

TERMS OF REFERENCE

Position	: National Programme Coordinator
Project Title	: Development of a Sub-national Climate Fund to accelerate local climate action in Cambodia (KHM-RS-011)
Duty Station	: NCDD Secretariat
Duration	: Till of July 2027

A. Background

Climate change impacts are affecting the entire country, with sub-national governments taking on greater responsibility to identify, prioritize, and address these challenges through evidence-based and well-funded solutions. Effective responses require climate financing and rapid fund disbursement to strengthen resilience and support local economies—particularly in ecosystem services, health, food and water security, infrastructure, and livelihoods of vulnerable communities.

A key challenge for Cambodia is bridging the gap between the high cost of climate adaptation and the limited funding available, particularly at the local level. While international and national climate finance is growing, grassroots communities—most affected by climate change—struggle to access these resources. Additionally, there is no institutionalized system to channel public and private climate funds to sub-national, evidence-based initiatives. Consequently, Cambodia lacks a nationwide framework to establish and operationalize a sub-national climate fund mechanism that could directly support vulnerable communities.

GCF Readiness and Preparatory Support Programme: “Development of a Sub-national Climate Fund to accelerate local climate action in Cambodia” or the KHM-RS-011 was designed with the goal is to enhance Cambodia’s ability to attract, streamline, and efficiently deliver climate finance to vulnerable local communities. Currently, sub-national climate funding is fragmented, lacks a unified system, and is difficult to monitor. To address this, the project will:

1. **Establish a Sub-national Climate Fund Framework and operating manual** –a single-source climate investment fund mechanism to direct climate finance at the sub-national level, enhancing monitoring, tracking and reporting of climate finance from numerous sources
2. **Create a National Roadmap** – For coordinated sub-national fund management.
3. **Strengthen Technical Capacity** – Training fund managers at national and sub-national levels.

The goal is to ensure climate finance reaches grassroots levels effectively, helping communities adapt to climate change.

National Committee for Sub-National Democratic Development Secretariat (NCDDS) (hereinafter referred to as “NCDDS”), is the secretariat for an interministerial mechanism for promoting democratic development through decentralization and de-concentration reforms throughout the

country. It plays an important role in implementing decentralization reform policies, local governance and capacity development. Committed to addressing climate change issues, it mainly focuses on adaptation by engaging local government bodies in adaptation activities in areas such as livelihood enhancement, infrastructure and water security. NCDDS is the direct access entity (DAE) to GCF and also the delivery partner for this project. As the Delivery Partner, NCDDS will undertake responsibility for implementation of the readiness support. Hence, The United Nations Capital Development Fund (UNCDF) will be supporting the NCDD-S as an implementing partner, providing critical technical assistance and quality assurance to project activities, as well as supporting the delivery of capacity building.

In this context, NCDDS seek to recruit a candidate suited to the post of **National Programme Coordinator**.

B. Scope of work

The **National Programme Coordinator** will play a key role in ensuring the effective coordination, implementation, and monitoring of the project in alignment with national strategies and priorities and supports to National Committee for Sub-National Democratic Development Secretariat (**NCDDS**) to deliver outputs as follow:

Outcome 1.3. Relevant country stakeholders have established adequate capacity, systems and networks to support the planning, programming and implementation of GCF funded activities.

- Output 1.3.1. Relevant stakeholders engaged and trained to support planning, programming and implementation of GCF funded activities

Outcome 2.4. Strategies for transforming and attracting private sector investment for low emissions and resilience developed and being used

- Output 2.4.1. New business models incubated and/or innovative financial mechanisms and schemes created to increase low-emission and climate resilient investment
- Output 2.4.2. Strategies, roadmaps, studies and policy incentives completed to foster private financing for Country Programme implementation and/or low emissions climate resilient development

C. Duties and Responsibilities

Key Tasks:

- Lead the day-to-day implementation of the GCF Readiness project in close coordination with NCDDS, UNCDF, and other stakeholders.
- Ensure timely execution of project activities as per the approved work plan and budget and against implementation plan
- Organize and facilitate stakeholder consultations, meeting, workshops, and technical meetings.
- Act as the primary liaison between NCDDS, UNCDF, government agencies, development partners, and sub-national authorities.

- Strengthen collaboration with key institutions (e.g., Ministry of Environment, Ministry of Interior, Ministry of Environment, GCF, NGOs, and private sector).
- Support NCDDS in developing a framework of **Sub-national Climate Fund (SCF) Framework** contains innovative financing mechanisms that are gender-responsive, increase low-emission and climate resilient investment
- Support NCDDS in developing a Sub-national Climate Fund (SCF) Framework and its operating manual.
- Support NCDDS in developing a National Roadmap for Sub-national Climate Fund Management.
- Facilitate capacity-building programs for national and sub-national officials on climate finance management.
- Ensure integration of gender-responsive and community-based approaches in the SCF design.
- Prepare progress reports for GCF, NCDDS, UNCDF and UNOPS
- Coordinate with NCDDS division in preparing the progress report and financial report
- Monitor project expenditures and ensure compliance with GCF and NCDDS financial regulations.
- Coordinate procurement processes for consultants and service providers.
- Support NCDDS on developing and reviewing procedures, guidelines, policies, and programs as required
- Provide capacity building to fund managers and administrators at the national and sub-national level in managing climate investment funds
- And other assignment appoints by NCDDS management.

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 UNOPS and GCF.
- Assist NCDDS with Finance Officer in preparing financial report quarterly and annually to UNOPS and GCF.
- 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.
- Submit the following regular progress reports (An interim progress report, financial report, financial audited report, a project completion report, and a final audited financial report) through the Portfolio Performance Management System (PPMS) within the deadline.

D. Deliverables

The national programme coordinator will be responsible for the following specific tasks and deliverables:

Output 1.3.1. Relevant stakeholders engaged and trained to support planning, programming and implementation of GCF funded activities

- Deliverables: Training reports complete with agendas, course materials, participants list and evaluation.

Output 2.4.1. New business models incubated and/or innovative financial mechanisms and schemes created to increase low-emission and climate resilient investment

- Deliverables:
 - 1- Stakeholder consultation reports including discussion notes, observations, participant listing (gender disaggregated).
 - 2- Scoping study report providing the necessary detail for the development of the Sub-national Climate Fund Framework.
 - 3- Sub-national Climate Fund Framework and Operating Manual.
 - 4- Validation workshop reports including discussions, participant listing (gender disaggregated)
 - 5- Progress reports providing details of on-going technical assistance to implement the SCF.

Output 2.4.2. Strategies, roadmaps, studies and policy incentives completed to foster private financing for Country Programme implementation and/or low emissions climate resilient development

- Deliverables:
 - 1- Meeting documentation from the national coordination working group including agendas, minutes and supporting documentation.
 - 2- Stakeholder consultation reports including discussion notes, observations, participant listing (gender disaggregated).
 - 3- Feasibility study report on the most viable option(s) for implementation of the SCF.
 - 4- Market analysis on funds mobilisation in support of the SCF.
 - 5- National Roadmap establishing the pathway for sub-national fund management and coordination in Cambodia

E. Supervision and Reporting

During the contracted period, the National Programme Coordinator shall work closely with Deputy Head of NCDD, Programme management unit, and relevant Division of NCDD to provide support for the project daily operation. The selected National Programme Coordinator will work under the supervision of director of the Policy Analysis and Development Division.

The selected National Programme Coordinator will work full-time on a daily basis under the supervision NCDDDS management. He/she will report to the NCDDDS project focal point and UNOPS focal point.

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

F. Qualifications Required

- **Education**

- Bachelor's degree in Financial Management, Public Administration, Environmental Science, Economics or related degree.
- A master's degree in Climate science, Public Administration, Environmental Science or Economics is highly preferred

- **Experience**

- Minimum 5 years of experience in programme/project management, preferably in climate finance, adaptation, or fiscal decentralization.
- At least five-year experience in Climate change issue in the context of decentralization, local government and sub-national democratic development programs/plans including sub-national three-year rolling investment program, fiscal decentralization, subnational budgeting and plan.
- At least three-year of experience in developing climate change financing guideline, policy, regulatory and technical advisory services with national and sub national stakeholder is highly desirable
- Experience in developing climate change work program and pipeline.
- Proven experience working with government institutions, international organizations, or donor-funded projects
- Experience with a UN organization/agency
- Familiarity with GCF and UNOPS processes, climate policy frameworks, and sub-national governance in Cambodia is highly desirable.
- Proven track record in addressing gender equality as project objective and cross-cutting issue
- Understanding of and ability to work within government systems
- Strong analytical skills and the ability to master new materials quickly
- Good communication, interpersonal and reporting skills

- **Language**

- Good written and oral communication skills in both Khmer and English.

- **Competency**

- Strong leadership, coordination, and stakeholder engagement skills.
- Managerial and administrative ability needed to ensure smooth implementation of project
- Excellent report writing and communication skills in English and Khmer.
- Knowledge of monitoring & evaluation (M&E) and financial management.
- Ability to work independently and under tight deadlines.

- Proven ability to effectively deliver program operation activities on
- Ability to work with senior government officials, other advisers and consultants
- Understanding of and ability to work within government systems and 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
- Teamwork- proven ability to work effectively as part of the team and develop constructive working relationships with stakeholder