

ATTACHMENT 1 – TERMS OF REFERENCE

The Wildlife Conservation Society WCS Cambodia Program

Staff Name :
Position : REDD+ Compliance Monitoring and Grievance 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, this large program has a history of innovative work in the field of sustainable financing for conservation, including REDD+ (Reduced Emissions from Deforestation and forest Degradation). Two of the three landscapes are designated demonstration sites for the national REDD+ readiness process, and both of these include project areas seeking to sell credits on the voluntary carbon market. The Royal Government of Cambodia, through a long-running partnership with WCS, has sold to private companies the carbon credits from a climate change mitigation project in Keo Seima Wildlife Sanctuary (KSWS). The net revenues from carbon sales in Keo Seima REDD+ project will benefit local communities through activities such as community-chosen development projects and livelihood improvement activities. These activities will be implemented through REDD+ benefit sharing agreement and performance-based payments mechanism. This mechanism will be supported by a Compliance, Monitoring, and Grievance Unit, which will (a) inform benefit distribution based on compliance with Cambodian law, Protected Area regulations, and conservation agreements; and, (b) facilitate communities to use a grievance mechanism to report issues with the project, and follow up to address grievances.

Job Responsibilities

- Maintain the REDD+ compliance database of KSWS REDD+ target villages, which is to be used to track the participation of community in forest protection, conservation engagement, and community development activities;
- Enter data correctly and accurately into the database;
- Collaborate with relevant WCS teams (Community, Law Enforcement and GIS Teams) and community to collect data/information for REDD+ compliance database;
- Collaborate with community team to regular communicate REDD+ compliance monitoring results in REDD+ target villages;
- Assist to produce annual reports of REDD+ 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.);
- Coordinate with Community Team to provide orientation on the project grievance redress mechanism in REDD+ target villages;
- Facilitate conflict resolution when any grievances are received that are caused by the implementation of the project or use of the grant funds provided under community REDD+ benefit sharing agreement;

- 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;
- Work as a team to support Ibis rice compliance work;
- 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