TEARM OF REFERENCE

National Project Officer

# Background

The regional project is led by UN Women and UN Environment and funded by the Government of Sweden. The project official title is “Strengthening Human Rights and Gender Equality through Climate Change Action and Disaster Risk Reduction”. A short project name is EmPower: Women for Climate Resilient Societies.

The project aims to address key drivers of gender-based vulnerability and enhance human rights through implementation of gender-responsive climate change and DRR actions in Asia and the Pacific.

In order to achieve its aim, the project works in five output areas: Output 1: CSOs representing women and women’s groups are able to lead, participate in and influence climate change and disaster risk reduction decision making processes; Output 2: Governments and key stakeholders are able to generate, analyze and use SADDD to inform climate change and disaster risks and actions; Output 3: National climate change & DRR policy makers are able to integrate and enhance responsiveness to gender equality commitments; Output 4; and Output 5: Regional normative processes, knowledge products and platforms on climate change and DRR integrate and enhance responsiveness to gender equality and human rights. The project is implemented in Bangladesh, Cambodia and Viet Nam and at the regional level in Asia and the Pacific. The project duration is April 2018 - December 2022.

The National Committee for Sub-National Democratic Development (NCDD) was established by Royal Decree under the Organic Law of 2008, to implement the Government’s Democratic Development policy as set out in the law; to develop a The National Programme for Sub-National Democratic Development 2010 – 2019 (NP-SNDD).

NCDD Secretariat representing of Royal Government of Cambodia leading to deliver the project result under output 4 in two target provinces of Takeo and Pursat.

# Reporting Relationships

The National Project Officer will be attached to the Management and Program Support Division of NCDD-S and will compile progress reports to EmPower’s UN Environment team on matters related to sub-national activities and deliverables related to output 4 Women use renewable energies to increase adaptive capacity and enhance climate-resilient livelihoods.

# Main Duties

**Specific tasks will include, but will not be limited to:**

1. Assist NCDDS in the facilitation of the scoping studies and pre-feasibility studies on women’s opportunities for renewable energy entrepreneurships in selected locations
2. Assist NCDDS to coordinate and introduce UN Environment & its partners to local administrators; support the collection of secondary information, whenever required
3. Assist NCDDS to facilitate meetings with relevant district administrators, government departments, NGOs/CSOs, MFIs, banks, private sectors to brief them about the EmPower project
4. Assist NCDDS to organize regular update meetings (one kick-off meeting and one midterm meeting) with relevant government departments and partners including annual reflection workshop
5. Participate and contribute to the EmPower team in shortlisting of 6-8 possible RE enterprises (new or existing) and livelihood activities which contributes to climate resilience.
6. Assist NCDDS to organize consultations between key government ministries/committees working on climate change, renewable energy and women, established CSOs, and NGOs.
7. Formulation project annual work plan and budget.
8. Assist NCDDs to develop and submit reports on mid-term meeting with Government officials and other stakeholders, report on Annual reflection workshop with Government officials and final progress report to UN Environment.
9. And other assignment appoint by NCDDS management.

# Person Specifications

## Education

Bachelor Degree in Public Administration, Environmental Studies, Rural Development, or related degree.

## Organizational Competencies

* Demonstrates commitment to NCDD’s mission, IP3 objectives and SNDD values
* Displays gender, religion, race, nationality and age sensitivity and adaptability
* Ability to establish and maintain effective rapport with civil servants, other advisers and with all key NCDD stakeholders
* Willingness and ability to transfer knowledge and skills to build capacity

## Experience

* At least two year experience in sub-national democratic development including sub-national planning and investment
* At least one year experience in project/program related to climate change, renewable energy, gender, and livelihood improvement
* Understanding of, and ability to work within government systems
* Understanding of Development Partner systems
* Experience coordinate with national institution on policy or tool development related to gender, climate change, and disaster

## Knowledge and Skills

* Good knowledge and understanding of Organic Law, NP-SNDD, the IP3, national administrative processes, especially those relevant to execution of sub-national administration planning and budgets
* Good knowledge and understanding of Decentralization & Deconcentration issues, climate change, disaster, and gender
* Good knowledge and understanding in community livelihood improvement and women’ economic empowerment
* Good knowledge in project log-frame, planning, and budgeting
* Good communication, interpersonal, and reporting skills.