

TERMS OF REFERENCE

Individual Consultant

Position	:	Environmental and Social Safeguard Assessment Consultant (ESSAC)
Project Title	:	Local Government and Climate Change (LGCC-WRP)
Duty Station	:	NCDD Secretariat
Duration	:	50 Days

1. Background

The National Committee for Sub-National Democratic Development (NCDD) is the first Direct Access Entity (DAE) accredited for Cambodia (in 2019), with an essential role to channel climate change grants to sub-national level (provinces, districts and communes). The capacity analysis done during the accreditation process has highlighted some remaining gaps and the accreditation is conditional on addressing these remaining gaps. In additions to the GCF readiness support approved for the NCDDS readiness activity in 2022, UNCDF along with other development partners such as the World Bank have committed its own resource to support NCDDS on filling other remaining gaps and conditions precedent to submission of proposal which are not covered by CF readiness budget for 2022 (the GCF readiness 2021 budget). UNCDF will support NCDD mainly on Reviewing and updating the safeguard check list and conduct ESS study for project proposal development.

In this context, NCDDS hire an individual consultant for a position Environmental and Social Safeguard Assessment Consultant (ESSAC).

2. Scope of works

The consultant will help NCDDS to:

- Produce Impact Assessment Report on the Implementation of Environmental and Social Safeguard of Sub-national Investment Project
- Produce Environmental and Social Safeguard check list for Sub-national Investment Project
- Develop a report format on Implementation of Environmental and Social Safeguard

3. Methodology

The features of the methodology should include the following:

1. Impact Assessment Report on the Implementation of Environmental and Social Safeguard of Sub-national Investment Project:
 - Desk review on the implementation of current Environmental and Social Safeguard in sub-national investment project
 - Randomly data collection at SNAs
 - Report should reflect on gender and climate change response and complain handing on the impact of investment project on environmental and social safeguarding
 - Consultation and validation with relevant stakeholders (National Agencies, DPs, SNAs, NGOs...)
2. Environmental and Social Safeguard check list for Sub-national Investment Project:

- Desk review on check list on Environment and Indigenous People
 - Site visit and consultation with implementor at SNA and NCDDDS' safeguard team
 - Proposed change of the check list which is a link with policy on Environmental and Social Safeguard and policy on Gender
3. Report format on Implementation of Environmental and Social Safeguard
- Review current implementation report of NCDDDS
 - Suggested change from descriptive report to analytical report included gender and climate change
 - Provide capacity training to ESS team to use new report format

4. Expertise Required

The consultant shall be:

- Holding a master degree
- At least 5 years' experience working related to Environmental and Social Safeguard, and Climate Change/DRR
- At least 3 article written impact assessment report in English
- Experience on SNAs safeguard in investment project
- Good knowledge on gender, inclusiveness, and accountability

5. Reporting requirement

The consultant will work under the overall supervision of the Head of NCDDDS and on day-to-day supervision of the Director of Program Management and Support Division to liaise closely with the officials and advisors of the NCDDDS as appropriate.

The completion of this assignment will include the following reports and will be signoff and approved by the NCDDDS management:

- An Impact Assessment Report on Environmental and Social Safeguard of Sub-national Investment Project endorsed by the NCDDDS
- Environment and Social Safeguard check list approved by NCDDDS
- A format report of Environmental and Social Safeguard Implementation adopted by NCDDDS

6. Work Plan

The following timeline needs to be done in the period of the consultation. The consultant needs to provide the detail actional plan make sure all the key workplan are completed.

The selected consultancy will be required to submit the following report to NCDDDS as prescribed time.

No	Work Plan	Type	Working Day	Timelines
1	ESS Impact Assessment Report	Report	17 days	September 2022
2	ESS Report format	Format	3 days	October 2022
3	ESS check list	Report	30 days	November 2022