**ATTACHMENT 1 – TERMS OF REFERENCE**

**The Wildlife Conservation Society**

**WCS Cambodia Program**
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| Position | : | Community Protected Area (CPA) Officer |
| Project Name | : | Keo Seima Wildlife Sanctuary (KSWS) |
| Duty Station | : | Sen Monorom, Mondulkiri Province |
| Report to | : | Community Conservation Management Specialist |

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**Background and Primary responsibilities:**

WCS works in over 60 countries to save wildlife and wild places through science, conservation action, education, and inspiring people to value nature. The WCS Cambodia Program has worked since 1999 to support the Cambodian Government to conserve wildlife, develop and implement policy, develop understand and enforce the law, and especially to implement field projects at works in four major landscapes – Eastern Plains, Northern Plains, Cambodian Rivers, and the Tonle Sap.

WCS Cambodia is looking for two qualified candidates to fill the position of Community Protected Area (CPA) Officer to be based at Sen Monorom, Mondulkiri province, in the Eastern Plains. This position requires an individual who is able to travel to remote areas for up to 3 weeks at a time, with Mondulkiri as home base. The work will take place in Keo Seima Wildlife Sanctuary (KSWS).

**Main tasks:**

- Assist the WCS Community Team to develop Community Protected Areas (CPAs) in the Keo Seima Wildlife Sanctuary (KSWS);
- Together with PDoE, train CPA committee members and support them to hold meetings and fulfil the responsibilities of their roles;
- Assist the WCS Community Team in making work plans, budgets and manage activities for field implementation;
- Be responsible for all data collection, collation and filing of all activity conducted, and ensure that the quality of reporting is reliable;
- Support the development and operation of Community Networks;
- Promote local awareness of on project activities and natural resource management and the related law and regulation;
- Assist the CPA committees to conduct activities to achieve the main steps of the Community Protected Area Management Plans (CPAMPs) process;
- Assist the WCS Community Team Lead in the coordination, development and delivery of the project's component to support project partners in developing, implementing, monitoring and evaluating CPAMPs;

- Strengthen the management capacity of community-based institutions e.g. REDD+ committee, CPA committee, to implement community-based conservation plans;
- Assist community committees to implement alternative livelihoods and community development projects, which contribute to reducing deforestation and forest degradation;
- Assist REDD+ target communities to manage the Community REDD+ Benefit Sharing fund effectively and efficiency, ensuring transparency with common consent by members/indigenous communities;
- Assist the community members and committees to develop and implement monthly, and annual community operational plans for REDD+ benefit sharing and ensure gender equality throughout the process;
- Assist the communities to manage funds, and prepare financial reports from REDD+ fund
- Provide technical support, facilitation, follow-up, and monitoring to management committees and members on implementation of REDD+ fund.
- Maintain good communications with both the local authorities and local communities to promote mutual trust and strong program-stakeholder relationships;
- Assist the management committees to organize and keep relevant documentation such as technical reports and minutes of meetings;
- 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.

**Requirements:**
- Bachelor Degree in Natural Resource Management, social work, community development or related fields.
- At least 2years field work experience particularly on the development of community protected areas in Cambodia.
- Experience in training and facilitation skills.
- Excellent speaking, reading, and writing skills in Khmer.
- Good speaking, reading, and writing skills in English
- Computer skills (Word, Excel, PowerPoint etc.)
- Able to work in remote area with low levels of technical support on site, with significant portions of time spent living and working in communities.
- Ability to travel by motorbike
- Maintain good team discipline and motivation