**Kingdom of Cambodia**

**Nation Religion King**

**Project “Reducing the Vulnerability of Cambodian Rural Livelihoods through Enhanced Sub-National Climate Change Planning and Execution of Priority Actions (SRL)”**

**PROJECT INCEPTION REPORT**

**Prepared by : Kan Vibol, Start-Up Project Advisor**

**Funded by : CCD/NCSD**

**Submitted to : National Project Director**

**Phnom Penh**

**October 09, 2017**



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# GENERAL INFORMATION

|  |  |
| --- | --- |
| GEF Implementing Agency | UNDP |
| Implementing Partner | NCSD/MoE |
| Responsible Parties | NCDD-S, MAFF-GDA, ALC and UNDP |
| National Project Director | Secretary General of the NCSD |
| National Project Manager | Director of CCD/NCSD |
| Program Period | 48 months |
| Atlas Award ID | 00085641 |
| Project ID | 00093204 |
| PIMS # | 5174 |
| Starting Date | 01 July 2015 |
| Closing Date | 31 Dec 2019 |
| Management Arrangements | National Implementation Modality (NIM) |
| PAC Meeting Date | 21 Nov 2014 |
| Budget | Total resources required $ 20,421,151  Total allocated resources $ 20,421,151  **LDCF (GEF) $ 4,567,500** |
| Co-Financing | Government parallel $ 14,503,651  UNDP $ 1,350,000  **Total Co-financing $ 15,853,651** |
| Main Stakeholders | * DCC/NCSD/MoE * NCDD-S/MoI |

# PROJECT DESCRIPTION

This Inception Report describes the initial start-up activities and refinements to the design of the project document namely “Reducing the vulnerability of Cambodian rural livelihoods through enhanced sub-national climate change planning and execution of priority actions (SRL)”. The project was jointly approved by the government, the LDCF (GEF) and co-financed by the RGC and UNDP Cambodia in April 2016. This Inception Report is a complement to the approved Project Document in order to ensure the effectiveness and efficiency of the project implementation (Project ID # 00093204; PIMS # 5174).

The objective of the project is, therefore, to improve sub-national administration systems affecting investments in rural livelihoods through climate sensitive planning, budgeting and execution. The objective will be achieved through the following three Outcomes.

**Outcome 1, Climate Sensitive Planning, Budgeting and Execution at Sub-National Level Strengthened**, builds on the existing system of development planning at District and Commune levels. In particular, mainstreaming of climate change adaptation in the plans and investment programs of ten Districts and their constituent Communes will be supported. Technical capacity for climate sensitive agriculture extension and for planning and implementation of climate resilient infrastructure investments will also be developed.

**Outcome 2, Resilience of Livelihoods of the most vulnerable improved against erratic rainfall, floods and droughts**, will facilitate investments in small scale water management infrastructure which will contribute to resilient agricultural production, in particular by overcoming unpredictable rainfall during the wet season. Beneficiaries will be members of vulnerable communities identified through the sub-national planning process and a detailed, participatory Farmer Needs Assessment will be carried out to identify suitable improvements to resilient agricultural livelihoods. Groups of poor and vulnerable women will be assisted to develop livelihood activities requiring only limited amounts of land and will receive complementary support for social capital building activities including leadership training and formation of savings groups.

**Outcome 3, Enabling environment is enhanced at sub-national level to attract and manage greater volume of climate change adaptation finance for building resilience of rural livelihoods**, will result in an improved system of performance assessment for climate change adaptation by sub-national governments, linked to the Performance Based Climate Resilience Grant awards that will co-finance infrastructure investments under Outcome 2. The capacity of the sub-national administrations to monitor, evaluate and plan improvements in capacity and performance for climate change adaptation will be strengthened.

The Department of Climate Change (DCC) of the General Secretariat of the National Council for Sustainable Development (GSSD), chaired by the Minister of Environment is the Implementing Partner, with support from a number of key technical Ministries. To ensure cross-sectoral integration, responsiveness to local needs and sustainability, sub-national activities of the Project will be integrated with the NP-SNDD under the coordination of the NCDD-S. The Project will be implemented in 89 Communes and ten Districts of Siem Reap and Kampong Thom Provinces over a four-year period.

The project inception phase started in June 2016, followed by the inception workshop organized in Siem Reap province from 27-28 March 2017. The project strategy was reviewed as well as the performance indicators and the risks associated with the implementation of the project. The project will identify, analyze, and share lessons learned that might be beneficial in the design and implementation of similar future projects.

# ADAPTIVE ADJUSTMENT OF THE PRODOC

This section will merge a strong justification for substantial changes such as the development of standard small scale infrastructure guideline with the MoWRAM, Climate Smart Agriculture Extension package with the GDA/ASPIRE, fund flow, staffing, etc.

## *Situation Analysis*

### The Development of Standard Small Scale Infrastructure Guideline

| **Section No** | **Original Project Document** | | **Changes** | **Reason for Change** |
| --- | --- | --- | --- | --- |
| **1.5 Stakeholder Baseline Analysis** | | | |  |
| 75. List of stakeholders with the respective mandates | | The NCDD-S, Coordinating with the MoWRAM on development of technical guidelines for climate proofing small-scale water infrastructure | The NCDDS reviews and develops the technical guidelines in consultation with the MoWRAM and other relevant stakeholders. Coordinating with the MoWRAM to review existing technical guidelines implemented by other projects/program for climate proofing small-scale water infrastructure (*Technical guidelines for climate proofing small-scale water infrastructure has been already developed and approved by the NCDD-S. NAPA follow up Project has already developed technical guideline*). | With the existing guideline of the NCDD-S and NAPA FU, NCDD-S is currently updating the guidelines with support from ASPIRE program |
| 75. List of stakeholders with the respective mandates | | The MOWRAM with the NCDD-S, development of technical guidelines for climate resilient small-scale water management infrastructure. | * The MOWRAM will be consulted during the reviewing and development of the technical guidelines. | As indicated above |

### Climate Smart Agriculture Extension package with the GDA/ASPIRE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section No** | **Original Project Document** | | **Changes** | **Reason for Change** |
| **1.5 Stakeholder Baseline Analysis** | | | |  |
| 75. List of stakeholders with the respective mandates | | The MAFF through the GDA development of technical guidelines for climate-smart agriculture and master training of extension agents; coordination with IFAD-ASPIRE program | The NCDDS will adopt existing climate-smart agriculture with support from the GDA to conduct a master training of extension package being developed by IFAD-ASPIRE program/ADB Tonle Sap Poverty Reduction and Smallholder Development (ADB TSSD) Project. | It is developed by IFAD-ASPIRE program |

## *Management Arrangements*

### Project Oversight

|  |  |  |  |
| --- | --- | --- | --- |
| **Section No** | **Original Project Document** | **Changes** | **Reason for Change** |
| 5.1 Project Execution and Oversight  **No: 241** | The Project Implementing Partner is the Ministry of Environment (MoE) of the Royal Government of Cambodia. The MoE will assign implementation responsibilities to its Climate Change Department which also acts as the Secretariat to the National Climate Change Committee. | The Project Implementing Partner is the NCSD/MoE of the Royal Government of Cambodia. The MoE will assign implementation responsibilities to the Department of Climate Change, which also acts as the Secretariat to the NCSD. | The newly formed NCSD after the project developed |

### Project Fund Flow

|  |  |  |  |
| --- | --- | --- | --- |
| **Section No** | **Original Project Document** | **Changes** | **Reason for Change** |
| 5.6 Flow of LDCF Funds |  |  | * The recruited NGO (s) by the NCDDS will coordinate with the GDA on climate smart agriculture services. * The MoE will collaborate with the NCDDS and National League of Local Councils (NLLC) to organize provincial awareness workshops |

## *Notification of This Review*

The review of the project log-frame indicates a good internal logic of the project. The overall concept is to mainstream the climate change into related decision-making processes in project targeted areas, which, will, in turn, generate Cambodia and global environmental benefits. Some minor review will not be included in this report. Key decisions made by the inception workshop as follows:

* The name of IP changed from the Ministry of Environment to the DCC/NCSD;
* Timeframe extended from 2016-2019 to 2016-2020;
* Recommendation of using existing guideline for climate resilient small-scale water management infrastructure;
* Recommendation of to using existing guideline for climate-smart agriculture;
* Recommendation of using the NCDDS’s target commune selection criteria;
* Adoption to conduct baseline survey to fulfill the project results framework whereby the consultant firm is recommended to take lead;
* The investment for small scale water infrastructure and livelihood activities was recommended to be within feasible scope and scale of the target communes;
* For 2017, it was recommended to select communes, which are the most vulnerable, easy access; households depend on farming and strong commitment from the commune leaders;
* Workplan and budget 2017 and overall workplan and budget 2016-2020 was adopted with minor adjustment; and
* The project target implementation plan as indicated in the table below was adopted.

Phase in plan for 2017-2020 has been proposed as the below table. At least 80 out of 89 communes will be supported with CCA mainstreaming and capacity building activities.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Provinces** | **2017** | | **2018** | | **2019** | | **2020** | |
| District | Comm. | District | Comm. | District | Comm. | District | Comm. |
| **SRP** | 5 | 10 | 5 | 20 | 5 | 30 | 5 | 40 |
| **KPT** | 5 | 10 | 5 | 20 | 5 | 30 | 5 | 40 |
| **Total** | **10** | **20** | **10** | **40** | **10** | **60** | **10** | **80** |

* 2017 full grant will be carried out in 3-4 communes per province;
* Up to $50,000 per project proposal will be funded in 2017;
* PBCR grant to be 30-35% of total district/commune project is expected to start from 2018;
* Suggestion to reduce the end project’s target income from 20% to 15% for 6000 families;
* Site selection criteria will include:
* Commune affected by climate's risk
* Commune remained high poverty identification rate;
* Commune which majority people livelihood based on agriculture;
* Commune authority remained appropriate capacity and commitment; and
* Commune remained support or least supported from other sources.

# PROJECT’S MANAGEMENT

This section provides an overview of the project organizational structure and approved decisions.

## *Execution Modalities*

This project is nationally executed in accordance with the National Implementation Modality (NIM) Manual agreed between the UNDP and the Royal Government of Cambodia (RGC).

## *Project Management Structure*

The project will be guided by a Project Board comprised of the representatives of the NCSD, Chairman of the PB, the NCDD-S, the UNDP, the DGA/MAFF, the MoWRAM, and the MoWA. The PB will provide guidance based upon project progress assessments and related recommendations from the PMU. The PB will review and approve annual project reviews and workplan, technical documents, budgets and financial reports. The PB will provide general strategic and implementation guidance to the PMU. It will meet annually, and make decisions by consensus. The specific rules and procedures of the PB will be decided upon at the TOR attached in annex 3 of this report.

The Project Board is responsible for making management decisions for a project in particular when guidance is required by the Project Manager. The Project Board plays a critical role in project monitoring and evaluations by quality assuring these processes and products, and using evaluations for performance improvement, accountability, and learning. It ensures that required resources are committed and arbitrated on any conflicts within the project or negotiated a solution to any problems with external bodies. In addition, it approves the appointment and responsibilities of the Project Manager and any delegation of its Project Assurance responsibilities. Based on the approved Annual Work Plan, the Project Board can also consider and approve the quarterly plans (if applicable) and also approve any essential deviations from the original plans.

In order to ensure UNDP’s ultimate accountability for the project results, Project Board decisions will be made in accordance to standards that shall ensure management for development results, best value money, fairness, integrity, transparency and effective international competition. In case consensus cannot be reached within the Board, the final decision shall rest with the UNDP, as GEF’s agency.

The success of the project implementation is dependent upon strong project guidance, coordination and advocacy from the Project Board. The PMU which will be responsible for arranging Project Board meetings, providing materials to members prior to the meeting, and delineating a clear set of meeting objectives and sub-objectives to be met.

The Project Manager has the authority to run the project on a day-to-day basis on behalf of the Implementing Partner within the constraints laid down by the Board. The Project Manager’s prime responsibility is to ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost.

The Project Structure has been established as stated in the project document. Any change of the project is consciously taking into account the “Cambodia’s Statement on Aid Effectiveness and Ownership”.

**SRL Project Management Structure**

**Project Board**

**National Project Director as Chair (Senior Official from NCSD)**

**Senior Beneficiaries: MoE, NCSD-S, MAFF, MoWA, MoP, LGA,**

**Senior Supplier: UNDP**

Project Assurance (UNDP CO and RTA)

Project Assurance (UNDP CO and RTA)

NCSD-GSSD/DCC

Project Management

Team

Climate Change Technical Team

NCDD-S

MAFF/GDA

Technical Support (MoP, MoWA, MoWRAM)

Local Councils Association

2 Provincial Administrators

10 District Administrators

89 Commune Councils

Technical Facilitation Committees

Technical Facilitation Committees

## *Project Board*

The Project Board is responsible for making management decisions for a project in particular when guidance is required by the National Project Director. The Project Board plays a critical role in project monitoring and evaluations by quality assuring these processes and products, and using evaluations for performance improvement, accountability and learning. It ensures that required resources are committed and arbitrates on any conflicts within the project or negotiates a solution to any problems with external bodies. In addition, it approves the appointment and responsibilities of the National Project Manager and any delegation of its Project Assurance responsibilities.

In order to ensure UNDP’s ultimate accountability for the project results, Project Board decisions will be made in accordance to standards that shall ensure management for development results, best value money, fairness, integrity, transparency and effective international competition. In case consensus cannot be reached within the Board, the final decision shall rest with the UNDP as GEF’s agency.

The success of the project implementation is dependent upon strong project guidance, coordination and advocacy from the board. The PMU which will be responsible for arranging Project Board meetings, providing materials to members prior to the meeting, and delineating a clear set of meeting objectives and sub-objectives to be met. The Project Board consists of 6 full members as followings:

1. Representative from the NCSD Chairman
2. Representative from the NCDD-S Vice Chairman
3. Representative from the UNDP Member
4. Representative from the MAFF Member
5. Representative from the MoRAM Member
6. Representative from the MoWA Member

## *UNDP*

**The UNDP-CO** in Cambodia will support project implementation by assisting in monitoring project budgets and expenditures, recruiting and contracting project personnel and consultant services, subcontracting and procuring equipment. The UNDP Cambodia will also monitor the project implementation and achievement of the project outcomes/outputs and ensure the efficient use of donor funds. There are clearly indicated the roles and functions of Project Assurance in Annex 12 of the ProDoc. Both Regional Technical Specialist and Country Office Program Analyst are performing Project Assurance functions; they will provide technical backstopping to the project as and when required.

## *Climate Change Technical Team (CCTWG)*

The Project will receive technical support and advices from Climate Change Technical Team (TWG), which plays roles to facilitate and provide technical support to the NCSD in addressing climate change issues in the Kingdom of Cambodia. The list of TWG member and roles and responsibilities is shown in Annex 2 of this report.

## *Project Management Team*

The office of the Project Management Unit (PMU) located in the DCC/NCSD. Annex 3, section A shows the roles and responsibilities of the PMU. The PMU consists of following members:

1. National Project Director (Secretary General of the NCSD);
2. National Project Manager (Director of the DCC);
3. National Project Coordinator;
4. Project Communication Officer;
5. Project Administrative Assistant; and
6. Project Financial Assistant.

## *Project Implementation Partner (PIP) NCDD-S*

The Project Implementation Partner consists of following members:

* Climate Resilient Planning Adviser,
* Social and Gender Adviser,
* National Infrastructure Adviser,
* Senior Finance Officer,
* Provincial Project Advisers, 2 Positions for Siem Reap and Kampong Thom, and
* Provincial Finance Officer, 2 Positions for Siem Reap and Kampong Thom.

The detail TORs for respective positions are presented in Annex 3, section B of this report.

# WORK PROGRESS DURING INCEPTION PHASE

* Series of consultation meetings conducted with participations from the DCC/NCSD, the UNDP CO and NCDD-S to discuss and agree on the priority start-up activities, project board establishment, the recruitment key project personnel and consultants, and the interim arrangement of the fund flow to the NCDD-S;
* Letter of Agreement between the UNDP and NCDD-S was signed;
* The Project Board was established and the First Project Board Meeting was conducted in January 2017;
* Project Budget and Workplan was revised and approved by the Project Board;
* The Inception Workshop is well organized to launch the project activities to the stakeholders and report is completed for dissemination; and
* Staff recruitment: almost completed.

## *Series of Stakeholders Consultations*

A series of stakeholders’ consultations were prepared to get inputs to the original ProDoc. The consultations resulted in stakeholder engagement plan is already separate report provided to the project. This report is available at the DCC/NCSD.

## *Letter of Agreement between the UNDP and NCDD-S*

Letter of agreement between the UNDP and NCSD-S was signed by the UNDP Country Director dated 22 January 2017 and by Executive Deputy Head of NCDD-S dated 03 February 2017. The LoA is available at the UNDP-CO or the NCDD-S or the DCC/NCSD.

## *SRL Project Board’s First Meeting*

The key decisions made during the First Board Meeting include:

* Speed up staff recruitment;
* Technical meeting will be organised with other responsible parties to discuss the key issues;
* The NCDD-S will list down the issues for discussion at technical meeting;
* Speed up signing of Letter of Agreement between the UNDP and NCDD-S;
* Overall 2017 work plan and budget approved;
* The NCDD-S to start to recruit all required staff and experts;
* The UNDP and NCDD-S to continue to discuss and complete the LoA;
* The UNDP and NCDD-S to speed-up this agreement signature and be ready for inception workshop;
* Update SRL project results framework at output level by Start-Up Advisor;
* Update SRL project implementation schedule by Start-Up Advisor; and
* Organize technical team meeting to review the updated project results framework and implementation schedule before presenting in the inception workshop.

## *The Inception Workshop*

The inception workshop for the “Reducing the Vulnerability of Cambodian Rural Livelihoods through Enhanced Sub-National Climate Change Planning and Execution of Priority Actions” Project was held on 27-28 March, 2017 at [Angkor Paradise Hotel](http://www.booking.com/hotel/kh/angkor.html?aid=331514;label=siemreab-5SyjsGvZHvooZC6I_CGrngS107396568669%3Apl%3Ata%3Ap1660%3Ap2260%2C000%3Aac%3Aap1t1%3Aneg%3Afi%3Atikwd-123199996%3Alp1012728%3Ali%3Adec%3Adm;sid=c79ea8e0f789714f29327c6197e6f348;checkin=2016-10-25;checkout=2016-10-27;room1=A,A;homd=1;atlas_src=hp_iw_title), Siem Reap province. The workshop proceeding is in a separate report and available at the DCC/NCSD.

## *Staff Recruitment*

Recruitment of project staff nearly completed. Below are the project positions already recruited and under recruitment process.

1. **UNDP:**

* National Project Advisor (Recruited)
* National Project Assistant (Recruited)

The detail TORs for respective positions are presented in Annex 3, section C of this report.

1. **NCSD:**

* Project Director (appointed)
* Project Manager (appointed)
* Project Coordinator (Recruited)
* Project Communication Officer (Under Recruitment Process)
* Project Finance Assistant (Recruited)
* Administration Assistant (Recruited)

1. **NCDD-S:**

* Climate Resilient Planning Adviser (Recruited)
* Social and Gender Adviser (Recruited)
* National Infrastructure Adviser (Recruited)
* Senior Administrator (Recruited)
* Financial Officer (Recruited)
* Provincial Project Adviser (Under Recruitment Process)
* Provincial Infrastructure Adviser (Under Recruitment Process)

# NEXT STEPS

## *Details Implementation Schedule for 2017*

The annual work plan and budget for 2017 was approved by the Project Board. Following the completion of the Annual Work Plan 2017, the SRL project team will organize a consultative meeting to discuss and develop overall and detail work plans and budget.

Annex 1 of this report is shown the overall and detail workplan and budget for 2016-2020, the detail workplan and budget for 2017 and annual target 2017.

# ANNEXE:

## *Annex 1: Overall Budget and Workplan 2016-2020, Annual Workplan and Budget 2017 And Annual Target 2017*

## *Five Years Workplan and Budget 2016-2020*

**Five Years Work Plan and Budget: 2016-2020**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Key Atlas Activities** | **Responsible Party** | **Imple. Agent:** | **CHART OF ACCOUNT** | | | **Modality** | **Budget Descriptions** | **Budget Y1-2016** | **Budget Y2-2017** | **Budget Y3-2018** | **Budget Y4-2019** | **Budget Y5-2020** | **Total (USD)** | **Budget Note** |
| **Fund** | **Donor** | **Account** |
| **Outcome 1** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity1.1. MOE\_ Climate sensitive planning, budgeting and execution at the sub-national level strengthened | UNDP | 001981 | 62160 | 10003 | 71200 | DAI | International Consultants | - | - | 26,000.00 |  | 35,000.00 | 61,000.00 | 1A |
| MOE | 001115 | 62160 | 10003 | 71300 | CA | National Consultants | - | 7,700.00 | - | - | - | 7,700.00 | 1B-moe |
| MOE | 001115 | 62160 | 10003 | 71800 | CA | Contractual Services – Individual | - | 21,200.00 | 21,200.00 | 21,200.00 | 21,200.00 | 84,800.00 | 1C-moe |
| UNDP | 001981 | 62160 | 10003 | 71400 | DAI | Contractual Services – Individual | - | 23,000.00 | 20,000.00 | 20,000.00 | 20,000.00 | 83,000.00 | 1C-undp |
| MOE | 001115 | 62160 | 10003 | 71600 | CA | Travel cost | 7,094.00 | 4,706.00 | 7,000.00 | 7,000.00 | 6,200.00 | 32,000.00 | 1D-moe |
| MOE | 001115 | 62160 | 10003 | 72100 | CA | Contractual Services Companies | - | 50,000.00 | 50,000.00 | 50,000.00 | 50,000.00 | 200,000.00 | 1E-moe |
| MOE | 001115 | 62160 | 10003 | 74200 | CA | AV & Print Production Costs | 3,700.00 | 3,800.00 | 4,000.00 | 4,000.00 | 4,000.00 | 19,500.00 | 1F-moe |
| MOE | 001121 | 62160 | 10003 | 72400 | CA | Communication & Audio Visual Equip | - | 1,000.00 | - | 875.00 | - | 1,875.00 | 1F-moe |
| MOE | 001115 | 62160 | 10003 | 74500 | CA | Miscellaneous Expenses | - | 2,800.00 | 2,000.00 | 1,000.00 | 1,000.00 | 6,800.00 | 1G-moe |
| MOE | 001115 | 62160 | 10003 | 75700 | CA | Training, Workshop & Conf. | - | 15,000.00 | 15,000.00 | 10,000.00 | 10,000.00 | 50,000.00 | 1H-moe |
|  |  |  |  |  |  |  | **Sub-Total Activity1.1** | **10,794.00** | **129,206.00** | **145,200.00** | **114,075.00** | **147,400.00** | **546,675.00** |  |
| Activity1.2. NCDD\_ Climate sensitive planning, budgeting and execution at the sub-national level strengthened | UNDP/NCDDS | 001981 | 62160 | 10003 | 71300 | CA | National Consultants | - | - | - | - | - | - | 1B-ncdd |
| UNDP/NCDDS | 001981 | 62160 | 10003 | 71800 | CA | Contractual Services – Individual | - | 21,644.00 | 21,642.00 | 21,642.00 | 21,642.00 | 86,570.00 | 1C-ncdd |
| UNDP/NCDDS | 001981 | 62160 | 10003 | 71600 | CA | Travel cost | - | 8,200.00 | 8,200.00 | 8,200.00 | 8,200.00 | 32,800.00 | 1D-ncdd |
| UNDP/NCDDS | 001981 | 62160 | 10003 | 72100 | CA | Contractual Services Companies | - | 20,000.00 | 65,000.00 | 65,000.00 | 50,000.00 | 200,000.00 | 1E-ncdd |
| UNDP/NCDDS | 001981 | 62160 | 10003 | 74200 | CA | AV & Print Production Costs | - | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 4,000.00 | 1F-ncdd |
| UNDP/NCDDS | 001981 | 62160 | 10003 | 72400 | CA | Communication & Audio Visual Equip | - | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 4,000.00 | 1F-ncdd |
| UNDP/NCDDS | 001981 | 62160 | 10003 | 72500 | CA | Office stationary | - | 1,000.00 | 1,000.00 | 980.00 | 900.00 | 3,880.00 | 1G-ncdd |
| UNDP/NCDDS | 001981 | 62160 | 10003 | 74500 | CA | Miscellaneous Expenses | - | 700.00 | 700.00 | 700.00 | 700.00 | 2,800.00 | 1G-ncdd |
| UNDP/NCDDS | 001981 | 62160 | 10003 | 75700 | CA | Training, Workshop & Conf. | - | 48,000.00 | 48,000.00 | 48,000.00 | 48,000.00 | 192,000.00 | 1H-ncdd |
|  |  |  |  |  |  |  | **Sub-Total Activity1.2** | **-** | **101,544.00** | **146,542.00** | **146,522.00** | **131,442.00** | **526,050.00** |  |
|  |  |  |  |  |  |  | **Total Outcome1** | **10,794.00** | **230,750.00** | **291,742.00** | **260,597.00** | **278,842.00** | **1,072,725.00** |  |
| **Outcome 2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity2.1. MOE\_ Resilience of livelihoods for the most vulnerable improved against erratic rainfalls, floods and droughts | MOE | 001115 | 62160 | 10003 | 71300 | CA | National Consultant | 12,240.00 | 15,260.00 | - | - | - | 27,500.00 | 2A-moe |
| MOE | 001115 | 62160 | 10003 | 71800 | CA | Contractual Services – Individual | - | 32,500.00 | 32,500.00 | 32,500.00 | 32,500.00 | 130,000.00 | 2B-moe |
| UNDP | 001981 | 62160 | 10003 | 71400 | DAI | Contractual Services – Individual | - | 20,000.00 | 20,000.00 | 20,000.00 | 20,000.00 | 80,000.00 | 2B-undp |
| MOE | 001115 | 62160 | 10003 | 71600 | CA | Travel cost | - | 4,000.00 | 4,000.00 | 4,000.00 | 4,000.00 | 16,000.00 | 2C-moe |
| MOE | 001115 | 62160 | 10003 | 72100 | CA | Contractual Services Companies | - | 20,000.00 | 20,000.00 | 20,000.00 | 20,000.00 | 80,000.00 | 2D-moe |
| MOE | 001115 | 62160 | 10003 | 74500 | CA | Miscellaneous Expenses | - | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 4,000.00 | 2F-moe |
| MOE | 001115 | 62160 | 10003 | 75700 | CA | Workshop/Training | - | 58,625.00 | 40,000.00 | 40,000.00 | 40,000.00 | 178,625.00 | 2G-moe |
|  |  |  |  |  |  |  | **Sub-Total Activity2.1** | **12,240.00** | **151,385.00** | **117,500.00** | **117,500.00** | **117,500.00** | **516,125.00** |  |
| Activity2.2. NCDD\_Resilience of livelihoods for the most vulnerable improved against erratic rainfalls, floods and droughts | UNDP/NCDDS | 001981 | 62160 | 10003 | 71300 | CA | National Consultants | - | - | - | - | - | - | 2A-ncdd |
| UNDP/NCDDS | 001981 | 62160 | 10003 | 71800 | CA | Contractual Services – Individual | - | 48,000.00 | 48,000.00 | 48,000.00 | 48,000.00 | 192,000.00 | 2B-ncdd |
| UNDP/NCDDS | 001981 | 62160 | 10003 | 71600 | CA | Travel cost | - | 22,500.00 | 22,500.00 | 22,000.00 | 22,000.00 | 89,000.00 | 2C-ncdd |
| UNDP/NCDDS | 001981 | 62160 | 10003 | 72100 | CA | Contractual Services Companies | - | 50,000.00 | 50,000.00 | 50,000.00 | 50,000.00 | 200,000.00 | 2D-ncdd |
| UNDP/NCDDS | 001981 | 62160 | 10003 | 72600 | CA | Grants | - | 100,000.00 | 537,500.00 | 600,000.00 | 162,500.00 | 1,400,000.00 | 2E-ncdd |
| UNDP/NCDDS | 001981 | 62160 | 10003 | 72400 | CA | Communication & Audio Visual Equip | - | 2,000.00 | 1,300.00 | 1,300.00 | 1,300.00 | 5,900.00 | 2F-ncdd |
| UNDP/NCDDS | 001981 | 62160 | 10003 | 72500 | CA | Office stationary | - | 1,600.00 | 1,300.00 | 1,300.00 | 1,300.00 | 5,500.00 | 2F-ncdd |
| UNDP/NCDDS | 001981 | 62160 | 10003 | 74500 | CA | Miscellaneous Expenses | - | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 4,000.00 | 2F-ncdd |
| UNDP/NCDDS | 001981 | 62160 | 10003 | 75700 | CA | Training, Workshop & Conf. | - | 60,625.00 | 200,625.00 | 190,625.00 | 190,625.00 | 642,500.00 | 2G-ncdd |
|  |  |  |  |  |  |  | **Sub-Total Activity2.2** | **-** | **285,725.00** | **862,225.00** | **914,225.00** | **476,725.00** | **2,538,900.00** |  |
|  |  |  |  |  |  |  | **Total Outcome2** | **12,240.00** | **437,110.00** | **979,725.00** | **1,031,725.00** | **594,225.00** | **3,055,025.00** |  |
| **Outcome 3** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity3.1.Incentive mechanism is in place at sub-national level to manage greater volume of climate change adaptation financing aligned with local development plans | MOE | 001115 | 62160 | 10003 | 71600 | CA | Travel cost | - | 1,500.00 | 1,500.00 | 1,500.00 | 1,500.00 | 6,000.00 | 3B-moe |
| MOE | 001115 | 62160 | 10003 | 74500 | CA | Miscellaneous Expenses | - | 500.00 | 500.00 | 500.00 | 500.00 | 2,000.00 | 3E-moe |
|  |  |  |  |  |  |  | **Sub-Total Activity3.1** | **-** | **2,000.00** | **2,000.00** | **2,000.00** | **2,000.00** | **8,000.00** |  |
| Activity3.2.Incentive mechanism is in place at sub-national level to manage greater volume of climate change adaptation financing aligned with local development plans | UNDP/NCDDS | 001981 | 62160 | 10003 | 71800 | CA | Service contract | - | 45,000.00 | 45,000.00 | 45,000.00 | 45,000.00 | 180,000.00 | 3A-ncdd |
| UNDP/NCDDS | 001981 | 62160 | 10003 | 71600 | CA | Travel cost | - | 4,000.00 | 4,000.00 | 4,000.00 | 4,000.00 | 16,000.00 | 3B-ncdd |
| UNDP/NCDDS | 001981 | 62160 | 10003 | 75700 | CA | Training, Workshop & Conf. | - | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 | 20,000.00 | 3C-ncdd |
| UNDP/NCDDS | 001981 | 62160 | 10003 | 72800 | CA | Office equipment | - | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 4,000.00 | 3D-ncdd |
| UNDP/NCDDS | 001981 | 62160 | 10003 | 74500 | CA | Miscellaneous Expenses | - | 500.00 | 500.00 | 500.00 | 500.00 | 2,000.00 | 3E-ncdd |
|  |  |  |  |  |  |  | **Sub-Total Activity3.2** | **-** | **55,500.00** | **55,500.00** | **55,500.00** | **55,500.00** | **222,000.00** |  |
|  |  |  |  |  |  |  | **Total Outcome3** | **-** | **57,500.00** | **57,500.00** | **57,500.00** | **57,500.00** | **230,000.00** |  |
| Activity4 Project Management Costs | MOE | 001115 | 62160 | 10003 | 71800 | CA | Contractual Services – Individual | 5,694.00 | 24,306.00 | 25,000.00 | 25,000.00 | 25,000.00 | 105,000.00 | 4A-moe |
| MOE | 001115 | 62160 | 10003 | 71600 | CA | Travel cost | - | 2,500.00 | 1,500.00 | 1,500.00 | - | 5,500.00 | 4B-moe |
| UNDP | 001981 | 62160 | 10003 | 71600 | DAI | Travel cost | 700.00 | 1,300.00 | 1,000.00 | 1,000.00 | 1,000.00 | 5,000.00 | 4B |
| MOE | 001115 | 62160 | 10003 | 72200 | CA |  | 2,050.00 |  |  |  | (2,050.00) | - |  |
| MOE | 001115 | 62160 | 10003 | 72800 | CA | Office equipment (computer) | 8,220.00 | 1,780.00 | - | - | - | 10,000.00 | 4C |
| UNDP/NCDDS | 001981 | 62160 | 10003 | 72800 | CA | Office equipment (computer) | - | 12,000.00 | - | - | - | 12,000.00 | 4C-ncdd |
| UNDP | 001981 | 62160 | 10003 | 72800 | DAI | Office equipment (computer) |  | 2,750.00 | - | - | - | 2,750.00 | 4C |
| UNDP | 001981 | 62160 | 10003 | 74100 | DAI | Professional Services | - | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 | 20,000.00 | 4D |
| MOE | 001115 | 62160 | 10003 | 72400 | CA | Communication & Audio Visual Equip | 1,140.00 | 1,360.00 | 1,500.00 | 1,500.00 | 1,125.00 | 6,625.00 | 4E |
| MOE | 001115 | 62160 | 10003 | 72500 | CA | Office stationary | 741.00 | 2,259.00 | 2,000.00 | 2,000.00 | 1,000.00 | 8,000.00 | 4E |
| UNDP | 001981 | 62160 | 10003 | 74500 | DAI | Miscellaneous(ISS cost) | 1,581.00 | 7,619.00 | 8,200.00 | 8,200.00 | 6,400.00 | 32,000.00 | 4F |
| MOE | 001115 | 62160 | 10003 | 75700 | CA | Workshop/Training | - | 775.00 | 700.00 | 700.00 | 700.00 | 2,875.00 | 4G |
|  |  |  |  |  | **Total Activity4-Project management** | | | **20,126.00** | **61,649.00** | **44,900.00** | **44,900.00** | **38,175.00** | **209,750.00** |  |
| **TOTAL** | | | | | | | | **43,160.00** | **787,009.00** | **1,373,867.00** | **1,394,722.00** | **968,742.00** | **4,567,500.00** |  |

**Budget Notes**

|  |  |
| --- | --- |
| **NOTE** | **DESCRIPTION OF COST ITEMS** |
| **OUTCOME 1** | |
| 1A | International consultants for Mid Term Evaluation ($26,000) and Final Evaluation ($35,000) |
| 1B-moe | National consultants for GIS and data analysis support (3 months) |
| 1C-moe | Salary for Communication Officer |
| 1C-undp | Salary for Project Advisor and Project Assistant |
| 1C-ncdd | Salary for CCA Planning Advisor, and Finance &Admin Officer |
| 1D | Travel costs for NCDD-S to support planning, approx. 20 person-days per year; travel costs for Provincial administration and Technical Facilitation Committee to support planning (approx. 40 person-days per Province per year in-province); travel costs for field study visits for climate resilient agriculture (5 field days in year 1); travel costs for cross-study visits for Knowledge Platform (5 field days per year); travel costs for CCTT members Approx. 50 person-days per year); travel costs for MoE-CCD to monitor (approx. 20 person-days per year). |
| 1E | (1) Costs of technical assistance from an NGO specialized in resilient agriculture for Output 1.2 ($200,000 over 2.5 years); (2) Costs of Major Impact survey: (baseline $77,500 in Year 1 additional beneficiaries $15,000 in Year 2, Mid-Term $40,000 in Year 3 Final $82,500 in Year 5) |
| 1F | Production of vulnerability maps ($5,000) and knowledge product publications ($17,500) |
| 1G | Office Operational Costs (stationery, communications, etc.) |
| 1H | Trainings, workshops and conferences for Output 1.1 ($83,650); Output 1.2 ($51,000); Output 1.3 ($64,000) and Output 1.4 ($43,000) |
| **OUTCOME 2** | |
| 2A-moe | National consultant for project startup phase |
| 2B-moe | Salary for Project Coordinator |
| 2B-undp | Salary for Project Advisor and Project Assistant |
| 2B-ncdd | Salary for Social and Gender Adviser, and National Infrastructure Adviser |
| 2C | Travel costs for NCDD-S to monitor climate-resilient infrastructure (approx. 120 pers-days per year) and Provincial team (approx. 120 person-days per Province per year in-province); travel costs for site visits by Province Technical Facilitation Team (20 field days / year) travel costs to monitor and support extension program (Output 2.2): NCDD-S approximately 120 person-days per year and Province team approximately 120 person-days per Province per year. |
| 2D | Contractual services of local NGOs that will be recruited by the District to support group formation and farmer organizations; proposed that NGO also contracts the Technical Services Consultant for infrastructure design and supervision |
| 2E | Performance Based Climate Resilience Grants ($1,200,000 calculated as average $40,000 per District x 10 Districts x 3 years); and  Conditional Cash Transfers ($200,000 calculated as 2 installments of $25 each to 4,000 poor women beneficiaries) |
| 2F | Provincial Office Operational Costs (stationery, communications, etc.) |
| 2G | Inception workshop, extension trainings (Output 2.2) and farmer organization trainings under Output 2.1 and 2.2 |
| **OUTCOME 3** | |
| 3A | Salary for two Provincial Project Advisers, 2 Provincial Finance Officers, and share cost for Provincial Infrastructure Advisers |
| 3B | Travel Costs (Province) for performance monitoring – see Output 3.2 – approximately 80 person-days per Province per year. |
| 3C | Travel costs for mixed NCDD-S and Province team to conduct annual performance measurement (see Output 3.1) |
| 3D | Provincial Office Operational Costs |
| 3E | Operational Costs (stationery, communications, etc.) |
| **PROJECT MANAGEMENT** | |
| 4A-moe | Salary for Finance and Administration Assistants based in MoE-CCD |
| 4B | Travel costs for Government Counterpart to Participate in climate change conference/workshops/meetings |
| 4C | Equipment: 2 computer sets for UNDP contract staff, 4 computer sets for MoE-CCD, 4 computer sets for NCDD-S, 2 computer sets for each Provinces |
| 4D | Audit Costs; $5,000/ year for 4 years |
| 4E | MoE-CCD office operational costs (stationery, communications, etc.) |
| 4F | UNDP Direct Project Costs for recruitment and contract management of project-financed staff and procurement of goods and services.  For more detail, please refer to ANNEX 15 – Country Office Support Services |
| 4G | Project Board Meeting Costs (1 meeting per year) |

## *Annual Workplan and Budget 2017*

**Annual Work Plan and Budget: 2017**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Key Atlas Activities** | **TIMEFRAME** | | | | **Responsible Party** | **Imple. Agent:** | **CHART OF ACCOUNT** | | | **Modality** | **Budget Descriptions** | **BRV-G01** | **Incr/Decr** | **BRV-G02** | **Noted** |
| **Q1** | **Q2** | **Q3** | **Q4** | **Fund** | **Donor** | **Account** |  |  |  |  |  |  |
| **Outcome 1** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity1.1. MOE\_ Climate sensitive planning, budgeting and execution at the sub-national level strengthened |  |  | X |  | UNDP | 001981 | 62160 | 10003 | 71200 | DAI | International Consultants | - | 10,000.00 | 10,000.00 | 1A-undp |
|  |  | X |  | NCSD/DCC | 001115 | 62160 | 10003 | 71300 | CA | Local Consultants | 7,700.00 | (7,700.00) | - | 1B-moe |
|  |  | X | X | NCSD/DCC | 001115 | 62160 | 10003 | 71800 | CA | Service Contracts-Implementing Partner | 21,200.00 | (21,200.00) | - | 1C-moe |
| X | X | X | X | UNDP | 001981 | 62160 | 10003 | 71400 | DAI | Contractual Services - Individuals | 23,000.00 | 2,440.00 | 25,440.00 | 1C-undp |
|  | X | X | X | NCSD/DCC | 001115 | 62160 | 10003 | 71600 | CA | Travel and Meeting | 4,706.00 | (4,706.00) | - | 1D-moe |
|  |  | X | X | NCSD/DCC | 001115 | 62160 | 10003 | 72100 | CA | Contractual Services-Companies | 50,000.00 | (50,000.00) | - | 1E-moe |
|  |  | X | X | NCSD/DCC | 001115 | 62160 | 10003 | 74200 | CA | Fuel, petroleum and other oils | - | - | - | 1I-moe |
|  | X |  |  | NCSD/DCC | 001115 | 62160 | 10003 | 72400 | CA | Communication & Audio Visual Equip | 1,000.00 | (1,000.00) | - |  |
|  | X | X | X | NCSD/DCC | 001115 | 62160 | 10003 | 74500 | CA | Audio Visual & Print Prod Costs | 3,800.00 | (3,800.00) | - | 1F-moe |
|  |  | X | X | NCSD/DCC | 001115 | 62160 | 10003 | 75700 | CA | Miscellaneous Expenses | 2,800.00 | (2,800.00) | - | 1G-moe |
|  |  |  | X | NCSD/DCC | 001981 | 62160 | 10003 | 71300 | CA | Training, Workshops and Conference | 15,000.00 | (15,000.00) | - | 1H-moe |
|  |  |  |  |  |  |  |  |  |  |  | **Sub-Total Activity1.1** | **129,206.00** | **(93,766.00)** | **35,440.00** |  |
| Activity1.2. NCDD\_ Climate sensitive planning, budgeting and execution at the sub-national level strengthened |  |  |  |  | NCDDS | 001981 | 62160 | 10003 | 71400 | DAI | Local Consultants | - | - | - |  |
| X | X | X | X | NCDDS | 001981 | 62160 | 10003 | 71600 | CA | Service Contracts-Implementing Partner | 21,644.00 | (21,644.00) | - | 1C-ncdd |
|  | X | X | X | UNDP | 001981 | 62160 | 10003 | 72100 | CA | Travel and Meeting | 8,200.00 | (6,126.40) | 2,073.60 | 1D-undp |
|  | X | X | X | NCDDS | 001981 | 62160 | 10003 | 74200 | CA | Travel and Meeting | - | 2,073.60 | 2,073.60 | 1D-ncdd |
|  |  |  |  | NCDDS | 001981 | 62160 | 10003 | 72400 | CA | Contractual Services-Companies | 20,000.00 | (20,000.00) | - |  |
|  | X |  |  | UNDP | 001981 | 62160 | 10003 | 72500 | CA | Equipment and Furniture | - | 30,000.00 | 30,000.00 | 1D-undp |
|  |  | X | X | NCDDS | 001981 | 62160 | 10003 | 74500 | CA | Fuel, petroleum and other oils | - | 420.00 | 420.00 | 1I-ncdd |
|  |  | X | X | UNDP | 001981 | 62160 | 10003 | 75700 | CA | Fuel, petroleum and other oils | - | 420.00 | 420.00 | 1I-undp |
|  |  |  |  | NCDDS | 001115 | 62160 | 10003 | 71300 | CA | Communication & Audio Visual Equip | 1,000.00 | (1,000.00) | - |  |
|  |  |  |  | NCDDS | 001115 | 62160 | 10003 | 71800 | CA | Supplies | 1,000.00 | (1,000.00) | - |  |
|  |  |  |  | NCDDS | 001981 | 62160 | 10003 | 71400 | DAI | Grants | - | - | - |  |
|  |  |  |  | NCDDS | 001115 | 62160 | 10003 | 71600 | CA | Audio Visual &Print Prod Costs | 1,000.00 | (1,000.00) | - |  |
|  |  |  |  | NCDDS | 001115 | 62160 | 10003 | 72100 | CA | Miscellaneous Expenses | 700.00 | (700.00) | - |  |
|  | X | X | X | NCDDS | 001115 | 62160 | 10003 | 74500 | CA | Training, Workshops and Conference | 48,000.00 | (48,000.00) | - | 1H-ncdd |
|  |  |  |  |  |  |  |  |  |  |  | **Sub-Total Activity1.2** | **101,544.00** | **(66,556.80)** | **34,987.20** |  |
|  |  |  |  |  |  |  |  |  |  |  | **TOTAL OUTCOME 1** | **230,750.00** | **(160,322.80)** | **70,427.20** |  |
| **Outcome 2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity2.1. MOE\_ Resilience of livelihoods for the most vulnerable improved against erratic rainfalls, floods and droughts | X | X |  |  | NCSD/DCC | 001115 | 62160 | 10003 | 75700 | CA | Local Consultants | 15,260.00 | (15,260.00) | - | 2A-moe |
| X | X | X | X | NCSD/DCC | 001981 | 62160 | 10003 | 71300 | CA | Service Contracts-Implementing Partner | 32,500.00 | (32,500.00) | - | 2B-moe |
|  |  |  |  | UNDP | 001981 | 62160 | 10003 | 71800 | CA | Contractual Services - Individuals | 20,000.00 | (20,000.00) | - |  |
|  | X | X | X | NCSD/DCC | 001981 | 62160 | 10003 | 71600 | CA | Travel and Meeting | 4,000.00 | (4,000.00) | - | 2C-moe |
|  |  |  |  | NCSD/DCC | 001981 | 62160 | 10003 | 72100 | CA | Contractual Services-Companies | 20,000.00 | (20,000.00) | - |  |
|  |  | X | X | NCSD/DCC | 001981 | 62160 | 10003 | 72600 | CA | Fuel, petroleum and other oils |  | - | - | 2I-moe |
|  |  |  |  | NCSD/DCC | 001981 | 62160 | 10003 | 72400 | CA | Miscellaneous Expenses | 1,000.00 | (1,000.00) | - |  |
|  |  |  |  | NCSD/DCC | 001981 | 62160 | 10003 | 72500 | CA | Training, Workshops and Conference | 58,625.00 | (58,625.00) | - |  |
|  |  |  |  |  |  |  |  |  |  |  | **Sub-Total Activity2.1** | **151,385.00** | **(151,385.00)** | **-** |  |
| Activity2.2. NCDD\_Resilience of livelihoods for the most vulnerable improved against erratic rainfalls, floods and droughts |  |  |  |  | NCDDS | 001981 | 62160 | 10003 | 74500 | CA | Local Consultants | - | - | - |  |
| X | X | X | X | UNDP | 001981 | 62160 | 10003 | 75700 | CA | Contractual Services - Individuals | - | 38,160.00 | 38,160.00 | 2D-undp |
|  | X | X | X | NCDDS | 001115 | 62160 | 10003 | 71600 | CA | Travel and Meeting | 22,500.00 | (19,735.20) | 2,764.80 | 2C-ncdd |
|  | X | X | X | UNDP | 001115 | 62160 | 10003 | 74500 | CA | Travel and Meeting |  | 2,764.80 | 2,764.80 |  |
| X | X | X | X | NCDDS | 001981 | 62160 | 10003 | 71800 | CA | Service Contracts-Implementing Partner | 48,000.00 | (48,000.00) | - | 2B-ncdd |
|  |  | X | X | NCDDS | 001981 | 62160 | 10003 | 71600 | CA | Contractual Services-Companies | 50,000.00 | (50,000.00) | - | 2D-ncdd |
|  | X |  |  | UNDP | 001981 | 62160 | 10003 | 75700 | CA | Equipment and Furniture | - | 30,000.00 | 30,000.00 | 2D-undp |
|  | X | X | X | UNDP | 001981 | 62160 | 10003 | 72800 | CA | Fuel, petroleum and other oils | - | 560.00 | 560.00 | 2I-undp |
|  |  | X | X | NCDDS | 001981 | 62160 | 10003 | 74500 | CA | Fuel, petroleum and other oils | - | 560.00 | 560.00 | 2I-ncdd |
|  |  |  |  | NCDDS |  |  |  |  |  | Communication & Audio Visual Equip | 2,000.00 | (2,000.00) | - |  |
|  |  |  |  | NCDDS |  |  |  |  |  | Supplies | 1,600.00 | (1,600.00) | - |  |
|  |  |  | X | X | NCDDS | 001115 | 62160 | 10003 | 71800 | CA | Grants | 100,000.00 | (100,000.00) | - | 2E-ncdd |
|  |  |  |  |  | NCDDS |  |  |  |  |  | Miscellaneous Expenses | 1,000.00 | (1,000.00) | - |  |
|  |  |  |  |  | NCDDS |  |  |  |  |  | Training, Workshops and Conference | 60,625.00 | (60,625.00) | - |  |
|  |  |  |  |  |  |  |  |  |  |  | **Sub-Total Activity2.2** | **285,725.00** | **(210,915.40)** | **74,809.60** |  |
|  |  |  |  |  |  |  |  |  |  |  | **TOTAL OUTCOME 2** | **437,110.00** | **(362,300.40)** | **74,809.60** |  |
| **Outcome 3** |  |  |  |  |  | 001115 | 62160 | 10003 | 71600 | CA |  |  |  |  |  |
| Activity3.2.Incentive mechanism is in place at sub-national level to manage greater volume of climate change adaptation financing aligned with local development plans |  |  |  |  | NCSD/DCC | 001981 | 62160 | 10003 | 71600 | CA | Travel and Meeting | 1,500.00 | (1,500.00) | - | 3B-moe |
|  |  |  |  | NCSD/DCC | 001115 | 62160 | 10003 | 72200 | CA | Fuel, petroleum and other oils | - | - | - | 2I-moe |
|  |  |  |  | NCSD/DCC | 001115 | 62160 | 10003 | 72800 | CA | Miscellaneous Expenses | 500.00 | (500.00) | - |  |
|  |  |  |  | NCSD/DCC | 001981 | 62160 | 10003 | 72800 | CA | Training, Workshops and Conference | - | - | - | 3H-moe |
|  |  |  |  |  |  | 001981 | 62160 | 10003 | 72800 | CA | **Sub-Total Activity3.1** | **2,000.00** | **(2,000.00)** | **-** |  |
|  |  | X | X | X | NCDDS | 001981 | 62160 | 10003 | 74100 | CA | Travel and Meeting | 4,000.00 | (2,194.83) | 1,805.17 | 3B-ncdd |
|  |  |  |  | UNDP | 001115 | 62160 | 10003 | 72400 | CA | Travel and Meeting | - | 1,805.17 | 1,805.17 | 3D-undp |
|  |  |  |  | NCDDS | 001115 | 62160 | 10003 | 72500 | CA | Service Contracts-Implementing Partner | 45,000.00 | (45,000.00) | - |  |
|  |  |  | X | NCDDS | 001981 | 62160 | 10003 | 74500 | DAI | Contractual Services-Companies | - | - | - | 3D-ncdd |
|  | X |  |  | UNDP | 001115 | 62160 | 10003 | 75700 | CA | Equipment and Furniture | - | 60,000.00 | 60,000.00 | 3D-undp |
|  |  | X |  | NCDDS |  |  |  |  |  | Equipment and Furniture | - | 60,000.00 | 60,000.00 | 3D-ncdd |
|  |  | X | X | NCDDS | #NAME? | 62160 | #NAME? | 72311 | #NAME? | Fuel, petroleum and other oils | - | 420.00 | 420.00 | 3I-ncdd |
|  |  | X | X | UNDP | #NAME? | 62160 | #NAME? | 72311 | #NAME? | Fuel, petroleum and other oils | - | 420.00 | 420.00 | 3D-undp |
|  |  |  |  | NCDDS | #NAME? | 62160 | #NAME? | 72800 | #NAME? | Information Technology Equipment | 1,000.00 | (1,000.00) | - |  |
|  | X | X | X | NCDDS | #NAME? | 62160 | #NAME? | 74500 | #NAME? | Miscellaneous Expenses | 500.00 | (500.00) | - | 3E-ncdd |
|  |  |  |  | NCDDS | #NAME? | 62160 | #NAME? | 75700 | #NAME? | Training, Workshops and Conference | 5,000.00 | (5,000.00) | - |  |
|  |  |  |  |  |  |  |  |  |  |  | **Sub-Total Activity3.2** | **55,500.00** | **73,950.34** | **124,450.34** |  |
|  |  |  |  |  |  |  |  |  |  |  | **TOTAL OUTCOME 3** | **57,500.00** | **71,950.34** | **124,450.34** |  |
| Activity 4 Project Management Cost | X | X | X | X | UNDP | #NAME? | 04000 | #NAME? | 61100 | #NAME? | Salary Costs - NP Staff | - | 40,000.00 | 40,000.00 | 4A-undp |
| X | X | X | X | UNDP | #NAME? | 62160 | #NAME? | 71600 | #NAME? | Travel and Meeting | 1,300.00 | (65.71) | 1,234.29 | 4B-undp |
|  |  |  |  | NCSD/DCC | #NAME? | 62160 | #NAME? | 71600 | #NAME? | Travel and Meeting | 2,500.00 | (1,265.71) | 1,234.29 |  |
|  |  |  |  | NCSD/DCC | #NAME? | 62160 | #NAME? | 71810 | #NAME? | Service Contracts-Implementing Partner | 24,306 | (24,306.00) | - |  |
|  |  | X |  | NCSD/DCC | #NAME? | 62160 | #NAME? | 72200 | #NAME? | Equipment and Furniture | - | 20,550.00 | 20,550.00 |  |
|  |  | X |  | NCDDS | #NAME? | 62160 | #NAME? | 72200 | #NAME? | Equipment and Furniture |  |  | 20,550.00 | 4A-ncdd |
|  |  | X |  | UNDP | #NAME? | 62160 | #NAME? | 72200 | #NAME? | Equipment and Furniture |  |  | 20,550.00 |  |
|  |  |  |  | NCSD/DCC | #NAME? | 62160 | #NAME? | 72400 | #NAME? | Communication & Audio Visual Equip | 1,360 | 15,653.00 | 17,013.00 | 4C-undp |
|  |  |  |  | NCDDS | #NAME? | 62160 | #NAME? | 72400 | #NAME? | Communication & Audio Visual Equip |  |  | 17,013.00 | 4C-moe |
|  |  |  |  | UNDP | #NAME? | 62160 | #NAME? | 72400 | #NAME? | Communication & Audio Visual Equip |  |  | 17,013.00 | 4C-ncdd |
| X | X | X | X | NCSD/DCC | #NAME? | 62160 | #NAME? | 72500 | #NAME? | Supplies | 2,259 | 2,140.92 | 4,399.92 | 4C-moe |
| X | X | X | X | NCDDS | #NAME? | 62160 | #NAME? | 72500 | #NAME? | Supplies | - | 4,399.92 | 4,399.92 | 4B-ncdd |
|  |  |  |  | NCSD/DCC | #NAME? | 62160 | #NAME? | 72800 | #NAME? | Information Technology Equipment | 1,780 | 86,150.00 | 87,930.00 |  |
|  |  | X |  | NCDDS | #NAME? | 62160 | #NAME? | 72800 | #NAME? | Information Technology Equipment | 12,000 | 75,930.00 | 87,930.00 |  |
|  | X |  |  | UNDP | #NAME? | 62160 | #NAME? | 72800 | #NAME? | Information Technology Equipment | 2,750 | 85,180.00 | 87,930.00 |  |
|  |  |  |  | NCSD/DCC | #NAME? | 62160 | #NAME? | 73300 | #NAME? | Rental & Maintenance of Info Tech Equipment |  |  | 996.92 | 4E-moe |
|  |  |  |  | NCDDS | #NAME? | 62160 | #NAME? | 73300 | #NAME? | Rental & Equipment of Info Tech Equipment |  |  | 996.92 | 4E-ncdd |
|  |  |  |  | UNDP | #NAME? | 62160 | #NAME? | 73300 | #NAME? | Rental & Equipment of Info Tech Equipment |  |  | 996.92 | 4E-undp |
|  |  |  |  | NCSD/DCC | #NAME? | 62160 | #NAME? | 73400 | #NAME? | Rental & Maintenance of Other Equip |  |  | 1,920.00 | 4E-moe |
|  |  |  |  | NCDDS | #NAME? | 62160 | #NAME? | 73400 | #NAME? | Rental & Maintenance of Other Equip |  |  | 1,920.00 | 4E-ncdd |
|  |  |  |  | UNDP | #NAME? | 62160 | #NAME? | 73400 | #NAME? | Rental & Maintenance of Other Equip |  |  | 1,920.00 |  |
|  |  |  | X | UNDP | #NAME? | 62160 | #NAME? | 74100 | #NAME? | Professional Services | 5,000.00 | - | 5,000.00 | 4D-undp |
| X | X | X | X | UNDP | #NAME? | 62160 | #NAME? | 74500 | #NAME? | Miscellaneous Expenses | 7,619 | 23,093.50 | 30,712.50 | 4F-undp |
| X | X | X | X | NCSD/DCC | #NAME? | 62160 | #NAME? | 74500 | #NAME? | Miscellaneous Expenses | - | 30,712.50 | 30,712.50 | 4F-moe |
| X | X | X | X | NCDDS | #NAME? | 62160 | #NAME? | 74500 | #NAME? | Miscellaneous Expenses | - | 30,712.50 | 30,712.50 | 4F-moe |
| X | X | X | X | NCSD/DCC | #NAME? | 62160 | #NAME? | 75700 | #NAME? | Training, Workshops and Conference | 775 | 13,101.00 | 13,876.00 | 4G-moe |
| X | X | X | X | UNDP | #NAME? | 62160 | #NAME? | 75700 | #NAME? | Training, Workshops and Conference |  | 13,876.00 | 13,876.00 |  |
| X | X | X | X | NCDDS | #NAME? | 62160 | #NAME? | 75700 | #NAME? | Training, Workshops and Conference | - | 13,876.00 | 13,876.00 |  |
|  |  |  |  | **Total Activity 4-Project management (GEF)** | | | | | |  | **-** | **391,069.33** | **-** |  |
|  |  |  |  | **Total Activity 4-Project management (TRAC)** | | | | | |  | **-** | **40,000.00** | **40,000.00** |  |
|  |  |  |  |  |  |  |  |  |  |  | **TOTAL (GEF)** | **725,360.00** | **(59,603.53)** | **269,687.14** |  |
|  |  |  |  |  |  |  |  |  |  |  | **TOTAL (TRAC)** | **-** | **40,000.00** | **40,000.00** |  |
|  |  |  |  |  |  |  |  |  |  |  | **GRAND TOTAL (GEF + TRAC)** | **725,360.00** | **(19,603.53)** | **309,687.14** |  |

**Budget Notes**

|  |  |
| --- | --- |
| **Noted** | **Description** |
|
|  |  |
| 1A-undp | Technical support and quality assurance (external expert through UNDP) |
| 1B-moe | Consultant for GIS to produce GIS-based vulnerability maps in target districts (3 months) |
| 1C-moe | Salary for cost 5 staff at NCSD/DCC (Comms officer, finance assistant, driver, admin officer, and project coordinator) |
| 1C-undp | Salary cost for NPA, PA, and driver |
| 1D-moe | Travel cost for M&E, learning… |
| 1E-moe | Baseline survey and Impact Assessment (contractual service company) |
| 1I-moe | Fuel and maintenance for NCSD/DCC |
| 1F-moe | Production of vulnerability maps (USD5000), and other publications |
| 1G-moe | Contingency for baseline and impact assessment |
| 1H-moe | Training/workshop/meeting under MOE |
| 1C-ncdd | Salary cost for 9 contract staff at NCDDS |
| 1D-undp | Travel cost for M&E, learning… |
| 1D-ncdd | Travel cost for M&E, learning… |
| 1D-undp | 1 pickup vehicle for NCSD/DCC |
| 1I-ncdd | Fuel and maintenance |
| 1I-undp | Fuel and maintenance |
|  | Grant for farm inputs to implement innovative technologies |
| 1H-ncdd | Training and workshops both at national and subnational levels |
|  |  |
| 2A-moe | Start-up advisor consultancy fee |
| 2B-moe | Salary cost for 5 staff at NCSD/DCC (Comms officer, finance assistant, driver, admin officer, and project coordinator) |
| 2C-moe | Travel cost for M&E, learning… |
| 2I-moe | Fuel and maintenance at NCSD/DCC |
| 2D-undp | Salary cost for NPA, PA, and driver |
| 2C-ncdd | Travel cost for M&E, learning… |
|  | Travel cost for M&E, learning… |
| 2B-ncdd | Salary cost for 9 contract staff at NCDDS |
| 2D-ncdd | contractual service for specialised NGO |
| 2D-undp | 1 pickup vehicle for NCDDS |
| 2I-undp | Vehicle fuel and maintenance cost |
| 2I-ncdd | Vehicle fuel and maintenance cost |
| 2E-ncdd | PBCRG, contribution to saving scheme (80,000), and conditional cash transfer (175,000) |
| 3B-moe | Travel cost of M&, learning,… |
| 2I-moe | Vehicle fuel and maintenance cost |
| 3H-moe | Inception workshop |
| 3B-ncdd |  |
| 3D-undp | Travel cost for M&E, learning… |
|  |  |
| 3D-ncdd | Annual Performance Measurement; |
| 3D-undp | Purchase of a pick up vehicle for UNDP |
| 3D-ncdd | Motorbikes for NCDDS provincial based |
| 3I-ncdd | Vehicle fuel and maintenance cost |
| 3D-undp | Vehicle fuel and maintenance cost |
| 3E-ncdd | miscellaneous expense, fuel and maintenance for motorbike |
| 4A-undp | Salary cost for NP staff (TRAC Fund) |
| 4B-undp | Travel cost for M&E, learning… |
| 4A-ncdd | LCD, printers, office furniture |
| 4C-undp | telephone/communication cost |
| 4C-moe | telephone/communication cost |
| 4C-ncdd | telephone/communication cost |
| 4C-moe | stationaries and supplies for NCSD/DCC |
| 4B-ncdd | stationaries and supplies for NCDDS and UNDP contract staff |
|  | Computers, accessories, etc. |
|  | Computers and accessories |
|  | Computers and accessories for NPA and PA |
| 4E-moe | maintenance of computers, office equipment, etc. |
| 4E-ncdd | maintenance of computers, office equipment, etc. |
| 4E-undp | maintenance of computers, office equipment, etc. |
| 4E-moe | maintenance of computers, office equipment, etc. |
| 4E-ncdd | maintenance of computers, office equipment, etc. |
| 4D-undp | Audit fee |
| 4F-undp | ISS cost |
| 4F-moe | Miscellaneous expense, etc. |
| 4F-moe | DSA allowance for UNDP to conduct spot check and IAM |
| 4G-moe | national and international event for NCSD/DCC |
|  |  |

## *Annual Target 2017*

|  |
| --- |
| **ANNUAL TARGET 2017** |
| * *Project Board first meeting is conducted on January 18, 2017.* |
| * *National project team is recruited in 2 ministries (NCSD/MoE and NCDD-S) with 13 positions in total.* |
| * *Project inception workshop conducted in Siem Reap (27-28 March 2017) and report completed.* |
| * *Detail annual workplan 2017 outlined and scope defined.* |
| * *Recruit one Project Communication Officer will be processed by the DCC.* |
| * *Phase in plan 2016-2020 defined for 5 districts and 10 communes of each province will be implemented the annual plan.* |
| * *Provincial advisors and officers are recruited in 2 provinces (Siem Reap and Kampong Thom).* |
| * *Formulation provincial and district project team in 2 provinces (Siem Reap and Kampong Thom).* |
| * *Open provincial bank account in 2 provinces (Siem Reap and Kampong Thom).* |
| * *Set process and criteria for project selection.* |
| * *Field visit to identify project priority.* |
| * *Conduct technical training on Climate Resilient Infrastructure Design.* |
| * *Conduct training on climate change mainstreaming into commune investment program.* |
| * *Baseline survey to fulfill the project results framework defined with whereby the consultant firm is recommended to take lead.* |
| * *Communication channel at national and sub-national level activated.* |
| * *2 Grant construction projects will be approved by the Project Board and implemented in 2017.* |
| * *2 Grant office management structure fully established in the DCC/NCSD and NCDD-S.* |
| * *Project implementation arrangement at sub-national level established (Siem Reap and Kampong Thom) and smoothly run.* |
| * *80% of approved budget disbursed.* |
| * *90% of implementation team appointed.* |
| * *80% of planned activities completed on time.* |
| * *80% of issues raised in Q1-2 addressed are solved.* |

## *Annex 2: The List of TWG Member and Roles and Responsibilities*

|  |  |  |  |
| --- | --- | --- | --- |
| **N** | **Name** | **Official Position** | **Position in CCTWG** |
|  | HE. Choup Paris | Deputy Secretary General,  General Secretariat, NCSD | Chair |
|  | Mr. Sum Thy | Director, Department of Climate Change,  General Secretariat, NCSD | First Vice-Chair |
|  | Mr. Thay Chantha | Director of Coastal Zone and Marine Conservation, Ministry of Environment | Second Vice-Chair |
|  | HE. Soth Kimkolmony | Advisor to NCDM and Deputy Director, Department of Preparedness and Training, National Committee for Disaster Management | Member |
|  | Mr. Tauch Chan Kresna | Deputy Director General, General Department of International Cooperation and Debt Management, Ministry of Economy and Finance | Member |
|  | Mr. Bou Chan Serey | Deputy Director General, General Directorate of Tourism, Ministry of Tourism | Member |
|  | Mr. Ven Keahak | Deputy Director General, General Directorate of Industry, Ministry of Industry and Handicrafts | Member |
|  | Mr. Thy Sophearith | Director of Department of Noise and Air Quality Management, Ministry of Environment | Member |
|  | Mr. San Vannakreth | Director, Department of Investment Planning, Ministry of Planning | Member |
|  | Mr. Or Siem | Director, Department of Curriculum Development, Ministry of Education, Youth and Sports | Member |
|  | Mr. Kol Hero | Director, Department of Preventive Medicine, Ministry of Health | Member |
|  | Mr. Chreang Phollak | Director, Department of Planning, Ministry of Public Works and Transport | Member |
|  | Mr. Chou Heng | Director, Department of Policy and Financial Cooperation Coordination, Council for Development of Cambodia | Member |
|  | Mr. Seng Sochinda | Director, Department of Environmental Assessment, Council for Development of Cambodia | Member |
|  | Mr. Sokh Heng | Director, Forest and Wildlife Research and Development Institute, Ministry of Agriculture, Forestry and Fisheries | Member |
|  | Mr. Am Phirum | Deputy Director, Department of Agriculture Land Management, Ministry of Agriculture, Forestry and Fisheries | Member |
|  | Mr. Chheng Phen | Deputy Director, Inland Fisheries Research and Development Institute, Ministry of Agriculture, Forestry and Fisheries | Member |
|  | Mr. Nouv Borey | Deputy Director, Department of Administration and Information Technology, Ministry of Mines and Energy | Member |
|  | Mr. Thach Sovanna | Deputy Director, Department of Water Resource Management and Conservation, Ministry of Water Resources and Meteorology | Member |
|  | Mr. Siyonn Socheth | Deputy Director, Department of Community Development, Ministry of Rural Development | Member |
|  | Mr. Dok Doma | Deputy Director, Department of Research and Regulation, Ministry of Land Management, Urban Planning and Construction | Member |
|  | Mr. Kol Phanna | Deputy Director, Department of International Cooperation, Ministry of Information | Member |
|  | Mr. Soum Piseth | Deputy Director, Department of International Cooperation, Ministry of Women Affairs | Member |
|  | Mr. Chhun Bunnara | Vice Chief, Programme Management and Support Unit, General Secretariat, National Committee for Subnational Democratic Development | Member |
|  | Ms. Khlok Vichet Ratha | Deputy Director, Department of Climate Change,  General Secretariat, NCSD | Permanent Member |

In Article 3 of the Decision determined the duties of CCTWG members are as the following:

* Mainstream climate change into national, sub-national or sectoral legislation and regulations under development or amendment;
* Provide key inputs for the development of knowledge products, teaching materials and lessons learnt on climate change responses from the respective sectors, and participate in climate change related research;
* Mainstream climate change in monitoring and evaluation activities of the respective sectors;
* Participate in the review and strengthening of the monitoring and evaluation frameworks of climate change response;
* Analyse and disseminate findings and recommendations from monitoring and evaluation of national and sectoral climate change responses with the aim to scale up climate change responses;
* Participate in annual reporting on climate change related indicators, such as those parts of the national and sectoral climate change frameworks, the National Strategic Development Plan (NSDP) and the Sustainable Development Goals (SDG);
* Participate in regular reporting on the implementation of Cambodia Climate Change Strategic Plan (CCCSP) and sectoral climate change strategic and action plans;
* Collaborate and share data and information to prepare national communications, the GHG inventory, and other reports required under UNFCCC, and to inform climate change responses;
* Review and make recommendations to the preparation of national reports, including to UNFCCC;
* Participate in technical review of climate finance projects on invitation by the chair;
* Participate in resource mobilization for an effective response to climate change through regular policy dialogues and coordination with donors, private sector and civil society organisations;
* Provide information on climate change public expenditure and identify needs and opportunities for climate change financing;
* Participate and facilitate capacity assessment and capacity development processes in relevant sectors to strengthen climate change response at national, sectoral, and sub-national levels;
* Participate in identifying technology development and transfer needs and opportunities, piloting new technologies and disseminating related information to help scale up climate change response.
* Participate and facilitate awareness raising and dissemination of the national climate change response to the public, development partners and international community, and other relevant stakeholders;
* Participate in the identification of priorities and preparation of the CCTWG work plan;
* Act as technical focal points in the respective institutions to facilitate the review, formulation and implementation of policies, strategies, action plans and programs to enhance climate change response; and
* Coordinate with and regularly report to the respective NCSD members.

Article 4 determined that, CCTWG shall meet twice a year to review its progress and plans. The CCTWG chair may convene additional meetings as needed. CCTWG members shall also participate in taskforces established by the CCTWG when requested by the chair.

When absent, the chair shall delegate his functions to one of the CCTWG vice chairs. The CCTWG members can designate one alternate to substitute him/her when absent, with prior notification to the chair.

Relevant representatives of national and international organisations may participate in CCTWG meetings as observers on invitation by the chair or vice-chairs. The CCTWG members can suggest the invitation of observers to the chair.

The Department of Climate Change, General Secretariat of the NCSD, shall serve as secretariat of the CCTWG.

Article 5 stated that, other legal provisions that are not in accordance with this decision are hereby revoke and Article 6 delegated that, the relevant ministries-institutions, the members of NCSD that have members representing the respective institutions referred to in Article 2, General Secretariat, the Directors of the Department of Climate Change and of the Department of Planning, Administration and Finance of the General Secretariat of the NCSD, and individual CCTWG members referred to in Article 2 shall implement the decision from the date of its signature.

## *Annex 3: Terms of Reference for Project’s Board and Consultants*

## MOE

### **TERMS OF REFERENCE: PROJECT BOARD**

UNDP-GEF Resilient Livelihoods Project: Reducing the Vulnerability of Cambodian Rural Livelihoods through Enhanced Sub-National Climate Change Planning and Execution of Priority Actions

**Background**

Global Environment Fund- Least Developed Countries fund (LDCF) has provided funds to UNDP for implementation of a project for Reducing the Vulnerability of Cambodian Rural Livelihoods through Enhanced Sub-National Climate Change Planning and Execution of Priority Actions. The Project is implemented under NIM arrangements with the Ministry of Environment as the National Implementing Partner, while NCDD-S is the Responsible Party for support to the sub-national level. The Project is implemented in 10 Districts of Siem Reap and Kampong Thom Provinces from 2015 to 2019,

*Overall responsibilities:*

The Project Board is the group responsible for making by consensus management decisions for a project when guidance is required by the Project Manager (PM), including approval of project plans and revisions. In order to ensure UNDP ultimate accountability, Project Board decisions should be made in accordance to standards[[1]](#footnote-1) that shall ensure best value to money, fairness, integrity transparency and effective international competition. In case a consensus cannot be reached, final decision shall rest with the UNDP Program Manager (i.e. the Country Director).

Project reviews by the Project Board are made at designated decision points during the running of a project, or as necessary when raised by the Project Manager. The Project Board is consulted by the Project Manager for decisions when project tolerances have been exceeded[[2]](#footnote-2).

Based on the approved annual work plan (AWP), the Project Board may review and approve project quarterly plans when required and authorizes any major deviation from these agreed quarterly plans. It is the authority that signs off the completion of each quarterly plan as well as authorizes the start of the next quarterly plan. It ensures that required resources are committed and arbitrates on any conflicts within the project or negotiates a solution to any problems between the project and external bodies.

*Composition and organization*

Among the members, this group contains three roles, including:

1. ***Executive:***individual representing the project ownership to chair the group.
2. ***Senior Supplier:*** individual or group representing the interests of the parties concerned, which provide funding and/or technical expertise to the project. The Senior Supplier’s primary function within the Board is to provide guidance regarding the technical feasibility of the project.
3. ***Senior Beneficiary:*** individual or group of individuals representing the interests of those who will ultimately benefit from the project. The Senior Beneficiary’s primary function within the Board is to ensure the realization of project results from the perspective of project beneficiaries.

*Specific responsibilities of the Project Board*

*Defining a project*

* Review and approve the Initiation Plan (if such plan was required and submitted to the LPAC – If not, erase).

*Initiating a project*

* Review the Progress Report for the Initiation Stage (if an Initiation Plan was required – If not, erase)

*Running a project*

* Review and appraise detailed Project Plan and AWP, including Atlas reports covering activity definition, quality criteria, issue log, risk log and the monitoring and communication plan
* Provide overall guidance and direction to the project, ensuring it remains within any specified constraints
* Address project issues as raised by the Project Manager
* Provide guidance and agree on possible countermeasures/management actions to address specific risks
* Agree on Project Manager’s tolerances in the Annual Work Plan and quarterly plans when required
* Conduct regular meetings to review the Project Quarterly Progress Report and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans
* Review Combined Delivery Reports (CDR) prior to certification by the Implementing Partner
* Review each completed project stage and approve progress to the next
* Appraise the Project Annual Progress Report, make recommendations for the next AWP, and inform the Outcome Board about the results of the review
* Provide ad-hoc direction and advice for exception situations when tolerances are exceeded
* Assess and decide on project changes through revisions

*Closing the project*

* Assure that all Project deliverables have been produced satisfactorily
* Review and approve the Final project report , including lessons learnt
* Make recommendations for follow on actions to be submitted to the Outcome Board
* Commission project evaluation
* Notify operational completion of the project to the Outcome Board

1. ***Executive:*** The role of Executive will be hold by the Ministry of Environment on behalf of the National Climate Change Committee.The Executive is ultimately responsible for the project, supported by the Senior Beneficiary and Senior Supplier. The Executive’s role is to ensure that the project is focused throughout its life cycle on achieving its objectives and delivering outputs that will contribute to higher level outcomes. The Executive has to ensure that the project gives value for money, ensuring a cost-conscious approach to the project, balancing the demands of beneficiary and supplier. Specific Responsibilities(as part of the above responsibilities for the Project Board):

* Ensure that there is a coherent project organization structure and logical set of plans
* Set tolerances in the AWP and other plans as required for the Project Manager
* Monitor and control the progress of the project at a strategic level
* Ensure that risks are being tracked and mitigated as effectively as possible
* Brief Outcome Board and relevant stakeholders about project progress
* Chair Project Board meetings
* The Executive is responsible for overall assurance of the project as described below.

1. ***Senior* Beneficiary:** The representative(s) from government responsible agency (ies) will hold the role of Senior Beneficiary. The Senior Beneficiary is responsible for validating the needs and for monitoring that the solution will meet those needs within the constraints of the project. The role represents the interests of all those who will benefit from the project, or those for whom the deliverables resulting from activities will achieve specific output targets. The Senior Beneficiary role monitors progress against targets and quality criteria. Specific Responsibilities(as part of the above responsibilities for the Project Board)

* Ensure the expected output(s) and related activities of the project are well defined
* Make sure that progress towards the outputs required by the beneficiaries remains consistent from the beneficiary perspective
* Promote and maintain focus on the expected project output(s)
* Priorities and contribute beneficiaries’ opinions on Project Board decisions on whether to implement recommendations on proposed changes
* Resolve priority conflicts

1. ***Senior Supplier:*** UNDP will hold the role of Senior Supplier. The Senior Supplier represents the interests of the parties which provide funding and/or technical expertise to the project (designing, developing, facilitating, procuring, implementing). The Senior Supplier’s primary function within the Board is to provide guidance regarding the technical feasibility of the project. The Senior Supplier role must have the authority to commit or acquire supplier resources required. Specific Responsibilities (as part of the above responsibilities for the Project Board)

* Make sure that progress towards the outputs remains consistent from the supplier perspective
* Promote and maintain focus on the expected project output(s) from the point of view of supplier management
* Ensure that the supplier resources required for the project are made available
* Contribute supplier opinions on Project Board decisions on whether to implement recommendations on proposed changes
* Arbitrate on, and ensure resolution of, any supplier priority or resource conflicts

*Other members of the Project Board:*

The other members of the Project Board may evolve accordingly to the needs or changes in the project. The Project Manager may propose revision of the other members list and submit it to the Project Board for approval.

*Project Assurance:*

Project Assurance is the responsibility of each Project Board member; however the role can be delegated. In the present project this role is delegated to UNDP Program Analyst and Program Associate.

*Overall responsibility*

The project assurance role supports the Project Board by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed.

The following list includes the key suggested aspects that need to be checked by the Project Assurance throughout the project as part of ensuring that it remains consistent with, and continues to meet, a business need and that no change to the external environment affects the validity of the project.

* Beneficiary/User needs and expectations are being met or managed
* Risks are being controlled
* Adherence to the expected achievements
* The right people are being involved
* An acceptable solution is being developed
* The project remains viable
* Focus on the development need is maintained
* Internal and external communications are working
* Applicable standards are being used
* Adherence to quality assurance standard
* Project Board decisions are followed and revisions are managed in line with the required procedures

*Senior Beneficiary Assurance role*

* Specification of the Beneficiary’s needs is accurate, complete and unambiguous
* Implementation of activities at all stages is monitored to ensure that they will meet the beneficiary’s needs and are progressing towards that target
* Impact of potential changes is evaluated from the beneficiary point of view
* Risks to the beneficiaries are frequently monitored

*Senior Supplier Assurance role*

* Advise on the selection of strategy, design and methods to carry out project activities
* Ensure that any standards defined for the project are met and used to good effect
* Monitor potential changes and their impact on the quality of deliverables from a supplier perspective
* Monitor any risks in the implementation aspects of the project

*Project board meetings:*

The Project Board meets at least one time per year, or each time that the Project Manager requires. The project team at the technical level with the technical representatives from the Board members will also hold quarterly technical meetings to discuss technical aspects of the project.

The Project Board, through the Project Assurance, is responsible for the organization of the Project Board meetings.

The standard indicative agenda could be organized in this order:

* Introduction by the Executive
* Presentation of the Quarterly Project Progress Report (and any other evaluation or mid-term review) by the Project Manager = review of main progress, risks and implementation issues
* Remarks from the Senior Beneficiary = assessment of the main progress from the point of view of the beneficiaries and guidance on how to address risks
* Remarks from the Senior Supplier = when relevant UNDP can provide some technical guidance
* Discussion on risks and outstanding implementation issues
* Presentation of the quarterly work plan and the results or deliverables for the next quarter
* Approval of the quarterly work plan or any proposed project/budget revision.

### **TERMS OF REFERENCE: PROJECT DIRECTOR**

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| 1. **Position Information** | |
| Position Title | PROJECT DIRECTOR |
| Type of Position | NIM Project Management Official |
| Location | Ministry of Environment |
| Duration | 48 Months |

1. **Background**

Global Environment Fund- Least Developed Countries fund (LDCF) has provided funds to UNDP for implementation of a project for Reducing the Vulnerability of Cambodian Rural Livelihoods Through Enhanced Sub-National Climate Change Planning and Execution of Priority Actions. The Project is implemented under NIM arrangements with the Ministry of Environment as the National Implementing Partner, while NCDD-S is the Responsible Party for support to the sub-national level. The National Climate Change Committee will play an oversight role including chairing the Project Board. The Project is implemented in 10 Districts of Siem Reap and Kampong Thom Provinces from 2015 to 2019,

1. **Objectives of Position**

The Objectives of the position of Project Director are (1) to ensure that the implementation of the Project is fully aligned with the policies of the Royal Government of Cambodian; (2) to ensure smooth implementation of the Project including by facilitating coordination between the responsible parties; (3) to ensure the proper use of project resources in line with the NIM agreement between UNDP and RGC; and (4) to approve the Annual Work Plan and Budget and Annual Report of the Project after endorsement by the Steering Committee.

1. **Scope of Work**

The Project Director will:

1. Be responsible to the RGC and the Project Board for the smooth implementation of the project in line with the RGC policies and the NIM Agreement between UNDP and the RGC;
2. Approve the Annual Work Plan and Budget of the Project;
3. Approve the assignment of Government staff appointed to project management roles;
4. Approve the appointment of advisers;
5. Approve the Project Annual Report;
6. Attend meetings of the Project Board; [chair the board?]
7. Ensure coordination between the MoE-CCD, NCDD-S and other responsible parties;
8. Maintain good communication with UNDP and other Development Partners on behalf of the RGC;
9. Represent the Project in public forums; and
10. Oversee the day-to-day work of the Project Management team in the MoE-CCD.
11. **Reporting**

The Project Director reports to the Project Board.

1. **Post Qualifications**

The Project Director is a senior official of the Ministry of Environment at Director General level or higher. The Project Director will have:

1. A post-graduate degree in a relevant discipline;
2. Good command of spoken and written English; and
3. Demonstrated capacity for management of complex projects.

### **TERMS OF REFERENCE: PROJECT MANAGER**

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| 1. **Position Information** | |
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| Position Title | PROJECT MANAGER |
| Type of Position | NIM Project Management Official |
| Location | Ministry of Environment |
| Duration | 48 Months |

1. **Objective:**

The Project Manager will have overall responsibility for managing the organization, work plans, programs and activities, as well as progress and financial reporting to the National Steering Committee and UNDP. The position will be filled up by a person designated by the National Executing Agency by a competition open to government service and the public. This is a senior level position and the successful candidate should have extensive experience in the implementation of environmental or land use planning projects, and the management of similar scale of projects, preferably with experience in capacity building and training programs. The Project Manager will be the head of the Project Management Unit. The PMU will have operational and financial autonomy, including the authority to select and sub-contract specific project activities or components to local consultants and local institutions. The PM will perform a liaison role with government, UNDP and stakeholders. Terms of reference for this position include the following:

1. **Scope of work:**
2. Establishment of the staffing and operations of a small Project Management Unit;
3. Preparation of a Project Management Plan (Project Document), including a Monitoring and Evaluation Plan that meets GEF project standards;
4. Drafting/reviewing of terms of reference for the National Steering Committee, Technical Committees and any Working Groups;
5. Preparation of annual work plans, funds requisition, six-monthly progress and financial reporting and monitoring of outputs and outcomes as per GEF standards;
6. Coordination with regional and local authorities and stakeholders in implementing project activities;
7. Monitoring, and assisting as required, in the smooth operation of the Steering Committee and technical committees, and reporting on difficulties in achieving targets in annual work plans;
8. Disbursement of funds as per operational procedures consistent with financial management standards of the Government and GEF;
9. Preparation of a Monitoring and Evaluation Plan including templates and guidelines for reporting on activities and outputs;
10. Secretariat services to the National Steering Committee;
11. Reporting to the National Steering Committee and UNDP-GEF Coordinator on the progress and issues in project implementation; and
12. Facilitation of monitoring and evaluation missions by UNDP or designated consultants to UNDP.
13. **General responsibilities:**

Under the guidance of the National Project Director and UNDP, the PM shall be responsible for the overall daily coordination of all aspects of the Project. The PM will be responsible for overseeing the Project team’s work and he/she will be ultimately responsible for the effective implementation of all Project activities. The Project Manager reports to the National Project Director (who will be nominated by the MOE). He/she will liaise directly with designated officials of the national and local governments, the UNDP, existing and potential additional Project donors, the National GEF Focal Point, and others as deemed appropriate and necessary by the PD or PM him/herself. The Project budget and associated work plan will provide guidance on the day-to-day implementation of the approved Project activities and on the integration of the various complementary initiatives. He/she shall be responsible for the delivery of all substantive, managerial and financial reports from and on behalf of the Project. He/she will provide overall supervision for all Project staff. The Project Manager will provide expert input in his/her area of expertise, coordinate contracted work necessary for Project implementation, and will organize and attend all consultations and meetings.

1. **Specific duties:**

The PM will have the following specific duties:

* 1. Drafts Work Plan to be approved by the Steering Group;
  2. Drafts ToRs for experts and subcontractors to be approved by Project director;
  3. Organizes tender for experts according to ToRs approved (Finds experts);
  4. Sets tasks and deadlines for experts and subcontractors;
  5. Oversees the performance of experts and subcontracted companies;
  6. Prepares all necessary documentation, reports, etc. for Steering group meetings;
  7. Assists in drafting the MSP proposal for submission to GEF; and
  8. Organizes and undertakes consultations and workshops.

1. **Qualification**

* Post-graduate degree in a directly related field (e.g. natural resource management; biodiversity conservation);
* Substantive knowledge of the issues covered by project;
* Knowledge and experience in project management;
* Familiarity with technical assistance projects and UNDP projects in Cambodia;
* Fluency in English and good writing skills are desirable;
* Previous work experience in the project region on issues directly related to the Project;
* Ability and willingness to travel; and
* Demonstrable skills in using information technology (word processing, spread sheets) and familiarity with GIS applications.

### **TERMS OF REFERENCE: NATIONAL PROJECT COORDINATOR**

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|  | **General Secretariat of the National Council for Sustainable Development,**  **Department of Climate Change**  **Project “Reducing the vulnerability of Cambodian rural livelihoods through enhanced sub-national climate change planning and execution of priority actions”**  **JOB DESCRIPTION** | |
| **I. Position Information** | | |
| Job Title: National Project Coordinator  Reports to: National Project Manager  Contract Type: ​SRL Project Staff  Duty Station: Department of Climate Change, GSSD. with possibility to travel to Project site and other province  Classified Level: L9  Duration: One year, with possibility of extension | | |
| **II. Organizational Context** | | |
| The Project “Reducing the vulnerability of Cambodian rural livelihoods through enhanced sub-national climate change planning and execution of priority actions” has been designed to reduce the vulnerability of rural Cambodians, especially land-poor, landless and/or women-headed households. This will be achieved through investments in small-scale water management infrastructure, technical assistance to resilient agricultural practices, and capacity building support, especially targeting poor women, for improved food production in home gardens. Importantly, these services will be delivered by sub-national administrations (communes, districts and provinces) with a view to strengthen their overall capacity to plan, design and deliver public services for resilience building. The objective of the project, therefore, is to improve sub-national administration systems affecting investments in rural livelihoods through climate sensitive planning, budgeting and execution. The objective will be achieved through the following three Outcomes.  **Outcome 1, Climate Sensitive Planning, Budgeting and Execution at Sub-National Level Strengthened**: The project builds on the existing system of development planning at District and Commune levels. In particular, mainstreaming of climate change adaptation in the plans and investment programs of ten Districts and their constituent Communes will be supported. Technical capacity for climate sensitive agriculture extension and for planning and implementation of climate resilient infrastructure investments will also be developed.  **Outcome 2: Resilience of Livelihoods of the most vulnerable improved against erratic rainfall, floods and droughts**. The project will facilitate investments in small scale water management infrastructure which will contribute to resilient agricultural production, in particular by overcoming unpredictable rainfall during the wet season. Beneficiaries will be members of vulnerable communities identified through the sub-national planning process and a detailed, participatory Farmer Needs Assessment will be carried out to identify suitable improvements to resilient agricultural livelihoods. Groups of poor and vulnerable women will be assisted to develop livelihood activities requiring only limited amounts of land and will receive complementary support for social capital building activities including leadership training and formation of savings groups.  **Outcome 3: Enabling environment is enhanced at sub-national level to attract and manage greater volume of climate change adaptation finance for building resilience of rural livelihoods**. The project will result in an improved system of performance assessment for climate change adaptation by sub-national governments, linked to the Performance Based Climate Resilience Grant awards that will co-finance infrastructure investments under Outcome 2. The capacity of the sub-national administrations to monitor, evaluate and plan improvements in capacity and performance for climate change adaptation will be strengthened.  The Department of Climate Change (DCC) of the General Secretariat of the National Council for Sustainable Development (GSSD), chaired by Ministry of Environment is the Implementing Partner, with support from a number of key technical Ministries. To ensure cross-sectoral integration, responsiveness to local needs and sustainability, sub-national activities of the Project will be integrated with the NP-SNDD under the coordination of NCDD-S. The Project will be implemented in 89 Communes and ten Districts of Siem Reap and Kampong Thom Provinces over a four-year period. To this end, DCC is seeking to recruit a National Project Coordinator who will provide such services to ensure a smooth implementation of the project. | | |
| **III. Functions / Key Results Expected** | | |
| **Summary of Key Functions:**  National Project Coordinator will be accountable to the National Project Director and Project Manager, as well as the General Secretariat of National Council for Sustainable Development/Ministry of Environment for monitoring, evaluation, and management project *“Reducing the vulnerability of Cambodian rural livelihoods through enhanced sub-national climate change planning and execution of priority actions”.* The National Project Coordinator will play a key role in supporting the National Project Manager in project management and the monitoring, evaluation and reporting of project progress against project baseline indicators.   1. Provide technical support to the National Project Manager for effective result-based management of the project in compliance with GSSD policies and procedures; 2. Provide technical support for the monitoring and evaluation of the project to ensure effectiveness and efficiency in the delivery of project activities and objectives. | | |
| 1. **Provide technical support to the National Project Manager for the effective result-based management of the project focusing in compliance with GSSD policies and procedures:**    * + Support the National Project Manager in the formulation of project activities, quarterly and annual project work plans, and in delivery of outputs against these activities;      + Review relevant documents and research reports prepared by consultants and submit recommendations to National Project Manager for follow up actions;      + Prepare and submit to National Project Manager, in consultation with the project team, in particular with NCDD-S, draft annual and quarterly reports as required and submit in a timely manner;      + Provide effective communication, coordination and cooperation between the project’s management team and technical team in planning, monitoring and implementation process;      + Draft terms of references for project consultancy positions and contractual agreements for individuals or firms;      + Prepare project meetings, and support in the implementation of the follow up recommendations;      + Prepare materials for project audit and spot checking exercises and provide management responses to the audit comments;  * Play a leading role in organizing and conducting stakeholder meetings to ensure that the meetings have the right objectives and the right participants and bring benefit to the project; and   + - Develop the report of meetings and workshops.  1. **Provide advisory support the monitoring and evaluation of the project to ensure effectiveness and efficiency in the delivery of project activities and objectives:**    * + Conduct monitoring of project activities and targets against project baseline indicators;      + Conduct periodic review of project targets, outputs against the progress of time and changing conditions in the target areas;      + Liaise with UNDP CO, NCDD-S in the tracking project implementation, management and update of project risks and provide corrective recommendations where possible;      + Develop terms of references for the mid-term and final evaluation of the project;      + Be responsible for monitoring risks/issues status and updating risk/issue logs; and      + Keep close relation with other project for any programmatic/administrative issues. | | |
| **VI. Recruitment Qualifications** | | |
| Education: | | A Master Degree in development program, environment, agriculture and project management or other development-related field. |
| Experience: | | * At least 10 years of relevant experience at the national or international level in providing management advisory services * Hands-on experience in the management of development programs or projects. * Ability to develop constructive working relationship with clients and team members, and to understand the contexts and motivations of a range of stakeholders; * Strong training skills and a strong commitment to participatory processes; * Excellent communication and documentation skills and ability to work with multi-disciplinary team; * Working experiences with government, NGOs and Donor agencies in Cambodia in related to climate change, agriculture and water resources; * Understand Cambodia administrative system, in particular at national and provincial level; * Experience in the usage of computers and office software packages for data analysis and technical reports; |
| Language Requirements: | | Fluency in spoken and written Khmer and English |

### **TERMS OF REFERENCE: PROJECT COMMUNICATION OFFICER (NA)**

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|  | **General Secretariat of the National Council for Sustainable Development**  **Department of Climate Change**  **Project “Reducing the vulnerability of Cambodian rural livelihoods through enhanced sub-national climate change planning and execution of priority actions”**  **JOB DESCRIPTION** | |
| **I. Position Information** | | |
| Job Title: Project Communication Officer  Reports to: National Project Manager  Contract Type: ​SRL Project Staff  Duty Station: Department of Climate Change, GSSD. with possibility to travel to Project site and other province  Classified Level: L7  Duration: One year, with possibility of extension | | |
| **II. Organizational Context** | | |
| The Project “Reducing the vulnerability of Cambodian rural livelihoods through enhanced sub-national climate change planning and execution of priority actions” has been designed to reduce the vulnerability of rural Cambodians, especially land-poor, landless and/or women-headed households. This will be achieved through investments in small-scale water management infrastructure, technical assistance to resilient agricultural practices, and capacity building support, especially targeting poor women, for improved food production in home gardens. Importantly, these services will be delivered by sub-national administrations (communes, districts and provinces) with a view to strengthen their overall capacity to plan, design and deliver public services for resilience building. The objective of the project, therefore, is to improve sub-national administration systems affecting investments in rural livelihoods through climate sensitive planning, budgeting and execution. The objective will be achieved through the following three Outcomes.  **Outcome 1: Climate Sensitive Planning, Budgeting and Execution at Sub-National Level Strengthened**. The Project builds on the existing system of development planning at District and Commune levels. In particular, mainstreaming of climate change adaptation in the plans and investment programs of ten Districts and their constituent Communes will be supported. Technical capacity for climate sensitive agriculture extension and for planning and implementation of climate resilient infrastructure investments will also be developed.  **Outcome 2: Resilience of Livelihoods of the most vulnerable improved against erratic rainfall, floods and droughts**. The Project will facilitate investments in small scale water management infrastructure which will contribute to resilient agricultural production, in particular by overcoming unpredictable rainfall during the wet season. Beneficiaries will be members of vulnerable communities identified through the sub-national planning process and a detailed, participatory Farmer Needs Assessment will be carried out to identify suitable improvements to resilient agricultural livelihoods. Groups of poor and vulnerable women will be assisted to develop livelihood activities requiring only limited amounts of land and will receive complementary support for social capital building activities including leadership training and formation of savings groups.  **Outcome 3: Enabling environment is enhanced at sub-national level to attract and manage greater volume of climate change adaptation finance for building resilience of rural livelihoods**. The project will result in an improved system of performance assessment for climate change adaptation by sub-national governments, linked to the Performance Based Climate Resilience Grant awards that will co-finance infrastructure investments under Outcome 2. The capacity of the sub-national administrations to monitor, evaluate and plan improvements in capacity and performance for climate change adaptation will be strengthened.  The Department of Climate Change (DCC) of the General Secretariat of the National Council for Sustainable Development (GSSD), chaired by Ministry of Environment is the Implementing Partner, with support from a number of key technical Ministries. To ensure cross-sectoral integration, responsiveness to local needs and sustainability, sub-national activities of the Project will be integrated with the NP-SNDD under the coordination of NCDD-S. The Project will be implemented in 89 Communes and ten Districts of Siem Reap and Kampong Thom Provinces over a four-year period. To this end, DCC is seeking to recruit a National Project Coordinator who will provide such services to ensure a smooth implementation of the project. | | |
| **III. Functions / Key Results Expected** | | |
| The Project Communications Officer will work closely with the Project Team within Department of Climate Change and the NCDD-S to implement the communications strategy and knowledge management strategy and other relevant tasks under project. He or she will be performing the following key functions:   1. Ensure the effective implementation of the communications strategy and the corresponding public outreach and awareness raising campaign; 2. Ensure the effective implementation of the knowledge management strategy and its implementation plan; and 3. Provide practical communications support during the project implementation. | | |
| 1. **Ensure the effective implementation of the communications strategy and the corresponding public outreach and awareness raising campaign**  * Develop the publications of key communications materials to ensure that those materials are finalised with proper correction; * Responsible for organising public outreach events, workshop, meeting * Coordinate with media enquiries and engagement; * Monitor the progress of the strategy implementation plan; and * Prepare and disseminate newsletters, factsheet, awareness materials.  1. **Ensure the effective implementation of the knowledge management strategy and its implementation plan**  * Ensure materials produced under project are uploaded in the website; * Identify storylines for publications and draft articles.  1. **Provide practical communications support during the project implementation**  * Support the program team to identify and deliver required program outputs, which constitute appropriate communications methods to effectively engage key audiences/groups; * Promote knowledge sharing among the team, development partners and other relevant stakeholders; * Identify opportunities for synergies related to communications and knowledge sharing with other initiatives of other projects/programs both within the GSSD/MoE, NCDD-S and other line ministries, DPs and CSOs; and * Perform other tasks as assigned. | | |
| **IV. Recruitment Qualifications** | | |
| Education: | | University degree in media relations, communications, journalism, environmental studies or related fields; |
| Experience: | | * At least 5-years relevant work experience in public relations, communications or advocacy; * Experience in working across the communications spectrum including: media management, strategic communications management, communications research, monitoring and evaluation, print production, audio-visual production, and website content management; * Experience in working with development organisations and government institutions; * Excellent skills in the usage of computers and office software packages, good knowledge and experience in handling of web-based management systems. |
| Competencies | | * Excellent writing, and communications skills – verbal and written; * Creativity and innovation abilities * Proficient in the use of the internet and PC; * Proven ability to (i) work flexibly and independently with limited supervision in a multicultural team environment and deliver quality results against tight deadlines; (ii) multi-task in an organization transcending across national boundaries and multiple time zones. * Willingness to travel if required * Good communication and computer skills; and |
| Language Requirements: | | Fluency in spoken and written in Khmer and English. |

### **TERMS OF REFERENCE: PROJECT FINANCE ASSISTANT**

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| **General Secretariat of the National Council for Sustainable Development**  **Department of Climate Change**  **Project “Reducing the vulnerability of Cambodian rural livelihoods through enhanced sub-national climate change planning and execution of priority actions”**  **JOB DESCRIPTION** | |
| **I. Position Information** | |
| Job Title: **Project Finance Assistant**  Reports to: National Project Manager  Contract Type: Project hired staff  Classified Level: L-5  Duration: One year with possibility of extension | |
| **II. Organizational Context** | |
| The Project “Reducing the vulnerability of Cambodian rural livelihoods through enhanced sub-national climate change planning and execution of priority actions” has been designed to reduce the vulnerability of rural Cambodians, especially land-poor, landless and/or women-headed households. This will be achieved through investments in small-scale water management infrastructure, technical assistance to resilient agricultural practices, and capacity building support, especially targeting poor women, for improved food production in home gardens. Importantly, these services will be delivered by sub-national administrations (communes, districts and provinces) with a view to strengthen their overall capacity to plan, design and deliver public services for resilience building. The objective of the project, therefore, is to improve sub-national administration systems affecting investments in rural livelihoods through climate sensitive planning, budgeting and execution. The objective will be achieved through the following three Outcomes.  **Outcome 1, Climate Sensitive Planning, Budgeting and Execution at Sub-National Level Strengthened**, builds on the existing system of development planning at District and Commune levels. In particular, mainstreaming of climate change adaptation in the plans and investment programs of ten Districts and their constituent Communes will be supported. Technical capacity for climate sensitive agriculture extension and for planning and implementation of climate resilient infrastructure investments will also be developed.  **Outcome 2, Resilience of Livelihoods of the most vulnerable improved against erratic rainfall, floods and droughts** will facilitate investments in small scale water management infrastructure which will contribute to resilient agricultural production, in particular by overcoming unpredictable rainfall during the wet season. Beneficiaries will be members of vulnerable communities identified through the sub-national planning process and a detailed, participatory Farmer Needs Assessment will be carried out to identify suitable improvements to resilient agricultural livelihoods. Groups of poor and vulnerable women will be assisted to develop livelihood activities requiring only limited amounts of land and will receive complementary support for social capital building activities including leadership training and formation of savings groups.  **Outcome 3, Enabling environment is enhanced at sub-national level to attract and manage greater volume of climate change adaptation finance for building resilience of rural livelihoods**, will result in an improved system of performance assessment for climate change adaptation by sub-national governments, linked to the Performance Based Climate Resilience Grant awards that will co-finance infrastructure investments under Outcome 2. The capacity of the sub-national administrations to monitor, evaluate and plan improvements in capacity and performance for climate change adaptation will be strengthened.  The Department of Climate Change of the General Secretariat of the National Council for Sustainable Development, chaired by Ministry of Environment is the Implementing Partner, with support from a number of key technical Ministries. To ensure cross-sectoral integration, responsiveness to local needs and sustainability, sub-national activities of the Project will be integrated with the NP-SNDD under the coordination of NCDD-S. The Project will be implemented in 89 Communes and ten Districts of Siem Reap and Kampong Thom Provinces over a four-year period. | |
| **III. Functions / Key Results Expected** | |
| **Summary of Key Functions:**   1. Ensure implementation of operational strategies and procedures 2. Provide accounting support and administration of budgets 3. Support knowledge building and knowledge sharing. | |
| 1. **Ensure implementation of operational strategies and procedures, focusing on achievement of the following results:**  * Fully comply with financial processes and financial records with assigned operations rules, regulations, policies and strategies; * Provide inputs to elaboration of workplan and budgets; and * Follow up on deadlines, commitments made, actions taken and coordination of collection and submission of the reports.  1. **Provide effective support to accounting and administration of budgets, focusing on achievement of the following results:**  * Assist in proper control of the supporting documents for payments and financial reports; * Provide information for reports on financial status, procedures, costs and expenditures and potential funding problems; * Process financial documentation (vouchers, supporting documents, telephone invoices, etc.) and maintain internal expenditures control system by ensuring that vouchers processed are matched and completed, transactions are correctly recorded, travel claims, monthly payment orders and other entitlements are duly processed; * Manage cash receipts and petty cash; * Timely and accurately prepare bank reconciliations; * Compile data for internal/external audit; and * Extract, input, copy and file data from various sources, and maintenance of the proper filing system for financial records and documents.  1. **Support knowledge building and sharing in the DCC, focusing on achievement of the following results:**  * Participate in the training for the operations on financial matters; * Share knowledge with other financial staff including those who work for subnational level; and * Performs other duties as assigned. | |
| **IV. Recruitment Qualifications** | |
| Education: | * High School with educated in accounting and finance management, Business or Public Administration or other areas related to the ToR. |
| Experience: | * At least 1 years of relevant accounting and financial experience with government, private company, international organization or NGO * Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and database packages, etc. |
| Competencies | Knowledge Management and Learning   * Shares knowledge and experience * Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills   Development and Operational Effectiveness   * Ability to perform a variety of repetitive and routine tasks and duties related to Finance, screening, collecting and preparation of documentation, data input, transactions tracking, filing, provision of information * Ability to review data, identify and adjust discrepancies * Ability to produce accurate and well documented records conforming to the required standard * Good knowledge of financial rules and regulations and accounting   Leadership and Self-Management   * Focuses on result for the client and responds positively to feedback * Consistently approaches work with energy and a positive, constructive attitude * Remains calm, in control and good humored even under pressure. |
| Language Requirements: | * Khmer and English |

### **TERMS OF REFERENCE: PROJECT ADMINISTRATIVE ASSISTANT**

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| **General Secretariat of the National Council for Sustainable Development**  **Department of Climate Change**  **Project “Reducing the vulnerability of Cambodian rural livelihoods through enhanced sub-national climate change planning and execution of priority actions”**  **JOB DESCRIPTION** | |
| **I. Position Information** | |
| Job Title: Project Administrative Assistant  Reports to: National Project Manager  Contract Type: Project hired staff  Classified Level: L-5  Duration: One year with possibility of extension | |
| **II. Organizational Context** | |
| The Project “Reducing the vulnerability of Cambodian rural livelihoods through enhanced sub-national climate change planning and execution of priority actions” has been designed to reduce the vulnerability of rural Cambodians, especially land-poor, landless and/or women-headed households. This will be achieved through investments in small-scale water management infrastructure, technical assistance to resilient agricultural practices, and capacity building support, especially targeting poor women, for improved food production in home gardens. Importantly, these services will be delivered by sub-national administrations (communes, districts and provinces) with a view to strengthen their overall capacity to plan, design and deliver public services for resilience building. The objective of the project, therefore, is to improve sub-national administration systems affecting investments in rural livelihoods through climate sensitive planning, budgeting and execution. The objective will be achieved through the following three Outcomes.  **Outcome 1, Climate Sensitive Planning, Budgeting and Execution at Sub-National Level Strengthened**, builds on the existing system of development planning at District and Commune levels. In particular, mainstreaming of climate change adaptation in the plans and investment programs of ten Districts and their constituent Communes will be supported. Technical capacity for climate sensitive agriculture extension and for planning and implementation of climate resilient infrastructure investments will also be developed.  **Outcome 2, Resilience of Livelihoods of the most vulnerable improved against erratic rainfall, floods and droughts**, will facilitate investments in small scale water management infrastructure which will contribute to resilient agricultural production, in particular by overcoming unpredictable rainfall during the wet season. Beneficiaries will be members of vulnerable communities identified through the sub-national planning process and a detailed, participatory Farmer Needs Assessment will be carried out to identify suitable improvements to resilient agricultural livelihoods. Groups of poor and vulnerable women will be assisted to develop livelihood activities requiring only limited amounts of land and will receive complementary support for social capital building activities including leadership training and formation of savings groups.  **Outcome 3, Enabling environment is enhanced at sub-national level to attract and manage greater volume of climate change adaptation finance for building resilience of rural livelihoods**, will result in an improved system of performance assessment for climate change adaptation by sub-national governments, linked to the Performance Based Climate Resilience Grant awards that will co-finance infrastructure investments under Outcome 2. The capacity of the sub-national administrations to monitor, evaluate and plan improvements in capacity and performance for climate change adaptation will be strengthened.  The Department of Climate Change of the General Secretariat of the National Council for Sustainable Development, chaired by Ministry of Environment is the Implementing Partner, with support from a number of key technical Ministries. To ensure cross-sectoral integration, responsiveness to local needs and sustainability, sub-national activities of the Project will be integrated with the NP-SNDD under the coordination of NCDD-S. The Project will be implemented in 89 Communes and ten Districts of Siem Reap and Kampong Thom Provinces over a four year period. | |
| **III. Functions / Key Results Expected** | |
| The Administrative Assistant will work under the direct supervision of the National Project Manager. He or she will be performing the following key functions:   1. In addition to general administration responsibilities, supervise activities concerned with office and grounds maintenance, security, transport and similar services; 2. Draft correspondence relating to administrative matters and follow up the sent-out correspondence; 3. Maintain files of rules, regulations, administrative instructions and other related documentation (both hard copy and electronic); 4. Maintain office equipment and stationery supplies; 5. Assist in organizing meetings, workshops and seminars; 6. Schedule and control the contacts and meetings of all institutions and experts involved; 7. Assist the NPC in liaising with external contacts to assure smooth operation of the program, i.e. other line ministries and agencies, local authorities, development partners, NGOs, and others; 8. Arrange all travels for missions related to the program, including visa, flight and hotel booking within and outside Cambodia; and 9. Performs other duties as assigned. | |
| **IV. Recruitment Qualifications** | |
| Education: | * Bachelor degree or other equivalent degree in the areas related to the ToRs. Strong administrative and organizational skills; |
| Experience: | * At least two years of work experience with government, development partners, NGOs, government ministries or private companies * Knowledge in various MS Office applications (Word, Excel, Power Point, etc.); * Ability to use office machines and equipment such as copier, scanner, fax machine; |
| Language Requirements: | * Good knowledge of working English and strong knowledge of written Khmer. |

## NSDD-S

### **TERMS OF REFERENCE: CLIMATE RESILIENT PLANNING ADVISER**

* + - 1. **Position Information**

|  |  |
| --- | --- |
| Position Title | **Climate Resilient Local Planning Adviser** |
| Type of Position | National Consultant |
| Location | NCDD-S |
| Duration | 48 Months |

* + - 1. **Background**

Global Environment Fund- Least Developed Countries fund (LDCF) has provided funds to UNDP for implementation of a project for Reducing the Vulnerability of Cambodian Rural Livelihoods through Enhanced Sub-National Climate Change Planning and Execution of Priority Actions. The Project is implemented under NIM arrangements with the National Climate Change Committee as the National Implementing Partner, while NCDD-S is the Responsible Party for support to the sub-national level. The Project is implemented in 10 Districts of Siem Reap and Kampong Thom Provinces from 2015 to 2019,

* + - 1. **Objectives of Position**

The Objective of the Climate Resilient Local Planning Adviser is to (1) assist NCDD-S to develop methods and build capacity for mainstreaming climate change adaptation in the development plans and investment programs of the sub-national administrations; (2) to advise and assist NCDD-S to demonstrate this climate change mainstreaming approach in 10 Districts and 89 Communes in Siem Reap and Kampong Thom provinces; and (3) to advise and assist NCDD-S to operate the Performance Based Climate Resilience Grants system. Therefore, the Climate Resilient Local Planning Adviser’s role supports mainstreaming climate change adaptation in local planning nationwide through the National Program for Sub-National Democratic Development (NP-SNDD) as well as supporting specific tasks related to the Project target areas.

* + - 1. **Scope of Work**

The Climate Resilient Local Planning Adviser will:

1. Thoroughly understand the project design within the context of the Cambodia Climate Change Strategic Plan;
2. Thoroughly understand the guidelines for preparation of the District Development Plan, District Investment Program, Commune Development Plan, Commune Investment Program and the procedures for mainstreaming climate change adaptation adopted by NCDD-S;
3. Assist NCDD-S to develop a detailed work plan for mainstreaming climate change adaptation in the local development plans and investment programs in the project target areas;
4. Liaise with Ministry of Planning, the data analyst and the GIS specialist to prepare the District Vulnerability Assessments based on Commune Database data and other available datasets;
5. Assist in developing the capacity of the sub-national administrations to implement the methodology for mainstreaming CCA in development plans and investment programs;
6. Assist NCDD-S to develop procedures for District CCA Performance Assessments;
7. Participate in baseline and annual update District CCA Performance Assessments;
8. Assist NCDD-S to consolidate the Project AWPB including the AWPB of the target provinces;
9. Assist NCDD-S to monitor and evaluate implementation of the project at sub-national level; and
10. Assist NCDD-S to prepare and consolidate project reports.
    * + 1. **Reporting**

The Climate Resilient Local Planning Adviser reports to the Head of NCDD-S and to the Project Director.

* + - 1. **Post Qualifications**

The Climate Resilient Local Planning Adviser will have the following qualifications:

1. A bachelor’s degree or higher degree in a relevant discipline;
2. At least 7 years’ career experience in local planning, climate change adaptation and/related areas;
3. At least 2 years previous experience with projects supporting climate change adaptation at local level;
4. Fluent written and spoken Khmer and English;
5. Excellent computer and IT skills; and
6. Cambodian citizen.

### **TERMS OF REFERENCE: SOCIAL AND GENDER ADVISER**

1. **Position Information**

|  |  |
| --- | --- |
| Project Title: | Reducing The Vulnerability Of Cambodian Rural Livelihoods Through Enhanced Sub-National Climate Change Planning And Execution Of Priority Actions-SRL |
| Assignment: | **Social and Gender** **Adviser** |
| Location: | NCDD Secretariat, Ministry of Interior, Phnom Penh |
| Duration: | 12 months with possibility of extension |
| Contract Type: | Employment Contract |

1. **Background**

Global Environment Fund- Least Developed Countries fund (LDCF) has provided funds to UNDP for implementation of a project for Reducing the Vulnerability of Cambodian Rural Livelihoods Through Enhanced Sub-National Climate Change Planning and Execution of Priority Actions. The Project is implemented under NIM arrangements with the National Climate Change Committee as the National Implementing Partner, while NCDD-S is the Responsible Party for support to the sub-national level. The Project is implemented in 10 Districts of Siem Reap and Kampong Thom Provinces from 2015 to 2019.

1. **Duties and Responsibilities**

**Duty:** The Objective of the Social and Gender Adviser is to (1) to advise and assist NCDD-S in supporting sub-national administrations to plan and implement resilient livelihoods activities in an effective, pro-poor and gender aware manner; and (2) to advise and assist NCDD-S on implementation of the project gender strategy; and (3) to assist in monitoring and evaluation of social and gender impacts of the project.

**Tasks:**

The Social and Gender Adviser will:

1. Thoroughly understand the project design within the context of the Cambodia Climate Change Strategic Plan;
2. Thoroughly understand the Project Gender Strategy;
3. Work with the International Gender Consultant and the Ministry of Women’s Affairs to review the guidelines for mainstreaming climate change adaptation in sub-national development plans, and identify how to ensure that gender concerns are adequately addressed in the implementation of the guidelines;
4. Work with the Climate Resilient Local Planning Adviser to ensure that the methodology and work plan for mainstreaming climate change adaptation in sub-national development plans and investment programs includes tools and methods to ensure that the voice of women and vulnerable social groups is heard and the needs of women and vulnerable groups are taken into consideration;
5. Liaise with Ministry of Planning, the data analyst and the GIS specialist to prepare the District Vulnerability Assessments based on Commune Database data and other available datasets;
6. Assist in developing the capacity of the sub-national administrations to implement the methodology for mainstreaming CCA in development plans and investment programs, with a particular focus on gender and social aspects;
7. Assist NCDD-S to develop procedures for District CCA Performance Assessments;
8. Participate in baseline and annual update District CCA Performance Assessments;
9. Assist NCDD-S to develop detailed guidelines for support to poor and vulnerable women’s groups including livelihoods training, group savings scheme and individual conditional cash transfers;
10. Assist NCDD-S to consolidate the Project AWPB including the AWPB of the target provinces;
11. Assist NCDD-S to monitor and evaluate implementation of the project at sub-national level; and
12. Assist NCDD-S to prepare and consolidate project reports.
13. **Reporting Relationship:**

The Social and Gender Adviser reports to the Head of NCDD-S

1. **Qualifications and Experience**

The Social and Gender Adviser will have the following qualifications:

1. A bachelor’s degree or higher degree in social sciences or a related discipline;
2. At least 5 years’ career experience in gender and social aspects of local development;
3. Demonstrated experience and understanding of the principles of gender mainstreaming in development;
4. Working experiences with government agencies, NGOs and sub-national administration;
5. Strong training skills and a strong commitment to participatory processes, and Ability and willingness to work in remote areas;
6. Fluent written and spoken Khmer and English; and
7. Excellent computer skills.

### **TERMS OF REFERENCE: NATIONAL INFRASTRUCTURE ADVISER**

* 1. **Position Information**

|  |  |
| --- | --- |
| Project Title: | Reducing The Vulnerability Of Cambodian Rural Livelihoods Through Enhanced Sub-National Climate Change Planning And Execution Of Priority Actions-SRL |
| Assignment: | **National Infrastructure Adviser** |
| Location: | NCDD Secretariat, Ministry of Interior, Phnom Penh |
| Duration: | 12 months with possibility of extension |
| Contract Type: | Employment Contract |

* 1. **Background**

Global Environment Fund- Least Developed Countries fund (LDCF) has provided funds to UNDP for implementation of a project for Reducing the Vulnerability of Cambodian Rural Livelihoods Through Enhanced Sub-National Climate Change Planning and Execution of Priority Actions. The Project is implemented under NIM arrangements with the National Climate Change Committee as the National Implementing Partner, while NCDD-S is the Responsible Party for support to the sub-national level. The Project is implemented in 10 Districts of Siem Reap and Kampong Thom Provinces from 2015 to 2019.

* 1. **Duties and Responsibilities**

**Duty:**  The Objective of the National Infrastructure Adviser is to advise and assist NCDD-S to develop, adopt, build capacity for and implement technical standards for climate resilient infrastructure, in particular small-scale irrigation infrastructure.

**Tasks:**

The National Infrastructure Adviser will:

1. Thoroughly understand the project design within the context of the Cambodia Climate Change Strategic Plan;
2. Work with the International Infrastructure Adviser and the MoWRAM to develop technical guidelines for climate resilient small scale infrastructure;
3. Work with the International Infrastructure Adviser to design and deliver a training program on climate resilient small scale infrastructure;
4. Support the Provincial Infrastructure Advisers to monitor, train and support the Technical Support Consultants, including reviewing and commenting on investment proposals and designs prepared for Performance Based Climate Resilience Grant (PBCRG) financing;
5. Monitor the technical quality of implementation of infrastructure financed by the PBCRG;
6. Participate in baseline and annual update District CCA Performance Assessments with a focus on technical aspects;
7. Assist NCDD-S to consolidate the Project AWPB including the AWPB of the target provinces;
8. Assist NCDD-S to monitor and evaluate implementation of the project at sub-national level; and
9. Assist NCDD-S to prepare and consolidate project reports.
   1. **Reporting Relationship:**

The National Infrastructure Adviser reports to the Head of NCDD-S.

* 1. **Qualifications and Experience**

The National Infrastructure Adviser will have the following qualifications:

1. A bachelor’s degree or higher degree in civil engineering or a closely related discipline;
2. At least 5 years’ career experience in design and implementation of rural infrastructure, including substantial experience of small scale irrigation;
3. Understanding of the challenge of climate change the types of adaptation needed in the design and implementation of small scale rural infrastructure. Specific experience with a project supporting climate change adaptation at local level is preferred;
4. Understanding the NCDD’s Technical Specification Manual;
5. Fluent written and spoken Khmer and English; and
6. Excellent computer and IT skills (AutoCAD).

### **TERMS OF REFERENCE: SENIOR FINACE AND ADMIN OFFICER**

* 1. **Position Information**

|  |  |
| --- | --- |
| Project Title: | Reducing the Vulnerability Of Cambodian Rural Livelihoods Through Enhanced Sub-National Climate Change Planning And Execution Of Priority Actions-SRL |
| Assignment: | **Senior Finance and Admin Officer** |
| Location: | NCDD Secretariat, Ministry of Interior, Phnom Penh |
| Duration: | 12 months with possibility of extension |
| Contract Type: | Employment Contract |

* 1. **Background**

Global Environment Fund- Least Developed Countries fund (LDCF) has provided funds to UNDP for implementation of a project for Reducing the Vulnerability of Cambodian Rural Livelihoods Through Enhanced Sub-National Climate Change Planning and Execution of Priority Actions. The Project is implemented under NIM arrangements with the National Climate Change Committee as the National Implementing Partner, while NCDD-S is the Responsible Party for support to the sub-national level. The Project is implemented in 10 Districts of Siem Reap and Kampong Thom Provinces from 2015 to 2019.

* 1. **Duties and Responsibilities**

**Duty:** The Senior Finance and Admin Officer will work with the Finance and Budgeting Office of the NCDD Secretariat. The duty of the incumbent is to assist and support to the SRL project management.

**Tasks:**

1. Attend and support on preparation Project Annual Work Plan and Budget for NCDD-S and target provinces;
2. Assist to target Provinces and Districts on preparation Project Join Decision;

2. Assist in providing training as necessary to implementing target provinces, districts and commune staff in proper budgeting procedure, disbursements, preparation of payment requests, liquidation of advances, financial reporting and filing;

3. Assist in providing support to target provinces in accounting system (Peachtree Accounting System);

4. Liaise closely with the Provincial Finance Advisors and Provincial Finance Division staff as necessary on all matters pertaining to financial management to ensure effective coordination. Ensure that all procedures under the NCDD Program are consistent with national policy;

5. Ensure all payments are follows procedures and in transparency way, including review of supporting documentation or reports. Maintain and Review of all accounts on the computerized accounting system and assist in manage of project bank accounts;

6. Extract and preparation of financial report, from consolidated accounting system, as required by NCDD-S, MoE, and UNDP;

7. Preparation on timely and conditionally basis of fund request to UNDP, and follow up fund transfer. Liaise closely with UNDP and MoE representative to identify and solve in all maters related fund support to NCDD-S;

8. As required, assist NCDD-S carry out monitoring and support visits to target provinces, districts and communes;

9. Ensure timely transfer of funds from national to provincial and district accounts. Responsible for arranging workshop/training and meeting, and minute taking;

10. As required, assist NCDD-S carry out monitoring and support visits to target provinces, districts and communes;

11. Assist administrative affair within NCDD-S and Ministry of Environment, UNDP and other stakeholder;

12. Collaborate with internal and external auditors as required;

13. Prepare correspondence letters related to financial matters to concerned institutions; and

14. Perform other duties as required by the project management.

* 1. **Reporting Relationship:**

The Senior Finance and Admin Officer reports to the Head of NCDD-S

* 1. **Qualifications and Experience**
* Relevant University degree, preferably in Accounting and Business Administration and/or combination of appropriate experience in financial management/accounting;
* At least 3 years’ experience working within government agencies and NGOs;
* Knowledge of computer use (EXCEL, Word processing, Peachtree Accounting System or other similar Accounting System) and willingness to learn computerized accounting system;
* Good communication skills, written and spoken, in Khmer and English; and
* Fast learner and can work in a team.

### **TERMS OF REFERENCE: PROVINCIAL PROJECT ADVISOR (2POSITIONS)**

* 1. **Position Information**

|  |  |
| --- | --- |
| Position Title | **Provincial Project Adviser** |
| Type of Position | National Consultant |
| Location | Provincial Administration |
| Duration | 48 Months |

* 1. **Background**

Global Environment Fund- Least Developed Countries fund (LDCF) has provided funds to UNDP for implementation of a project for Reducing the Vulnerability of Cambodian Rural Livelihoods Through Enhanced Sub-National Climate Change Planning and Execution of Priority Actions. The Project is implemented under NIM arrangements with the Ministry of Environment as the National Implementing Partner, while NCDD-S is the Responsible Party for support to the sub-national level. The Project is implemented in 10 Districts of Siem Reap and Kampong Thom Provinces from 2015 to 2019,

* 1. **Objectives of Position**

The Objective of the Provincial Project Adviser is to advise and assist the Provincial Project Coordinator to ensure the efficient and effective implementation of the Project in the Province. The Project is integrated with implementation of the National Program for Sub-National Democratic Development (NP-SNDD) and its three-year implementation plan (IP-3). Therefore, the Provincial Project Adviser works as part of the IP-3 advisory team in the province under the leadership of the Provincial Program Management Adviser (PPMA) of IP-3.

* 1. **Scope of Work**

The Provincial Project Adviser will:

1. Support the Planning and Investment Division of the Provincial Administration and the Commune/Sangkat Support Units of the District Administrations to develop a detailed work plan for mainstreaming climate change adaptation in the development plans and investment programs of the target Districts and Communes;
2. Assist in developing and implementing training programs on climate change awareness and climate change adaptation mainstreaming in local planning;
3. Support and monitor the process of climate change adaptation mainstreaming;
4. Support the Technical Facilitation Committees at Province and District level to develop work plans for implementation of resilient livelihoods support activities;
5. Support and monitor the implementation of resilient livelihoods activities;
6. Support NCDD-S in performance assessment (baseline and annual follow-up) of climate change adaptation performance in the target Districts;
7. Work with the Provincial Infrastructure Adviser to monitor and support implementation of climate resilient infrastructure financed by Performance Based Climate Resilience Grants;
8. Assist in ensuring that monitoring and evaluation data are collected and submitted in a timely and complete manner;
9. Assist the Provincial Project Coordinator to prepare the Project Annual Work Plan and Budget for the Province; and
10. Assist the Provincial Project Coordinator to prepare the Project Annual Report for the Province.
    1. **Reporting**

The Provincial Project Adviser reports to the IP-3 Provincial Program Management Adviser (PPMA) and the Provincial Project Coordinator (who is also the Director of IP-3 for the Province).

* 1. **Post Qualifications**

The Provincial Project Adviser will have the following qualifications:

1. A bachelor’s degree (post-graduate degree preferred) in management, social sciences or another relevant discipline;
2. At least 10 years’ career experience in implementation of development projects;
3. At least 3 years’ experience in positions with management responsibilities;
4. Fluent written and spoken Khmer and English;
5. Excellent computer and IT skills; and
6. Cambodian citizen.

### **TERMS OF REFERENCE: PROVINCIAL FINANCE OFFICER (2 POSITIONS)**

* 1. **Position Information**

|  |  |
| --- | --- |
| Project Title: | Reducing the Vulnerability of Cambodian Rural Livelihoods through Enhanced Sub-National Climate Change Planning and Execution of Priority Actions-SRL |
| Assignment: | **Provincial Finance Project Officer** |
| Location: | Provincial Hall |
| Duration: | 12 months with possibility of extension |
| Contract Type: | Employment Contract |

* 1. **Background**

Global Environment Fund- Least Developed Countries fund (LDCF) has provided funds to UNDP for implementation of a project for Reducing the Vulnerability of Cambodian Rural Livelihoods Through Enhanced Sub-National Climate Change Planning and Execution of Priority Actions. The Project is implemented under NIM arrangements with the National Climate Change Committee as the National Implementing Partner, while NCDD-S is the Responsible Party for support to the sub-national level. The Project is implemented in 10 Districts of Siem Reap and Kampong Thom Provinces from 2015 to 2019.

* 1. **Duties and Responsibilities**

The Provincial Finance Project Officer will:

1. Attend and support on preparation Project Annual Work Plan and Budget for target province;
2. Assist to target Districts on preparation Project Join Decision;

2. Assist in providing training as necessary to implementing provincial, districts and commune staff in proper budgeting procedure, disbursements, preparation of payment requests, liquidation of advances, financial reporting and filing;

3. Assist in providing support to provinces in accounting system (Peachtree Accounting System);

4. Liaise closely with the Provincial Finance Advisors and Provincial Finance Division staff as necessary on all matters pertaining to financial management to ensure effective coordination. Ensure that all procedures under the NCDD Program are consistent with national policy;

5. Ensure all payments are follows procedures and in transparency way, including review of supporting documentation or reports. Maintain and Review of all accounts on the computerized accounting system and assist in manage of project bank accounts;

6. Extract and preparation of financial report, from consolidated accounting system, as required by NCDD-S;

7. Preparation on timely and conditionally basis of fund request to NCDD-S, and follow up fund transfer;

8. As required, assist provincial project coordinator carry out monitoring and support visits to target districts and communes;

9. Collaborate with internal and external auditors as required;

10. Prepare correspondence letters related to financial matters to concerned institutions; and

11. Perform other duties as required by the provincial project coordinator.

* 1. **3. Reporting Relationship:**

The Provincial Project Finance Officer reports to the IP-3 Provincial Program Management Adviser (PPMA) and the Provincial Project Coordinator.

* 1. **Qualifications and Experience**
* Relevant University degree, preferably in Accounting and Business Administration and/or combination of appropriate experience in financial management/accounting;
* At least 3 years’ experience working within government agencies and NGOs;
* Knowledge of computer use (EXCEL, Word processing, Peachtree Accounting System or other similar Accounting System) and willingness to learn computerized accounting system; and
* Good communication skills, written and spoken, in Khmer and English.

## UNDP

### **TERMS OF REFERENCE: NATIONAL PROJECT ADVISOR**

|  |  |  |
| --- | --- | --- |
| **I. Position Information** | | |
| Job Title:  Grade:  Type of Contract:  Reports to:  Duty Station: | National Project Advisor  SB-5  Service Contract  Assistant Country Director-Program  Phnom Penh, Cambodia | |
| **II. Organizational Context** | | |
| A project “Reducing the Vulnerability of Cambodian Rural Livelihoods through Enhanced Sub-National Climate Change Planning and Execution of Priority Actions” (referred to as the SRL project, hereafter) has been designed to reduce the vulnerability of rural Cambodians, especially land-poor, landless and/or women-headed households. This will be achieved through investments in small-scale water management infrastructure, technical assistance to resilient agricultural practices, and capacity building support, especially targeting poor women, for improved food production in home gardens. Importantly, these services will be delivered by sub-national administrations (communes, districts and provinces) with a view to strengthen their overall capacity to plan, design and deliver public services for resilience building. The objective of the Project, therefore, is to improve sub-national administration systems affecting investments in rural livelihoods through climate sensitive planning, budgeting and execution. The objective will be achieved through the following three Outcomes.  **Outcome 1,** **Climate Sensitive Planning, Budgeting and Execution at Sub-National Level Strengthened**, builds on the existing system of development planning at District and Commune levels. In particular, mainstreaming of climate change adaptation in the plans and investment programs of ten Districts and their constituent Communes will be supported. Technical capacity for climate sensitive agriculture extension and for planning and implementation of climate resilient infrastructure investments will also be developed.  **Outcome 2, Resilience of Livelihoods of the most vulnerable improved against erratic rainfall, floods and droughts**, will facilitate investments in small scale water management infrastructure which will contribute to resilient agricultural production, in particular by overcoming unpredictable rainfall during the wet season. Beneficiaries will be members of vulnerable communities identified through the sub-national planning process and a detailed, participatory Farmer Needs Assessment will be carried out to identify suitable improvements to resilient agricultural livelihoods. Groups of poor and vulnerable women will be assisted to develop livelihood activities requiring only limited amounts of land and will receive complementary support for social capital building activities including leadership training and formation of savings groups.    **Outcome 3, Enabling environment is enhanced at sub-national level to attract and manage greater volume of climate change adaptation finance for building resilience of rural livelihoods**, will result in an improved system of performance assessment for climate change adaptation by sub-national governments, linked to the Performance Based Climate Resilience Grant awards that will co-finance infrastructure investments under Outcome 2. The capacity of the sub-national administrations to monitor, evaluate and plan improvements in capacity and performance for climate change adaptation will be strengthened.  The Climate Change Department (CCD) of the General Secretariat of the National Council for Sustainable Development, chaired by Ministry of Environment (MoE) is the Implementing Partner, with support from a number of key technical Ministries. To ensure cross-sectoral integration, responsiveness to local needs and sustainability, sub-national activities of the Project will be integrated with the National Program for Sub-National Democratic Development (NP-SNDD) under the coordination of National Committee for Sub-National Democratic Development Secretariat (NCDD-S). The Project will be implemented in 89 Communes and ten Districts of Siem Reap and Kampong Thom Provinces over a four-year period. | | |
| **III. Functions / Key Results Expected** | | |
| **Summary of key functions:**  The National Project Advisor will perform under the overall guidance of the Assistant Country Director-Program and in close collaboration and consultation with UNDP Program Analyst. S/he will work closely with the assigned Program Analyst and his/her assigned project team to deliver the expected outputs.  S/he has the authority to run the project on a day-to-day basis. S/he is responsible for day-to-day management and decision-making for the project in close consultation with UNDP Program Analyst. Her/his prime responsibility is to ensure that the project produces the results specified in the work plan, to the required standard of quality and within the specified limits of time and cost.   1. Providing top quality advice and strategic guidance for effective implementation and results-based management of the project 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 project activities and objectives; 3. Acting as liaison person in communication with national and sub-national, NGOs, project teams, relevant line ministries, provincial departments and other stakeholders; 4. Develop and maintain effective relations including with all implementing partners; and 5. Knowledge management and sharing and capacity development. | | |
| 1. **Providing top quality advice and strategic guidance for effective implementation and results-based management of the project according to project objectives and stated results as well as with UNDP policies and procedures:**  * Ensure that project activities are fully aligned with the national policies, strategies and plans to the climate change adaptation; * Take part with the project team in developing strategies and implementation plan for the SRL project; * Assist the National Project Manager, the climate change technical team 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; * Review and consolidate technical progress reports submitted by National Committee for Sub-National Democratic Development Secretariat (NCDD-S); * Prepare quarterly and annual technical work plans for project activities to be submitted to the National Project Manager for review; * Prepare quarterly and annual technical progress reports to be submitted to the National Project Manager for review, prior submitting to MoE, UNDP/GEF, and project board according to their respective reporting guidelines; * Prepare documents for and report of the project board meetings and take lead in ensuring that recommendations made by the board be implemented; * Assist the National Project Manager in organising and conducting effective stakeholder meetings in line with the work plan; and * Work closely with Project Team in providing overall quality assurance for the project based on National Implementation Modality (NIM) procedures. | | |
| 1. **Providing advisory support in monitoring and evaluation of the project to ensure effectiveness and efficiency in the delivery of project activities and objectives:**  * Assist the National Project Manager 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; * With the approval of National Project Manager, assist in conducting 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 Country Office (CO) in the tracking, management and update of project risk and provide corrective recommendation where possible; * Provide advice and input in developing terms of references for the mid-term and final evaluation of the project; and * Provide inputs to the MoE, NCDD-S in drafting management responses to issues and recommendation raised by mid-term and final term evaluations. | | |
| 1. **Acting as liaison person in communication with 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 climate resilience management; * Coordinate the activities among the international technical specialist, technical team, government responsible parties, service providers and consultants; * Liaise with the climate change adaptation partner projects, experts and other stakeholders and provide technical inputs for the development of guidelines, training materials and others as necessary; * Facilitate communication interaction among the Ministry of Environment, Climate Change Department (MoE/CCD), NCDD-S, Local Councils Association, the Ministry of Agriculture, Forestry, and Fisheries/General Department of Agriculture (MAFF/GDA), and other supported ministries (the Ministry of Planning -MoP, the Ministry of Women’s Affairs-MoWA, the Ministry of Water Resources and Meteorology-MoWRAM) with regards to achieving project outputs; * Build synergies and alignment of SRL project with the national climate change M&E framework implementation and how the SRL project can support national climate change M&E implementation; * Build synergies and partnerships with key partners to ensure greater impact of the SRL project; * Promote dialogues and inputs from development partners into key project outputs at the national and sub-national level; and * Compiling lessons learned and policy implications with the Project team. | | |
| 1. **Develop and maintain effective relations including with all implementing partners:**  * Develop and maintain effective relations including with all implementing partners; * Together with the Program Analyst, maintain close coordination with the relevant line ministries partners, Secretariat, donor focal points, UN agencies and development partners on all aspects of the project implementation; * Contribute to the development of appropriate working relations with national stakeholders and work closely with national counterparts, in particular with the focal line ministries to build strong relationships to support UNDP effort in ensuring effective partnership; * Build and maintain partnership through networking with stakeholders to generate their interest in the area related to the project as well as UNDP program as a whole and in contributing to the resources mobilization effort; * Ensure good partnership with contracted experts, consultants and other responsible partners to ensure that outcomes are met in a timely manner; * In close collaboration with the Program Analyst, liaise with UNDP management for the effective implementation of the project; and * Prepare top quality of reports and documents in support of future resource mobilization efforts, if required. | | |
| 1. **Knowledge management and sharing and capacity development:**  * Coordinate with Knowledge Management or Communication Officer to maintain the documentation of best practices and lessons learned on an ongoing basis; * Contribute to the development of knowledge products; * Coordinate contribution to knowledge networks and communities of practice; * Ensure that experiences and lessons learnt from program implementation are adequately recorded and disseminated; and * Based on the knowledge from the project, share experiences and best practices at national, regional and international levels. | | |
| **IV. Impact of Results** | | |
| The position ensures successful implementation of the SRL project in accordance with project objectives, UNDP policies and procedures and National Implementation procedures as described in UNDP Program, 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 Program 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-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 seeks 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: | | * Master’s degree in development program and climate change related subjects or other development-related field. |
| Experience: | | * At least 5 years of professional experience at the national or international level in providing technical support in the field of climate change adaptation; * Experience in managing project in compliance with the requirement of the donor and other development agencies * Demonstrate ability to communicate and deal effectively with partners at middle management and working level including government, academia, civil society, private sector, UN and other development donors to address relevant issue and to ensure the greater impact of the SRL project; * Working experiences with UN agencies, government agencies, NGOs and Donor agencies in managing donor funds in Cambodia related to climate change adaptation management is desirable; and * Understanding of Cambodia political and administrative system, in particular at National and Sub-National level is an asset. |
| Language Requirements: | | * Fluency in Khmer and English (both spoken and written) |

### **TERMS OF REFERENCE: PROJECT ASSISTANT**

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| **I. Position Information** | | |
| Job Title:  Grade:  Type of Contract:  Reports to:  Duty Station: | Project Assistant  SB-3  Service Contract  National Project Advisor  Phnom Penh, Cambodia | |
| **II. Organizational Context** | | |
| A project “Reducing the Vulnerability of Cambodian Rural Livelihoods through Enhanced Sub-National Climate Change Planning and Execution of Priority Actions” (referred to as the SRL project, hereafter) has been designed to reduce the vulnerability of rural Cambodians, especially land-poor, landless and/or women-headed households. This will be achieved through investments in small-scale water management infrastructure, technical assistance to resilient agricultural practices, and capacity building support, especially targeting poor women, for improved food production in home gardens. Importantly, these services will be delivered by sub-national administrations (communes, districts and provinces) with a view to strengthen their overall capacity to plan, design and deliver public services for resilience building. The objective of the Project, therefore, is to improve sub-national administration systems affecting investments in rural livelihoods through climate sensitive planning, budgeting and execution. The objective will be achieved through the following three Outcomes.  **Outcome 1,** **Climate Sensitive Planning, Budgeting and Execution at Sub-National Level Strengthened**, builds on the existing system of development planning at District and Commune levels. In particular, mainstreaming of climate change adaptation in the plans and investment programs of ten Districts and their constituent Communes will be supported. Technical capacity for climate sensitive agriculture extension and for planning and implementation of climate resilient infrastructure investments will also be developed.  **Outcome 2, Resilience of Livelihoods of the most vulnerable improved against erratic rainfall, floods and droughts**, will facilitate investments in small scale water management infrastructure which will contribute to resilient agricultural production, in particular by overcoming unpredictable rainfall during the wet season. Beneficiaries will be members of vulnerable communities identified through the sub-national planning process and a detailed, participatory Farmer Needs Assessment will be carried out to identify suitable improvements to resilient agricultural livelihoods. Groups of poor and vulnerable women will be assisted to develop livelihood activities requiring only limited amounts of land and will receive complementary support for social capital building activities including leadership training and formation of savings groups.    **Outcome 3, Enabling environment is enhanced at sub-national level to attract and manage greater volume of climate change adaptation finance for building resilience of rural livelihoods**, will result in an improved system of performance assessment for climate change adaptation by sub-national governments, linked to the Performance Based Climate Resilience Grant awards that will co-finance infrastructure investments under Outcome 2. The capacity of the sub-national administrations to monitor, evaluate and plan improvements in capacity and performance for climate change adaptation will be strengthened.  The Climate Change Department (CCD) of the General Secretariat of the National Council for Sustainable Development, chaired by the Ministry of Environment (MoE) is the Implementing Partner, with support from a number of key technical Ministries. To ensure cross-sectoral integration, responsiveness to local needs and sustainability, sub-national activities of the Project will be integrated with the National Program for Sub-National Democratic Development (NP-SNDD) under the coordination of National Committee for Sub-National Democratic Development Secretariat (NCDD-S). The Project will be implemented in 89 Communes and ten Districts of Siem Reap and Kampong Thom Provinces over a four-year period. | | |
| **III. Functions / Key Results Expected** | | |
| The Project Assistant will be under direct supervision of and reports the progress of work to the National Project Advisor. The Project Assistant will perform the following 3 key functions:   1. Ensure effective and high quality support to the project administrative and financial management; 2. Effective support to the project implementation; and 3. Provide timely support in preparation of project report. | | |
| 1. **Ensure effective and high quality support on project administrative and financial management:**  * Provide day-to-day support to the project implementation and ensuring conformity to expected results, outputs, objectives and work-plans; * Ensure effective local purchases in line with UNDP procurement procedures; * Maintain project accounts; * Establish and maintain the electronic and physical filing system for project documentation and communication; * Prepare and update proper project documentation/records and ensure that the documents are prepared and ready for audit; * Manage cash reserves of the project; * Ensure effective management of financial and administrative aspects of project assets and financial resources to meet satisfactory outcomes of the annual audit of the project; and * Provide support in preparing quarterly and annual financial reports.  1. **Effective support to the project implementation:**  * Participate in day-to-day activities relating to project implementation and provide assistance to the National Project Advisor; * Facilitate day-to-day communication with project partners; * Prepare budget for workshops and meetings; * Arrange for travel for project staff and meeting participants; * Assist the National Project Advisor and technical project team to organize stakeholder meetings and program board meetings, and preparing minutes of meetings and distributing them to participants and maintaining the day-to-day records of project implementation; * Facilitate the organization for workshops, and training programs; * Make arrangement and prepare the necessary documentation for all payments for activities under the project; * Prepare the requisite accountabilities for the project funds (prepare cash advance statements and quarterly expenditure accounts); * Prepare work plans and budgets for all project activities; * Compile the financial documentation to be submitted regularly; * Ensure proper records and filing of the project; * Liaise very closely with the UNDP program and operations associates to ensure the effectiveness of administrative and financial management in accordance with UNDP rules and regulations; and * Maintain the registers for inventory of non-expendable equipment and ensuring that the equipment is safe and in proper working conditions.  1. **Provide timely support in preparation of project report:**  * Provide support in preparing and distributing project reports and publications; and * Assist the National Project Advisor in preparing reports for the project board or UNDP as required. | | |
| **IV. Impact of Results** | | |
| The position will ensure an excellent assistance to the National Project Advisor to effectively implement the agreed project in accordance with UNDP policies and procedures and National Implementation Modality (NIM) as described in UNDP User Guide; promote the mobilization of resources to support the extension of the project and improve coordination among stakeholders. | | |
| **V. Competencies** | | |
| **Core Competencies:**   * Demonstrating / Safeguarding Ethics and Integrity * Demonstrate corporate knowledge and sound judgment * Self-development, initiative-taking * Acting as a team player and facilitating team work * Facilitating and encouraging open communication in the team, communicating effectively * Creating synergies through self-control * Managing conflict * Learning and sharing knowledge and encourage the learning of others * Informed and transparent decision making   **Functional Competencies:**  Advocacy / Advancing Policy Oriented Agenda: Support the preparation of information for advocacy   * Identifies relevant information for advocacy for a variety of audiences * Makes research of contacts in the media, government, private sector, donors, other agencies, civil society in other stakeholders for UNDP’s advocacy efforts * Supports in identifying opportunities for advocating UNDP’s mandate   Results-based Program Development and Management: Contributing to results through provision of information   * Provides information for linkages across program activities to help identify critical points of integration * Provides information and documentation on specific stages of projects/program implementation * Provides background information to identify opportunities for project development and helps drafting proposals * Participates in the formulation of project proposals   Building Strategic Partnerships: Maintaining information and databases   * Analyzes general information and selects materials in support of partnership building initiatives * Maintains databases of donor information * Tracks and reports on mobilized resources   Innovation and Marketing new Approaches: Implementing processes and uses products   * Documents and tracks innovative strategies/best practices/new approaches * Tracks bottlenecks, problems and issues, and proposes solutions * Responds positively to new approaches   Resource Mobilization: Providing information for resource mobilization strategies   * Maintains information/databases on potential and actual donors * Maintains database of project files * Provides data and information needed for preparation of project documents   Promoting Organizational learning and Knowledge Sharing: Basic research and analysis   * Researches best practices and poses new, more effective ways of doing things * Documents innovative strategies and new approaches * Identifies and communicates opportunities to promote learning and knowledge sharing * Develops awareness of the various internal/external learning and knowledge-sharing resources   Job Knowledge and Technical Expertise: Fundamental knowledge of processes, methods and procedures   * Understands the main processes and methods of work regarding to the position * Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks * Identifies new and better approaches to work processes and incorporates same in own work * Strives to keep job knowledge up-to-date through self-directed study and other means of learning * Demonstrates good knowledge of information technology and applies it in work assignments * Demonstrates in-depth 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: Research and analysis   * Identifies relevant information for advocacy for UNDP’s goals for a variety of audiences * Maintains a network of contacts in the media and civil society, for use in UNDP’s advocacy efforts * Support the identification of opportunities for advocating for UNDP’s mandate   Client Orientation: Maintains effective client relationships   * Reports to internal and external clients in a timely and appropriate fashion * Organizes and prioritizes work schedule to meet client needs and deadlines * Establishes, builds and sustains effective relationships within the work unit and with internal and external clients * Responds to client needs promptly | | |
| **VI. Recruitment Qualifications** | | |
| Education: | | * Secondary education with specialized certification in accounting or business administration. University degree in Business or Public Administration, Economics and Social Science would be desirable but is not a requirement. |
| Experience: | | * At least 5 years of relevant experiences in office administrative and financial management; * Proven organizational, financial, inventory and budgetary skills; * Proven good communication experience with various stakeholders (Local NGOs, governmental institutions, donor, etc.); * Familiarity with financial and technical rules, regulations and procedures relevant to project implementation are preferable; * Demonstrative and technical experiences on climate change adaptation is an asset; * Experience in the operational aspects of UN-funded projects/ program or with projects of other donors is an advantage; * Experience with UNDP NIM procedures would be an important asset; * Experience in providing supports including workshop or meeting arrangement. Previous working experience with UN agency would be an asset; and * Experience in the usage of computers and office software package. |
| Language Requirements: | | * Fluency in Khmer and English (both spoken and written) |

1. UNDP Financial Rules and Regulations: Chapter E, Regulation 16.05: a) The administration by executing entities or, under the harmonized operational modalities, implementing partners, of resources obtained from or through UNDP shall be carried out under their respective financial regulations, rules, practices and procedures only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. b) Where the financial governance of an executing entity or, under the harmonized operational modalities, implementing partner, does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition that of UNDP shall apply. [↑](#footnote-ref-1)
2. The Project Board has the responsibility to define for the Project Manager the specific project tolerances within which the Project Manager can operate without intervention from the Project Board. For example, if the Project Board sets a budget tolerance of 10%, the Project Manager can expend up to 10% beyond the approved project budget amount without requiring a revision from the Project Board. [↑](#footnote-ref-2)