



GENERATING ACCESSING, AND USING INFORMATION AND  
KNOWLEDGE RELATED TO THE THREE RIO CONVENTIONS



**TERMS OF REFERENCE**  
**Individual Contractor**

**Assignment Information**

<b>Assignment Title:</b>	Communication & Partnership Specialist (National)
<b>Project:</b>	Generating, Accessing and Using Information and Knowledge Related to the Rio Conventions
<b>Post Level:</b>	Specialist
<b>Contract Type:</b>	Individual Contractor (IC)
<b>Duty Station:</b>	Home/GSSD, MoE
<b>Expected Place of Travel:</b>	Phnom Penh
<b>Contract Duration:</b>	2 <sup>nd</sup> week of February to 4 <sup>th</sup> week of July 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. Under the first outcome, 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. And under 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 report meeting conventions reports obligations.

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

The three Rio conventions project will take into full consideration the need for a Communications and Partnership Specialist (CPS) in project workings. The CPS will guide the process of assessing communication strategies of knowledge and information mainstreaming related to the Rio conventions in all areas and at all levels.

The CPS will also lead the effort to building and sustaining strategic partnerships aiming at advancing UNFPA mandate issues and mobilizing resources for three Rio convention project. The CPS is responsible for the development and implementation of the country office resource mobilization and partnership strategy and plan. The key results of this consultancy will be creation and maintaining of strategic partnerships, revision and implementation of partnerships development strategy with a focus on all areas and at all levels.

The project will ensure that the concerns and experiences of stakeholder on biodiversity conservation, climate change, and land degradation are an integral dimension of the design, mainstreaming, implementation, monitoring, and evaluation of project resulting policies and programs, with the purpose of ultimately achieving communication strategy on information sharing.

### **Scope of Work**

The CPS will be recruited based on an open and competitive process to complete a communication and partnership strategies for the three Rio conventions project. The CPS will be hired to conduct a communication and partnership assessment and analysis, develop both, the 3Rio communication and partnership strategies, which includes information mainstreaming and networking that outlines the way in which stakeholders can participate in the Clearing House Mechanism. The partnerships strategy includes standardized operational procedures to formalize partnerships on liberal information sharing.

The CPS will report to Project Coordinator and may participate in the meetings of the Project Board workshops as a resource person as necessary.

### **Duties and Responsibilities**

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

1. Conduct baseline assessments and analysis at environmental information mainstreaming of three conventions in national levels and with a wide variety of stakeholders (government, non-government organisations, and web-users) to identify communication and partnership strategies, including mapping exercises;
2. Develop communication tools, awareness raising instruments and monitoring strategy to measure the impact of the communication campaign over time in decision-making processes at national and decentralised levels, including explanatory note content with operations, contracting, terms of reference, budgeting and reporting format;
3. Identify national dialogue platforms so as to enhance coordination and promote synergies among these platforms, including by identifying or, as appropriate, establishing a crosscutting (i.e. interagency, inter-departmental, inter-sectorial, inter-disciplinary) platform with clear and manageable terms of reference and formalizing it;
4. Develop partnership strategy in line with the Project Document and Inception Report, with the aim to strengthen environmental information delivery to and from decision makers;
5. Identify best practices and lessons learned directly linked to resource mobilization and partnership-building activities.

## 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 Completed (Day)	Timeframe
	Work plan	2	2 <sup>nd</sup> week of February 2018
1.	Deliverable 1: – Final Draft of Baseline Assessment and Analysis report	35	3 <sup>rd</sup> week of February to 3 <sup>rd</sup> week of April 2018
2.	Deliverable 2: – Final draft of the Three Rio Conventions Project Communication Strategy	33	4 <sup>th</sup> week of April to 4 <sup>th</sup> week of June 2018
3.	Deliverable 3: – Final draft of the Three Rio Conventions Project Partnership Strategy	20	1 <sup>st</sup> week of July to 4 <sup>th</sup> week of July 2018
<b>Total # of Days:</b>		<b>90</b>	

### Duration of the Work

The duration of assignment is 90 days over the course of 6 months, starting from February to July 2018. The CPS of 3 Existing Rio-Related communication and partnership is expected to spend the total 90 working days to deliver the outputs stated in this ToR. The CPS of 3 Existing Rio-Related communication and partnership should cover all the related costs while working in Cambodia, except for local travels for stakeholder consultations in the country and related consultation workshop. 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

Partnership Specialist will work from home and/or be based in the three Rio conventions project or Department of Biodiversity, General Secretariat of National Council for Sustainable Development, Ministry of Environment.

### Payment Milestones

No.	Outputs/Deliveries	Payment Schedule	Payment Amount
1.	Upon submission of work plan	2 <sup>nd</sup> week of February 2018	20%
2.	Upon satisfactory completion deliverable 1	3 <sup>rd</sup> week of April 2018	30%

3.	Upon satisfactory completion deliverable 2	4 <sup>th</sup> week of June 2018	30%
4.	Upon satisfactory completion deliverable 3	4 <sup>th</sup> of July 2018	20%

### **Duty Station**

Partnership Specialist will work from home and/or be based in the three Rio conventions project or Department of Biodiversity, General Secretariat of National Council for Sustainable Development, Ministry of Environment.

### **Recruitment Qualifications**

Education:	<ul style="list-style-type: none"> <li>• An advanced university education (MSc. or PhD.) with expertise in the areas of public relations, partnership development or other related fields;</li> <li>• An advanced university education (MSc.) with expertise in the areas of environmental communication and/or education.</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• At least 7 years of professional experience in research, assessment need, strategy development;</li> <li>• Demonstrated experience in information/data management, development and information management system;</li> <li>• Demonstrated experience in outreach, education and training material development;</li> <li>• Experience in environment project-related works; and</li> <li>• Experience of working and collaborating with the government officials, private sector stakeholders, Universities and conservation NGOs is an asset.</li> </ul>
Competencies	<ul style="list-style-type: none"> <li>• Excellent capacity for developing and maintaining a network of contacts with potential donors and partners;</li> <li>• Strong skills in communication assessment, data collection and mainstreaming, tools development, policy development and analysis;</li> <li>• Strong skills in partner assessment and partnership development, strategizing and analysis;</li> <li>• Strong skills in report writing;</li> <li>• Knowledge of the three Rios conventions (UNFCCC, UNCBD, UNCCD);</li> <li>• Strong skills in report writing, UNCCD); and</li> <li>• Experience of working and collaborating with the government officials and local community supporting NGOs is an asset.</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>• Excellent spoken and written English</li> </ul>

### **Criteria for Evaluation of Level of Technical Compliance of Individual Contractor**

<b>Technical Evaluation Criteria</b>	<b>Obtainable Score</b>
<ul style="list-style-type: none"> <li>• At least 7 years of professional experience in research, assessment need</li> </ul>	30

and strategy development; as well as the proven record of successful resource mobilizing in related works; and • Knowledge in environment project-related work	
• Demonstrated experience in communication and partnership strategy and policy planning, conducting assessment related work to 3 Rio Conventions	30
• Strong skills in project assessment and management, data collection and report writing	20
• Experience of working and collaborating with the government officials and conservation NGOs and knowledge with UNDP/GEF projects	20
<b>Total Obtainable Score:</b>	<b>100</b>

Interested candidates should submit a cover letter, CV with support references and financial proposal to the Rio 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](mailto:keosamnang.tiep@gmail.com).

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