

ATTACHMENT 1 – TERMS OF REFERENCE

The Wildlife Conservation Society WCS Cambodia Program

Staff Name :
Position : Compliance Monitoring and Grievance Team leader
Project Name : Keo Seima Wildlife Sanctuary (KSWS)
Duty Station : Mondulkiri
Report to : Community and REDD+ Manager

Background:

The Wildlife Conservation Society (WCS) Cambodia program was launched in 1999 and now works in three major landscapes – Southern Mondulkiri, the Northern Plains and, Cambodian Rivers, and the Tonle Sap. 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. The Royal Government of Cambodia, through a long-running partnership with WCS, has sold to private companies the 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 REDD+ benefit sharing agreement and performance-based payments mechanism. This mechanism will be supported by a Compliance, Monitoring, and Grievance Unit, which will (a) inform benefit distribution based on compliance with Cambodian law, Protected Area regulations, and conservation agreements; and, (b) facilitate communities to use a grievance mechanism to report issues with the project, and follow up to address grievances.

Job Responsibilities

- Lead the Compliance, Monitoring, and Grievance Unit to maintain the REDD+ compliance database of KSWS REDD+ target villages, which is used to track the participation of community in forest protection, conservation engagement, and community development activities.
- Lead the Compliance, Monitoring, and Grievance Unit to maintain the IBIS Rice compliance database, which is used to track adherence to conservation rules in IBIS Rice villages.
- Support the Compliance, Monitoring, and Grievance Unit to enter data correctly and accurately into the databases.
- Collaborate with relevant WCS teams (Community, Wildlife Monitoring, Law Enforcement, and GIS Teams) to ensure that all required data/information for databases are collected on time.
- Collaborate with the community team to ensure that the results of REDD+ compliance monitoring are communicated regularly and effectively to communities in REDD+ target villages.
- For IBIS Rice, ensure that the information on rule-breakers are provided to NGO partners in time to inform the development of conservation sale agreement/farmer contract list and buying list.
- Produce annual reports of REDD+ and IBIS rice compliance according to the standardized template at the close of the annual compliance cycle; and provide compliance data for specific reporting needs, as requested (for donor reports, researchers, etc.)

- Create, circulate and train on compliance processes and the use of simple and effective data capture tools for program staff to provide timely and accurate data from the field.
 - Support the use of this data by the Community Team and Law Enforcement Team to ensure the fair distribution of benefits, and application of Cambodian law.
 - Coordinate with community team to ensure that community and other stakeholders are well aware of and able to use the project's grievance redress mechanism effectively.
 - Take responsibility for the grievance hotline numbers that community members can contact the project for further clarification of issues.
 - Lead the Compliance, Monitoring, and Grievance Unit to facilitate conflict resolution when any grievances are received that are caused by the implementation of the project or use of grant funds provided under community REDD+ benefit sharing agreement.
 - Manage staff of the Compliance Monitoring and Grievance Unit and assist in hiring these staffs; and maintain good team discipline and motivation.
 - Ensure that all document/data are stored in WCS server/OneDrive and external hard drives
 - Ensure the inventory, care and maintenance of all compliance Compliance Monitoring and Grievance Unit equipment.
- Ensure project implementation is in line with donor and WCS policies and procedures
- As well 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 and Experience

- Degree in science in biology, geography, computer science and/or mathematics (Master's degree preferred).
- Ability to coordinate well with a broad range of stakeholders.
- At least five years' relevant employment experience with NGOs.
- Strong English speaking and writing skills
- Able to read maps and use technology (e.g. cameras, computers, smartphones)
- Proficient in Microsoft Office Applications, with advanced excel skills highly desirable
- Interest in protecting Cambodia's natural environment and willingness to obtain new skills and attention to detail