

TERMS OF REFERENCE
Wildlife Conservation Society
WCS Cambodia Program

Staff Name :
Position : Keo Seima Monitoring and Evaluation (M&E) Officer
Project Name : Keo Seima Landscape
Duty Station : Senmonorom, Mondulhiri Province
Report to : Monitoring and Evaluation Specialist

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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 supporting M&E works in Keo Seima landscape. WCS has multiple donors funded to Keo Seima Wildlife Sanctuary for implementing different activities to conserve forest and protect wildlife as well as contributing to sustainable development of indigenous and local communities in and around KSWS.

RESPONSIBILITIES:

The M&E Officer will work closely with the Monitoring and Evaluation Specialist and Monitoring and Evaluation Officer based in Phnom Penh to monitor project progress and impact against the project M&E plan. The M&E Officer MDK 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 KSWS staff in Phnom Penh and MDK, including WCS staff, partners and sub-grantees.

1. M&E Support:

- Assist Senior M&E Officer (PP) and Specialist for collecting data on a regular basis to measure achievement against the performance indicators, monitoring data quality and evaluate the progress of activities
- Work closely with all KSWS staff to ensure all the activities created in the M&E online database with all supporting documents requirements
- Work closely with M&E Officer (PP) to create beneficiaries per activity into the online database
- Maintain and update monitoring database to evaluate the progress and impacts of the projects by collecting data from all KSWS staff
- Provide constructive feedback on the data quality to KSWS staff through official meetings and/or individual
- Regular travel and visit all target villages to identify and support capacity building to KSWS staff and partners regarding M&E tools.
- Assist in project coordination to ensure effective implementation of M&E tool

2. Data Entry and management

- Assist Senior M&E Officer (PP) and Specialist in creating a framework and procedures for the monitoring and evaluation of project activities.
- Assist creating clients profile and ensure it is not double/multiple profile for one person
- Assist tag clients profile into the activity and ensure the project staff select the right indicator
- Managing and safeguarding data collection and train project staff for data storing
- Follow-up filing systems with project staff to ensure up-to-date and streamlined
- Work with Senior M&E Officer (PP) and M&E specialist to ensure quality implementation and adherence to minimum requirement standards for KSWs activities.

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 M&E is preferred
- Willing to take initiative
- Willing to travel extensively at project sites