

TERMS OF REFERENCE
Wildlife Conservation Society
WCS Cambodia Program

Staff Name :
Position : Monitoring and Evaluation (M&E) Officer
Project Name : EU TSBR Project
Duty Station : Phnom Penh with regular travel to province
Report to : Project Lead

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Background:

The Wildlife Conservation Society, founded in 1895, has the clear mission to save wildlife and wild places across the globe. WCS's goal is to conserve the world's largest wild places in 16 priority regions, home to more than 50% of the world's biodiversity. We currently manage about 500 conservation projects in more than 60 countries.

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 WCS Cambodia program is growing rapidly! We are expanding our family and are looking for applications from qualified candidates to fill the Monitoring and Evaluation Officer for a new four year project funded by the EU. The "Our Tonle Sap" Project adopts an integrated landscape approach to strengthen resilience to environmental change in ecosystems, communities and biodiversity throughout the Tonle Sap Biodiversity Reserve. The Project has six co-applicant partners. The Project works simultaneously across multiple scales with government, communities and the private sector. It will enhance management and restoration of critical habitats to facilitate resilience to environmental change by improving government and community management of protected areas, developing and implementing community-level fire management plans, piloting community-managed vegetation rehabilitation and silviculture, and developing ecologically resilient livelihoods that protect floodplain habitat. The Project will also address the drivers of environmental change by supporting national and sub-national government to develop policy that incorporates adaptation and sustainability considerations, and working with development agencies, banks and the private sector to improve environmental and social practices.

RESPONSIBILITIES:

The M&E Officer will work closely with the Project Lead and Project Manager to monitor project progress and impact against the project M&E plan. The M&E Officer will ensure that all relevant documents are collected and kept in the M&E system. She/he will collect, enter and track data in the M&E system in collaboration with project staff in Phnom Penh and project sites, including WCS staff, project partners and sub-grantees.

1. M&E Support:

- Lead on all M&E initiatives of the Our Tonle Sap project including monitoring data quality, tracking the progress of activities, and contributing to staff capacity building initiatives as necessary
- Provide monitoring and evaluation services and documentation of Our Tonle Sap project
- Assist and support Our Tonle Sap project staff in reviewing sub-grantee reports to ensure high quality reports are submitted on time
- Assist and support Our Tonle Sap project staff in collecting and reviewing/analyzing weekly reports to identify the causes of potential bottlenecks in the project implementation and to enhance quality of reporting

- Develop and strengthen planning, monitoring and evaluation procedures
- Monitor all EU TSBR project activities for both WCS and project partners using the project M&E plan
- Assist in developing project outputs, outcome, and impact indicators for the project success
- Assist in collecting and compiling results and challenges with constructive feedback and recommendation to management team and field implementation staff
- Assist in conducting capacity assessment on the existing M&E tools and systems of project partners to ensure each partner has sufficient tools and systems in place for reporting
- Routinely monitor project implementation and performance and report to both WCS and partners
- Assist in providing inputs, information and statistics for weekly, monthly, quarterly, and annual reports to the Project Lead
- Participate in annual project reviews and planning workshops and assist management in preparing relevant reports
- Assist and support M&E of the effects and impact of the project
- Assist in project coordination to ensure effective implementation of M&E system
- 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:

- Bachelor's Degree in Administration, Information Management, Environment or other relevant academic background.
- 3 to 5 years' experience in implementing M&E.
- Experience in design of M&E systems is an asset.
- Experience in environmental conservation, or community development.
- Experience in data collection, especially managing data collection in the field.
- Capacity to produce high-quality briefs and reports in both Khmer and English.
- Good communication skills and strong facilitation skill.
- Good level of proficiency in Windows Excel and quantitative analysis.
- Ability to work under pressure environment.
- Good English communication skill, oral and written.

PREFERRED QUALIFICATIONS AND PERSONAL COMPETENCIES

- Experience working in EU M&E is preferred
- Willing to take initiative
- Willing to travel extensively at project sites