

**ឧបសម្ព័ន្ធទី ១ “សេចក្តីបញ្ជាក់អំពីការកត់ វិសាលភាពនៃការងារ”**

**ATTACHMENT 1 – TERMS OF REFERENCE**

**The Wildlife Conservation Society**

**WCS Cambodia Program**

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Position : Ecotourism Team Leader KSWs  
Project Name : Keo Seima Wildlife Sanctuary (KSWs)  
Duty Station : Keo Seima Wildlife Sanctuary (Monduliri Province)  
Report to : Private Sector Engagement Specialist

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**BACKGROUND**

**Keo Seima Wildlife Sanctuary**

Since 2000 the Wildlife Conservation Society (WCS) has been helping to conserve a landscape of exceptional importance for wildlife in southern Monduliri Province, Cambodia. By providing both financial and technical support to the Government’s Ministry of Environment (MoE), WCS hopes to secure the long-term integrity of the forests of this landscape, its wildlife, and the livelihoods of its indigenous communities.

**Ecotourism**

WCS’s ecotourism projects ensure that there is fair income for local staff and guides from the village, as well as Community Development Contributions paid by tourists when tourists see target species or other attractions, linking community-level income with the ongoing presence of key wildlife species and forest. Park entrance fees paid by tourists are given to the Department of Environment, supporting conservation work within KSWs.

WCS is expanding its ecotourism team in Keo Seima Wildlife Sanctuary (KSWs). To date WCS has focused on the establishment and development of the community-based Jahoo Gibbon Camp in Andong Kraloeng village. However, there are a number of other locations in KSWs which are already of interest to ecotourists, and other locations that could be developed for ecotourism. As the ecotourism team expands there is a need for a leader for the ecotourism team, who can ensure that WCS’s vision for ecotourism in KSWs is clearly implemented.

**Key skills**

- This position requires an individual who is able to travel to and work in remote villages for up to 3 weeks at a time, with Monduliri as home base.
- The applicant must speak Khmer, with English language skills a strong asset.

**MAIN TASKS**

**Ecotourism**

- Review the ecotourism situation and opportunities at KSWs, and with the assistance of the Private Sector Engagement Specialist, MoE, Provincial Department of Environment (PDoE), local communities and WCS, develop a KSWs Ecotourism Strategy
- Work closely with WCS Keo Seima Conservation Project’s, conservation, business and community advisors, and local government and stakeholders to implement WCS’s ecotourism development strategy.
- Assist PDoE in development of ecotourism guideline
- Supervise the WCS KSWs Ecotourism Team to implement the KSWs Ecotourism Strategy
- Oversee ecotourism staff that conduct market research through tourist and tour operator surveys and community and government attitudes surveys.
- Provide relevant training as need to ecotourism team, community and DoE counterparts

- Facilitate and lead meetings with PDoE and local tour operators to discuss ecotourism and support community to ensure that they get proper benefits from ecotourism activities.
- Assist the Ecotourism Subcommittee and Village Committee in monitoring success of the ecotourism project and compliance to agreements, as well as supporting WCS' own comprehensive impact monitoring framework.

#### **General**

- Manage budgets, equipment, and infrastructure in accordance with WCS Cambodia policy.
- Attend meetings and conferences when requested.
- Conduct other project related activities with consultation and agreement of project managers.
- Help develop and deliver capacity building workshops with local communities, stakeholders and government officials.
- Develop and maintain communications with key stakeholders including organizations and the private sector.
- Other duties when requested

#### **Reporting**

- Prepare or support production of technical reports as required, covering ecotourism activities.
- Prepare reports on other activities on request from the project manager or program director.
- Provide summary reports of activities and personnel at a frequency to be agreed with project manager and program director.
- Produce monthly work plans, and submit personal timesheets and work diaries.

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.

#### **Qualification:**

- Bachelor's or Master's degree in tourism, natural resource management, rural development or related field
- At least three-year experience in on community organizing/development, especially in alternative livelihoods development and or eco-tourism development in Cambodia
- Experience in training and facilitation skills
- Strong facilitation, presentation, coordination skills, a good understanding resource management in the rural context
- Excellent interpersonal communication skills, ability work independently as part a team
- Good speaking, reading, and writing skills in English
- Bunong language is a plus
- Good analytical/problem solving critical thinking skills
- Good Computer (MS Words, Excel and PowerPoint)