Asian Disaster Preparedness Center

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Terms of Reference (ToR)

Project: Climate Risk and Early Warning Systems in Cambodia (CBFM6)

Title: National Consultant – Technical Specialist on Community-Based Flood Management (CBFM) and GEDSI Implementation, Cambodia

A. About the Asian Disaster Preparedness Center

Asian Disaster Preparedness Center (ADPC) is an autonomous international organization established for scientific, educational, developmental, and humanitarian purposes, with the vision of creating safer communities and fostering sustainable development through strengthened disaster risk reduction (DRR) and climate resilience across Asia and the Pacific. Since its establishment in 1986 as a regional technical capacity-building center, ADPC has evolved into a leading regional organization supporting countries to reduce disaster and climate risks through evidence-based, innovative, and inclusive approaches.

ADPC delivers a wide range of programs across its strategic **priority areas**, including:

- Risk Knowledge and Geoinformatics
- Policy and Institutional Systems
- Effective Localization for Resilience
- Climate Services
- Resilient Planning and Implementation
- Preparedness and Anticipatory Action
- Nature-based Solutions
- Financing for Resilience
- Resilient Recovery
- Food and Water Security
- Disaster Risk Finance and Insurance
- Health Risk Management
- Urban and Infrastructure Resilience
- Private Sector Engagement
- ADPC Knowledge Academy

These priority areas are reinforced by ADPC's **cross-cutting themes**, which are embedded across all programs and operations:

- Gender Equality and Social Inclusion (GESI)
- Disaster and Climate Innovations
- Regional and Transboundary Cooperation

ADPC supports countries in implementing global frameworks including the **Sendai Framework for Disaster Risk Reduction 2015–2030**, the **Sustainable Development Goals (SDGs)**, the **Paris Agreement/UNFCCC**, and the **New Urban Agenda**, while contributing to national and regional policy advancement on resilience. Through multi-sectoral partnerships, technical advisory services, capacity development, and program implementation across multiple countries, ADPC works to strengthen systems, institutions, and communities to better manage disaster and climate risks.

For additional details, please visit: **http://www.adpc.net/**

B. Department Introduction

The **Preparedness and Climate Actions Department** enhances the preparedness and climate action capacities of governments, NGOs, the private sector, and communities. It focuses on:

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- Ensuring frameworks and implementation plans for disaster preparedness, response, and recovery are in place **before disaster strikes**.
- Strengthening institutional and community capacities for anticipatory action and resilient recovery.
- Promoting **locally led DRR and climate resilience interventions** through multi-stakeholder partnerships.

C. Statement of Intent

ADPC is supporting the implementation of the Climate Risk and Early Warning Systems (CREWS) 2.0 Project in Cambodia, which aims to strengthen people-centered early warning systems, preparedness, and community resilience to climate and disaster risks.

As part of the project, ADPC will support the implementation of Community-Based Flood Management (CBFM) approaches in three target communities in Cambodia, in close coordination with the National Committee for Disaster Management (NCDM), relevant subnational authorities, community representatives, and other project stakeholders.

The CBFM intervention will focus on strengthening community capacities to understand and manage flood risks; improving community-level preparedness, coordination, warning communication, and response arrangements; and promoting practical measures that can be sustained by communities and local authorities.

To strengthen national-level technical coordination and ensure the quality of CBFM and GEDSI interventions, ADPC seeks to engage a **National Technical Specialist** to provide technical guidance, technical review, institutional coordination, and quality assurance support throughout the implementation process.

The Consultant will serve as ADPC's designated national-level technical focal point for agreed activities, facilitating coordination with NCDM and other relevant national stakeholders and providing technical recommendations to ensure that project outputs are aligned with the agreed objectives, quality standards, and sustainability considerations.

Gender Equality, Disability and Social Inclusion (GEDSI) will be integrated throughout the intervention. Attention will be given to ensuring the meaningful participation of women, persons with disabilities, older persons, and other groups that may face barriers in accessing early warning information, preparedness services, decision-making processes, and emergency support.

D. Responsibilities and Tasks

The purpose of this consultancy is to provide national-level technical and coordination support to ADPC for the effective implementation of CBFM and GEDSI activities under the CREWS 2.0 Project in Cambodia.

The Consultant will:

- Serve as ADPC's national-level technical focal point and support coordination of CBFM and GEDSI activities with NCDM and relevant government stakeholders.
- Provide strategic and technical guidance on the planning, implementation, and monitoring of community-based flood management activities.
- Review and provide technical recommendations on community-based awareness, training, vulnerability mapping, hazard zoning, and proposed flood risk management measures.
- Provide technical inputs and quality assurance support for the development and updating of Community Flood Management Plans (CFMPs) and CBFM manuals.
- Advise on the systematic integration of GEDSI considerations into community assessments, flood preparedness planning, early warning communication, and response arrangements.

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- Support national-level consultations and technical discussions to strengthen institutional coordination, inclusive participation, and implementation quality.
- Provide technical guidance on community simulation exercises, review implementation findings, and contribute to documentation of lessons learned and good practices.
- Review key project deliverables and submit concise technical advisory notes, observations, and recommendations to ADPC for strengthening implementation, sustainability, and potential scaling of CBFM approaches.

Key Deliverables

Under the guidance of the program manager, the consultant shall be responsible for the delivery of the following outputs:

Deliverables	**Expected Outputs / Scope of Work**	**Indicative Timeline**
1. Inception Report and Implementation Work Plan	✓ Support national-level coordination with NCDM. Review the CBFM and GEDSI implementation work plan and provide technical recommendations. Submit a brief advisory note.	01 – 10 Dec 2026
2. Community-Based Awareness, Training and Vulnerability Mapping	✓ Review training approaches, vulnerability mapping, hazard zoning, and proposed flood risk management measures. Provide technical guidance and recommendations to NCDM.	10 Dec to 31 Dec 2026
3. Community Flood Management Plans (CFMPs) and Updated CBFM Manuals	✓ Provide technical inputs on preparedness arrangements, early warning communication, and GEDSI integration.	01 Jan – 31 Jan 2027
4. Implementation of Flood Risk Management Measures and Gender Mainstreaming	✓ Advise implementation approaches and GEDSI integration in community-level activities, including vulnerability and exposure data collection. Submit technical observations and recommendations.	Gender mainstreaming (Throughout) 01 Feb – 27 Feb 2027
5. Community Simulation Exercises and Voices from the Field Report	✓ Provide technical guidance on simulation exercises. Review findings and contribute recommendations to the Voices from the Field Report.	01 Mar – 31 Mar 2027

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6. National Reflection Workshop and Final Consolidated Implementation Report	✓ Support national-level reflection and review consolidated implementation findings. Submit recommendations on lessons learned, sustainability, and potential scaling of CBFM approaches.	01 April – 30 April 2027

E. Working Principles

Overall Supervision and Reporting:
In performing the duties and responsibilities indicated above, the Consultant will be supervised by the Program Manager, ADPC. The Consultant will also closely work with other Unit Heads, Program Managers and Coordinators for the delivery of the project.

Administrative Coordination and Liaison:
The Consultant will coordinate closely with the PCA Department's administrative and support teams to ensure smooth operational functioning. This includes scheduling meetings, coordinating with internal and external stakeholders, and managing communications related to program documentation and knowledge management activities.

General Requirements:
The consultant must operate within all ADPC Guidelines & Procedures/ Policies and within the specific program needs

F. Qualifications

- An advanced university degree, preferably a Master's degree, in Disaster Risk Management, Climate Change, Development Studies, Social Sciences, Public Policy, Gender Studies, financing or a related discipline.
- At least 10 years of relevant professional experience in disaster risk management, climate resilience, humanitarian action, community development, or related fields.
- Demonstrated experience in community-based disaster risk management, community preparedness, flood risk management, or early warning systems.
- Demonstrated experience working directly with communities and local government authorities in Cambodia.
- Experience in integrating gender equality, disability and social inclusion considerations into disaster risk reduction, climate resilience, humanitarian, or development interventions.
- Experience in facilitating community consultations, participatory assessments, training, workshops, and community preparedness activities.
- Familiarity with Cambodia's institutional arrangements for disaster risk management and relevant national and subnational government structures.
- Experience working with government agencies, civil society organizations, international organizations, and community-based actors.
- Strong experience in technical documentation, activity reporting, and preparation of implementation reports.
- Proficiency in Khmer and working proficiency in English.

Preferred Qualifications:

- Self-motivated, proactive, and takes initiative.
- Demonstrated ability to plan and organize work and time independently.

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- Excellent interpersonal and communication skills, team-oriented work style, and experience working in a multicultural environment.
- With a strong desire to learn, undertake new challenges, a willingness to work hard, and a good sense of humor, balanced with seriousness about the quality and excellence of work.

Duty Station: Phnom Penh, Cambodia, and field missions based on program needs

Contract Duration: This is an output-based consultancy from Dec 2026 – April 2027

Itinerary: In case of official missions outside the duty station, the Consultant will be entitled to local/international travel, daily subsistence allowance, accommodation, and other related travel costs as per ADPC travel policy. All travel must be pre-approved and undertaken only upon written request and consent by the Program Manager, ADPC.

How to Apply:

Interested candidates can submit the completed **ADPC application form** and **Financial Proposal** (downloadable from www.adpc.net), resume, and a copy of their degrees/certificates together with a cover letter to **Google Link** or **https://forms.gle/CdT9j3RVCeehvCMD9**.

Interested candidates are required to submit a financial proposal using the attached form, together with all other required documents.

Female candidates are especially encouraged to apply.

ADPC encourages diversity in its workplace and supports an inclusive work environment.