

TERMS OF REFERENCE



Position:	Conservation Monitoring Assistant (Objective 1) (USAID Morodok Baitang Project)
Division:	Wildlife Conservation Society- Cambodia Program (WCS-CP)
Reports to:	Conservation Monitoring Manager (Objective 1 LEAD)

The Wildlife Conservation Society (WCS) is a world leader in on-the-ground wildlife conservation. Founded in 1895 as the New York Zoological Society, WCS is an international organization dedicated to conserving and protecting the Earth's wildlife and ecosystems. WCS has been working in partnership with the Royal Government of Cambodia since 1999, providing technical advice and support for the conservation of key habitats and species across the country.

The Conservation Monitoring Assistant will assist the implementation of site-based biodiversity conservation, planning, and monitoring activities under Objective 1 of USAID Morodok Baitang Project together with partners, grantees, communities, and other stakeholders in site-based conservation interventions. USAID MB objective 1 seek to improve biophysical conditions of target areas by partnering with natural resource-dependent communities, private sector actors, and other development partners to enhance biodiversity conservation and low emissions development. Working under the direction of the Conservation Monitoring Specialist (Objective 1) and in coordination with other Technical Managers and site-based field staff, the Conservation Monitoring Specialist supports the development and implementation of Morodok Baitang's biodiversity conservation activities which fall primarily under Objective 1.

The Conservation Monitoring Assistant (Objective 1) is a long-term position and is based out of the USAID MB Senmonorom Office, Mondolkiri, Cambodia.

RESPONSIBILITIES:

Specific responsibilities include the following:

- Assists in facilitating technical assistance with team members to design and implement activities that stem from Objective 1.
- Supports the Objective 1 Specialist in the development and implementation of biodiversity conservation activities (Objective 1).
- Reports and has regular communication with senior technical team to define, coordinate and provide quality technical support to the landscape teams.
- Assist the development of monthly work plans with field teams, in line with USAID MB Objective 1 AWP activities.

- Support the USAID MB Conservation Monitoring Specialist to ensure that all data collection tools—for performance monitoring as well as any special studies or surveys—follow a clear standard operating procedure and meet ethical standards.
- Conducts on-site monitoring of program activities collecting both qualitative and quantitative data.
- Assists in providing concise, summarized reporting against indicators for quarterly and annual progress reports.
- Participates in the preparation of work plans and periodic reports
- Manages Morodok Baitang resources responsibly and adhere to all project policies.
- Professionally represent WCS and Morodok Baitang whilst managing collaborations with key partners.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree in a relevant field. Disciplines considered relevant include environmental management, biodiversity conservation, climate change, political ecology, and others as applicable.
- At least two to three years of conducting field based implementation of biodiversity conservation and NRM programs; biodiversity monitoring, applied research, policy coordination, and development. Experience related to institutional capacity building, private sector engagement, and alternative livelihoods preferred.
- Demonstrated experience in supporting field based data collection activities, monitoring of conservation activities. Candidates with experience implementing gender-sensitive and inclusive approaches to training and capacity building preferred.
- Candidates with experience or operating in remote field office situations preferred.
- Good communication and interpersonal skills and demonstrated ability to interact with a wide range of stakeholders.
- Good English language skills required.

Please note that the above TOR constitutes only the main responsibilities and duties of this position. As WCS-CP is a flexible organization, staff members are expected to undertake any other tasks that are allocated to them but which are not part of their regular TOR.