

## TERMS OF REFERENCE

<b>Position</b>	: Project Monitoring, Evaluation, Research, and Learning (MERL) Officer
<b>Project Title</b>	: Development of a Sub-national Climate Fund to accelerate local climate action in Cambodia (KHM-RS-011)
<b>Duty Station</b>	: NCDD Secretariat
<b>Duration</b>	: 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 decentralisation 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 **Project MERL Officer**.

## **B. Scope of work**

The **Project MERL Officer** 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**

The MERL Officer position is strategically important for ensuring evidence-based implementation, continuous learning, and demonstrable results of Cambodia's developing Sub-national Climate Fund initiative. The officer has the following roles and responsibilities:

- Develop and maintain project performance indicators, baselines, and targets
- Assist NCDDS and Project team for data collection and management
- Support the day-to-day implementation of the GCF Readiness project in close coordination with NCDDS, UNCDF, and other stakeholders.
- Support NCDDS and work closely with project staff to ensure timely execution of project activities as per the approved work plan and budget.
- Review and monitor deliverables against project's log frame and against implementation plan

- Support and coordinate with procurement team on consultancy's deliverables per consultancy contracts and procurement of goods and equipment.
- Monitor project expenditures and ensure compliance with GCF and NCDDS financial regulations.
- Support NCDDS in developing a framework of **Sub-national Climate Fund (SCF) Framework** and operation manual contains innovative financing mechanisms that are gender-responsive, increase low-emission and climate resilient investment.
- Lead baseline, mid-term, and final evaluations
- Coordinate with NCDDS division in preparing the Progress and financial reports.
- Prepare high-quality monitoring and evaluation reports (quarterly, bi-annual, annual and project completion report).
- Report progress report and financial report per Grant Agreement with UNOPS and submission to GCF Portfolio Performance Management System (PPMS)
- Ensure gender-sensitive and inclusive monitoring approaches
- Document and disseminate lessons learned, success stories, and best practices
- Develop knowledge products (case studies, policy briefs, learning notes)
- Organize quarterly reflection sessions with project team and partners
- Provide administrative and organizational support for coordination meetings, training workshops and other events set out in project work plan and budget
- Strengthen capacities of sub-national authorities in climate finance monitoring
- Support the project internal audit and external audit work
- Develop and maintain a filing system of both hard and soft copy. Ensure project documents are maintained in good order for management and retrieving
- Coordination between NCDDS, MoE, MEF, UNCDF, UNOPS, and Sub National administrators.
- Other duties as assigned by director of Policy Analysis and Development Division and Programme management Unit

#### **D. Supervision and Reporting**

During the contracted period, the Project MERL Officer shall work closely with Project team, Program Management Unit and relevant Division of NCDDS to provide support for the project daily operation.

The selected Officer will work under the supervision NCDDS management, director of the Policy Analysis and Development Division and the Program Management Unit. He/she will report to the NCDDS project focal point and UNOPS focal point.

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

#### **E. Deliverables**

The Project MERL Officer is expected to deliver outputs as follows:

1. Assist to National programme coordinator for produce Semester progress report and Completion report
2. Assist to National programme coordinator for regularly conduct project monitoring
3. Coordination arrangement between NCDDS, MoE, MEF, Sub national Administration, NGOs, DPs
4. Ensuring smooth meeting and training workshop arrangement

## **F. Qualifications Required**

- **Education**

- Bachelor's degree in Business Administration, Environmental Science, or related field

- **Experience**

- At least 2 years' experience in project support and management or monitoring and evaluation.
- Experience in the usage of computers and office software packages (MS. Word, Excel, Power Point, etc)
- Good written and oral communication skills in both Khmer and English.
- Strong knowledge/experience related to project's Log Frame.
- Knowledge/experience related to climate change and climate change financing
- Experience working with government counterparts and NGOs
- At least two-year experience in sub-national democratic development including sub-national planning and investment
- Experience coordinate with national institution on policy or tool development related climate change issue in the context of decentralization, local government and sub-national democratic development programs/plans
- Experience working with government counterparts
- Experience with project monitoring, evaluating and research

- **Language**

- A good level of written and spoken English is essential.

- **Competency**

- Work prioritization and ability to perform multi-task
- Proven ability to effectively deliver program operation activities on-time
- Excellent interpersonal skills; shares knowledge and experience
- Teamwork – proven ability to work effectively as part of the team and develop constructive working relationships with stake holders, positive, constructive attitude
- Ready to work independently, under tight deadlines
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Ability to work in a multi-cultural team environment with a positive attitude
- Excellent report writing, documentation skill and communication skills in English and Khmer.