

Terms of Reference (ToR)

Position: Coordination and Policy Engagement Consultant

Project Title: PlasticSmart Cambodia - *Business Cases and Practices to Mitigate Plastic Waste and Pollution for a Sustainable Future*

Duty Station: Phnom Penh

Contract Type: Individual Consultant (part-time/intermittent) – 1 Year

1. Background

CARE International is a globally recognized development organization dedicated to alleviating poverty and fostering sustainable development through strategic partnerships and evidence-based interventions. Since 1973, CARE Cambodia has implemented diverse initiatives aimed at empowering marginalized and vulnerable communities, with a particular emphasis on gender equity and environmental sustainability.

Cambodia faces significant environmental challenges with plastic waste and inefficient waste management systems. The country generates over 2.2 million MT of municipal solid waste annually, with plastic accounting for 20% of waste streams. Only 11% of waste is recycled, and waste collection services cover merely 40% of urban households outside the capital and 18% in rural areas.

The PlasticSmart Cambodia project, implemented by CARE Cambodia in partnership with CARE Austria, Youth Council of Cambodia (YCC) and Independent Democracy of Informal Economy Association (IDEA), and funded by the European Union, aims to reduce pollution and greenhouse gas emissions by promoting sustainable packaging and waste management practices around garment factories in three Cambodian provinces.

The project targets food vendors around garment factories and waste management actors, including formal and informal waste collectors (edjai), to pilot sustainable business models. This research component is critical for providing evidence-based measurements of the environmental impact from these interventions. The findings will inform project decision-making, policy advocacy, and scaling strategies, demonstrating the environmental benefits of sustainable business models being piloted under the project.

2. Objective of the Assignment

The consultant will support coordination between the project and Ministry of Environment, facilitate multi-stakeholder engagement, Project Steering Committee (PSC) and Project Implementation Unit (PIU) and contribute technical inputs to policy dialogue and scaling strategies related to sustainable packaging and waste management.

3. Scope of Work

The consultant will undertake the following tasks:

a. Government and Sub-National Coordination

- Facilitate coordination between the project team and relevant ministries, departments, and local authorities.
- Facilitate coordination and meeting organization with PSC and PIU's secretariat
- Support alignment of project activities with national waste management and plastic reduction policies.
- Support coordination key project activities such as workshop, training, and/or public events (E.g national fair)
- Ensure government stakeholders are informed and engaged in pilot activities.

b. Technical and Policy Engagement

- Provide technical inputs to policy recommendation papers and consultation processes.
- Support validation workshops and national consultation meetings on sustainable packaging and waste management.
- Contribute insights on regulatory frameworks and policy developments.

c. Working Group and Scaling Support

- Contribute to the establishment and functioning of working groups related to green finance and scaling of sustainable business models.
- Support dialogue between government agencies, financial institutions, and private sector stakeholders.

d. Documentation, M&E, and Reporting

- Provide short technical notes and inputs summarizing key coordination outcomes.
- Provide support in reviewing research assessment and project outputs reporting
- Support preparation of policy-related documentation and consultation outputs.

4. Deliverables

The consultant will deliver:

- Coordination support for multi-stakeholder dialogue meetings.
- Technical inputs to policy recommendation paper and consultation workshops.
- Support to working group on green finance or scaling mechanisms.
- Brief coordination summaries and recommendations to the project team.

5. Required Qualifications

- Advanced degree in environmental policy, public administration, waste management, or related fields.
- At least 3–5 years of experience working with government institutions, environmental policy, or waste management programs.
- Strong knowledge of Cambodia's waste management and environmental policy frameworks.

- Experience facilitating multi-stakeholder dialogue and public-private collaboration.
- Strong communication and coordination skills.

6. Reporting

The consultant will report to the Senior Project Manager and work closely with relevant government institutions and project partners.

7. Duration

The consultancy will be implemented over the project period on a part-time/intermittent basis, estimated at: 5 days per month equivalent or total 60 person-day. Expected to commence: June 2026.

8. Timeline (12 months)

Activity / Task	Timeline	Total Days
Government Coordination	Month1–12 (all months)	24 days
Facilitate coordination with ministries & local authorities	Month1–12	12 days
Support implementation of pilot activities	Month1–12	12 days
Technical and Policy Engagement	As needed	18 days
Inputs to research and policy paper	Month 2	6 days
Support validation workshops	Month 4	2 days
National consultation / PPD	Month 10	4 days
Other policy inputs	Month 6, 8	6 days
Scaling & Green Finance Support	Intermittent	18 days
Establish & support Working Group on Green Finance	Month3, 6, 9, 12	6 days
Facilitate workshops & investor dialogue	Month 4, 8	4 days
Provide technical inputs on scale-up & replication	Month 5,10	8 days
TOTAL		60 days

9. Evaluation Criteria:

- Relevant education and experience (35%)
- Technical Expertise (20%)
- Policy Engagement & Facilitation Skills (20%)
- Project Coordination/Management Skills (15%)
- Effective Communication (10%)

Submission Deadline: 15 May 2026

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