

ATTACHMENT 1 – TERMS OF REFERENCE

The Wildlife Conservation Society WCS Cambodia Program

Staff Name :
Position : IBIS Rice Compliance and Monitoring Officer
Project Name : Keo Seima Wildlife Sanctuary (KSWS)
Duty Station : Mondulkiri
Report to : Compliance Monitoring 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, WCS has a long-term partnership with the Ministry of Environment with the aim of implementing an ambitious program of protected area management, with a focus on sustainable financing for conservation, including REDD+ (Reduced Emissions from Deforestation and forest Degradation) in Keo Seima Wildlife Sanctuary. WCS hopes to improve sustainable income of local communities living in and surround KSWS by engaging in natural resource protection through promoting wildlife-friendly agricultural production in partnership with local NGO Sansom Mlup Prey (SMP). Together we implement the IBIS Rice program, which provide premium prices for agricultural goods if participating households commit to conservation conditions, such as no logging, hunting, forest clearance, and limiting field expansion to within agreed land use plans. IBIS Rice is supported by a Compliance, and Monitoring, and Grievance Unit, which will investigate and identify rule-breakers who are ineligible to sell their rice to the project.

Job Responsibilities

- Maintain the IBIS rice compliance database, which is used to track the adherence to conservation rules in Ibis Rice villages.
- Collaborate with Law Enforcement /SMART teams to ensure the timely retrieval of PDoE information on individuals engaged in rule-breaking/illegal activities in protected areas.
- Collaborate with the SMART/GIS team to ensure that locations of new forest clearing (identified from remote sensing imagery) is provided to the CPA team (according to the workplan) for field verification by CPA committees.
- Collaborate with the GIS team to ensure that the family IDs of households found to have cleared forest illegally are included in the compliance spatial data (shapefiles).
- Collaborate with SMP to provide information on rule-breakers to support implementation of activities in Ibis Rice villages (conservation sale agreement/farmer contract list, ICS/AFL process and approval, buying list, etc.) based on compliance database data inputs, and prepare updated annual provisional lists of non-compliant households for presentation at village level compliance meetings.
- Record the reasons provided for each non-compliance decision made at the meeting (and ensure these are stored in the compliance database).
- Record the IDs of households that wish to become compliant again, and ensure that the IDs of any fields that have been given up are passed to the GIS team to be added to the clearance maps for the following cycle.

- Assist to 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.).
- Provide training 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.
- 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.
- 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

- Bachelor 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 advance excel skills highly desirable
- Interest in protecting Cambodia's natural environment and willingness to obtain new skills and attention to detail