



ERMS OF REFERENCE

Individual Consultant

Position	:	Capacity Building Consultant
Project Title	:	EmPower: Woman for Climate-Resilient Societies Phase II
Duty Station	:	NCDD Secretariat
Duration	:	47 Days

1. 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 hire an individual consultant for a position **Capacity Building Consultant**.

2. Objective

- Assess capacity of member of Climate Change Working Group (CCTWG), MOE's General Departments of Policy and Strategy, NCDDS' Climate Change Group and NCDDS policy

division on integration of gender and inclusive into climate change policies and country programmes;

- Provide capacity building including training to member Climate Change Working Group (CCTWG), MOE's General Departments of Policy and Strategy, NCDDS' Climate Change Group and NCDDS policy division to demonstrate integration gender and inclusive into climate change policies and programmes.

3. Scope of works

The consultant will help NCDDS to:

A. Capacity need assessment

- Develop a capacity need assessment methodology and approach;
- Prepare a list of target groups whose capacity needs are to be assessed;
- Conduct survey, interviews as per the methodology;
- Conduct capacity need assessments of members of the Climate Change Working Group (CCTWG), MOE's General Departments of Policy and Strategy, NCDDS' Climate Change Group and NCDDS policy division on climate change policies and strategies in preparation of Climate Change Country Program as well as on integrating gender and inclusive development in the National Climate change policies and country programme;
- Prepare a report on capacity assessment Climate Change Working Group (CCTWG), MOE's General Departments of Policy and Strategy, NCDDS' Climate Change Group and NCDDS policy division on knowledge preparation of Climate Change program.

B. Demonstration of increased knowledge and skills on gender integration in climate change policies and programmes

- Design and Prepare training material on climate change policies and program as well as gender integration in climate change policies and programmes;
- Provide training on gender integration in climate change policies and programmes to Members of the Climate Change Working Group (CCTWG), MOE's General Departments of Policy and Strategy, NCDDS' Climate Change Group and NCDDS policy division;
- Prepare reports on of 80 number of national (climate change and renewable energy) actors who demonstrate increased knowledge and skills on gender integration in Climate Change policies and programmes;
- Pre and post survey; Training evaluation report of 80 actors;
- Support project team to facilitate consultative meeting to showcase the progress or Impact of gender integration in climate change policies training with CCTWG, MOE's General Departments of Policy and Strategy, NCDDS' Climate Change Group and NCDDS policy division.

4. Methodology

The features of the methodology should include the following:

- Literature Review:

- Cambodia Climate Change Strategic Plan I (2013-2024) and II (2024-2033);
- NDC 1.0, NDC 2.0, **NDC 3.0 (in the process)**
- GCF Country Programme 1.0 (2021 – 2024), Country Programme 2.0 (2025 – 2028) (in the process)
- Cambodia: Long-Term Strategy for Carbon Neutrality (LTS4CN)
- National Green Growth Strategic Plan 2013-2030
- Circular Strategy on Environment 2023-2028
- National Program on Sub-National Democratic Development phase II (2021-2030)
- GCF NCDDS Entity Work Programme 1.0 and Entity Work Programme 2.0
- Cambodia Sustainable Development Plan (2016-2030.)
- CSDG Framework 2016-2030 (English)
- Cambodia Pentagonal Strategy Phase I
- Develop a capacity need assessment methodology and approach;
- Conduct survey, interviews as per the methodology;
- Pre and post survey; Training evaluation report of 80 actors;
- Progress or Impact of gender integration in climate change policies training with CCWTG, MOE's General Departments of Policy and Strategy, NCDDS' Climate Change Group, NCDDS policy division and Stakeholders.
- Reports are written in English.

5. Expertise Required

The consultant shall be:

- Holding at least two degrees, one Master's degree in a relevant field (environment, community development and disaster risk management, local governance and climate change, engineering, or similar) and one PhD's degree in a relevant field (environment, engineering, or similar)
- At least 10 years' experience working related gender integration in Climate Change policies, strategic plans and programmes;
- At least 10 years' experience working in Climate Change Capacity Development and Training Need Assessment, Develop Training Tools and Materials and providing training to National and sub-national government;
- At least 10 years' experience working related to Climate Change/DRR and National & Sub-Nationals;
- Good knowledge on gender, inclusiveness, gender and climate change strategic plan, gender and climate change action plan and accountability;
- At least 10 years' experience in organizing and facilitation consultation workshop and technical meeting with relevant technical provincial line department, sub-national level and local communities;
- Well, understanding project long frame;
- Ability to write and present in high quality English to both policy and technical audiences;
- Displays gender, religion, race, nationality and age sensitivity and adaptability;
- Strong analytical skills and the ability to master new material quickly;
- Good communication, interpersonal and reporting skills;
- Good level of computer skills;
- Fluent spoken and written Khmer and English.

6. Reporting requirement

The consultant will work under the overall supervision of the Deputy Head of NCDDS and on day-to-day supervision of the Project Coordination Team Leader Manager and Director of Program Management and Support Division to liaise closely with the officials project team and project advisors, as appropriate.

The completion of this assignment will include the following reports and will be sign off and approved by the NCDDS management and submitted to UNEP:

- Review related policies to Climate Change and Gender;
- Prepare a literature review report;
- Develop a capacity need assessment methodology and approach (including identification of stakeholders/trainees at least 80 national actors involved in climate change and renewable energy);
- Prepare a report on capacity assessment needs (including pre-survey report)
- Design and prepare training material;
- Conduct and lead the training programs;
- Prepare a training report (including a post-survey report)
- Prepare a final assessment report on the increased knowledge and skills on gender integration in Climate Change policies and programmes of the trainees and identification or analysis of changes to policies on gender integration;
- Facilitate consultative meetings to showcase the progress or impact of gender integration in climate change policies training with CCTWG, MOE's General Departments of Policy and Strategy, NCDDS' Climate Change Group, NCDDS policy division and Stakeholders;
- Reports are written in English.

7. 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 NCDDS as prescribed time.

No	Deliverable/ Outputs	Type	Estimated Duration to Complete	Timelines
1	Inception report including a detailed workplan with timeframe to deliver the outputs of the assignment.	Inception Report	2 days	One week after contract is signed
2	Desk/Literature review of relevant policies, strategies, programs and projects.	Literature Review Report	8 days	Mar 2025
3	Conduct capacity need assessment of member of Climate Change Technical Working Group (CCWTG), MOE's General Departments of Policy and Strategy, NCDDS' Climate Change Group, NCDDS policy division on knowledge preparation of Climate Change program (identification of at least 80 national actors involved in climate change and renewable energy).	Assessment Report (including a pre-survey report)	12 days	Mar 2025
4	Design and develop training materials.	Tool	7 days	Apr 2025

5	Conduct and lead at least two training programs to 80 officials.	Training Report (including a post-survey report)	6 days	Apr 2025
6	Prepare a final assessment report on the increased knowledge and skills on gender integration in Climate Change policies and programmes of the trainees and identification or analysis of changes to policies on gender integration.	A final assessment Report	9 days	May 2025
7	Facilitate consultative meetings to showcase the progress or impact of gender integration in climate change policies training with CCTWG, NCDDDS' CCG, MOE's General Departments of Policy and Strategy, NCDDDS' Climate Change Group, NCDDDS policy division.	Meeting Report	3 days	Oct 2025
Total Number of Days		47 Days		