

# Local Governments and Climate Change Project (LGCC)

## TERMS OF REFERENCE

### **Climate Change Monitoring and Evaluation Specialist to Conduct Annual Performance Assessment of District / Municipal Governments**

#### 1 Background

Local Governments and Climate Change (LGCC) is a project of the National Committee for Sub-National Democratic Development (NCDD-S) financed by Swedish International Development Agency (SIDA) and United Nations Capital Development Fund (UNCDF). LGCC implements the Local Climate Adaptive Living (LoCAL) programme of UNCDF which supports climate change adaptation actions by local governments in 10 countries in Asia-Pacific Region and Africa.

The LoCAL methodology uses Performance Based Climate Resilience Grants (PBCRG) which are annual grants to participating local governments. PBCRG are transferred to the budgets of the local governments and are used as top-up funds to finance (1) the cost of climate proofing local infrastructure; (2) the cost of constructing infrastructure that directly supports climate change adaptation; and (3) local services for climate change adaptation.

LGCC began with a limited pilot in 2011 and continued with an expanded Phase 2 in 2012-2016. The target local governments of LGCC currently comprise two Districts and one Municipality in Takeo Province, and five Districts in Battambang Province, together with their constituent Communes and Sangkats. LGCC is now in a Bridging Phase of two years (2017-18) after which it is planned to scale up PBCRG to a larger number of Districts. Therefore, during the Bridging Phase, NCDD-S will pilot procedures that will be needed for scale-up.

Each year, an Annual Performance Assessment (APA) is conducted to assess the performance of the local government in implementing activities financed by the PBCRG and building capacity for local climate change adaptation. In LGCC, the APA uses a Balanced Scorecard methodology with four areas of evaluation: (1) Quality of the PBCRG project outputs; (2) Quality of the process for implementing the PBCRG projects; (3) Beneficiaries of the PBCRG; and (4) Climate Change Mainstreaming Index. NCDD-S has developed a detailed manual for the assessment methodology, which was successfully applied in the APA in 2016. The methodology is designed to be implemented by an assessment team of two persons (one expert in climate change adaptation and one engineer) with time required being one to two days per District.

In previous years, the APA has been conducted by officials of NCDD-S and the Provincial Government. However, this approach is not suitable for scaling-up because of the staff time required. Therefore, NCDD-S intends to pilot the contracting-out of the APA to independent service providers. Therefore, NCDD-S wishes to recruit two independent consultants: one Climate Change Monitoring and Evaluation Specialist and one Climate Resilient Infrastructure Specialist who will jointly to conduct an APA in the eight LGCC target local governments in August 2017. The results of the APA will be used to calculate the PBCRG awards for 2018. In addition, lessons learned from contracting out the APA will be used to design the process for the scale-up phase of LGCC.

These TOR are for the **Climate Change Monitoring and Evaluation Specialist**. The Climate Resilient Infrastructure Specialist will be recruited under a separate TOR. The two consultants will work jointly as a team to conduct the Annual Performance Assessment.

## 2 Objective of the Assignment

The objective of the assignment is to conduct the Annual Performance Assessment (APA) of the eight target Districts/Municipalities of LGCC in careful compliance with the methodology in the NCDD-S Performance Assessment Manual. The Climate Change Monitoring and Evaluation Specialist will conduct the APA jointly with the Climate Resilient Infrastructure Specialist and the two consultants will jointly report the findings of the APA to NCDD-S. In addition, the consultants will provide verbal and written feedback to NCDD-S on the experience of conducting the APA, in order to assist in further improvement of the methodology in future years.

## 3 Scope of Work

The **Climate Change Monitoring and Evaluation Specialist** will perform the assignment by carrying out the following activities jointly with the Climate Resilient Infrastructure specialist (except where otherwise stated):

- 1 Study carefully and reach a full understanding of the NCDD-S Performance Assessment Manual for Performance Based Grants;
- 2 Attend a training in the Performance Assessment methodology, including opportunity to clarify any parts of the methodology that are not clear from the manual;
- 3 With the Climate Resilient Infrastructure Specialist, propose a work plan for the Annual Performance Assessment (APA). The time required for the assessment is expected to be about three person-days per District / Municipality (i.e. one and a half days per District for a two person team). The work plan is to be agreed in advance by NCDD-S.
- 4 Conduct the Annual Performance Assessment in each target District / Municipality in accordance with the agreed work plan.
- 5 The Climate Change Monitoring and Evaluation Specialist will be primarily responsible for checking documents held by the District / Municipal Administration that demonstrate compliance with PBCRG rules and performance criteria in the following areas:
  - Projects respond to climate change adaptation needs;
  - Timeliness of the project implementation process;
  - Timeliness and results of the procurement process;
  - Commitment and disbursement of PBCRG funds;
  - Timeliness of project completion;
  - Number and type of beneficiaries;
  - Evaluation of the Sub-National Climate Change Mainstreaming Index, consisting of:
    - Climate Change Mainstreaming in District Planning;
    - Institutional Capacity and Coordination;
    - Access to and Use of Climate Information;
    - Climate Change Integration into Financing.

- 6 The Climate Change Monitoring and Evaluation Specialist will also facilitate project beneficiaries to conduct Participatory Evaluations of selected projects.
- 7 The two consultants will jointly enter the performance scores for each District in a Microsoft Excel spreadsheet in a format that facilitates summary and analysis of the data;
- 8 Prepare a short report in Microsoft PowerPoint format of the findings of the APA together with observations on the methodology and recommendations for improvement;
- 9 Present the PowerPoint report at a de-briefing with NCDD-S to discuss the findings;
- 10 Finalise the report.

## 4 Outputs

The required outputs of the assignment are:

- 1 A work plan for the Annual Performance Assessment;
- 2 A Final Report in MS PowerPoint format including:
  - a. A brief report of the activities of the service provider;
  - b. The results of the Performance Assessment, with detailed scores for each indicator in each District and explanatory comments as necessary;
  - c. Observations on the performance assessment methodology;
  - d. Recommendations to improve the methodology.
- 3 A spreadsheet (Microsoft Excel format) with the assessment scores.

Reports will be submitted in Khmer language.

## 5 Timing and Duration

The assignment should commence on 1<sup>st</sup> August 2017 and be completed by 31<sup>st</sup> August 2017.

The total staff inputs required for the Climate Change Monitoring and Evaluation Specialist are estimated to be 20 person-days.

## 6 Supervision and Reporting Line

The Climate Change Monitoring and Evaluation Specialist will work under the overall management of the Deputy Executive Head of NCDD-S who is the Project Director of LGCC, and under the direct management of the Head of the Programme Management and Support Division of NCDD-S. The Climate Change Monitoring and Evaluation Specialist will cooperate closely with staff of NCDD-S, Provincial and District/Municipal governments as needed.

## 7 Support from NCDD-S

NCDD-S will provide the following support:

- 1 Detailed methodology for the performance assessments;
- 2 Training in the performance assessment methodology;
- 3 Liaison with Provincial and District authorities to facilitate arrangements for the performance assessments;
- 4 Summary of data on the PBCRG financed projects in each District / Municipality, based on NCDD-S Project Information Database.

The Climate Change Monitoring and Evaluation Specialist will be fully responsible for all costs of his / her travel, accommodation, office supplies, communications, equipment etc.

## 8 Qualifications Required

The Climate Change Monitoring and Evaluation Specialist will have the following qualifications:

- Graduate degree (master's preferred) in social science, environmental science, or another relevant discipline;
- At least seven years professional experience post graduation;
- Strong background in monitoring and evaluation including experience of conducting project evaluations, performance assessments or similar tasks;
- Strong understanding of the impacts of climate change on Cambodian rural communities, and suitable strategies for climate change adaptation;
- Experience of working with Government officials (substantial experience working with sub-national governments preferred);
- Strong numeracy;
- Native Khmer speaker, strong English language skills preferred.

NCDD-S will take into account the preference to select a gender balanced team (one man, one woman) to conduct the Annual Performance Assessment.

## 9 Payment milestone

1. 30% upon contract signed
2. 70% submission the final report