

TERMS OF REFERENCE

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| Position | : Project Management Adviser |
| Project Title | : EmPower: Women for Climate-Resilient Societies Phase II (EmPower Phase II) |
| Duty Station | : NCDD Secretariat |
| Duration | : Till of October 2026 |

A. Background

The impacts of climate change are unequally felt across Asia and the Pacific. Women and marginalized groups have less access to information, resources, finance and technologies, leaving them with greater challenges in coping and rebuilding after a crisis. In 2018, UN Women and the UN Environment Programme (UNEP) initiated the EmPower: Women for Climate-Resilient Societies Programme with support from the Government of Sweden to accelerate gender-responsive and human rights-based climate actions in Bangladesh, Cambodia, Viet Nam and in the wider Asia-Pacific region.

As the programme enters its second phase in 2023, it has expanded to include Indonesia and the Philippines with support from the Governments of Germany, New Zealand, Sweden and Switzerland. EmPower will continue to mobilize investment for renewable energy entrepreneurship and skills development for women and marginalized groups, promote their leadership to drive the just energy transition as well as spark commitments to accelerate gender responsive climate policies and actions.

National Committee for Sub-National Democratic Development (NCDD) is an interministerial mechanism for promoting democratic development through decentralization and de-concentration reforms. The Secretariat of NCDD (NCDDS), its core mission is to coordinate of the implementation of the National Programme for Sub-National Democratic Development within national agencies and sub-national administrations. The National Programme has committed to addressing climate change issues. NCDDS has been an implementing partner of the EmPower Phase I from 2020 until 2022, under Outcome 4: Women use renewable energy to increase adaptive capacity and enhance climate-resilient livelihoods.

The Empower Phase II aims to leveraging a variety of tools, methodologies, and data to implement existing plans and policies for gender-responsive, human rights-based climate action. The programme is expanding the scope for women and other marginalized and gender-diverse groups to shape decisions and build resilience, including through access to finance, technology and renewable energy as a driver of better livelihoods.

In this context, NCDDS seek to recruit a candidate suited to the post of Project Management Adviser (PMA).

B. Duties and Responsibilities

The PMA supports to National Committee for Sub-National Democratic Development Secretariat (NCDDS) in carrying out the following tasks:

C. Key Tasks:

- Support NCDDS in producing the Capacity need assessment conducted on members of the Climate Change Technical Working Group (CCWTG) and National Designated Authorities (NDA) on climate change policies and strategies in preparation of Climate Change Country Program;

- Support NCDDS in facilitation and coordination with Members of the Climate Change Technical Working Group (CCWTG) and NDA who have improved their capacity and enhanced coordination of working group in preparation of Climate Change Country Program as well as demonstrate increased knowledge and skills on gender integration in climate change policies and programmes;
- Support NCDDS in developing a framework of Sub-National Climate Fund (SCF) contains innovative financing mechanisms that are gender-responsive, increase low-emission and climate resilient investment;
- Support NCDDS in developing a SCF Operating Manual that has integrated elements on gender-responsive, increase low-emission and climate resilient investment and monitoring system to track;
- Support NCDDS to coordinate and introduce UN Environment, its partners, consultants and stakeholders; support the collection of secondary information, whenever required;
- Support NCDDS to organize consultations and facilitation meetings between key government ministries, climate change working group, subnational administrators, governmental department, NGOs/CSOs, MFIs, banks, private sectors;
- Support NCDDS to organize regular update meetings (one kick-off meeting and one midterm meeting) with relevant government departments and partners including annual reflection workshop;
- Support NCDDS for the formulation of the project Annual Work Plan and Budget;
- Support NCDDS in preparing and conducting training activities and workshops;
- Support NCDDS on developing and reviewing procedures, guidelines, policies, and programs as required;
- And other assignment appoints by NCDDS management.

D. Support to Implementation of Project

- Assist NCDDS to ensure the smooth administration of project and required deliverables;
- Assist NCDDS in developing annual work plans, budget plan and obtain approval from NCDDS management;
- Assist NCDDS in preparing progress report every six-month and annually report to UNEP;
- Assist NCDDS with Finance Officer in preparing financial report quarterly and annually to UNEP;
- Assist NCDDS with Finance Officer in facilitation to the external audit conducted every 12 months;
- Assist NCDDS in the proper monitoring and evaluation of the project activities implementation and in accordance to implementation plan;
- Assist NCDDS in the managing of operations supplies and other miscellaneous expenditures;
- Ensure that experiences and lessons learnt from project implementation are adequately recorded;
- Assist NCDDS in record keeping, data management, and asset management.

E. Supervision

The selected PMA will work full-time on a daily basis under the supervision of Director of Program and Support Division (PMSD)/NCDDS. He/ She shall report to the Director PMSD and NCDDS Management.

NCDDS will provide an office space. Access is available to office utilities.

F. Reporting

The PMA is expected to prepare monthly reports on his/her own activities; substantive reports on progress and challenges in NCDDS Progress Reports; and other reports as requested by management.

G. Deliverables

The PMA is expected to deliver project result outputs as follows:

| No | Deliverables | Target: |
|----|---|---|
| 1 | One report on capacity assessment of Climate Change Technical Working Group (CCWTG) and National Designated Authorities (NDA) on knowledge preparation of CC program | One report on Capacity Assessment |
| 2 | - Report of 80 number of national (climate change and renewable energy) actors who demonstrate increased knowledge and skills on gender integration in CC policies and programmes - Pre and post survey; Training evaluation report of 80 actors | One Training Evaluation Report |
| 3 | One climate change country programme document, including renewable energy | One national climate change policies/ program/ framework developed to include renewable energy, and DRR |
| 4 | SCF framework document to increase low-emission and climate resilient investment | one CC Country Program |
| 5 | Stakeholder consultation report on gaps and barriers to the development of SCF framework | one Framework document |
| 6 | Report on national, sub-national climate change and renewable energy institutions that contributed to or provided feedback on the SCF | one Stakeholder Consultation Report |
| 7 | One Operating Manual with monitoring framework developed for increase low-emission and climate resilient investment, with integration of gender component | one Operating Manual |
| 8 | One gender-responsive monitoring procedure within the Operating Manual | one gender-responsive monitoring procedure within the Operating Manual |

H. Qualifications Required

- **Experience**

- Bachelor's degree in Public Administration, Rural Development, Environmental Studies, or related degree;
- At least 5 years of experience with renewable energy technology, skills development for women entrepreneurship and for women marginalized groups;
- At least 5 years of experience in sub-national democratic development programs/plans including sub-national three-year rolling investment program;

- At least three-year of experience in developing climate change financing guideline;
 - Experience in developing climate change work program and pipeline;
 - Experience in coordination with the financing institution and developing financing product schemes with the banking sector;
 - Experience in project/program related to climate change, renewable energy, gender, and livelihood improvement;
 - Experience in implementing projects with national and sub-national administrator on gender, climate change, disaster risk, and ESS policies;
 - Understanding of and ability to work within government systems;
 - Understanding of UN agencies and Development Partner systems;
 - Strong analytical skills and the ability to master new materials quickly;
 - Good communication, interpersonal and reporting skills.
- **Language**
 - Good written, spoken and communication skills in Khmer and English.
 - **Competency**
 - Managerial and administrative ability needed to ensure smooth implementation of project;
 - Ability to apply insights gained from project implementation to development of practical guidelines for climate change adaptation in sub-national planning;
 - Ability to work with senior government officials, other advisers and consultants;
 - Understanding of and ability to work within government systems;
 - Understanding of Development Partner systems;
 - Ability to identify and manage priorities under tight resource constraints;
 - Is focused on results for the NCDDS and responds positively to feedback;
 - Consistently approaches work with energy and a positive, constructive attitude;
 - Proven ability to work as part of interdisciplinary teams;
 - Demonstrated capacity for leadership and management.

I. Application

Interested candidate are kindly requested to submit application, including cover letter with clearly indicate the position being applied, full resume and other supporting documents to The National Committee for Sub-National Democratic and Development Secretariat (NCDDS), Building V, Ministry of Interior's Compound, Norodom Boulevard, Khan Chamcarmon, Phnom Penh, Cambodia from 08:00am to 17:00pm, Monday to Friday or through e-mail at khim.ny@ncdd.gov.kh and Cc to chanmony@ncdd.gov.kh , no later than 06th November 2024.