoE Project Team and act as a lead in responding to their comments and suggestions for improvement of our technical assistance;
 - Provide regular technical backstopping for the effective and timely implementation of the project components under the UNDP's responsibility;
 - Provide effective communication, coordination and cooperation between the members of the project's management team and UNDP teams in planning, monitoring and implementation process; and
- Regularly update programme analyst and the senior management of the country office on the project implementation status and results.

2. Provide lead technical and advisory support for designing and operationalising sustainable financing options for natural resource management:

- Review ongoing work related to sustainable financing by UNDP such as Payments for Ecosystems Services (PES), Biodiversity-financing (BioFin) and REDD+ ("Reducing emissions from deforestation and forest degradation in developing countries), and the role of conservation, sustainable management of forests, and enhancement of forest carbon stocks in developing countries);
- Support the Country Office (CO) in developing and implementing an overall strategy and action plan for sustainable financing work;
- Provide lead technical support for the UNDP team's work related to PES, BIOFIN as well as REDD+ with the aim to design and operationalize sustainable financing mechanisms, and fund such as the Environmental and Social Fund (ESF)
- Mobilise technical assistance, supervise and provide quality assurance for the technical works conducted by international and national specialists and consultants and project partners related to sustainable financing. These technical works entail:
 - Examine existing revenue sources and gaps for protected area management in the country such as the national finance, ODAs, taxes, fees, royalties, charges, fines, penalties, private donations, trust fund, ecotourism, REDD+, PES, eco standards and labelling.
 - Review options for sustainable finance mechanisms for funds to determine suitability for implementation in the country and for the CSLEP landscape;
 - Support the MoE in reviewing existing economic valuation studies on ecosystems in CSLEP and in identifying key ecosystems to be targeted;
 - Support the MoE to identify and prioritize potential sustainable finance mechanisms and/or sources and necessary policy and fiscal reforms and fiscal incentives to implement priority sustainable finance mechanisms and/or sources in the CMTS landscape;
 - Assist the MoE in the organization of consultation meeting(s) including preparation of presentation materials and background documents to discuss and select sustainable financing options; and
 - Provide technical support to the MoE for designing sustainable financing options for identified ecosystem services. This work entails support for a) identification of key stakeholders, b) development of a draft roadmap for operationalization, including target sources of payments, and revenue collection, fund management and c) development of draft operational guidelines for key identified options, fund management mechanisms.

3. Lead programming and resource mobilisation in the areas of environment and natural resources management:

- Support the Country Office (CO) management in developing the overall strategy for resource mobilisation from bilateral, multilateral, IFIs and vertical funds including Global Environmental Facility (GEF), Green Climate Fund (GCF) and the private sector;
- Analyze information about donor policies, trends and priority areas, including a who's who of across the Donors' landscape. Consolidate a Map of Donor's sector involvement and maintain a macro picture of current and future funding and accordingly update the Country Office Partnership and Communication Action Plan;

- Prepare briefs and other documents explaining donor strategies, policies/trends; alert senior management on major donor issues;
- Lead the development of concept notes, projects, programme proposals and/or full project documents as per the funding requirements;
- Develop and strengthen relationships with key decision makers in governments, donor agencies and the private sector and regularly update them on UNDP Cambodia activities, priorities, and impact/positive results;
- Review and monitor key objectives, results and implementation status of projects in the environmental portfolio and through bi-annual meetings;
- Develop a leaflet, power point presentations, and other information materials on the CO's environment profile;
- Participate in development partner and technical working group coordination meetings and prepare and disseminate a summary of discussion notes for the Country Office;
- Liaise with UNDP regional bureaus, HQ, and donor country based (as needed to ensure coherent corporate advocacy) and for identifying funding options and resource mobilisation strategies; and
- Perform other duties as needed.

4. Facilitate UNDP's policy engagement in terms of policy dialogue, research, communication and partnership:

- Facilitate policy dialogue with the Government, development partners, civil society, private sector; contributions to development of policies as relevant;
- Provide top-quality analysis and technical evidence-based inputs to Common Country Assessment, United Nations Development Assistance Framework (UNDAF), the Country Programme Document, the Country Programme Action Plan and other strategic documents;
- Develop UNDP policy position papers, policy briefs, summary reports, meeting notes/minutes and internal briefing notes on environment for UNDP senior management;
- Design, organize, and implement a research agenda such as a Human Development Report, with the aim of generating working papers and National Human Development Reports;
- Produce high-quality research papers for UNDP presentation at workshops and conferences and share knowledge on the project and UNDP's work in the environment sector by documenting lessons learnt and best practices from the project piloting and contributing to the development of knowledge-based tools;
- Develop talking points and draft speeches for the senior management;
- Provide technical inputs for communication materials such as the website, social media, news articles, and blogs for use in print and social media channels;
- Draft responses for media inquiries about the UNDP work in the environmental sector including natural resources management;
- Raise visibility of the programme strategies through knowledge sharing and well-developed communication materials; and
- Ensure that UNDP and wider international best practice and lesson learning is fed into the implementation of programme strategies and in the work of UNDP Cambodia.

IV. Impact of Results

It is anticipated that the work of the Environmental Policy Specialist will have the following impacts:

- Delivery of high quality technical assistance to the Royal Government of Cambodia and the World Bank;
- High visibility of UNDP Technical Advisory service and value proposition in the implementation of government's loan programme;
- UNDP's contribution to environmental policy dialogue enhances sustainable development goals of Cambodia;
- Strategic partnership and relationship of key stakeholders in the environmental sector built and enhanced;
- Resource mobilization targets achieved with expansion of resource base from new sources of financing such as IFIs, GCF and blended financing model.

V. Competencies

Core Competencies:

- Promoting Ethics and Integrity / Creating Organizational Precedents
- Building support and political acumen
- Building staff competence, creating an environment of creativity and innovation
- Building and promoting effective teams
- Creating and promoting enabling environment for open communication
- Creating an emotionally intelligent organization
- Leveraging conflict in the interests of UNDP & setting standards
- Sharing knowledge across the organization and building a culture of knowledge sharing and learning
- Fair and transparent decision making; calculated risk-taking

Functional Competencies:

Advocacy / Advancing Policy Oriented Agenda: Analysis and creation of messages and strategies

- Creates effective advocacy strategies
- Contributes to the elaboration of advocacy strategies by identifying and prioritizing audiences and communication means
- Performs analysis of political situations and scenarios, and contributes to the formulation of institutional responses
- Uses the opportunity to bring forward and disseminate materials for advocacy work

Building Strategic Partnerships: Identifying and building partnerships

- Effectively networks with partners, seizing opportunities to build strategic alliances relevant to UNDP's mandate and strategic agenda;
- Sensitizes UN Partners, donors and other international organizations to the UNDP's strategic agenda, identifying areas for joint efforts;
- Develops positive ties with civil society to build/strengthen UNDP's mandate;
- Identifies needs and interventions for capacity building of counterparts, clients and potential partners;
- Displays initiative, sets challenging outputs for him/herself and willingly accepts new work assignments;
- Takes responsibility for achieving agreed outputs within set deadlines and strives until

- successful outputs are achieved; and
- Promotes UNDP's agenda in inter-agency meetings.

Innovation and Marketing New Approaches: Developing new approaches

- Seeks a broad range of perspectives in developing project proposals;
- Generates for regional and innovative ideas and effective solutions to problems;
- Looks at experience critically, drawing lessons, and building them into the design of new approaches;
- Identifies new approaches and promotes their use in other situations;
- Documents successes and uses them to project a positive image;
- Creates an environment that fosters innovation and innovative thinking; and
- Makes the case for innovative ideas from the team with own supervisor.

Resource Mobilization: Implementing resource mobilization strategies

- Analyzes information on potential bilateral donors and national counterparts to recommend a strategic approach;
- Identifies and compiles lessons learned;
- Promotes and encourages country office action with local missions of donor countries as well as appropriate government authorities for increased contribution to UNDP resources, including cost sharing modalities;
- Identifies country needs and develops proposals to be presented to donors and governments; and
- Develops a resource mobilization strategy at the country level.

Promoting Organizational Learning and Knowledge Sharing: Developing tools and mechanisms

- Makes the case for innovative ideas documenting successes and building them into the design of new approaches;
- Identifies new approaches and strategies that promote the use of tools and mechanisms;
- Develops and/or participates in the development of tools and mechanisms, including identifying new approaches to promote individual and organizational learning; and knowledge sharing using formal and informal methodologies.

Job Knowledge and Technical Expertise: In-depth knowledge of the subject-matter

- Understands more advanced aspects of primary area of specialization as well as the fundamental concepts of related disciplines;
- Serves as internal consultant in the area of expertise and shares knowledge with staff;
- Continues to seek new and improved methods and systems for accomplishing the work of the unit;
- Keeps abreast of new developments in area of professional discipline and job knowledge and seeks to develop him/herself professionally;
- Demonstrates comprehensive knowledge of information technology and applies it in work assignments; and
- Demonstrates comprehensive understanding and knowledge of the current guidelines and project management tools and utilizes these regularly in work assignments.

Global Leadership and Advocacy for UNDP's Goals: Analysis and creation of messages and strategies

- Creates effective global advocacy messages/strategies;
- Contributes to the elaboration of a global advocacy strategy by identifying and prioritizing audiences and messages;
- Performed analysis of political situations and scenarios, and contributes to the formulation of institutional responses; and
- Uses the opportunity to bring forward and disseminate materials for global advocacy work and adapts it for use at country level.

Overall results-based management of the project, in line with UNDP's Results Management Guide

- Coordinate planning, budgeting and management of all project activities;
- Oversee the work of project staff/sub-contractors and ensure that strong partnerships are established between project staff and their Government counterparts, contributing to national capacity development;
- Monitor risks, lesson learned and issues affecting project implementation;
- Facilitate support services from the UNDP country office; and
- Report to the Project Board on a quarterly basis.

VI. Recruitment Qualifications

Education:	<ul style="list-style-type: none"> • Master's degree in Environmental/Ecological Economics and Finance, Natural Resource Management, and Policy, or other relevant discipline. A PhD degree is an asset.
Experiences:	<ul style="list-style-type: none"> • At least 7 years of working experience in sustainable financing (including REDD+, Payments for Ecosystem Services, Biodiversity Financing) for natural resource management or a related field. • Robust programming and project formulation experience with successful records of resource mobilisation for the environment sector from bilateral and multilateral donors and vertical funds such as GCF and GEF • At least 3 years of developing country experience in working with senior level national governments and forming strategic stakeholder partnerships for project implementation in the field of natural resources management; prior working experience in South East Asia including Cambodia is a plus
Competencies	<ul style="list-style-type: none"> • Robust proposal writing, analytical, research and communication skills • Knowledge of UN policies and procedures and of developing and experience implementing environment projects at the country level, including quality assurance processes and social and environmental standards screening is a plus.
Language Requirements:	Fluency in written and spoken English

(3) National M&E and REDD+ Specialist

I. Position Information

Job Title:	National M&E and REDD+ Specialist
Grade:	SB-5
Type of Contract:	Service Contract
Reports to:	Programme Analyst
Duty Station:	Phnom Penh, Cambodia

II. Organizational Context

REDD+ (reducing emissions from deforestation and forest degradation in developing countries; and the role of conservation, sustainable management of forests and enhancement of forest carbon stocks in developing countries) is a recent global policy initiative to tackle climate change threats. The main goal of REDD+ is to prevent forest degradation and deforestation, and promote forest conservation through offering results-based payments as financial incentives to developing countries.

In 2008, World Bank's Forest Carbon Partnership Facility (FCPF) was established to support developing countries to be ready for the REDD+ implementation. For the implementation of the FCPF project in Cambodia, UNDP has been selected as a delivery partner. In June, 2013, FCPF approved the revised Readiness Preparation Proposal (R-PP) submitted by the Cambodian government. In December, 2013, the FCPF project document was signed by Forestry Administration of the government of Cambodia and UNDP.

This proposed project aims to develop and enhance the Cambodian government's capacities for tackling the deforestation and forest degradation as well as for measuring, reporting and verification (MRV) emission reductions.

The project will be implemented over a period of three years; from December 2013 until December 2016. The project management will be nationally executed under UNDP National Implementation Modality (NIM). The lead Executing Agency will be the Forestry Administration (FA).

The Cambodia Sustainable Landscape and Ecotourism Project (CSLEP).

In May, 2019, the World Bank approved a new IDA loan (US\$ 50.66 million) for Cambodia for the Cambodia Sustainable Landscape and Ecotourism Project (CSLEP). The IDA component became effective on November 1, 2019, and the expected closing date is December 31, 2025. The Project Development Objective is to improve protected areas (PAs) management, and to promote ecotourism opportunities and non-timber forest product (NTFP) value chains in the Cardamom Mountains-Tonle Sap landscape.

The project has five components:

1. Strengthen Capacity for PAs Landscape Planning and Management;
2. Strengthen Opportunities for Ecotourism and NTFP Value Chains;
3. Improve Access and Connectivity;
4. Project Management, Coordination, Monitoring and Evaluation;
5. Contingent Emergency Response.

Building on the ongoing collaboration with the MoE and the World Bank teams, UNDP will provide technical assistance to ensure a robust "Cambodian Environmental Management Information System"

(CEMIS) and a data management system, development and operationalization of sustainable financing mechanisms, and effective Monitoring and Evaluation (M&E) of project activities.

III. Functions / Key Results Expected

Summary of key functions:

Closely coordinate and collaborate with an international technical specialist and the country office in

1. Providing top quality advice and strategic guidance for effective implementation and results-based management of both projects according to project objectives and stated results as well as with UNDP policies and procedures;
2. Providing advisory support in monitoring and evaluation of the project to ensure effectiveness and efficiency in the delivery of both project activities and results;
3. Acting as liaison person for **national and sub-national, NGOs, project teams, relevant** line ministries, provincial departments and other stakeholders;
4. Providing back-up technical and coordination support to the country office for the design of sustainable financing mechanisms

1. **Providing top quality of advice and strategic guidance for effective implementation and result based management of both projects according to project objectives and stated results as well as UNDP policies and procedures:**

- Ensure that project activities are fully aligned with the national REDD+ programme in the target areas;
- Advise the project teams in planning, developing strategies and implementation plan for the FCPF and CSLEP project;
- Advise the international technical specialist, National Project Manager, the chair of the secretariat and project team in management and monitoring the project work progress and ensure timely delivery of project outputs;
- Provide effective communication, coordination and cooperation between the members of the project's management team and technical team in planning, monitoring and implementation process;
- Conduct staff capacity needs assessment against the project outcomes and draft terms of references for technical consultants and sub-contracts and support the project manager in recruitment of contracted project partners;
- Support the international technical specialist and the National Project Manager in preparation of quarterly and annual technical work plans for project activities;
- Support the international technical specialist and the National Project Manager in preparation of quarterly and annual technical progress reports to FA, UNDP, and PEB according to their respective reporting guidelines;
- Prepare project board meetings and take lead in ensuring that recommendations made by the board be implemented;
- Contribute to project audit and spot checking exercises and prepare management responses to the comments;
- Provide strategic guidance to the National Project Managers in organising and conducting effective stakeholder meetings in line with the work plan; and
- Work closely with UNDP Country Office in providing overall quality assurance for the projects based on UNDP rules and procedures.

2. Providing advisory support in monitoring and evaluation of the project to ensure effectiveness and efficiency in the delivery of both project activities and results:

- Advise the National Project Managers and contracted partners in the review of the progress outputs against the project targets;
- Contribute to the consolidation of knowledge and lessons learned and disseminate good practices;
- Support the Project Coordinator Consultant of the MoE to prepare necessary project management related documents to service providers and WB, ensure the works plans include implementation and financial targets, review technical reports from service providers and other stakeholders and consolidate them before sending to WB
- Provide capacity building support to the MoE for 1) the design and setup of the M&E system, which will be part of the project management information system and connect the M&E system to CEMIS to manage data effectively and 2) setting up data sharing systems and organizing the workflows and flow of information between line ministries, the three NGOs, MoE departments and teams, and between national and subnational levels (MoE, PDoE, PA);
- Provide advice on refinements of baselines, indicators and data collection methods and developing M&E technical guidelines and manuals;
- Collaborate with the M&E team on the development and tracking of sub-indicators and milestones of relevance, e.g. related to jobs (e.g. average annual earnings of beneficiaries, number of wage employed beneficiaries), economic data on forest cover, etc.; and
- Provide advices and inputs in the general preparation and delivery of work plans, budgets and work packages in accordance with the policies and procedures of UNDP guidelines for National Implementation, Guide on measures to mainstream gender considerations in the project activities and in the monitoring and evaluation;
- Conduct regular field visits with counterparts to monitor field activities and assist with the organisation of visits and supervision missions from the co-operating institutions;
- Liaise with UNDP CO in the tracking, management and update of project risk and provide corrective recommendation where possible;
- Provide inputs in developing an evaluation system and work with the work with the M&E team and the M&E consulting firm to carry out the mid-term and final evaluation of the projects;
- Provide advice and inputs to the FA in drafting management responses to issues and recommendation raised by mid-term and final term evaluations.

3. Acting as liaison person for national and sub-national, NGOs, project teams, relevant line ministries, provincial departments and other stakeholders:

- Coordinate and promote effective collaboration with ministry line departments, NGOs/IOs, private sector and other development partners to support sub-national capacity development on issues related to community based sustainable forest management;
- Coordinate the activities among the international technical specialist, REDD+ taskforce secretariat coordinator and consultants;
- Liaison with the forestry partner projects, experts and other stakeholders and provide technical inputs for the development of guidelines, training materials and others as necessary;
- Support coordination and promote effective collaboration with ministry line departments, NGOs/IOs, private sector and other development partners to support sub-national capacity development for M&E and sustainable financing and achieving project outputs
- Provide advices on aligning FCPF project with the REDD Readiness Roadmap implementation and how the FCPF project can support national REDD+ implementation.
- Build synergies and partnerships with key partners to ensure greater impact of the project;
- Promote dialogues and inputs from development partners into key project outputs at the national and sub-national level;
- Liaise with the technical specialist in compiling lessons learned and policy implications.

4. Providing back-up technical and coordination support to the country office for the design of sustainable financing mechanisms:

- Examine existing revenue sources and gaps for protected area management in the country;
- Review options for sustainable finance mechanisms for funds to determine suitability for implementation in the country and for the CMTS landscape;
- Support the MoE in reviewing existing economic valuation studies on specific ecosystems in CSLEP and in identifying key ecosystems to be targeted under sustainable financing options;
- Support the MoE to identify and prioritize potential sustainable finance mechanisms and/or sources to mobilize financial resources and necessary policy and fiscal reforms and fiscal incentives to implement priority sustainable finance mechanisms and/or sources in the CMTS landscape;
- Develop a draft inception report to present a set of preliminary action steps for priority sustainable finance mechanisms identified above;
- Assist the MoE in the organization of consultation meeting(s) including preparation of presentation materials and background documents to discuss and select sustainable financing options and incorporate comments to the inception report; and
- Provide technical support to the MoE for designing sustainable financing options for identified ecosystem services:

IV. Impact of Results

The position ensure successful implementation of the FCPF project in accordance with project objectives, UNDP policies and procedures and National Implementation procedures as described in UNDP Programme, Operations, Policies and Procedures (POPPs); promote the mobilization of resources to support the extension of the project and improve coordination among stakeholders.

V. Competencies

Core Competencies:

- Promoting Ethics and Integrity / Creating Organizational Precedents
- Building support and political acumen
- Building staff competence, Creating an environment of creativity and innovation
- Building and promoting effective teams
- Creating and promoting enabling environment for open communication
- Creating an emotionally intelligent organization
- Leveraging conflict in the interests of UN Women & setting standards
- Sharing knowledge across the organization and building a culture of knowledge sharing and learning
- Fair and transparent decision making; calculated risk-taking

Functional Competencies:

Advocacy / Advancing Policy Oriented Agenda: analysis and creation of messages and strategies

- Creates effective advocacy strategies
- Contributes to the elaboration of advocacy strategies by identifying and prioritizing audiences and communication means

- Performs analysis of political situations and scenarios, and contributes to the formulation of institutional responses
- Uses the opportunity to bring forward and disseminate materials for advocacy work

Results-based Programme Development and Management

Building Strategic Partnerships: Identifying and building partnerships

- Effectively networks with partners seizing opportunities to build strategic alliances relevant to UNDP's mandate and strategic agenda
- Sensitizes UN Partners, donors and other international organizations to the UNDP's strategic agenda, identifying areas for joint efforts
- Develops positive ties with civil society to build/strengthen UNDP's mandate
- Identifies needs and interventions for capacity building of counterparts, clients and potential partners
- Displays initiative, sets challenging outputs for him/herself and willingly accepts new work assignments
- Takes responsibility for achieving agreed outputs within set deadlines and strives until successful outputs are achieved
- Promotes UNDP's agenda in inter-agency meetings

Innovation and Marketing new Approaches: Developing new approaches

- Seeks a broad range of perspectives in developing project proposals
- Generates for regional and innovative ideas and effective solutions to problems
- Looks at experience critically, drawing lessons, and building them into the design of new approaches
- Identifies new approaches and promotes their use in other situations
- Documents successes and uses them to project a positive image
- Creates an environment that fosters innovation and innovative thinking
- Makes the case for innovative ideas from the team with own supervisor

Resource Mobilization: Implementing resource mobilization strategies

- Analyzes information on potential bilateral donors and national counterparts to recommend a strategic approach
- Identifies and compiles lessons learned
- Promotes and encourages country office action with local missions of donor countries as well as appropriate government authorities for increased contribution to UNDP resources, including cost sharing modalities
- Identifies country needs and develops proposals to be presented to donors and governments
- Develops a resource mobilization strategy at the country level

Promoting Organizational learning and Knowledge Sharing: Developing tools and mechanisms

- Makes the case for innovative ideas documenting successes and building them into the design of new approaches
- Identifies new approaches and strategies that promote the use of tools and mechanisms
- Develops and/or participates in the development of tools and mechanisms, including identifying new approaches to promote individual and organizational learning and knowledge sharing using formal and informal methodologies

Job Knowledge and Technical Expertise: In-depth knowledge of the Subject-matte

- Understands more advanced aspects of primary area of specialization as well as the fundamental concepts of related disciplines
- Serves as internal consultant in the area of expertise and shares knowledge with staff

- Continues to seek new and improved methods and systems for accomplishing the work of the unit
- Keeps abreast of new developments in area of professional discipline and job knowledge and seeks to develop him/herself professionally
- Demonstrates comprehensive knowledge of information technology and applies it in work assignments
- Demonstrates comprehensive understanding and knowledge of the current guidelines and project management tools and utilizes these regularly in work assignments

Organizational Leadership and Direction

Global Leadership and Advocacy for UNDP's Goals: Analysis and creation of messages and strategies

- Creates effective global advocacy messages/strategies
- Contributes to the elaboration of a global advocacy strategy by identifying and prioritizing audiences and messages
- Performed analysis of political situations and scenarios, and contributes to the formulation of institutional responses
- Uses the opportunity to bring forward and disseminate materials for global advocacy work and adapts it for use at country level

Client Orientation: Contributing to positive outcomes for the client

- Anticipates client needs
- Works towards creating an enabling environment for a smooth relationship between the clients and service provider
- Demonstrates understanding of client's perspective
- Keeps the client informed of problems or delays in the provision of services
- Uses discretion and flexibility in interpreting rules in order to meet client needs and achieve organizational goals more effectively
- Solicits feedback on service provision and quality

VI. Recruitment Qualifications

Education:	<ul style="list-style-type: none"> • A Master's Degree in development programme and project management or other development-related fields.
Experience:	<ul style="list-style-type: none"> • At least 5 years of professional experience at the national or international level in providing management advisory services • Hands-on experience in the leadership management of development programmes or projects. • Experience in natural resource management and forestry using participatory approach and community-based demonstrations would be desirable; • Ability to develop constructive working relationships with clients and team members, and to understand the contexts and motivations of a range of stakeholders; • Working experiences with government agencies, NGOs and Donor agencies in Cambodia related to REDD+, biodiversity conservation and sustainable forest management; • Understanding of Cambodia political and administrative system, in particular at National and provincial level; • Strong training skills and a strong commitment to participatory processes;

	<ul style="list-style-type: none">• Excellent skills in communication, negotiation, and documentation and ability to work with multi-disciplinary and cultural team;• Experience in the usage of computers and office software packages for data analysis and technical reports;• Ability and willingness to work in remote areas.
Language Requirements:	<ul style="list-style-type: none">• Fluency in spoken and written Khmer and English.

Annex 5: Terms of References of Consultants and Professional Service

(1) Individual Contractor: National Consultant for Set of Server and Complete Data Network set up for DGIS

PROJECT INFORMATION

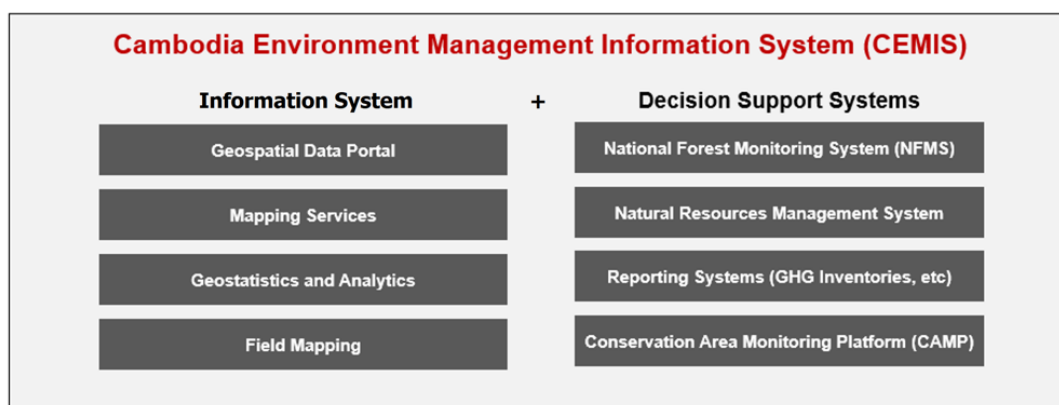
Assignment Title:	National Consultant for Set of Server and Complete Data Network set up for DGIS
Cluster/Project:	CSLEP Project
Post Level:	Specialist
Assignment Location:	Phnom Penh Cambodia
Expected Place of Travel:	Not require
Assignment Duration:	30 days from 6 July to 5 November 2021

BACKGROUND AND PROJECT DESCRIPTION

The Department of Geospatial Information Service (DGIS) of the Ministry of Environment plays an important role in the management and operation of reliable and high-quality environmental geospatial data. These data provide information which assist practitioners and decision-makers in Cambodia, in making decisions in a manner that promotes environmental protection, natural resources management, biodiversity conservation and sustainable development. The DGIS has the goal to establish a well-functioning and sustainable Central Data Portal (CDP) through building the internal and external human capacity, in-house technology, standards, and procedures.

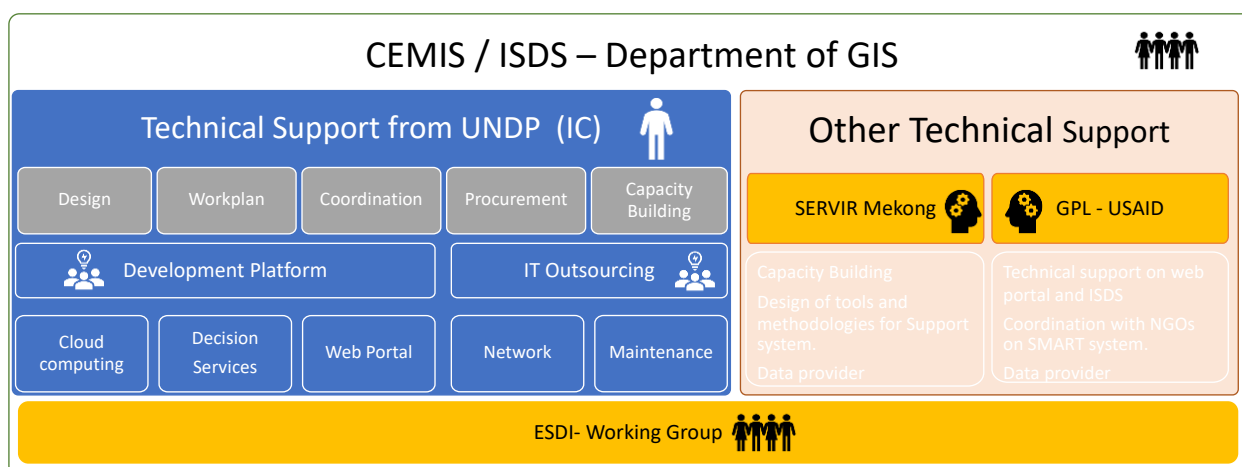
In 2019, the World Bank 's **Cambodia Sustainable Landscape and Ecotourism Project (CSLEP)** was officially launched. The project's main objectives are to improve protected areas management and to promote ecotourism opportunities. As part of the project activities, UNDP will provide technical support DGIS/MOE to develop the Cambodia Environment Information System (CEMIS)/Information Spatial Decision Support System (ISDS) to strengthen the capacity for Protected Area (PA) planning and management and law enforcement. UNDP will provide technical support the DGIS to develop the CEMIS, which is composed of "Information System" and "Decision Support System". The information system hosts a geospatial data portal.

Figure 1. Cambodia Environment Management Information System (CEMIS)



In coordination with other technical support provided by SERVIR Mekong and Greening Prey Lang/USAID, UNDP will provide technical support for works related to 1. Design, 2. Work plan, 3. Coordination, and 4. Capacity building for the development of platform and IT outsourcing related to CEMIS/ISDS. UNDP will provide additional technical assistance to operationalize cloud computing, decision services, web portal, IT network and maintenance (See Figure 2).

Figure 2: UNDP and other technical support for CEMIS/ISDS



SERVIR Mekong and GPL will provide complementary support to the MoE for the CEMIS work. Their support includes capacity building for web portal, ISDS, design of tools and methodologies for support system, data provision and coordination with NGOs on SMART system. Of particular relevance for the project is the SMART (the spatial monitoring and reporting tool), which is a suite of software tools to monitor, report, measure, and evaluate site-based conservation and wildlife law enforcement activities.

OBJECTIVE OF THE ASSIGNMENT

The DGIS of the Ministry of Environment is in charge of collection, process, analysis from and stock of heterogeneous data sources including documents in general (.doc, .xls, .pdf, .ppt, .pdf, etc.) and **geo-information** like satellite images, drone photos, GPS and GIS files (.tiff, .shp, .r, .py, etc), using GIS and Remote Sensing software packages offline and online. The user will be able to perform computation

locally on desktop clients, and also consume dedicated geoprocessing service provided by a master node running in the infrastructure.

The required services are to assess the hardware and software to setup or improve the equipment capacities of the laboratory of the DGIS of the Ministry of Environment. It includes the assistance to the Department of HIS to optimize a central system to manage GIS information, laptops or workstations needed, a LAN and WIFI network to ensure the connectivity of a Data Network Connection to Server is up and running completely as below:

- Client workstation access to computers, server, photocopiers and other peripheral with the roles/permission setup to the Database Server.
- Ensure the correct operation of the server, computers (laptops and desktops) and peripherals (printers, scanners and others) with scalability when the data is scaling up and with the minimal down time.
- Securing the computer network (servers and workstations) by deploying the necessary technologies to make safe a local LAN network, including a Backup system.

SCOPE OF WORK

Under the leadership and guidance of the MRV specialist of UNDP and the director of the Department of GIS of the MOE, the consultant will provide technical support for the following specific activities:

A) ASSESSMENT OF THE DGIS LABORATORY (UNDP).

Assess the existing structure and expansion plan of the DGIS, analysing the type of data, equipment and software used (including peripherals), the network and servers, the common work done (day-to-day) in the laboratory, the role of internal and external users and the expected work once CEMIS is fully operational.

The consultant must undertake the assessment in coordination with the head of the department of GIS. It is expected to have a gap assessment report with the technical recommendations/specifications of hardware and software needed to rationalize the data production, analysis, storage and sharing inside and outside the department. This report will be the technical specifications for the procurement plan and must contain:

- A table with the number of items (software, hardware or related service), description, unit and quantity.
- Specifications for the Software: Essential functionalities with a description
- Specification for hardware: Technical specifications and recommended brands
- Specification for network: Detail specifications on the wire and wireless network, include a description of number of estimated peripheral elements (printers, scanners, etc), role of users, setup and backup systems.

Once the consultant has completed and submitted list of materials and equipment with the detail technical specifications and service requirement, the CSLEP procurement unit will start the procurement process (expected three months for the procurement process). During this process, the service provider is expected to support the DGIS and the CSLEP in the following activities:

B) OVERSEEN THE INSTALLATION, CONFIGURATION, COMMISSIONING, AND FUNCTIONAL TEST OF THE ENTIRE DATA NETWORK SOLUTION FOR THE DGIS LABORATORY IN THE MOE FOR ALL USERS CONNECTED BY WIRE.

Together with the head of DGIS, revise the installation, setup and configuration of the equipment, material, software and peripherals acquired for the development of CEMIS, including:

- The physical and topologic network schema.
- A complete wire computer network, adapting/modifying the existing Server,
- A correct configuration of the internet connection via LAN and WLAN, router, computers and peripheric devices.
- The set up the TCP/IP, domain, roles and users verification system.
- Review the Logical Network Diagram and the IP address information.
- Revise the selection of compatible server, and server configuration as Database server for Spatial Data access, control, and collection and retrieval.
 - Update and/or upgrade the Server, including the windows license, RAM, HDD and creating a useful backup system.
- **REVISE THE ADMINISTRATIVE PERMISSION OF USER ACCESS AND CONTROL TO DATA AND FOLDERS.**
 - The server, firewall and the security system
 - Permissions and groups using Windows Server as domain controller.
 - The protocol of folders service by user and role.
 - Check the backup system.

C) PROVIDE A TECHNICAL TRAINING TO THE IT UNIT.

- Training in the basic principles of operation, maintenance and update/upgrade the network, including the creation and update of roles in the network.

GEOGRAPHICAL AREA TO BE COVERED:

- The DGIS office is located in the MOE building third floor, Phnom Penh, Cambodia.
- The tenderer must indicate the methodology of the project management of the entire solution of these TOR, specifying in detail the phases of the project and the duration of each phase

EXPECTED OUTPUTS AND DELIVERABLES

N	Deliverables/Outputs	Target Due Dates	Number of days	Review and Approvals Required
1	A full technical specifications and procurement plan for the Procurement unit of the CSLEP project.	July 15, 2021	10	MRV specialist

2	A report of the installation of the equipment and material, with recommendations for the DGIS	15 days after the procurement and installation is completed by CSLEP	15	
3	A manual of the training A training report	5 days after the training.	5	

INSTITUTIONAL ARRANGEMENT

Roles of consultant

- The consultant shall work with DGIS leader of the MOE and the MRV specialist of UNDP, throughout the assignments.
- The consultant needs to maintain regular communication with UNDP Country Office as and when problems emerge during the period, especially if they affect the scope of the job.

Roles of the UNDP Country Office

- The County Offices will review the deliverables for payment release

DURATION OF THE WORK

- Expected duration of work: 30 days from 6 July to 5 November 2021

LOCATION OF WORK

- The duty stations for this assignment are home country and Phnom Penh.

In case selected individual contract(s) who is expected to travel to the Country Office (CO) to undertake the assignment in the country (Cambodia) is required to undertake the BSAFE training. <https://training.dss.un.org/course/category/6> prior to travelling.

MINIMUM QUALIFICATIONS OF THE INDIVIDUAL CONTRACTOR

Education:	At least Bachelor's degree in the Computer Science or related field.
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Experience:	<ul style="list-style-type: none"> • At least 8 years of working experiences in providing services in the field of providing IT Solution, including at least 3 projects on GIS/mapping solutions. • Demonstrated experience in Training groups • Proven experiences in Working with GIS Database server, and Network troubleshooting.
Language	English and Khmer

CRITERIA FOR EVALUATION OF LEVEL OF TECHNICAL COMPLIANCE OF INDIVIDUAL CONTRACTOR

Technical Evaluation Criteria	Obtainable Score
At least Master degree in the Computer Science or related field.	20
At least 8 years of working experiences in providing services in the field of providing IT Solution, including at least 3 projects on GIS/mapping solutions.	40
Demonstrated experience in training groups.	10
Proven experiences in Working with GIS Database server, and Network troubleshooting.	30
Total Obtainable Score:	100

SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS

- A service provide should prepare the technical and financial proposals that cover the whole assignment and the evaluation will be done as a lump sum.

Payment schedules

N	Outputs/Deliveries	Payment Schedule	Payment Amount
1	Upon satisfactory completion of deliverable #1	July 30, 2021	20%
2	Upon satisfactory completion of deliverable #2,	September 30, 2021	50%
3	Upon satisfactory completion of deliverable #3	November 10, 2021	30%

(2) Professional Service: Supporting the Cambodian Environmental Management Information System (CEMIS) development for the Ministry of Environment

Project Information

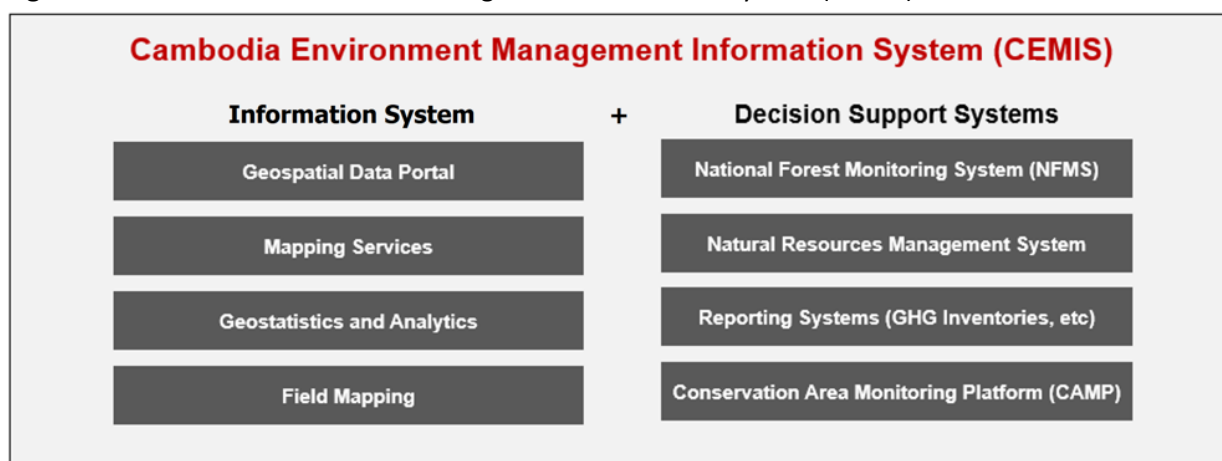
Assignment Title:	Supporting the Cambodian Environmental Management Information System (CEMIS) development for the Ministry of Environment.
UNDP Practice Area:	Environment and Climate Change
Cluster/Project:	Sustainable Landscape and Ecotourism project
Contract type	Professional service
Assignment Location:	Home based and Phnom Penh, Cambodia
Assignment Duration:	240 days from July 15, 2021 to September 30, 2023

Background and Project Description

The Department of Geospatial Information Service (DGIS) of the Ministry of Environment plays an important role in the management and operation of reliable and high-quality environmental geospatial data. These data provide information which assist practitioners and decision-makers in Cambodia, in making decisions in a manner that promotes environmental protection, natural resources management, biodiversity conservation and sustainable development. The DGIS has the goal to establish a well-functioning and sustainable Central Data Portal (CDP) through building the internal and external human capacity, in-house technology, standards, and procedures.

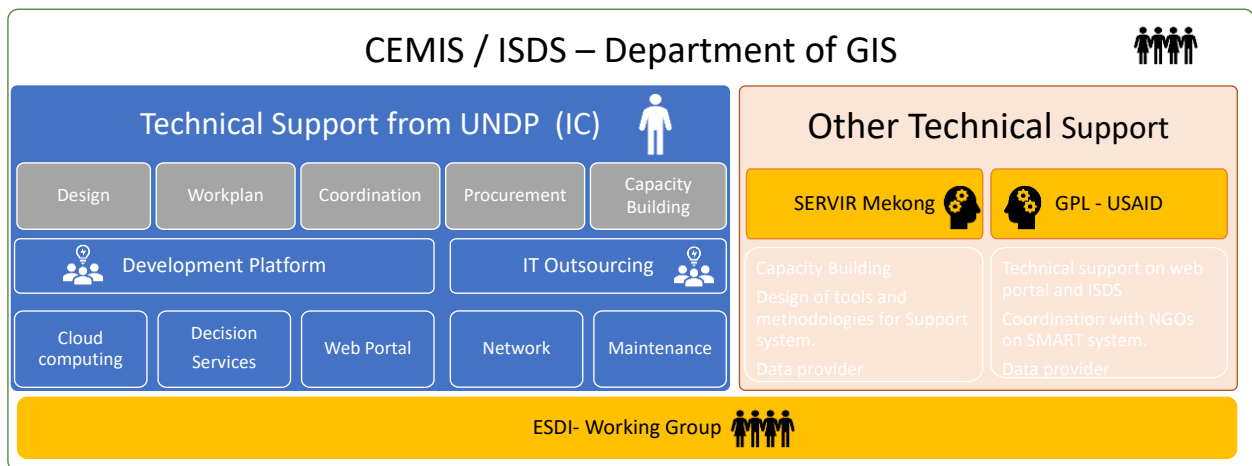
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Figure 1. Cambodia Environment Management Information System (CEMIS)



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Figure 2: UNDP and other technical support for CEMIS/ISDS



Servir Mekong and GPL will provide complementary support to the MoE for the CEMIS work. Their support includes capacity building for web portal, ISDS, design of tools and methodologies for support system, data provision and coordination with NGOs on SMART system. Of particular relevance for the project is the **SMART** (the spatial monitoring and reporting tool), which is a suite of software tools to monitor, report, measure, and evaluate site-based conservation and wildlife law enforcement activities.

Objective of the Assignment

The main scope of this assignment is to develop a robust and fully functioning the Cambodia Environment Information System (CEMIS)/Information Spatial Decision Support System (ISDS) to strengthen the capacity for Protected Area (PA) planning and management and law enforcement in the DGIS of the General Department of Environmental Knowledge and Information (GDEKI) of the Ministry of Environment (MOE).

The CEMIS platform will be designed to facilitate environmental data-driven analyses, making informed decisions and effective monitoring and reporting. CEMIS will be used to consolidate spatial data and geo spatial information and data from different national and international stakeholders and to integrate data. The platform will display, analyze and produce environmental spatial information for effective monitoring and reporting of implementation progress of key national environmental strategies related to climate change, biodiversity and nationally determined contributions (NDC) in support of the sustainable development in Cambodia.

Specific Objectives:

1. Develop a user friendly, opensource platform (which is easy to use and update) for integrating spatial and non-spatial data in order to display, analyze and produce environmental spatial information. The open source can be based on Geoserver or MapServer or other opensource server solution and that can be an on-the-cloud service.
2. Propose a data management mechanism such as data migration, development of solutions (dashboard, statistics) and data sharing services among internal and external clients.

3. Support the integration of existing Decision Support Systems (DSS)s into CEMIS, i.e., National Forest Monitoring System (NFMS), the Forest Alert System and existing initiative from relevant NGOs like the Spatial Monitoring Reporting Tool (SMART), ensuring a common spatial data infrastructure.
4. Develop a DSS to spatially assess competing developmental and conservation priorities, and provide recommendations for zoning (core, conservation, sustainable use and community zones) for all PAs under the project area and suitable land allocation for environmental management purposes
5. Provide advice to develop technical guidelines for the implementation of the spatial data infrastructure linked to CEMIS.
6. Provide in-situ training on Spatial Data Infrastructure, data management and integration for the staff of the department of GIS.

Scope of Work

A service provider will provide specific sets of technical support and deliverables listed below. Under the leadership and guidance of the MRV specialist and the director of the Department of GIS of the MOE, the service provider will provide technical support for the following specific activities that form crucial bases for the implementation of CEMIS in Cambodia.

CAMBODIA ENVIRONMENTAL INFORMATION MANAGEMENT SYSTEM (CEMIS):

In order to support the department of GIS to consolidate data and to design a Data Management System to be accessible via a user-friendly geospatial platform, the Service Provider must develop the CEMIS platform. This work entails:

- a) **Development of an inventory of existing spatial data and information to be integrated in the CEMIS and the ISDS**
 - List the existing data, policies, systems and infrastructure used by users for developing spatial solutions.
 - After listing the users and existing data, service, and infrastructure, conduct a technical gap analysis to identify the existing user experience, methodologies, and requirements for CEMIS.
- b) **Development and adaption of the Platform for the CEMIS:** Based on the data framework, develop an opensource platform (which is easy to use and update) for integrating data in order to display, analyze and produce environmental spatial information. This activity entails assessments of the existing spatial data and standardization of data for spatial data infrastructure. It also promotes data migration, development of solutions (dashboard, statistics), data sharing mechanisms, and provision of training and testing
- c) **Development and testing of a scalable and adaptable web based, user-friendly CEMIS interface/platform, including web hosting and web/cloud services.**
 - Develop a web based CEMIS dashboard for Data-Input module, viewing, analyzing and report management module for publishing different DSS outputs. The platform shall have:
 - a main viewing, editing and adding capabilities.
 - protocols for sending and retrieving spatial information with secure parameters
 - the capability to send periodic summary reports to key stakeholders through emails and/or other communications platforms like WhatsApp and telegram.
 - Develop a methodology for collecting primary and secondary spatial information and

uploading and regular updating (periodical) of the information on the CEMIS portal for future shall be integrated.

- Develop and implement a scheme and methodology for quality checks on the source data and security user access levels and login capabilities to the platform.
- Develop a technical proposal which specifies the hardware, software and bandwidth requirement for the full implementation of CEMIS with a good performance for period of at least 5 years.

INFORMATION SPATIAL DECISION SUPPORT SYSTEM (ISDS):

Develop a ISDS to provide environmental data and metadata for making informed decisions for land uses and planning. The work entails:

d) Analysis of existing infrastructure, data, and services.

- Assess existing data held by the DGIS and facilitate and advise DGIS on the development of a plan to improve, supplement, create, maintain and update data sets.
- Following the gap analysis of existing infrastructure, policies, data, and services, prepare an inventory of all spatial and non-spatial data required for implementing the ISDS and CEMIS in consultation with the DGIS of the MOE and other users and stakeholders. Define attributes and characteristics of all Spatial and Non-spatial data. This analysis will permit to establish the first prototype of the spatial data infrastructure, develop a data framework to align the priorities of the MOE.
- Develop draft technical guidelines (SOP/Manuals) for the implementation of the spatial data infrastructure.
- Provide technical support to the DGIS in the development and test of the Information System and Decision Support, by guiding the department to identify the user requirements, the data and system needed and to test and revise the implementation of the ISDS.
- Analyze infrastructure and review key documents including studies, maps, existing digitized information, geo-spatial data under DGIS and MoE for protected area monitoring, PA management and planning

e) Simulation, adaption, and building of a DSS capable of generating spatial recommendations for zoning for all PAs and suitable land allocation for environmental management purposes.

- As part of the CEMIS development, develop a ISDS to analyze geoinformation for zoning the existing protected areas (PAs) and identify suitable land allocation for environmental management purposes. Based on the available data, support the DGIS to provide recommendations for zoning for all PAs and suitable land allocation for environmental management purposes
- Test and simulate the protected Areas zoning DSS, the integration and display of the NFMS and the Deforestation Early Warning Systems.

f) Integration of existing DSSs (e.g. the NFMS and the Spatial Monitoring Reporting Tool (SMART) and the Deforestation Alert System) into the ISDS and CEMIS , ensuring a common spatial data infrastructure. This work will also ensure DSSs to be sustainable and easily maintained and data to be easily shared.

- Provide technical support on the integration of the Spatial Monitoring Reporting Tool (SMART) with GPL, CI, WCS and Servir Mekong and the Deforestation Alert System in the DGIS. The GIS based spatial online platform should be designed to enable integration of these different DSSs.

- Based on the needs assessment, support the improvement of the existing IT system to ensure the correct access, use, recording, maintenance and backup/restoration of information. This includes the guidance on the procurement of new hardware, software and office equipment

CAPACITY DEVELOPMENT

Provide technical support, capacity building and training to the DGIS in coordinating with the technical partners, data providers and users of the ISDS to understand their roles in the system and cooperate in the progressive improvement of the environmental data management. This work entails:

g) Users' analysis and stakeholder engagement

- Determine the internal and external users and stakeholders linked to CEMIS and ISDS.
- Together with the DGIS, determine different user access levels and login capabilities for CEMIS.
- Support the DGIS for data analysis and data sharing among stakeholders.

h) Training and Capacity building, including a sustainable plan of 5 years.

- Map human resources and existing capacity and data needs under different departments of the MoE (e.g., DGEKI, GDANCP, GDLC) and the MRD
- Identify training requirements for internal and external users and stakeholders.
- Identify training needs and provide capacity building support for Spatial Data Infrastructure and data management and integration for the staff of DGIS
- Prepare and submit a comprehensive Standard Operating Procedures for operating the CEMIS.
- Develop training modules & manuals for the system for both internal and external users.
- Prepare a comprehensive training plan, including documents, presentations and videos.
- Provide trainings to the internal and external users and stakeholders.
- Ensure an operational plan to be in place for the day-to-day operation and the use of the DSS including clear demarcation of the roles and responsibilities of internal users to run and maintain the system.
- Provide maintenance support for a period of 6 months for the platform to MOE as well as build capacities and provide remote handholding support.
- Design a sustainable plan that helps the DGIS of the MOE to monitor the implementation & replication of DSS tools for other type of areas/subjects in the ministry.

Expected Outputs and Deliverables

GENERAL REMARKS:

- *All results should be delivered to the UNDP focal point in the specific formats:*
 - *Secondary information (articles, documents, presentations): PDF, DOC, XLS, PPT*
 - *Final documentation: DOC, XLS or PPT. PDF are not accepted*
 - *Photos: JPG or raw format.*
 - *Raster information: TIF or IMG*
 - *Vector information: SHP*

- *GPS data: GPX format*
- *Physique documents (field forms): Original data in paper and copy in PDF*
- *Maps and methodologies should be submitted to UNDP as a preview version before validated by the ministry of environment (MOE).*
- *The filed missions can be combined between them to use the UAV for multiple services.*
- *The working language for this assignment is English.*
- *A study will be a combination of literature review, re-processing of existing data and data collection (i.e. satellite imagery and field data).*

N	Deliverables/Outputs	Estimated Working days	Target Due Dates
CAMBODIA ENVIRONMENTAL INFORMATION MANAGEMENT SYSTEM (CEMIS)			
0	An inception report and workplan including all detail system structure and requirements	5	July 15, 2021
1	Development of an inventory of existing spatial data and information to be integrated in the CEMIS and the ISDS		
	a. A report and Power Point Presentation (PPT) with a list of existing data, systems and infrastructure and the technical gap analysis to identify the existing user experience, methodologies, and requirements for CEMIS.	7	July 31, 2021
2	Development and adaption of the Platform for the CEMIS		
	a. Proposed design options and prototypes of CEMIS. This includes: 1) design of an open-source platform, 2) inventory of existing spatial data and 3) identification of existing DSSs including SMART to be integrated into CEMIS	10	August 31, 2021
	b. Development of a beta version of the platform with capabilities to integrate existing DSS.	10	November 30, 2021
3	Development and testing of a scalable and adaptable web based user-friendly CEMIS interface/platform		
	a. Initial design of a CEMIS platform with improved data sets, management, and data sharing system for MoE's comments.	10	January 31, 2022
	b. A final Platform which shall <ul style="list-style-type: none"> ● Have a main viewing, editing, and adding capabilities. ● Have protocols for sending and retrieving spatial information with secure parameters ● Be able to send periodic summary reports to key stakeholders via email and other comms platforms. Methodologies for collecting primary and secondary information and quality checks on the source data, security user access levels and login capabilities to the platform.	20	May 31, 2022
INFORMATION SPATIAL DECISION SUPPORT SYSTEM (ISDS)			
4	Analysis of existing infrastructure, data, and services		

	a. A report (less than 10 pages) and PPT to include 1) rapid assessment of existing data held by the DGIS, and 2) a plan to improve, supplement, create, maintain and update data sets, with one annex of an inventory list of all spatial and non-spatial data including their attributes and characteristics required for implementing the ISDS and CEMIS	10	August 31, 2021
	b. Draft technical guidelines (SOP/Manuals) (less than 20 pages) and PPT for the implementation of the spatial data infrastructure	10	September 30, 2021
	c. A report (less than 10 pages) and PPT which summarizes 1) the user requirements, 2) the data and system required to test and revise the implementation of the ISDS, 3) analyses of infrastructures and 4) review of key documents including studies, maps, existing digitized information, geo-spatial data under DGIS and MoE for protected area monitoring, PA management and planning	8	October 15, 2021
	d. Final draft technical guidelines (SOP/Manuals) (less than 20 pages) and PPT for the implementation of the spatial data infrastructure	3	October 30, 2021
	e. The first prototype of the spatial data infrastructure, develop a data framework to align the priorities of the MOE	15	November 30, 2021
5	Simulation, adaption, and building of a DSS capable of generating spatial recommendations for zoning for all PAs and suitable land allocation for environmental management purposes		
	a. Design of a DSS for zoning the existing protected areas (PAs) and identify suitable land allocation for environmental management purposes for MoE comments	15	December 15, 2021
	b. Draft recommendations for zoning for all PAs under the project target area for MoE comments		
	PA 1, 2, 3	15	January 31, 2022
	PA 4, 5,	10	June 30, 2022
	PA 6, 7	10	November 30, 2022
	c. A Report and PPT with final recommendations for zoning for all PAs under the project target area incorporating comments	5	December 31, 2022
6	Integration of existing DSSs (e.g. the NFMS and the Spatial Monitoring Reporting Tool (SMART) and the Deforestation Alert System) into the ISDS and CEMIS , ensuring a common spatial data infrastructure		
	a. Integration of DSSs (e.g. the NFMS and the Spatial Monitoring Reporting Tool (SMART) and the Deforestation Alert System) to the ISDS and accessible from CEMIS.	15	March 31, 2022
CAPACITY DEVELOPMENT			

7	Users' analysis and stakeholder engagement		
	a. An analysis report (less than 10 pages) of 1) the user requirements, and the data and system needs for ISDS, and 2) human resources and existing capacity and data needs under different departments of the MoE (e.g., DGEKI, GDANCP, GDLC) as well as the MRD	8	July 31, 2021
	b. Draft Standard Operating Procedures (about 20 pages) for running CEMIS for MoE comments. This includes an operational plan for the day to day running and use of the DSS including clear demarcation of the roles and responsibilities of internal users to run and maintain the system is provided.	10	May 15, 2022
	c. Final draft Standard Operating Procedures (about 20 pages) incorporating comments	3	May 31, 2022
8	Training and Capacity building, including a sustainable plan of 5 years		
	a. A draft general roadmap and annual actions plan- (less than 15 pages) and PPT including roles and responsibilities of the MoE and different departments	8	March 31, 2023
	b. A draft 5-year sustainable plan (less than 20 pages) and PPT that helps the DGIS of the MOE to monitor the implementation & replication of DSS tools for other type of areas/subjects in the ministry is submitted to the MOE.	8	March 31, 2023
	c. A final draft roadmap incorporating comments	2	May 31, 2023
	d. A comprehensive training plan, including supporting documents, presentations and videos.	10	June 30, 2023
	e. A final draft 5-year sustainable plan incorporating comments.	3	May 30, 2023
	f. Provision of at least three trainings (at least 2 days per each training) to the DGIS	10	September 30, 2023
	TOTAL	240	

Institutional Arrangement

Roles of the service provider

- The service provider shall work with the International MRV specialist and with the Director of the DGIS and have regular monthly meetings with the UNDP officers assigned to work on the sustainable landscape and ecotourism project.
- The service provider shall report on/submit the above deliverables to an International MRV specialist and a programme analyst of UNDP Cambodia as well as to the Director of the DGIS.
- The service provider needs to maintain daily communication with the CEMIS Team of GDEIK and UNDP Country Office as and when problems emerge during the consultancy period, especially if they affect the scope of the job.

Role of the Department of GIS, GDEKI, Ministry of the Environment

- The Department of GIS (GDEKI) will support the service contractor in completing the

assignment, if possible, provide a physical space as well as the primary and secondary data and information, including methodologies, reports and geodata.

Roles of the MRV specialist

- They will provide technical direction and support, working close to the service provider. The deliverables will be reviewed by him/her before any payment release.
- The technical advisor with support of the CEMIS team will support for meetings, missions and other logistic support.

Roles of the UNDP Country Office

- The MRV specialist will review and confirm the deliverables before the payment can be made.

Duration of the Work

The duration of the assignment will be from June 15, 2021 to September 30, 2023 with the total of 240 person working days.

The estimated lead time for UNDP to review outputs, give comments and to approval is of 10 working days.

Duty Station

For the international staff specialists, the duty station is a combination of home-based and in-country missions at least 65 days for 2021, 30 days in 2022 and 20 days in 2023. While outside of Cambodia, the service provider should ensure to be regularly in touch with the UNDP and CEMIS team to perform duties through email, telephone, video call or any other medium arranged by the parties.

Minimum Qualifications of the Successful Contractor at Various Levels

UNDP seeks to procure a services provider who can propose personnel with the required skill sets and experiences for this consultancy. Both the qualifications of the Services Provider and its proposed team members will be assessed.

Qualification of Service Provider:

Reputation	<p>Reputation of Organization and Staff/Credibility/Reliability/Industry Standing General Organizational Capability which is likely to affect implementation</p> <ul style="list-style-type: none"> • Legally registered firm for at least 3 years • Strong financial stability
Experience	<ul style="list-style-type: none"> • At least 3 years of work experience in developing a data and information management system and a web-base open-source platform • Experience in developing a user friendly, opensource platform (which is easy to use and update) for integrating spatial and non-spatial data in order to display, analyze and produce spatial information • Experience in designing and developing a data management mechanism such as data migration, development of solutions (dashboard, statistics) and data sharing services among internal and external clients • Experience in integrating various Decision Support Systems (DSS)s into a common platform, ensuring a common spatial data infrastructure and in designing a DSS to spatially assess competing developmental and conservation priorities, and provide recommendations for zoning (core, conservation, sustainable use and community zones) for all PAs under the project area and suitable land allocation for

	<p>environmental management purposes</p> <ul style="list-style-type: none"> • Experience in providing advice to develop technical guidelines for the implementation of the spatial data infrastructure and providing training on Spatial Data Infrastructure, data management and integration
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Qualification of Key Team Members:

The service provider should prepare a proposal that includes the following set of members:

a) International Project Team Leader

In charge of overseeing the consultancy and responsible for the delivery. focal point from the project and will be in contact with UNDP in any aspects related to the delivery

Education:	<ul style="list-style-type: none"> • At minimum, a university’s degree in environment science, natural resources management, geography or related field and a Geo-information science master’s level or equivalent.
Experience:	<ul style="list-style-type: none"> • A minimum of 10 years of experience in the field of decision support systems and solutions for natural resource management and environment. • At least 2 years prior work experience leading a team in management information systems and GIS projects in the field of Environment and natural resources. Prior experience in working with the government of Cambodia in environmental issues is a plus.
Competencies:	<ul style="list-style-type: none"> • Excellent technical understanding of data management, data integration geo statistics, web mapping and GIS applicability for environmental data. • Proven written and analytical skills in producing high quality technical documents
Language	English.

b) GIS Web-mapping Developer and Decision Support specialist

Education:	<ul style="list-style-type: none"> • Professional specialization in GIS, spatial planning and database management applied to conservation including consolidating, managing and updating spatial databases.
Experience:	<ul style="list-style-type: none"> • At least 10 years of experience with spatial planning including GIS analyses along with proven experience in developing at least three national or regional DSSs, including data systems and methods applied to conservation, sustainable development and spatial planning. • Robust experience in consolidating, managing and updating spatial databases and Spatial Data Infrastructure, notably in cloud systems with prior experience in Environmental Analysis and Mapping by mapping locations of natural features and phenomena such as soil type, forestation, species, waterways, and floodplains. Prior working experience in Cambodia or the Southeast Asia is a plus.
Competencies:	<ul style="list-style-type: none"> • Strong knowledge of Cloud mapping systems like Earth Engine and knowledge of “zonation” decision support system are a plus.
Language	English.

c) Information Technology / Web developer Specialist

Education:	<ul style="list-style-type: none"> At least a master's degree in computer science, Computer Engineering or related field with 5 years of work experience in GIS for web mapping, or a combination of bachelor's degree with 7 years of experience in GIS for web mapping.
Experience:	<ul style="list-style-type: none"> At least 5 years' experience in development GIS web-mapping technology, geospatial data and mapping applications in cloud services. Strong track record of working with HTML, JavaScript/CSS/JQuery and cloud systems solutions.
Competencies:	<ul style="list-style-type: none"> Robust knowledge of HTML, JavaScript/CSS/JQuery and skills in front-end development and UI/UX design
Language	English.

d) Information Technology / Database Manager

Education:	<ul style="list-style-type: none"> At least a master's degree in Computer Science, Computer Engineering or related field with 5 years of work experience in database management system for web mapping, or a combination of bachelor's degree with 7 years of experience in database management system for web mapping.
Experience:	<ul style="list-style-type: none"> 5 years of experience in database management systems for online solutions. Demonstrate database experience and development in Map server or GeoServer, SQL Spatial, Postgres/PostGIS and other open-source solutions.
Competencies:	Proficient in Python, Java and R programming language for Spatial decisions. Desirable knowledge in Earth Engine and Google Cloud
Language	English.

Evaluation criteria:

No.	Summary of Technical Proposal Evaluation Forms	Points Obtainable
1	Expertise of organization	300
2	Proposed Approach and methodology	250
3	Proposed Personnel	450
	Total	1000

Detail Evacuation criteria:

No.	Technical Proposal Evaluation Form 1: Expertise of organization	Points Obtainable
1	At least 3 years of work experience in developing a data and information management system and a web-base open-source platform	50

2	Experience in developing a user friendly, opensource platform (which is easy to use and update) for integrating spatial and non-spatial data in order to display, analyze and produce spatial information	50
3	Experience in designing and developing a data management mechanism such as data migration, development of solutions (dashboard, statistics) and data sharing services among internal and external clients	50
4	Experience in integrating various Decision Support Systems (DSS)s into a common platform , ensuring a common spatial data infrastructure and in designing a DSS to spatially assess competing developmental and conservation priorities, and provide recommendations for zoning (core, conservation, sustainable use and community zones) for all PAs under the project area and suitable land allocation for environmental management purposes	100
5	Experience in providing advice to develop technical guidelines for the implementation of the spatial data infrastructure and providing training on Spatial Data Infrastructure, data management and integration	50
	Total:	300

No.	Proposed Approach	Points Obtainable
1	To what degree does the Offeror understand the task? Have the important aspects of the task been addressed in sufficient detail?	100
2	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	150
	Total	250

No.	Proposed personnel	Points Obtainable
1	<p><u>International Team Leader:</u></p> <ul style="list-style-type: none"> At minimum, a university's degree in environment science, natural resources management, geography or related field and a Geo-information science master's level or equivalent (25 points) A minimum of 10 years of experience in the field of decision support systems and solutions for natural resource management and environment (25 points) At least 2 years prior work experience leading a team in management information systems and GIS projects in the field of Environment and natural resources. Prior experience in working with the government of Cambodia in environmental issues is a plus (25 points) Excellent technical understanding of data management, data integration geo statistics, web mapping and GIS applicability for environmental data (25 points) 	100
2	<p><u>GIS Web-mapping Developer and Decision Support specialist</u></p> <ul style="list-style-type: none"> Professional specialization in GIS, spatial planning and database management applied to conservation including consolidating, managing, and updating spatial databases (30 points) 	150

	<ul style="list-style-type: none"> • At least 10 years of experience with spatial planning including GIS analyses along with proven experience in developing at least three national or regional DSSs, including data systems and methods applied to conservation, sustainable development, and spatial planning (50 points) • Robust experience in consolidating, managing and updating spatial databases and Spatial Data Infrastructure, notably in cloud systems with prior experience in Environmental Analysis and Mapping by mapping locations of natural features and phenomena such as soil type, forestation, species, waterways, and floodplains. Prior working experience in Cambodia or the Southeast Asia is a plus (40 points) • Strong knowledge of Cloud mapping systems like Earth Engine and knowledge of “zonation” decision support system are a plus (30 points) 	
3	<p><u>Information Technology / Web developer Specialist</u></p> <ul style="list-style-type: none"> • At least a master’s degree in computer science, Computer Engineering or related field with 5 years of work experience in GIS for web mapping, or a combination of bachelor’s degree with 7 years of experience in GIS for web mapping. (25 points) • At least 5 years’ experience in development GIS web-mapping technology, geospatial data and mapping applications in cloud services (25 points) • Strong track record of working with HTML, JavaScript/CSS/JQuery and cloud systems solutions. (25 points) • Robust knowledge of HTML, JavaScript/CSS/JQuery and skills in front-end development and UI/UX design (25 points) 	100
4	<p><u>Information Technology / Database Manager</u></p> <ul style="list-style-type: none"> • At least a master’s degree in Computer Science, Computer Engineering or related field with 5 years of work experience in database management system for web mapping, or a combination of bachelor’s degree with 7 years of experience in database management system for web mapping. (25 points) • 5 years of experience in database management systems for online solutions. (25 points) • Demonstrate database experience and development in Map server or GeoServer, SQL Spatial, Postgres/PostGIS and other open-source solutions. (25 points) • Proficient in Python, Java and R programming language for Spatial decisions. Desirable knowledge in Earth Engine and Google Cloud (25 points) 	100
	Total	450

Scope of Bid Price and Schedule of Payments

- A service provider should prepare both activity and financial proposals that cover the whole assignment, and the evaluation will be done as a lump sum with max number of 240 days.
- The contract value be a fixed output-based price regardless of extension of the herein specified duration.
- In the computation of contract value which is a combined of “fixed price” proposers should include all costs include professional fee, airfare, transportation, DSA of expert team, and meeting venue package in Phnom Penh interpreters and among other related costs.

- The key outputs or milestone activities for which payments will be made, with the corresponding percentage of the contract price.

N	Deliverables/Outputs	Payment Schedule	Payment Amount percentage
1	Upon satisfactory delivery of work plan	June 20,2021	10%
2	Upon satisfactory deliverables # 1a 2a, 4a. 7a	September 10,2021	15%
3	Upon satisfactory deliverables # 2b 4b-e	December 15,2021	15%
4	Upon satisfactory deliverables # 3a, 5a,b (PA 1,2,3)	February 15,2022	20%
5	Upon satisfactory deliverables # 3b, 5b (PA 4,5), 7b,c	July 15, 2022	15%
6	Upon satisfactory deliverables # 5b (PA 6,7),5c,	January 15,2023	10%
7	Upon satisfactory deliverables # 6a, 8a-d	June 16, 2023	10%
8	Upon satisfactory deliverables # 8e, 8f	October 15,2023	5%

Recommended Presentation of Technical Proposal

A. Profile of the service provider

Interested service providers shall state why they are the best-suited to carry out the above task. This should include a detailed organization profile, outline the service provider's strengths and expertise highlighting directly relevant experiences to the assignment.

B. Methodology to conduct the assignment

The service provider shall propose a tailored methodology to successfully carry out the assignment.

C. Team structure

The service provider shall submit the proposed team structure to successfully deliver the assignment. The specific roles and responsibilities of each team member shall be clearly presented. The service provider shall also provide the updated CV of each team member as the supporting evidence of their qualification.

D. Timeline/work plan

In addition, the service provider shall submit the proposed timeline/work plan to implement the assignment.

Annex

Annex 1. Guides for calculating costs

Cost Breakdown by Cost Component:

The Proposers are requested to provide the cost breakdown for the below prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

Cost breakdown

Description of Activity	No. of Personnel	Remuneration per day (USD)	Total number of days of Engagement			Budget (USD)	
			2021		Total	2021	Total
I. Personnel Services							
1.							
2.							
3.							
I. Out of Pocket Expenses							
1. Travel Costs for international							
2. DSAs for international staff							
3. Technical Working Groups Meetings							
4. Field mission							
III. Admin cost							
TOTAL							

(3) Individual Contractor: International Senior Specialist for Sustainable Financing for Conservation and Protected Area Management

ASSIGNMENT INFORMATION

Assignment Title:	International Senior Specialist for Sustainable Financing for Conservation and Protected Area Management
Cluster/Project:	Policy and Innovation
Post Level:	International Senior Expert
Contract Type:	Long Term Agreement (LTA) up to Three LTAs
Duty Station:	Home based (with possible travels to Cambodia)
Expected Place of Travel:	N.A
Contract Duration:	Initial contract is from 20 May 2021 to 19 May 2022 (up to 120 days per year); (possibility of extension up to three years)

PROJECT DESCRIPTION

Over the decade, UNDP Cambodia has provided technical assistance to the Royal Government of Cambodia for a range of initiatives related to sustainable financing such as REDD+, PES, and Biofin.

REDD+: Since 2011, through the UN-REDD and FCPF II projects, UNDP has supported the RGC to fulfill all the requirements set by the Warsaw Framework for REDD+, including the development of a National Forest Monitoring System and the submission to the UNFCCC of the National REDD+ Strategy, Forest Reference Level and a Summary of Information on Cambodia’s Safeguards Information System. In addition, UNDP Cambodia is currently supporting the RGC to enable REDD+ nesting (i.e., integrating REDD+ Projects within the National REDD+ Programme) to promote the environmental integrity of Emission Reduction (ERs) from REDD+ Projects and operationalize multiple sources of finance to support Cambodia’s climate goals.

PES: In 2016, the RGC released an official Order (Sor Chor Nor No. 1119) directing the MoE to advance dialogue on PES as a new sustainable financing option to mobilize additional financial resources for PA management. The RGC designated two locations: Phnom Kulen National Park (PKNP) in Siem Reap Province and Kbal Chhay Multiple Use Area (KCMUA) in Preah Sihanouk Province as pilot PES sites. Both pilot sites provide essential watershed services for tourism, industry and local residents and are threatened by forest degradation and illegal encroachments.

UNDP Cambodia has been supporting the MoE for the operationalization of PES pilots as well as the development of a national roadmap for PES.

Biofin: UNDP Cambodia has been supporting the MoE for assessing the feasibility of biodiversity finance (BIOFIN) as financial incentives to support sustainable biodiversity management. BIOFIN work has looked at private and public financial resources used to conserve biodiversity, investments in

commercial activities that produce positive biodiversity outcomes and the value of the transactions in biodiversity-related markets such as habitat banking.

Building on the past and ongoing results, UNDP will analyze a range of financing opportunities (including tourism fees, Payment for Environmental Services (PES) and REDD+) and will draw on existing studies on valuation of ecosystem services in the context of natural capital accounting (e.g. the works done by Conservation International (CI), Greening Prey Lang (GPL), and Wildlife Conservation Society (WCS)). UNDP will support the MoE in enhancing, designing, and supporting the Environmental and Social Fund, and other relevant funds created by the MoE.

SCOPE OF WORK

The Senior Sustainable Financing Consultant is to support the environment team of UNDP Cambodia in advancing the work related to sustainable financing for the following sets of activities:

- a) **Examine existing revenue sources and gaps for protected area management in the country:** Building on existing literature on sustainable financing as well as the ongoing activities related to the UNDP's Bio financing (BIOFIN) and PES projects, review possible revenue sources and identify financial gaps for protected area management in the country. Revenue sources for the review include the national and government finance, ODAs, taxes, fees, royalties, charges, fines, penalties, private donations, trust fund, ecotourism, REDD+, PES, eco standards and labelling (e.g., ibis rice, fair trade, organic farming).
- b) **Review options for sustainable finance mechanisms for funds to determine suitability for implementation in the country.** In collaboration with the UNDP team's work related to PES as well as REDD+ with the aim to design and operationalize sustainable financing mechanisms, further review options for possible mechanisms for hosting revenues at the national level such as the Environmental and Social Fund (ESF) (which the MoE General Directorate of Environmental Protection (GDEP) currently oversees).
- c) **Support the MoE in reviewing existing economic valuation studies on specific ecosystems in CSLEP and in identifying key ecosystems to be targeted under sustainable financing options.** This work will make use of the data and information provided through the CEMIS (e.g. NFMS) as well as existing and ongoing work to value ecosystem for example supported by CI, Fauna and Flora International (FFI) and Wildlife Alliance. The first priority action is to assess, consolidate and organize available data, information and analyses on key ecosystems and biodiversity. Based on the above work, UNDP will identify key ecosystem services and prepare a list of recommended sustainable financing options.
- d) **Support the MoE to identify and prioritize potential sustainable finance mechanisms and/or sources to mobilize financial resources and necessary policy and fiscal reforms and fiscal incentives** to implement priority sustainable finance mechanisms and/or sources in the CMTS landscape. This work entails internal discussions with the MoE to prioritize possible sustainable financing mechanisms. Based on the discussion, needs for fiscal and policy measures will be identified.
- e) **Develop a draft inception report to present a set of preliminary action steps for priority sustainable finance mechanisms identified above.** The report should cover but not be limited to the following sections: 1) introduction, background and objectives, 2) overview of existing revenue sources and gaps for protected area management in Cambodia, 3) option(s) for sustainable finance mechanisms for funds (e.g. ESF), 4) a list of priority recommended sustainable financing options and target ecosystems and services, 5) identification of needs for any fiscal and policy measures for operationalization and 6) a set of preliminary actions steps and roadmap.

- f) **Assist the MoE in the organization of consultation meeting(s)** including 1) preparation of agenda including a list of participants, 2) presentation materials and background documents to discuss and select sustainable financing options and 3) documentation and incorporation of comments to the inception report.
- g) **Develop a final draft inception report incorporating comments**
- h) **Support the MoE for designing sustainable financing options for identified ecosystem services:**
- Identification of key stakeholders to be involved in each prioritized sustainable financing/key ecosystems and bankable options
 - Development of a draft roadmap for operationalizing sustainable options based on guidance and comments from MoE including 1) target sources of payments, 2) Revenue collection, fund management and benefit sharing mechanism and 3) Data management and monitoring
 - Development of final draft operational and technical guidelines and prakas (if necessary) based on guidance and comments from MoE for sustainable financing, including PES (if required beyond what has been done above) to operationalize key identified options

DELIVERABLES

A separate specific ToR will be developed for the specific services needed within the scope of the LTA. The consultant shall ensure confidentiality of all the information received during the assignment. S/he is also requested to work closely with the representatives of the Ministry of Environment for related projects.

INSTITUTIONAL ARRANGEMENT

The international consultant will work under direct supervision of an Environmental Policy Specialist of the Policy and Innovation Unit and a Programme analyst of the Programme Unit.

DURATION OF THE WORK

The initial assignment is up to 120 days per year expected from 20 May 2021 to 19 May 2021 with possible of extension up to three years based on the needs and satisfactory performance of the consultant. The proposed professional fee remains valid for up to two years.

LTA refers to a mutual arrangement whereby the Consultant will provide services as required, over a specific period of time. It specifies the unit price (daily rate), allowing for a framework agreement to be used when the Consultant's services are needed. A separate ToR will be developed for the specific services needed within the scope of the LTA.

DUTY STATION

The duty stations for this assignment is primarily home based. If travels are required, DSA, and all other related actual costs (etc. local travels) will be covered by UNDP Cambodia, prior to agreement made prior to each assignment taking place. The reimbursement of the associated costs will be made through F-10.

Selected individual contract(s) who is expected to travel to the Country Office (CO) to undertake the assignment in the country (Cambodia) is required to undertake the BSAFE training. <https://training.dss.un.org/course/category/6> prior to travelling.

MINIMUM QUALIFICATIONS OF THE INDIVIDUAL CONTRACTOR

Education:	A minimum of a post- graduate degree in the field of conservation finance, natural resources management, business development, banking, and/or finance, law, or a related field.
Experience:	<p>At least 10 years of working experience in the field of conservation finance, natural resources management, business development, banking, and/or finance</p> <p>At least 7 years of experience conducting feasibility assessments of sustainable financing options, and/or developing strategic plans, governance and operational and regulatory guidelines for the fund management and distribution</p> <p>Prior experiences in proposing national level sustainable finance options and supporting the establishment of environment/conservation/biodiversity funds. Prior experience in drafting either legalization for Funds, Charter, Bill/Act, Deed or other foundational document for a Fund in the Asia Pacific region is an asset.</p>
Language Requirement:	<ul style="list-style-type: none"> Fluency in English mandatory.

CRITERIA FOR EVALUATION OF LEVEL OF TECHNICAL COMPLIANCE OF INDIVIDUAL CONTRACTOR

Technical Evaluation Criteria	Obtainable Score
A minimum of a post- graduate degree in the field of conservation finance, natural resources management, business development, banking, and/or finance, law, or a related field.	20
At least 10 years of working experience in the field of conservation finance, natural resources management, business development, banking, and/or finance,	20

At least 7 years of experience conducting feasibility assessments of sustainable financing options, and/or developing strategic plans, governance and operational and regulatory guidelines for the fund management and distribution	30
Prior experiences in proposing national level sustainable finance options and supporting the establishment of environment/conservation/biodiversity funds. Prior experience in drafting either legalization for Funds, Charter, Bill/Act, Deed or other foundational document for a Fund in the Asia Pacific region is an asset.	30
Total Obtainable Score:	100

PAYMENT MILESTONES

The payment is made based on the actual number of days per each assignment agreed prior to each assignment taking place. It will be calculated based on the number of actual working days as per assignment (exclude DSA, air-ticket, and other associated costs). The number of days of each assignment is expected to vary. The payment is to be made to the contractor as per agreed sub-ToR of each assignment.

The contractor can begin working only after a **purchase order (PO)** is issued to him/her each time a service is required and following discussion and agreement between the contractor and the Country Office. The contractor takes his/her own responsibility for performing any service which is out of the scope of this ToR.

Full payment amount is paid within 30 days after satisfactorily completion of work and receiving of original invoice/CoP. Each payment is subject to acceptance of work, receipt of Certification for Payment, and performance evaluation duly completed (for last payment) and signed by the head of the respective unit requesting the service. If additional work is needed due to the assignment not meeting the requirements, this will be at no cost to UNDP.

Offerors shall quote one rate of daily professional fee. The rate shall be all inclusive and fixed during the contract period.

The contractor will be paid on a lump sum basis as per agreed per assignment/ToR.

(4) Individual Contractor: International Specialist for designing fund options and structures for sustainable financing (Protected Area Management)

ASSIGNMENT INFORMATION

Assignment Title:	International Specialist (s) for designing fund options and structures for sustainable financing (Protected Area Management)
Cluster/Project:	Policy and Innovation
Post Level:	International Expert
Contract Type:	Long Term Agreement (LTA) up to Two LTAs
Duty Station:	Home based
Expected Place of Travel:	Cambodia if required
Contract Duration:	Initial contract is from 31 May 2021 to 30 May 2022 (up to 100 days per year); (possibility of extension up to three years)

PROJECT DESCRIPTION

Over the decade, UNDP Cambodia has provided technical assistance to the Royal Government of Cambodia for a range of initiatives related to sustainable financing such as REDD+, PES, and Biofin.

REDD+: Since 2011, through the UN-REDD and FCPF II projects, UNDP has supported the RGC to fulfill all the requirements set by the Warsaw Framework for REDD+, including the development of a National Forest Monitoring System and the submission to the UNFCCC of the National REDD+ Strategy, Forest Reference Level and a Summary of Information on Cambodia's Safeguards Information System. In addition, UNDP Cambodia is currently supporting the RGC to enable REDD+ nesting (i.e., integrating REDD+ Projects within the National REDD+ Programme) to promote the environmental integrity of Emission Reduction (ERs) from REDD+ Projects and operationalize multiple sources of finance to support Cambodia's climate goals.

PES: In 2016, the RGC released an official Order (Sor Chor Nor No. 1119) directing the MoE to advance dialogue on PES as a new sustainable financing option to mobilize additional financial resources for PA management. The RGC designated two locations: Phnom Kulen National Park (PKNP) in Siem Reap Province and Kbal Chhay Multiple Use Area (KCMUA) in Preah Sihanouk Province as pilot PES sites. Both pilot sites provide essential watershed services for tourism, industry and local residents and are threatened by forest degradation and illegal encroachments.

UNDP Cambodia has been supporting the MoE for the operationalization of PES pilots as well as the development of a national roadmap for PES.

Biofin: UNDP Cambodia has been supporting the MoE for assessing the feasibility of biodiversity finance (BIOFIN) as financial incentives to support sustainable biodiversity management. BIOFIN work has looked at private and public financial resources used to conserve biodiversity, investments in

commercial activities that produce positive biodiversity outcomes and the value of the transactions in biodiversity-related markets such as habitat banking.

Building on the past and ongoing results, UNDP will analyze a range of financing opportunities (including tourism fees, Payment for Environmental Services (PES) and REDD+) and will draw on existing studies on valuation of ecosystem services in the context of natural capital accounting (e.g. the works done by Conservation International (CI), Greening Prey Lang (GPL), and Wildlife Conservation Society (WCS)). UNDP will support the MoE in enhancing, designing, and supporting the Environmental and Social Fund, and other relevant funds created by the MoE.

SCOPE OF WORK

The Consultant (s) is to support the environment team of UNDP Cambodia in designing fund options and structures for sustainable financing (Protected Area Management) and carrying out the following sets of activities:

- i) **Examine existing revenue sources and gaps for protected area management in the country:** Building on existing literature on sustainable financing as well as the ongoing activities related to the UNDP's Bio financing (BIOFIN) and PES projects, review possible revenue sources and identify financial gaps for protected area management in the country. Revenue sources for the review include the national and government finance, ODAs, taxes, fees, royalties, charges, fines, penalties, private donations, trust fund, ecotourism, REDD+, PES, eco standards and labelling (e.g., ibis rice, fair trade, organic farming).
- j) **Review options for sustainable finance mechanisms for funds to determine suitability for implementation in the country.** In collaboration with the UNDP team's work related to PES as well as REDD+ with the aim to design and operationalize sustainable financing mechanisms, further review options for possible mechanisms for hosting revenues at the national level such as the Environmental and Social Fund (ESF) (which the MoE General Directorate of Environmental Protection (GDEP) currently oversees).
- k) **Support the MoE to identify and prioritize potential sustainable finance mechanisms and/or sources to mobilize financial resources and necessary policy and fiscal reforms and fiscal incentives** to implement priority sustainable finance mechanisms and/or sources in the protected area landscape. This work entails internal discussions with the MoE to prioritize possible sustainable financing mechanisms. Based on the discussion, needs for fiscal and policy measures will be identified.
- l) Ensure safeguards consideration/integration in the design fund options and structures for sustainable financing.
- m) **Develop a draft inception report to present a set of preliminary action steps for priority sustainable finance mechanisms identified above.** The report should cover but not be limited to the following sections: 1) introduction, background and objectives, 2) overview of existing revenue sources and gaps for protected area management in Cambodia, 3) option(s) for sustainable finance mechanisms for funds (e.g ESF), 4) a list of priority recommended sustainable financing options and target ecosystems and services, 5) identification of needs for any fiscal and policy measures for operationalization and 6) a set of preliminary actions steps and roadmap.

- n) **Assist the MoE in the organization of consultation meeting(s)** including 1) preparation of agenda including a list of participants, 2) presentation materials and background documents to discuss and select sustainable financing options and 3) documentation and incorporation of comments to the inception report.
- o) **Develop a final draft inception report incorporating comments**
- p) **Support the MoE for designing sustainable financing options for identified ecosystem services:**
- Identification of key stakeholders to be involved in each prioritized sustainable financing/key ecosystems and bankable options
 - Development of a draft roadmap for operationalizing sustainable options based on guidance and comments from MoE including 1) target sources of payments, 2) Revenue collection, fund management and benefit sharing mechanism and 3) Data management and monitoring
 - Development of final draft operational and technical guidelines and prakas (if necessary) based on guidance and comments from MoE for sustainable financing, including PES (if required beyond what has been done above) to operationalize key identified options

DELIVERABLES

A separate specific ToR will be developed for the specific services needed within the scope of the LTA. The consultant shall ensure confidentiality of all the information received during the assignment. S/he is also requested to work closely with the representatives of the Ministry of Environment for related projects.

INSTITUTIONAL ARRANGEMENT

The international consultant (s) will work under direct supervision of an Environmental Policy Specialist of the Policy and Innovation Unit and a Programme analyst of the Programme Unit.

DURATION OF THE WORK

The initial assignment is up to 100 days per year expected from 31May 2021 to 30 May 2021 with possible of extension up to three years based on the needs and satisfactory performance of the consultant. The proposed professional fee remains valid for up to two years.

LTA refers to a mutual arrangement whereby the Consultant (s) will provide services as required, over a specific period of time. It specifies the unit price (daily rate), allowing for a framework agreement to be used when the Consultant's services are needed. A separate ToR will be developed for the specific services needed within the scope of the LTA.

DUTY STATION

The duty stations for this assignment is primarily home based. If travels are required, DSA, and all other related actual travel costs (etc. flight and local travels to provinces) will be covered by UNDP Cambodia, prior to agreement made prior to each assignment taking place. The reimbursement of the associated costs will be made through F-10.

Selected individual contract(s) who is expected to travel to the Country Office (CO) to undertake the assignment in the country (Cambodia) is required to undertake the BSAFE training. <https://training.dss.un.org/course/category/6> prior to travelling.

MINIMUM QUALIFICATIONS OF THE INDIVIDUAL CONTRACTOR

Education:	A minimum of a post- graduate degree in the field of conservation finance, business development, banking, and/or finance, law, or a related field.
Experience:	<p>At least 5 years of working experience in the field of conservation finance, business development, banking, and/or finance along with the knowledge of conservation financing</p> <p>At least 3 years of experience conducting feasibility assessments of sustainable financing options for conservation, and/or developing governance and operational and regulatory guidelines for the fund management and distribution</p> <p>Prior experiences in proposing national level sustainable finance options and supporting the establishment of environment/conservation/biodiversity funds.</p> <p>Prior experience in drafting either legalization for Funds, Charter, Bill/Act, Deed or other foundational documents for a Fund in the Asia Pacific region is an asset.</p>
Language Requirement:	<ul style="list-style-type: none"> Fluency in English mandatory.

CRITERIA FOR EVALUATION OF LEVEL OF TECHNICAL COMPLIANCE OF INDIVIDUAL CONTRACTOR

Technical Evaluation Criteria	Obtainable Score
A minimum of a post- graduate degree in the field of conservation finance, business development, banking, and/or finance, law, or a related field.	20

At least 5 years of working experience in the field of conservation finance, business development, banking, and/or finance along with the knowledge of conservation financing	20
At least 3 years of experience conducting feasibility assessments of sustainable financing options for conservation, and/or developing governance and operational and regulatory guidelines for the fund management and distribution	30
Prior experiences in proposing national level sustainable finance options and supporting the establishment of environment/conservation/biodiversity funds. Prior experience in drafting either legalization for Funds, Charter, Bill/Act, Deed or other foundational documents for a Fund in the Asia Pacific region is an asset.	30
Total Obtainable Score:	100

PAYMENT MILESTONES

The payment is made based on the actual number of days per each assignment agreed prior to each assignment taking place. It will be calculated based on the number of actual working days as per assignment (exclude DSA, air-ticket, and other associated costs). The number of days of each assignment is expected to vary. The payment is to be made to the contractor as per agreed sub-ToR of each assignment.

The contractor can begin working *only* after a **purchase order (PO)** is issued to him/her each time a service is required and following discussion and agreement between the contractor and the Country Office. The contractor takes his/her own responsibility for performing any service which is out of the scope of this ToR.

Full payment amount is paid within 30 days after satisfactorily completion of work and receiving of original invoice/CoP. Each payment is subject to acceptance of work, receipt of Certification for Payment, and performance evaluation duly completed (for last payment) and signed by the head of the respective unit requesting the service. If additional work is needed due to the assignment not meeting the requirements, this will be at no cost to UNDP.

Offerors shall quote one rate of daily professional fee including insurance cost. The rate shall be all inclusive and fixed during the contract period.

The contractor will be paid on a lump sum basis as per agreed per assignment/ToR.