



TERMS OF REFERENCE
Reviewer of 3 Rio-Related Existing Information/Data

Assignment Information

Assignment Title:	Review of 3 Rio-Related existing Information/Data
Project:	Generating, Accessing and Using Information and Knowledge Related to the Rio Conventions
Post Level:	Review Specialist
Contract Type:	Individual Contractor (LC)
Duty Station:	Home/Phnom Penh/GSSD
Expected Place of Travel:	Phnom Penh
Contract Duration:	2 nd week of February 2018 to 4 th week of April 2018

Project Description

The Generating, Accessing and Using Information related to the 3 Rio Conventions project is in line with the GEF-5 CCCD Programme Frameworks two (2) and four (4), which call for countries to generate, access and use information and knowledge and to strengthen capacities to implement and manage global convention guidelines. It is also aligned with the first objective of GEF6 that is to integrate global environmental needs into management information systems (MIS). It is a direct response to national priorities identified through the National Capacity Self-Assessment (NCSA) conducted in 2005-2006 and that is part of the institutional strengthening underway at MOE and MAFF. Through a learning-by-doing process, this project will harmonize existing environmental information systems, integrating internationally accepted measurement standards and methodologies, as well as develop a more consistent reporting on the global environment.

The project's objective is to improve access to environmental information related to the Rio Conventions through the harmonization of existing environmental management information systems and improving coordination of the implementation of these conventions in Cambodia. The harmonization of these existing systems will be translated into better access to information related to the implementation of the Rio Conventions in Cambodia.

The project is delineated into two main components:

Component 1: Improved access and generation of information related to the three Rio Conventions

Component 2: Improved use of information and knowledge related to the Rio Conventions

Under the first outcome, the project will support the development of national capacities to effectively and efficiently standardize environment-related information that is generated on the implementation of the Rio Conventions in Cambodia, and give open-access to this information. In parallel to this, the project

will support the strengthening of Cambodia’s capacity to better engage stakeholders and better coordinate the implementation of the Rio Conventions in the country.

Under the second outcome, project resources will be used to improve the use of environment-related information for the development of innovative tools supporting decision-making processes related to the implementation of the Rio Conventions. The project support will also include activities to develop the capacity in using this environment-related knowledge of national institutions involved in international negotiations at Conventions COPs, as well as using this knowledge to produce national reports meeting Conventions reporting obligations.

The current assignment falls under outcome 2 of the project: 2.2.3 - Apply and assess the identified ways and means for strengthening institutional for an effective, efficient and well-coordinated implementation of the three Rio Conventions in a pilot project. The objective of the assignment is to test the Environmental Knowledge and Information Management System designed under earlier outputs of the project and provide recommendations for improvement on basis of the ease and utility of use of the IMS for local level environmental decision making. The EMIS should provide the local decision makers in Cambodia with current and verified information on the state of the environment of the country, to be translated to the local level, with special focus on the implementation of the Rio Conventions. The local contractor will have to design an interface on the EMIS that will help local decision makers to retrieve the right information for their purposes; the interface can be made on basis of the simple excel sheets for information requisition. One condition is that their interface will have to provide some of the information required by each of the conventions, as well as the SDGs, but also with the Cambodia NESAP indicator framework, allowing for easy provision of necessary information for convention reporting.

Objectives

- To collect all existing the information management system (IMS) related to the 3 Rio conventions;
- To categorize the existing information/data based on the developed features of IMS;
- To produce an analysis report based on the findings on different IMSs; and
- To propose a mechanism to regularly update the consolidated IMS for the focal points and concerned relevant people and institutions to provide additional IMS related information and data

Scope of Work

The Reviewer of 3 Rio-Related Existing Information/Data (hereafter referred to as “Reviewer” will be recruited based on an open and competitive process. The Reviewer will be hired to provide technical inputs with a focus on environmental information related to the Rio Conventions (UN-CBD, UNFCCC, & UNCCD). The Reviewer will report to the Project Coordinator.

Duties and Responsibilities

The tasks and responsibilities of the Reviewer will be the following, but not limited to:

General tasks and responsibilities:

- Conduct analysis of existing documents and information from MEA and CDA for Cambodia 3 Rio conventions EMIS;
- Collect existing information and data system of relevance to 3 Rio conventions in Cambodia;
- Conduct the interview/meetings with key stakeholders, especially the project focal points of UNCBD, UNCCD and UNFCCC to further collect updated information for the IMS;
- Classify the collected information/data based on the established indicator framework on IMS;
- Present the draft report for the project management and the project technical specialist;

- Conduct the consultation meetings to validate the report at technical working group;
- Provide support on data designing and the data portal as part of the Clearing House Website;
- Work with the CHM/IMS consultant and project officer to ensure that the outputs are well incorporated into the CHM/IMS;
- Work with CHM/IMS consultant and the technical specialist of the project to revise and/or upgrade CHM/IMS;
- Produce the final report on the review of the existing information/data on the 3 Rio conventions;
- Formulate a mechanism to regularly update the IMS, and
- Translate the review report into Khmer language

Expected Outputs and Deliverables

All deliverables will be reviewed by the project coordinator and approved by Project director

No.	Deliverables/Outputs Based on above tasks and responsibilities	Estimated Duration to Complete (Day)	Timeframe
	Work plan	2	2 nd week of February 2018
1.	Deliverable 1: - A draft review report of 3 Rio Conventions-related existing information/data	23	3 rd week of February 2018 to 4 th week of March 2018
2.	Deliverable 2: - Presentation of the draft report for the project management and technical specialist; - Draft report is reviewed and endorsed by the national project director; - Report format for printing	15	1 st week to 4 th week of April 2018
Total # of Days:		40	

Duration of the Work

The duration of assignment is 40 days over the course of 3 months, starting from February to April 2018. The Reviewer of 3 Existing Rio-Related Information/Data is expected to spend the total 40 working days to deliver the outputs stated in this ToR. The Reviewer of 3 Existing Rio-Related Information/Data should cover all the related costs while working in Cambodia, except for local travels for stakeholder consultations in the country. This contract is known as the initial employment and subject to renewal based on satisfactory performance and delivery of outputs as per the approved work plan.

Duty Station

The Reviewer of 3 Existing Rio-Related Information/Data will work from home and/or be based in Department of Biodiversity, General Secretariat of National Council for Sustainable Development, Ministry of Environment. Hired project vehicle will be provided to support the Reviewer of 3 Existing Rio-Related Information/Data during the data collection and meetings with stakeholders in Phnom Penh.

Payment Milestones

No.	Outputs/Deliveries	Payment Schedule	Payment Amount

1.	Upon submission of work plan	2 nd week of February 2018	20%
2.	Upon satisfactory completion of deliverable 1	4 th week of March 2018	40%
3.	Upon satisfactory completion of deliverable 2	4 th week of April 2018	40%

Recruitment Qualifications

Education:	<ul style="list-style-type: none"> • A master degree in related fields
Experience:	<ul style="list-style-type: none"> • Having at least 5-7 years of information/data development and analysis; • Experience in analysing the reports, publication, media articles, especially for the 3 Rio conventions; • Experience in working with the government ministry officials and NGO staff; and • Experience in working as a team, and in particular experience in elaborating on data sharing agreements.
Competencies:	<ul style="list-style-type: none"> • Solid understanding of the information/data collection and analysis; and • Good spoken and written communication skills.
Language Requirements:	<ul style="list-style-type: none"> • Excellent spoken and written English

Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

Technical Evaluation Criteria	Obtainable Score
Master degree or other related fields, 5-7 years of experience in working as a team, and in particular experience in elaborating on data sharing agreements	40
Data/information collections and classification; information/data validation with a wide range of stakeholders and report writing	40
Reporting writing and understanding of 3 Rio conventions	20
Total Obtainable Score:	100

Interested candidates should submit a cover letter, CV with support references and financial proposal to the 3Rio Conventions Project, General Secretariat of National Council for Sustainable Development (GSSD)/Ministry of Environment (MoE), Morodok Techo Building, Lot 503, Sangkat Tonle Bassac, Chamkarmon, Phnom Penh, Cambodia, and/or email to keosamnang.tiep@gmail.com.

Only short-listed candidates will be contacted for an interview. **Closing date: 1st February 2018**