# Cambodia REDD+ Secretariat ToR

## Background

A future mechanism on REDD+ provides an opportunity for Cambodia to be rewarded for its efforts to protect and sustainably manage its forests. The Royal Government of Cambodia has shown early support for the development of approaches to REDD+ with the approval of two pilot sites in 2008 and 2009. Following this time the RGC with support from UNDP Cambodia and FAO Cambodia, prepared a REDD+ Readiness planning process, which led to the development of the Cambodia Readiness Plan Proposal on REDD+ (“Roadmap”), a document outlining how the country with develop policies and measures to become ‘REDD+ ready’.

The Cambodia UN-REDD National Programme forms part of this approach and has been specifically designed to support implementation of the Roadmap, which was been developed by the interim REDD+ Taskforce and stakeholder groups during the period January-September 2010. The UN-REDD programme has four outcomes:

* National REDD+ Readiness Management arrangements and stakeholder consultation;
* National capacity-building towards development of the REDD+ strategy and implementation framework; and
* Sub-National REDD+ capacity-building and demonstration;
* Support to development of the Monitoring system.

The programme design looks to fully incorporate relevant line ministries and agencies with the Forestry Administration, the General Department of Administration for Nature Conservation and Protection and the Fisheries Administration being fully engaged within the implementing structures, while other, agencies and ministries are engaged within higher level decision making bodies as well as technical assessment and consultation processes. This approach marks the programme out as one of the most highly integrated UN-REDD programmes globally.

## Objectives

To support the effective and efficient development of measures to engage with REDD+ in Cambodia through providing support to the REDD Taskforce

## 3. Primary Responsibility

The Cambodia REDD Taskforce Secretariat (the Secretariat) is responsible for supporting the Cambodia REDD Taskforce (the Taskforce) in its role to develop a Cambodia REDD+ Strategy by:

* presenting a coherent view of REDD+ activities in Cambodia to the Cambodia REDD+ Taskforce (the Taskforce) and operationalizing the Taskforce’s vision of national REDD+ development through mobilizing and coordinating technical and financial activities and support from government agencies, development partners, NGOs and other stakeholders.
* working as the primary contact point and coordination mechanism at operational level for REDD+ in Cambodia.

## Specific Responsibilities

Specific responsibilities in support to the Taskforce include:

* Preparation of joint Cambodia REDD+ workplans through consultation with and including the activities of all line agencies, programmes and projects for consideration by the Taskforce,
* Supporting the coordination of REDD+ activities by different stakeholders in the sector,
* Supporting and coordinating regular meetings of the Taskforce, the UN-REDD Programme Executive Board, Technical teams, the Consultation group and other key bodies identified during programme development,
* Facilitating strategic discussions on programme development between key technical specialists to ensure a clear vision is provided to the Taskforce,
* Implementing programme activities in line with Taskforce decisions through coordination activities as well as by procuring relevant technical and administrative support,
* Monitoring the progress of, reviewing and approving technical inputs from contractors prior to submission to the Taskforce,
* Providing operational support to the Taskforce,
* Preparing and participating in trainings, and meetings on REDD+, for the Taskforce and other stakeholders to increase knowledge on REDD+,
* Addressing any conflicts that occur within the REDD+ development process and presenting any conflicts to the Taskforce that they are unable to resolve,
* When requested represent the Cambodia REDD+ Programme at public events or in technical forum.

Specific responsibilities as primary contact point and coordination mechanism at operational level for REDD+ in Cambodia include:

* Ensuring information on REDD+ and REDD+ in Cambodia is available to all stakeholders,
* Facilitating coordination of all REDD+ related activities in Cambodia,
* Ensuring that adequate consultation occurs on all elements of the REDD+ programme – in line with international and national standards,
* Providing advice and guidance to organisations interested in supporting the Cambodia REDD+ process,
* Providing information on ongoing REDD+ activities within their Ministries and agencies.

## Operations

The Secretariat is an operational unit with a full time presence in the CRTS office in the Forestry Administration (FA). All staff should be present in this office unless on travel to other locations.

The Secretariat will meet on a weekly basis to discuss operational issues. Regular technical meetings should also be held to discuss key technical and strategic issues – in most cases these meetings will require attendance of other technical experts.

All meetings will be minuted, with minutes signed by the Taskforce Chief and initialed by the deputy Chief.

## 4. Decision-making

The Secretariat will make decision by consensus – should consensus not be possible key decisions may be passed on to the Taskforce.

## Support

## The Secretariat is principally of Government structure but will be supported by a number of development partner programmes. Support is currently provided by:

## UN-REDD

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## Reporting

The Secretariat as a body is responsible for reporting to the Taskforce.

Secretariat members are responsible for reporting to and consulting with their respective line agencies. Members can request additional time on specific issues if they feel it is of high importance to their line agency and further discussion is needed.

The Secretariat will also be responsible for reporting to development partners on development partner funds for which it is responsible. Where possible this should be done in a coordinated format.

## 2. Membership

**Government**

Secretariat Chief

Vice Chief

Finance and Procurement Officer

Finance and Procurement Officer

Administration Officer

Administration Officer

**UN-REDD**

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| Title and Agency | Role  | Incumbent |
| Technical Specialist (UNDP)  | Senior international technical advisor responsible for leading technical developments of the REDD+ programme. |  |
| Programme Coordinator (UNDP) | National coordinator focused on coordinating and facilitating discussions between the different UN and Government agencies at country level as well as strengthening the day to day operations of the Secretariat. |  |
| Admin and Finance Assistant (UNDP) | National staff responsible for day to day financial management including day to day capacity building of government staff. |  |
| Finance and Procurement Officer (UNDP) | National staff responsible for ensuring efficient and effective implementation of the Cambodia UN-REDD Programme through the development of effective finance and procurement systems and the building of staff capacity. |  |
| Communications Officer (UNDP) | National staff responsible for ensuring that information on the National REDD Programme and UN-REDD Programme is communicated effectively to other stakeholders in Cambodia and internationally. |  |
| Forest GIS Expert (FAO) | An international expert recruited by FAO to work with the Secretariat and support development of an MRV system. |  |
| Green House Gas Inventory Expert (FAO) | National consultant recruited by FAO to work with the Secretariat and support development of an MRV system. |  |
| Forest Monitoring System Expert (FAO) | National consultant recruited by FAO to work with the Secretariat and support development of an MRV system. Programme document only identifies a Technical and MRV/REL Advisor and Programme Coordinator. |  |

**TCP Programme**

**CAM-REDD**

All staffs within the Secretariat are required to work towards the common objective of the Secretariat and to achieve the Secretariat’s responsibilities. With staff supported by different development partners and line agencies some specialization towards the interests of that agency are expected but a broad programme based approach should be adopted in particular by those more senior staff in coordination and leadership roles.