

## ATTACHMENT 1 – TERMS OF REFERENCE

### Finance Assistant for Community Development

#### The Wildlife Conservation Society

#### WCS Cambodia Program

#### BACKGROUND:

The Wildlife Conservation Society (WCS) Cambodia program was launched in 1999 and now works in three major forest landscapes – Southern Mondulhiri, the Northern Plains and the Tonle Sap floodplain. Among many other activities, this large program has a history of innovative work in the field of sustainable financing for conservation, including REDD+ (Reduced Emissions from Deforestation and forest Degradation). Two of the three landscapes are designated demonstration sites for the national REDD+ readiness process, and both of these include project areas seeking to sell credits on the voluntary carbon market. Recently, the Royal Government of Cambodia, through a long-running partnership with WCS, has sold to Disney the first carbon credits from a climate change mitigation project in Keo Seima Wildlife Sanctuary (KSWS). The net revenues from carbon sales in Keo Seima REDD+ project will benefit local communities through activities such as community-chosen development projects and livelihood improvement activities. These activities will be implemented through an agreed REDD+ benefit sharing mechanism. We are seeking a REDD+ and Livelihood Officer to assist in the REDD+ and livelihood development work related in KSWS.

#### ESSENTIAL FUNCTIONS

##### 1. Financial operation:

- Checking and revision community advance request and settlements to make sure all documents follow to financial guideline.
- Keep recorded and filling community document relevant finances
- Monitor community bank account and reporting
- Prepare monthly report and monitor REDD+ project small grants and submit to REDD+ & Livelihood program officer
- Building the capacity of the local communities and relevant stakeholders on REDD+ on financial guideline.
- Provide the Operation support and financial support to **Community Engagement Facilitator and ICC.**

##### 2. Program Operation:

- Working as technical support to **Community Engagement Facilitator** and Coordination of a community focused REDD+ outreach activities.
- File and keep records of all discussions, meetings and other important events.
- Attend monthly coordination meetings in Keo Seima or as decided by the team leader.
- Perform other relevant duties as required by managers.
- Building the capacity of the local communities and relevant stakeholders on REDD+.
- Facilitate participatory discussions and data collection in each community on REDD+ benefit sharing.
- Support community outreach work in KSWS and local awareness-raising activities.
- Synthesize results and write field report.
- Keep good communication with local authorities; commune, district and provincial, to promote mutual trust.
- Assisting the REDD+ & livelihood program officer in day-to-day operations as needed.
- Assist REDD+ & Livelihood program officer to monitor and report REDD+ project output and outcome

**MINIMUM QUALIFICATIONS**

- Degree in finance or Accounting
- At least two years relevant employment experience with NGOs
- Experience with financial management, Administration operation and financial report
- Excellent communication skills via written, spoken and graphical means
- Strong English speaking and writing skills
- Experience using applications such as Microsoft Word, Excel, and PowerPoint

**PREFERRED QUALIFICATIONS**

- Experience working with communities to develop and oversee livelihood improvement programs.
- Experience with participatory approaches to natural resource management.
- Feature and news writing.
- Developing content for materials to be used for community education and awareness-raising.

The position is based at WCS Office, Keo Seima District, Mondulkiri Province

Direct report to: Community Development and REDD+ Technical Advisors, WCS Cambodia

Indirect report to: Senior Technical Advisor, WCS Cambodia