

TERMS OF REFERENCE
The Wildlife Conservation Society
WCS Cambodia Program

Staff Name :
Position : Conservation Compliance and Grievance Officer
Project Name : Keo Seima REDD+ Project
Duty Station : Mondulkiri province
Report to : Conservation Compliance and Grievance Team Leader

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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 have benefited Indigenous Peoples and Local Communities (IPLCs) through activities such as community-led development projects and livelihood improvement activities. These activities are being implemented through a REDD+ benefit sharing agreement and a performance-based payments mechanism called Cash for Communities or ‘C4C’. This mechanism is supported by a REDD+ Performance Unit, which informs benefit distribution based on compliance with Cambodian Laws, Code on Environment and Natural Resources, and conservation agreements.

Job Responsibilities:

- Maintain the REDD+ compliance database of Keo Seima REDD+ target villages, which is to be used to track the participation of communities in forest protection, conservation engagement, and community development activities.
- Enter data correctly and accurately into the database.
- Collaborate with relevant WCS teams (Community, Law Enforcement and GIS Teams) and communities to collect data/information for REDD+ compliance database.
- Collaborate with the REDD+ Community Teams to regularly communicate REDD+ compliance monitoring results in REDD+ target villages.
- Support the REDD+ Community Teams in conducting C4C Performance and Scoring.
- Assist to produce annual reports of REDD+ 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.).
- Coordinate with members of the Conservation Compliance and Grievance team and the Community Teams to provide orientation on the project grievance redress mechanism in REDD+ target villages.

- Following guidance and instruction from the Conservation Compliance and Grievance Team Leader and/or other members of Grievance Redress Committee of the Keo Seima REDD+ Project, help facilitate conflict resolution of grievances concerning the implementation of the Keo Seima REDD+ Project or use of the grant funds provided under the community REDD+ benefit sharing agreement (C4C).
- Perform routine back-up on the WCS server/OneDrive and external hard drives (on a monthly basis).
- Ensure the inventory, care and maintenance of all compliance unit equipment.
- Ensure project implementation is in line with donor and WCS policies and procedures.
- Any 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.

Minimum qualifications, experience & personal attributes:

- Bachelor's degree in science in biology, geography, computer science and/or mathematics
- Able to read maps and use technology (e.g. cameras, computers, smartphones)
- Verbal communication and teamwork skills
- Fluent spoken and written Khmer and intermediate spoken and written English
- Proficient in Microsoft Office Applications, with advanced excel skills highly desirable
- Interest in protecting Cambodia's natural environment and willingness to obtain new skills
- Attention to detail
- Being able to drive a motorbike and stay in remote villages on the project sites.