



## TERMS OF REFERENCE

### Consultancy Assignment

#### Development of Sustainable Natural Rubber (SNR) Guideline in Cambodia

##### Background and Purpose of the Study

The General Directorate of Rubber (GDR) of the Ministry of Agriculture, Forestry and Fisheries cooperates internationally in different inter-governmental bodies that are relevant for the development of the national rubber sector. These include the Association of Natural Rubber Producing Countries (ANRPC), the International Rubber Research and Development Board (IRRDB), the International Rubber Association (IRA), and the ASEAN Rubber Business Council (ARBC). The General Directorate of Rubber (GDR) is one of the key players who has been engaged with the ANRPC to pave ways to promote sustainable natural rubber (SNR) among the producer countries. One of the intended outcomes is to develop the SNR Guideline for Cambodia. In 2019, the first meeting of ANRPC Working Group on Sustainable Natural Rubber (WGSNR) was held in Cambodia. In this meeting, the sustainability principle practices in Cambodia were presented and drafted. This is the first step to demonstrate a strong commitment from the GDR to transform the rubber industry in a more sustainable way which will contribute to achieving the GDR's core activities of the strategy for the development of natural rubber towards 2030. While Natural rubber is becoming an ever more important export commodity for Cambodia as the national rubber sector is growing. Hence, development guideline for promotion of incentives for sustainable production of natural rubber as well as creation of value-added processing industries is one of the national priorities.

In mid of 2021, the GDR, in collaboration with the WWF Cambodia, Oxfam in Cambodia and NGO Forum on Cambodia has successfully conducted a study on Development of Sustainable Natural Rubber (SNR) Criteria and key indicators in Cambodia by a group of international experts. The overall purpose of this assignment was to support the process of inclusive development of SNR principles, criteria and indicators to transform rubber cultivation and supply chains in Cambodia. The result of the study served as a strategic paper and reference document for further development of SNR guidelines in Cambodia in future. The SNR Principles study included a desk review to compare and contrast existing SNR principles from other well-known institutions such as IRSG, GPSNR, ANRPC, and Chinese SNR principles (CCCMC) in order to define commonality and synergy among the emerging standards. Moreover, the expert team has assessed socio-economic and environmental performance in the context of promoting sustainable natural rubber practices for large, medium and small-scale rubber plantations. At the end of the study, SNR criteria and indicators (Small, Medium and large scales) that aligns with Cambodia's SNR principles, were identified and submitted to GDR for further development and use as reference for the development of SNR Guideline.

This SNR Guideline Development is the next level of SNR Principles. This study will provide guidance on how each principle and indicator should be implemented with clear instruction and tools. This task requires skillful and expertise of the individual/team to elaborate and translate the principles into action through using experienced and existing practices from different rubber producer groups. The SNR guidelines will be used as a guide to improve the rubber value chain at different scales more effectively and efficiently. We expect



that this guideline will be used by rubber producers both at industry and family scale to guide the implementation to comply with SNR Principles and Indicators. On the other hand, the guideline will be used by the GDR and development organization for the purpose of monitoring and evaluation as well as provide feedback for adjustment and improve based on the context and practical experienced of rubber producers.

**Overall Objective:** To develop SNR guideline in Cambodia. It is hoped that the draft SNR Guidelines will be submitted to the Ministry of Agriculture, Forestry and Fisheries for review and approval. This assignment will be under leadership and governs of GDR and the working group of SNR Guideline Development of which consist of GDR, OXFAM, WWF and NGO. To overcome this goal, there are three specific objectives defined as following:

### Specific Objectives

1. To facilitate discussion and conversation among the Working Group of SNR Guideline Development on the process and planning to draft the guideline.
2. To develop SNR Guidelines for Cambodia rubber sector by using the SNR Principles and Indicators as well as other similar guidelines.
3. To provide roadmap on the implementation of the SNR guideline effectively.

### Scope of work

The consultant will work in close collaboration and under supervision of GDR and the working group to develop the SNR guidelines, facilitate meeting/discussion with different stakeholders to collect inputs for the drafting. The draft version will be present to broader stakeholders especially the rubber producers for the verification and understanding of the proposed guideline. The consultant will not limit to perform as following:

- Develop work plan and elaborate the methodology to draft the guideline in accordance with the desired objectives of the assignment as above-mentioned.
- Coordinate/consult among the working group members to update progress regularly and understand the needs to achieve intended outputs.
- Review existing policies and legal frameworks that provide an enabling climate for the SNR Guideline development and implementation.
- Conduct desk review and field visit if required, to learn more from practices and experiences to extract from existing similar guidelines of SNR such as Cambodia SNR standard indicators and criteria (CSNR), Guidance for Sustainable Natural Rubber of CCCMC, Voluntary Guideline on Mitigating Social-Environmental risks for Vietnamese Outward Investors in Agriculture in Mekong Sub-regions and so on and existing practices at the fields, existing national policies and guidelines.
- Facilitate the meetings/consultative and validation workshops across different relevant stakeholders to ensure the inputs for the draft guidelines are inclusive and applicable
- Respect the deadlines established in the agreed work plan.
- Present the draft guideline to stakeholders.
- Finalized the guideline.



### Outputs/deliverable of performance and timeline:

To achieve the assignment, the consultant is expected to produce the following deliverables:

- Submit inception report to the SNR working group before commencing the assignment including the desk review.
- **Draft CSNR Guideline** context to meet with different scale of rubber producers and according to the principles and indicators sets.
- **Present the draft guideline** in order to elaborate tools, practices and experience from the fields to the SNR working group and key stakeholders.
- **Finalized the guideline** by incorporating inputs from stakeholders' consultation and submit to GDR and the SNR Working Group for further process on approval.
- This assignment will be completed 3 months after agreement signed with following expected results.

No	Activity	Expected Outputs
1	Study methodology & proposed tools	Approaches and methodologies for the assignment are agreed
2	Desk review	Desk review report
3	Inception report and primary data collection	Inception report presented, information gaps and the proposed approaches to fill the gaps, schedule for data collection/consultation plan with key stakeholders with approved methodology
4	Coordination among the SNR working group	Coordination plan accepted
5	Organizing consultative workshop with key stakeholders to collect inputs for CSNR guideline development	Consultative workshop/meeting conducted, the inputs are consolidated to draft the CSNR guideline
6	Present the inputs and draft SNR guidelines to the SNR working group	Feedback from the draft CSNR guidelines is integrated in the draft guidelines
7	Define roadmap for the CSNR guidelines application	CSNR guidelines implementation plan proposed and accepted
8	Submission of the final CSNR guidelines	The final CSNR guidelines



## Required skills and competencies:

### Essential

- Postgraduate university degree in relevant field (international relations, rubber science, economics, political economy, sustainability studies, and development studies) or other field related to the ToR.
- Experience in policy or guidelines development is highly preferable.
- Proven capability in similar assignments especially related to guidelines development, local and international guiding principles, rubber supply chains, and capacity to adapt the research plan to challenges and opportunities emerging during the research.
- In-depth knowledge of rubber production methods in South East Asia.
- A minimum of 10 years of experience in sustainability standards (voluntary and/or compulsory, particularly around responsible agri-business investment and human rights).
- Recent working experience in Cambodia and /or neighboring countries is a distinct advantage.
- Fluent English writing and presentation skills (Khmer language skills desirable).

### Submission requirements

- Qualifications and relevant experience with similar assignments.
- Reflections on the Terms of Reference and recommendations on approaches, knowledge products and give additional feedback on the ToR.
- Draft work plan showing the suggested timing of carrying out the deliverables.
- List of any relevant publications or reports.
- 2 samples of previous work related to policy or guideline development that shows the expertise and experience of the consultancy team; samples must be the original work of the contractor.
- Technical proposal including detailed budgets for professional fees and reimbursable expenses (if any) for all tasks related to this assignment. Please also indicate whether contractual arrangements would be with an individual consultant or representative of a firm. Kindly note that there is a preference to contract with firms. No payments will be made outside the contractually agreed budget.
- Contact details for 2 references

Proposals will be assessed on a competitive basis and the one with the best quality versus overall costs will be selected. Any questions or clarifications of a technical nature can be sent to: [lily.chea@wwf.org.kh](mailto:lily.chea@wwf.org.kh)