



Terms of Reference – Local Consultant for GCF Readiness and Preparatory Support in Cambodia

“Climate Technology Deployment Roadmap for E-mobility Ecosystem in Cambodia”

Background

The **Green Technology Center Korea (GTC)** is a Korean government-affiliated research institute on climate change technology policy and cooperation. Also, as a **Delivery Partner (DP)** nominated by the **National Designated Authority (NDA)** or **Focal Point (FP)**, GTC implements activities approved under the **Readiness and Preparatory Support Programme (hereinafter “Readiness programme”)** of the **Green Climate Fund (GCF)**.

The Readiness programme provides grants and technical support to NDA or FP to support country-driven initiatives by developing countries to strengthen their institutional capacities, governance mechanisms, and planning and programming frameworks toward a transformational long-term climate action agenda.

The Royal Government of Cambodia (RGC) submitted an updated **Nationally Determined Contribution (NDC)** to UNFCCC in 2020. One of the target sectors for climate change mitigation in the NDC is transport, and a major mitigation action in the sector is to promote **e-mobility**. In light of that, the RGC submitted a Readiness programme proposal to GCF to enhance the country’s readiness to introduce and deploy e-mobility in November 2019 and received approval from GCF in December 2021.

The objective of the project (the approved Readiness proposal) is to establish a **Climate Technology Deployment (CTD) roadmap** for the e-mobility ecosystem to build an enabling environment that helps Cambodia fulfill its NDC targets in the transport sector. Being the NDA, the **Ministry of Environment (MoE)** of Cambodia through the Department of the Climate Change is the focal ministry for the project. GTC, as a DP, will lead the implementation of the project with the Department of the Climate Change of the MoE.

To successfully achieve the project's objective, GTC is planning to hire a **Local Consultant** who can engage stakeholders, arrange meetings and workshops, coordinate logistic matters and communicate with the NDA to support the programme. The results of the tasks will serve as the basis of the GCF Readiness and Preparatory Support Programme report.

Tasks

Under the guidance and supervision of GTC and facilitation and management of the NDA, the Local Consultant (hereinafter “Consultant”) is expected to undertake the tasks described below. T

Task 1. Stakeholder identification and engagement

This task is two-fold: 1) identify and analyze key stakeholders and set up an inter-institutional mechanism for the development of CTD roadmap 2) hold an Inception meeting with key stakeholders to collect recommendations and comments from the stakeholders for further consideration on the project.

1) Stakeholder identification and analysis

- Draw up key in-country stakeholders at national and sub-national levels (including ministries, governmental agencies, research institutes, universities, NGOs, development organizations (Country representations of UN agencies, bilateral agencies, MDBs)
- Review the institutional structure related to e-mobility in Cambodia and conduct stakeholder analysis including an institutional gap assessment
- Based on the analysis results, 1) develop the member list of the gender-balanced Steering Committee (SC) and Climate Change Technical Working Group (CCTWG) in consultation with the NDA and GTC and 2) engage the identified members of the SC and TWG to finalize the set-up of SC and CCTWG
- Define the role and responsibility of SC and CCTWG in the road-mapping process in consultation with the NDA and GTC
- Draft a stakeholder engagement strategy report (including the list of the members of each group, a description of mandates, and roles & responsibilities using the RACI chart)
- Develop PPT material of the stakeholder analysis process

2) Arrange and coordinate SC, TWG meetings and Inception workshop

- Arrange inception workshop with the members of SC and CCTWG (venue, participant list, sending out invitation letter, check RSVP, etc.)
- Conduct pre- and post-workshop survey (develop the survey questionnaires, collect and analyze the survey results)
- Draft the minutes of the inception meeting
- Arrange SC meetings and CCTWG meetings in cooperation with the Readiness team

Task 2. Conduct a training needs assessment of the stakeholders and hold a capacity-building/validation workshop

This task is three-fold: 1) conduct a training needs assessment, 2) hold a capacity building workshop to share the methodologies and results of the assessments conducted during the project, 3) hold a validation workshop to ensure that the roadmap will be integrated into the relevant national and sectoral plans and strategies.

1) Conduct a training needs assessment

- Develop survey questionnaires to conduct a training needs assessment
- Conduct the survey of the stakeholders
- Draft a report on training needs assessment
- Develop a capacity-building workshop program
- Develop PPT material of the training needs assessment process

2) Arrange capacity building workshop and prepare the debriefing material

- Arrange capacity building workshop with relevant stakeholders including SC and CCTWG (venue, participant list, sending out invitation letter, check RSVP, etc.)
- By gathering drafts of PPT material from the readiness project team members, develop the debriefing material in a form of a booklet
- Conduct pre- and post-workshop survey (develop the survey questionnaires, collect, and analyze the survey results)
- Draft the capacity building workshop report

3) Validation workshop

- Arrange validation workshop with relevant stakeholders including SC and CCTWG (venue, participant list, sending out invitation letter, check RSVP, etc.)
- Conduct pre- and post-workshop survey (develop the survey questionnaires, collect, and analyze the survey results)
- Draft the validation workshop report

Task 3. Act as an in-country coordinator

The Consultant shall act as the in-country coordinator by assisting GTC when communication with local stakeholders is necessary. The Consultant shall also carry out other functions and tasks assigned by the Project Manager related to in-country coordination.

Deliverables

- ✓ **Stakeholder engagement strategy report** including the list of the members of SC and TWG, description of mandates, and roles and responsibilities in the form of RACI chart
- ✓ **Inception workshop report** including a list of the participants, minutes of meeting, and survey results (pre- and post-survey questionnaires and results)
- ✓ **Training needs assessment report**
- ✓ **Capacity-building workshop report** including a list of the participants, workshop programs, minutes of workshop, and survey results (pre- and post-survey questionnaires and results)
- ✓ **PPT materials** of the stakeholder analysis and training needs assessment process
- ✓ **Debriefing material** of the roadmapping process
- ✓ **Validation workshop report** including a list of the participants, workshop programs, minutes of workshop, and survey results (pre- and post-survey questionnaires and results)
- ✓ **Minutes of SC meetings and CCTWG meetings**

Timeframe of service delivery

| No. | Deliverable | Deadline | Remuneration |
|-----|--|--|--------------|
| 1 | Stakeholder engagement strategy report | Draft: 4 th week of September, 2022 Final: 1 st week of October, 2022 | 30% |
| 2 | Inception meeting report | Draft: 1 st week of October, 2022 Final: 2 nd week of October, 2022 | |
| 3 | Training needs assessment report | Draft: 4 th week of April, 2023 Final 2 nd week of May, 2023 | 70% |
| 4 | Capacity-building workshop report | Draft: 4 th week of June, 2023 Final: 5 th week of June, 2023 | |
| 5 | PPT / Debriefing material | Draft: 1 st week of June, 2023 Final: 2 nd week of June, 2023 | |
| 6 | Validation workshop report | Draft: 4 th week of June, 2023 Final: 5 th week of June, 2023 | |

* The submission deadline of each deliverable could be adjusted according to the project progress.

- ✓ The deliverables should be written in English in both editable Microsoft Word (.doc or .docx) and PDF files ensuring that all graphics and diagrams can be read clearly and legibly. A list of references is required to be added to the report as an annex. Volume of the deliverable will be decided/can be adjusted after discussion with GTC.
- ✓ All reports must be approved by GTC, and the Consultant will review the comments and the necessary revisions proposed. Within 14 days from the receipt of the observations or modifications proposed by GTC, the Consultant will prepare and present the final version of the report.
- ✓ There will be regular coordination and progress review meetings with GTC team. The Consultant shall prepare Power Point slides ahead for each of the regular coordination meetings.

Contract Type and Remuneration

The Consultant will be engaged in a fixed-price consultancy contract for **10 month** duration. Once selected, a contract document will be signed with the awarded consultant in accordance with the regulations in force for the GTC for such contracts.

This is a contract position from **September 2022 to June 2023** (the term may be adjusted). Total fees of this position are up to **27,750 USD (VAT incl.)**.

Qualifications

Education

- ✓ Advanced University Degree (Master/Ph.D. degree or equivalent) in policy development, climate change, international cooperation or related fields of study.
- ✓ Background in other areas may be considered based on experience and performance in previous positions.

Experience

- ✓ At least five (5) years of relevant experience in policy development, climate change, and international cooperation preferably with a focus on transport/energy policy development projects in Cambodia

Language and Skills

- ✓ Fluency in both spoken and written English
- ✓ Excellent understanding of Cambodia's transport, policy, and development issues
- ✓ Proven ability to network and develop partnerships across a range of stakeholders in Cambodia, especially public sector (Ministry of Environment, Ministry of Public Works and Transport etc.)

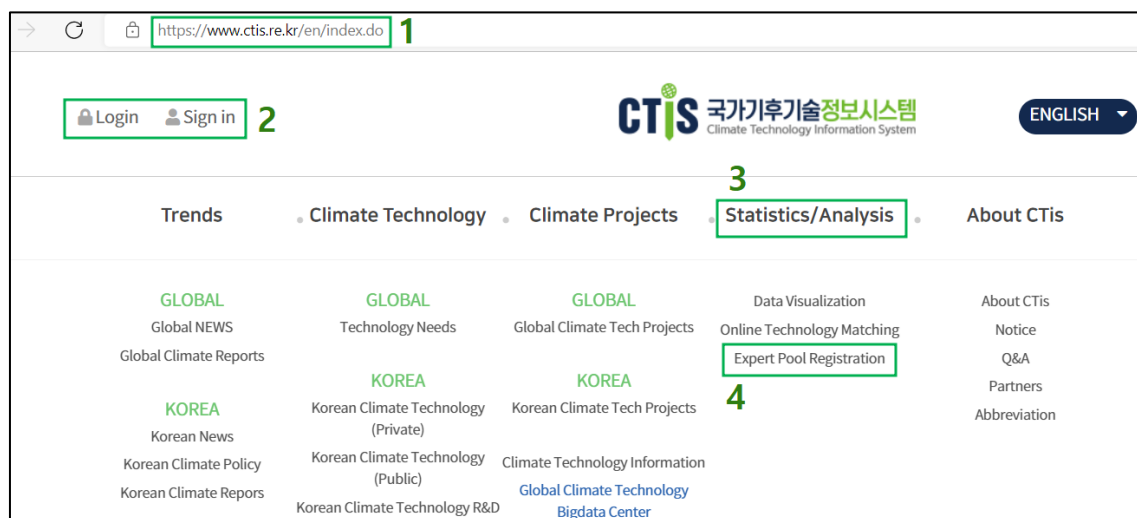
- ✓ Proven ability to deliver high-quality reports and briefing papers for external stakeholders

Selection Process

An interested candidate should first complete the registration process at the **Climate Technology Information System (CTis)**, <https://www.ctis.re.kr/en/index.do> as an expert. Once completed, the Expression of Interest (EOI), written in English, should be submitted electronically to kafkabj@gtck.re.kr no later than KST 18.00 hrs. on August 16th, 2022. The title of the application e-mail should be 'Local Consultant - (Applicant Name)'.

The registration process at the CTis is as follows:

1. Connect to the platform website at <https://www.ctis.re.kr/en/index.do>
2. Sign up for the membership and log in to the website
3. Go to [Statistics/Analysis] – [Expert Pool Registration] on the top
4. Follow the registration process for completion



The EOI should include:

- ✓ Curriculum Vitae – describing academic backgrounds and previously accomplished work related to transport, energy, climate change, and international cooperation;
- ✓ Cover Letter
- ✓ Technical Proposal – describing approach and methodology, work plan, and research data (Max 5p.)

A consortium or a company cannot be hired for the assignment of an individual consultant.

Copies of qualifications, previous employment certificates, publications, etc. should not be sent with the EOI. These will be requested from the selected candidate at the final stage. (i.e. Master/Ph.D degree or equivalent for Academic certificate and proof of three most relevant work experiences such as certificate of career, consultancy contract, etc.)

In principle, the evaluation will be conducted based on the submitted documents. In exceptional cases, an interview could be requested for the short-listed candidates. Only successful candidates shall be contacted and thus candidates are kindly requested to refrain from inquiring about the progress of their application.