

# Terms of Reference for NDC Partnership In-Country Facilitator – Kingdom of Cambodia

## BACKGROUND

Nationally Determined Contributions (NDCs) are at the heart of the Paris Agreement and the achievement of its long-term goals. Launched at COP22 in 2016 in Marrakesh, the NDC Partnership aims to enhance cooperation so that countries have access to the technical knowledge and financial support they need to implement their NDCs. International support for fast and effective NDC implementation in the context of the Partnership implies new forms of coordination and collaboration.

Cambodia became a member of the NDC Partnership in August 2019, appointing Focal Points in the National Council for Sustainable Development (Ministry of Environment) and the Ministry of Economy and Finance. The country received support through the NDC Partnership Climate Action Enhancement Package (CAEP), among others through UNDP and the World Bank, to update its [NDC](#), which was submitted to the UNFCCC in December 2020. Jointly with the updated NDC, the Government developed an NDC Action Plan, or Partnership Plan, which outlines key mitigation, adaptation, and enabling actions to implement the NDC. The [Partnership Plan](#) with Cambodia's [Request for Support](#) Letter (highlighting funding priorities) was circulated to members of the NDC Partnership in January 2021, to which ten partners [responded](#) in March 2021 indicating interest to support with ongoing and new technical assistance and projects. The NDC Partnership continues to support Cambodia on its NDC implementation, including by supporting coordination and resource mobilization.

## Facilitation Model

The facilitator will be embedded in a government body (e.g., Ministry), which operates with facilitation support embedded in the relevant ministry from the NDC Partnership.

## Roles and Responsibilities

The Facilitator serves as the NDC Partnership's interface in country and operates as a liaison between the country and other NDC Partnership members. Contrary to the function of implementing partner (IP), which implement directly, the Facilitator's role is purely one of coordination and supportive facilitation. Working on behalf of the partner government, the Facilitator plays a key role in ensuring the smooth implementation of the Country Engagement Process, by supporting ongoing coordination efforts between the Support Unit, the various partners in the NDC Partnership, and the country government. This involves working with the country to refine its objectives for support over time (as reflected in the Partnership Plan); coordinating the Partnership Plan at country level; and serving as an anchor to assist the NDC Partnership in communicating and coordinating services at country level. The In-Country Facilitator will also liaise with the NDC Partnership Support Unit for vertical information-sharing, including both contributing to and accessing knowledge products. The following responsibilities are part of the Facilitator role in Cambodia:

### **Facilitation of NDC Partnership Plan Implementation**

- At government request, integrate Cambodia's Partnership Plan in the NDC Partnership's online tool, and develop results-based approach for tracking the implementation of the Partnership Plan;
- Recommend a process for selecting the most appropriate implementing and development partner/s for each action/priority, and identify roles and responsibilities of each stakeholder;
- Collaborate with the Support Unit to document changes in the operating context and provide support to the government and stakeholders in decision-making processes;

### **Mobilization of resources for implementation**

- Support the country in following up on and mobilizing partner support for its needs and priorities (and update those along the way as needed following the government's guidance) along with a preferred process for coordination of country engagement under the NDC Partnership, as reflected in the Partnership Plan;
- Engage with partners in country to link needs to services and resources in accordance with the Partnership Plan, including by providing the government's inputs on alignment of partners' country strategies with priorities and gaps identified in the NDC Partnership Plan;
- Assist the government in preparing concept notes to access NDC financing for unfunded priorities in the Partnership Plan.

### **Coordination and communication with key stakeholders**

- Ensure that communications relevant to NDC Partnership engagement are shared with relevant national and international level stakeholders;
- Facilitate periodic coordination and information exchange among partners in the country, with the aim of leveraging and mobilizing their respective advantages in support of the Partnership Plan; or, where an existing coordination mechanism is already in place, support the integration of the NDC Partnership into the established mechanism and provide services to strengthen coordination and harmonization, as needed;

### **Tracking of Partnership Plan implementation progress**

- Monitor and assess implementation of the Partnership Plan, including monitoring and reporting on gender equality, and coordinate periodic reporting of partners to the NDC Partnership;
- Assess progress outcomes of the NDC Partnership in-country engagement and make recommendations for adjustments;

### **Organize NDC-related meetings as needed**

- If requested, facilitate national country specific multi-stakeholder NDC dialogues, which may serve one or more of the following objectives:
  - Intersectoral multi-stakeholder dialogues to promote "whole of government approach" in implementing NDCs and their integration in development policies;

- Support government in conducting meetings among development partners and other key stakeholders, in order to maximize synergies, avoid duplication and mobilize support for identified needs and gaps for successful NDC implementation;
- Multi-stakeholder dialogues with the private sector and/or civil society organizations;
- Multi-stakeholder dialogues within specific sectors or on a certain topic (i.e., Measurement, Reporting and Verification [MRV], gender equality, etc.);

### Identifying lessons learned and results

- Assist it in tracking the progress of in-country engagement and provide periodic progress updates to the NDC Partnership Steering Committee, through the Support Unit.
- Liaise with the Support Unit to access and/or feed into global knowledge products;
- Assist the Support Unit in the identification and dissemination of information on best practices and lessons learned from in-country engagement;

### Capacity building

- Conduct ongoing capacity development (i.e., technical assistance and formal/informal on-the-job training) of the government in preparation for fully taking on the facilitation role in the future.

### Deliverables

DELIVERABLE	TIMEFRAME
Monthly reports	End of each month, except in the months at the end of each quarter
Quarterly country engagement update reports (progress on the development of the NDC Partnership Plan and its implementation), using the Online Tool and the report template developed by NDC Partnership Support Unit	End of each quarter
Integration of the Partnership Plan in the Online Tool	End of Q2, 2021
Partner coordination mechanism / regular meetings	End of Q3, 2021 and ongoing
Inter-ministerial coordination mechanism / meetings	End of Q4, 2021 and ongoing
Summary of NDC results and success stories for COP and other key regional/international events	October 2021 October 2022 October 2023
Support to the preparation of requests for support and development of concept notes/proposals for international support for key NDC actions in the Plan	As required by the government (expected 2-3 per year)
Organization of NDC-related capacity building trainings for government officials	1 training by end of Q3 1 training by end of Q4
Updates on partner resource mobilization and alignment and internal government NDC capacity building progress	As part of monthly and quarterly reports
Summary of agreements reached with key national, regional, and international stakeholders, whenever relevant	As part of monthly and quarterly reports

## Reporting

The Facilitator will implement all tasks under the direct supervision of the NDC Partnership Focal Point in the General Secretariat of the National Council for Sustainable Development, while keeping the Focal Point in the Ministry of Economy and Finance closely informed. The Facilitator will also work in close coordination with the NDC Partnership Support Unit.

## Timeframe and Duty Station

This is a full-time position based in Phnom Penh, Cambodia for 1 year, with possible extension. The targeted start date is June 2021.

## Requirements

- Advanced degree in public policy (climate/environment), economics, public finance, sustainable development, or a similar field;
- At least 10 years of experience in climate/environment and sustainable development in Cambodia;
- Demonstrable experience working in climate change tasks in Cambodia including, but not limited to, mitigation and adaptation action, government policy and legal frameworks, MRV, M&E systems, and results-based management;
- Demonstrated skills in managing and aligning diverse groups of stakeholders, including development agencies, non-state actors / civil society, financial institutions, the private sector, and others;
- Excellent writing, editing, digital, and oral communication skills;
- Cambodian national;
- Proficiency in English.

## Compensation

Compensation will be based on the candidate's experience and skills and will be competitive with similar national consultancies.

## Application

To apply, please submit CV and letter to Ms. Ralien Bekkers ([Ralien.Bekkers@ndcpartnership.org](mailto:Ralien.Bekkers@ndcpartnership.org)) at the Support Unit by **28 May 2021**, with the subject 'Cambodia NDC Partnership Facilitator Application'.