

The Wildlife Conservation Society

WCS Cambodia Program

TERMS OF REFERENCE

Staff Name :
Position : National Monitoring and Evaluation (M&E) Coordinator
Project Name : KSWs REDD+
Duty Station : Phnom Penh with regular travel to provinces
Report to : National Monitoring and Evaluation Manager

Organization Background:

The Wildlife Conservation Society (WCS) is a US non-profit, tax-exempt, private organization established in 1895 that saves wildlife and wild places by understanding critical issues, crafting science-based solutions, and taking conservation actions that benefit nature and humanity. With more than a century of experience, long-term commitments in dozens of landscapes, presence in more than 60 nations, and experience helping to establish over 150 protected areas across the globe, WCS has amassed the biological knowledge, cultural understanding, and partnerships to ensure that vibrant, wild places and wildlife thrive alongside local communities. Working with local communities and organizations, that knowledge is applied to address species, habitat, and ecosystem management issues critical to improving the quality of life of poor rural people whose livelihoods depend on the direct utilization of natural resources.

Job Summary:

The National M&E Coordinator will work closely with the National Monitoring and Evaluation Manager and M&E Officers to develop and refine M&E tools, carry out M&E activities, maximize using M&E findings to inform course correction, monitor project work plan progress, and report indicator results, respectively, based on the project's work plan and M&E framework. Due to the growing M&E support extended to other landscape programs, such as NPL and Koh Kong and Mekong conservation sites, and also possible EU OTS, on top of KSWs, the National M&E Coordinator will coordinate and engage those staff from those landscape programs to participate in M&E activities as well as address WCS M&E requirements. The job holder will also provide capacity building and ongoing technical support to the relevant staff concerning the use of the Activity Management Databases built in the WCS Airtable workspace so that the staff involved from the landscapes specified earlier can conduct data entry and view and generate the required data for their project's analysis, monitoring and reporting. The National M&E Coordinator will oversee the collection and addition of activity records and supporting documents to the Airtable M&E systems.

Duties and Responsibilities:

- Coordinate and engage WCS staff from various landscapes, in addition to KSWs, to participate in M&E activities and respond to WCS M&E requirements.

- Lead some M&E activities when possible or applicable, such as Data Quality Assessments (DQA), indicator road map planning exercises, M&E capacity building for new staff, etc. This commitment will be applied to all relevant landscape programs besides KSWs.
- When needed, provide reviews of and technical support for data entry in Airtable Activity Management systems to other landscape programs to ensure the quality of sub-activity records added to the Airtable platform with complete information based on the required fields.
- Coordinate with the management team of each landscape to ensure the timely integration of their monthly work plans and reporting of the outcomes of those planned activities, including the AWP, in the Airtable Activity Management Base built for the landscape's project.
- Export and prepare monthly work plans for each relevant landscape and share them with the landscape management team for monthly review and approval.
- Track the progress of each landscape program's Annual Work Plan and Monthly Work Plans and update the status of this progress to the management team of each landscape on a monthly basis.
- Notify and follow up with the management team of each landscape program regarding outstanding sub-activities that still need to be marked as completed in the Airtable Activity Management after their successful implementation.
- Lead Data Quality Assessments through on-site visits or telephone calls, including report development and finding presentations to relevant staff or teams to trigger course correction.
- Follow up with landscape staff or teams involved in implementing required actions that result from M&E assessments or field trip findings to influence program performance improvement.
- Provide M&E orientation sessions to new relevant WCS staff to develop their understanding of the WCS program, such as the performance indicators, database systems, data collection form tools, etc.
- Work with the National M&E Manager to review sub-grant agreements to ensure the integration of WCS M&E requirements into those documents.
- Work with the National M&E Manager to provide training to WCS sub-grantees to ensure they understand WCS M&E requirements and know how to use M&E form tools.
- Review sub-grantee documents submitted to WCS to ensure all required supporting documents submitted to WCS are relevant and sufficient with complete information as mentioned in the agreement for each partner NGO signed with WCS.
- Coordinate with relevant landscape and M&E staff to prepare and arrange M&E fieldwork.
- Routinely review and monitor the progress of the M&E officers' data entry in the Airtable M&E Bases to ensure that data entry is completed with accuracy, completeness, and timeliness.
- Monitor M&E form tools to ensure the relevant staff use them appropriately for effective data collection.
- Work with the National M&E Manager to prepare M&E reports for donors in response to their requirements.
- Participate in internal M&E learning sessions initiated by the M&E team that focus on Airtable database development, project cycle management, assessments, and other M&E agenda items.
- Follow the National M&E Manager's and WCS's advice to assume more responsibility.

Any and all other work assignments, duties, and/or functions as WCS or its management may designate or instruct in the course of its operation, which may include assignments, duties, and/or functions that vary from the above.

Qualifications:

- Bachelor's degree in Administration, Information Management, Environment, or other relevant academic background.
- 3 to 5 years' experience in organizing and implementing M&E.
- Experience in the design of M&E form tools or database systems is an asset.
- Experience in environmental conservation or community development.
- Experience in database management and data collection, especially managing data collection from multiple teams and partner NGOs.
- Capacity to produce high-quality briefs and reports in both Khmer and English.
- Good communication skills and strong facilitation skills.
- Good level of proficiency in Windows Excel and quantitative analysis.
- Ability to work under pressure environment.
- Ability to work as a team and coordinate with staff for their engagement.
- Think outside the box for creativity and innovation.
- Good English communication skills, both oral and written.
- Willing to travel extensively to project sites.