**Terms of Reference**

**Research Study on Climate Change Adaptation and Disaster Risk (CCA and DRR)-Related Policy Analysis, Including GEDSI Gaps**

(March to Mid-June 2025)

**I. Introduction**

The Improving Climate Resilience in Cambodia (ICRC) programme aims to work with around 23,795 direct beneficiaries (11,607 women, or 49 percent) and approximately 45,915 indirect beneficiaries (22,876 women or 50 percent) to reduce vulnerability to climate change impacts and disasters through transformative adaptation and disaster risk reduction measures in around 96 villages, 32 communes out of a total of 15 districts in Ratanakiri and Stung Trang provinces.

The project beneficiaries include smallholder farmer households, indigenous peoples, women, the elderly, people with disabilities, and other vulnerable populations. The ICRC programme is implemented by two Cambodian NGO partners: Culture and Environment Preservation Association (CEPA) and Development and Partnership in Action (DPA). It is a five-year programme funded under the Australian Government’s Department of Foreign Affairs and Trade’s (DFAT) Australian NGO Cooperation Partnership Program (ANCP), through Caritas Australia.

This programme comprises three objectives:

1. Women and the most vulnerable groups are empowered to take leadership roles and actively engage in climate change and risk reduction action platforms, structures, and networks at the national and sub-national levels to advocate for strengthened climate change, DRR, and emergency management-related policies and programmes;
2. Women and the most vulnerable families are empowered and have increased access to assets, resources, and services to support their livelihoods and strengthen their resilience and adaptation capacities, especially in climate-resilient, and sustainable/regenerative agriculture and livelihoods; and
3. Women, smallholder farmers, the most vulnerable groups, youth, local school children, school teachers, and community-based organizations (CBOs) have increased knowledge and skills through robust and long-term learning on transformative adaptation, disaster risk reduction, and sustainable/regenerative agriculture, as well as practicing a clean and green environment.

This research study aims to analyse the most relevant gaps in policies and regulations related to CCA and DRR, including Anticipatory Action and GEDSI, to inform policy practice. It will compile case studies of good practices in enforcing CCA and DRR policies, including GEDSI (Gender Equality, Disability, and Social Inclusison), in the country and region. The study will provide concrete policy recommendations and develop a policy brief (influencing message) for an ICRC Consortium (CA, CEPA, and DPA) and CSO to raise public awareness and communicate with relevant policymakers and regulators.

**II. Study objectives:**

The primary objective of the research study on Climate Change Adaptation and Disaster Risk (CCA and DRR)-Related Policy Gaps Analysis, including GEDSI Gaps, is to examine the current gaps in government policies and assess their efficacy in tackling these issues at both national and sub-national levels. The study aims to identify gaps in current policies and recommend strategies to enhance gender-responsive approaches to CCA and DRR.

**Objectives:**

1. To conduct an analysis on the most relevant policies and regulations’ gaps on CCA and DRR, including Anticipatory Action and GEDSI to inform policy practice.

2. To examine the current gaps in government policies and assess their efficacy in tackling these issues at both national and sub-national levels.

3. To compile case studies of good practice of CCA and DRR policy enforcement, including GEDSI in the country and region.

4. To provide concrete policy recommendations and to develop policy brief (influencing message) for an ICRC Consortium (CA, CEPA and DPA) and CSO to raise public awareness and communicate with relevant policy makers and regulators.

I**II. Scope of Work:**

1. Collect and conduct literacy review of existing policies, law, strategies and regulations: (i) Policy and framework of the National Strategic Plan for Disaster Management Sector (NCDM 2013). (ii) National Action Plan for DRR (NAP-DRR 2024-2028). (iii) National report on DRR (Status Report 2019). (iv) Emergency Response Policy. (v) Policy and framework of the Nationally Determined Contribution (Cambodia’s Updated Nationally Determined Contribution, 2020). (vi) Sectoral Strategy VI – Women and Climate Change (NEARY RATTANAK VI 2024 - 2028, MoWA). (vii) Safeguarding policies of CEPA and DPA during emergency response);
2. Review ICRC programme documents;
3. Conduct Key Informant Interviews (KII) with relevant government’s ministries and Regulators, CSOs, to understand different perspectives and common interest in Cambodia;
4. The methodology should be based on participatory approaches that ensure the active participation of all stakeholders, the DPA and CEPA, and relevant line ministries and national committees; integrate feedback from FGDs and KIIs into the recommendations, ensuring community voices are prioritized;
5. Design quantitative and qualitative assessment tools as appropriate (such as key informant interviews and focused group discussions) to gather qualitative data;
6. Submit an inception report detailing the above to DPA and CEPA for approval of a proposal for this study;
7. Once approved, carry out data collection, analysis, and reporting;
8. Develop and submit policy briefs and recommendations;
9. Generate and submit a draft report for the assignment, limited to 30 pages, to both DPA and CEPA management;
10. Facilitate a half-day debriefing meeting involving CEPA and DPA management, as well as ICRC team members, to review and offer feedback on the draft report, policy briefs, and recommendations; and
11. Compile and submit a final study report that incorporates all comments to CEPA and DPA management.

**IV. Key Deliverables:**

1. Submit an inception report with proposed detail methodologies including a clear, detailed methodology for the collection, analysis and reporting of data; associated tools (such as forms/checklists); outline of the team to carry out the research, including roles and responsibilities, qualifications and experience; and a budget and work-plan for the assignment to meet all aspects of this TOR, in line with the proposal received;
2. Submit full draft report for debriefing meeting which includes the policy briefs and recommendation section;
3. Debriefing on key findings of the draft policy gap analysis report, policy briefs and recommendations to DPA and CEPA Committee members for incorporating feedback;
4. Submit final Full Policy GAP Analysis Report with proposed policy briefs and recommendations.
5. Two pages of policy brief in infographic design; and
6. Datasheets (excel or SPSS upload) with raw data in soft copy.

**V. Methodology:**

The study has to be designed as a holistic assessment, comprising qualitative ~~c~~omponent. The consultant and the team are expected to use different assessment tools, including primary data collection and desk review. Furthermore, the study will be undertaken through a participatory and collective manner.

**VI. Roles of the Consultants:**

The consultant: the consultant is the Team Leader and responsible for guiding the overall process and writing the report. The specific responsibilities of the consultant are outlined below:

1. To review relevant documents.
2. With the study committee selected from senior staff, to review, adjust, and finalize the study plan, including tools, sampling size, and timeframe.
3. With the study committee, to supervise the data collection process in both provinces to ensure the reliability and validity of the information.
4. To analyze the data and present the results in a comprehensive study report. The report should follow the attached outline.
5. To compile case studies of good practice of CCA and DRR policy enforcement, including GEDSI in the country and region.
6. To present a draft of the report to the study committee members for feedback.
7. Incorporate relevant comments and produce a final version of the report

**VII. Roles of the Participants**

The Research Study Committee: The Committee will consist of Mr. Mam Sambath, DPA Executive Director; Mr. Lay Sophea, DPA ICD program manager, Mr. Kuy Sophal, DPA Monitoring and Evaluation Officer, Ms. Luy Raksmey, CEPA Executive Director, Mr. Un Vannak, CEPA Deputy Executive Director, Mr. Chheang Piseth, CEPA Monitoring and Evaluation Officer. During the data collection process, one member of the study committee will spend at least half of his time with a field program to oversee the data collection phase. Committee members will be available to the consultant for consultation on the general direction of the study, the progress, and to address any issues or concerns arising during the exercise.

**VIII. Timeline for assignment**

* Ideally, the fieldwork shall be completed by the end of June 9, 2025.
* The first draft version of the study report shall be submitted to DPA and CEPA Executive Directors on June 11, 2025.
* Debriefing should be tentatively scheduled for June 13, 2025.
* The final version of the baseline survey report must be submitted by June 16, 2025.

**IX. Outline of final study report:**

* Title page (title of assignment, author(s) of report)
* Table of contents
* List of tables and figures
* Acknowledgment
* Executive Summary (maximum 2 pages; summarizes ToR, methodology, findings, lessons, conclusions, and recommendations)
* I. Introduction (background of the study, contextual issues, methodology)
* II. The Study (Objective and Methodology)
* III. Detailed Findings and analysis (addresses requirements from ToR)
* IV. Summary
* V. Policy brief of CCA and DRR, including Gender gaps and GEDSI
* VI. Conclusions, implications, and recommendations
* Annexes (supplementary data: questionnaires, maps, full ToR, list of contacts/resources, references, etc.).

**X. Duration**

The duration of the assignment is assumed to be around 15 days. Ideally, the fieldwork shall be completed June 16, 2025. The consultant will include the work plan in the inception report (that submits to DPA and CEPA before carrying out the research study).

In order to bid for this study, provide a written technical and financial proposal, including a clear, detailed methodology for the collection, analysis, and reporting of data; outline of the team to carry out the research, including roles and responsibilities, qualifications and experience (including updated CVs of team leader and team members); and a budget and work-plan for the study; an example of a previous research study report, and a list of previous relevant work with references.

Proposals should be submitted to Sok Sinuon (Mrs), DPA Procurement and Admin Officer via [sok.sinuon@dpacam.org](mailto:sok.sinuon@dpacam.org) or at the DPA Office in Phnom Penh (House #3, Street 323, Sangkat Boeung Kak II, Khan Toul Kork) by close of business on May 5th, 2025. Any application submitted after the set deadline will not be considered. Only shortlisted candidates will be contacted.

**Schedule for Study**

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| **No** | **Tasks** | **Expected complete dates** | **Persons Responsible for** |
| 1 | Draft ToR 24 Jan 2025 | 24 Jan 2025 | Inputs from PCC members; consolidated by CEPA & edited by DPA |
| 2 | Finalize the ToR with the study committee 7 Feb 2025 PSC | April 7, 2025 | PSC of ICRC |
| **3** | **Consultants’ Announcement** | **April 8 – May 7, 2025** | **DPA** |
| 4 | Shortlisted the selected Applicants | May 12, 2025 | PSC of ICRC |
| 5 | Interview the applicants | May 13, 2025 | PSC of ICRC as required |
| 6 | Final selection consultant 19 Mar 2025 PSC | May 19, 2025 | PSC |
| 7 | The consultant submits the inception report | May 26, 2025 | Consultant |
| 8 | Finalize the inception report with study committee | May 28, 2025 | PSC and Consultant |
| 9 | Desk review | May 30, 2025 | Consultant |
| 10 | Data collection (KIIs) | June 2 – June 9, 2025 (7th & 8th is Sunday) | The Consultant |
| 11 | Compiling and analysing and draft report | June 10, 2025 | The Consultant |
| 12 | Submit draft report to the committee for comments and inputs | June 11, 2025 |  |
| 13 | Presentation findings to the committee for comments and inputs | June 13, 2025 | The Consultant and PSC |
| 14 | Submit the final Report | June 16, 2025 | The Consultant |

[END]