

**TERMS OF REFERENCE**  
**Wildlife Conservation Society**  
**WCS Cambodia Program**

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<b>Name</b>	
<b>Position</b>	Compliance Monitoring Unit Officer
<b>Duty Station</b>	Preah Vihear town
<b>Landscape</b>	Northern Plains Landscape, Preah Vihear, Cambodia
<b>Work locations</b>	Kulen Promtep Wildlife Sanctuary Chhep – Prey Preah Rokar Wildlife Sanctuary Phnom Tbeng National Heritage Park
<b>Direct reports</b>	None
<b>Reporting line</b>	Communities Technical Advisor Landscape Technical Advisor Project Manager

**Background:**

The Northern Plains Landscape contains populations of highly threatened bird, mammal and plant species, which are subject to an integrated program of conservation interventions to ensure their long-term survival. The Wildlife Conservation Society (WCS) works in partnership with the government of Cambodia, NGO partners and local communities to implement protected area management, biodiversity monitoring, community conservation and law enforcement activities across the landscape. Three Payment for Environmental Services (PES) programmes have been designed to complement protected area management in the Northern Plains: a community managed ecotourism program that links income to bird and habitat protection (initiated in 2005); a program providing premium prices for agricultural goods if households limit field expansion to within agreed land use plans (Ibis Rice; initiated in 2008); and direct payments conditional upon the protection of nests of globally threatened birds (initiated in 2003). The programs are managed at the village level by community organizations, supported WCS's local partners, the Sam Veasna Center for Wildlife Conservation (SVC) and Sansom Mlup Prey (SMP).

In 2008, WCS initiated a long-term research program with the goals of:

- Monitoring and measuring compliance with the conditions attached to the program.
- Understanding the extent to which the payment programs are succeeding at changing local behavior in order to reduce threats to species and their habitats, such as land or wetland clearance and hunting.
- Documenting environmental impacts, in particular changes in deforestation rates from 2002.
- Documenting livelihood impacts, using a panel of around 1,000 households, sampled in 2008, 2011 and in 2014.

**Duties**

- Maintain ACCESS database and standardized Excel PivotTable for all data recording and fixing formulation or coding of conservation programs (IBIS RICE, Ecotourism, and Bird nest protection program)

- Perform routine back-up on the WCS server/OneDrive and external hard drives (on a monthly basis)
- Conduct the PES program analysis to support decision-making and enable the program to follow regulation, bylaws and conditions and communicate the program effectiveness and impact to stakeholders
- Create, circulate and train on the use of simple and effective data capture tools for program staff to provide timely and accurate data from the field
- Prepare training and outreach materials explaining the compliance review process both to program staff; NGO local partner and to potentially affected persons
- Collaborate with LE/SMART teams to ensure the timely retrieval of PDoE information on individuals engaged in rule-breaking/illegal activity 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 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, 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
- Produce an annual compliance report (with support from Technical Advisors) according to the standardized template at the close of the annual compliance cycle (report due June/July)
- Support the Governance Team Leads in the implementation of Free, Prior and Informed Consent (FPIC) for REDD+ projects in the Northern Plains
- Assist the Governance Team Leads in the identification of target communities, design of grievance mechanism and benefit sharing policies
- Provide compliance data for specific reporting needs, as requested (for donor reports, researchers, etc.)
- Maintain and develop good relations with relevant teams and donors through high-quality, timely reporting and coordinating
- Ensure the inventory, care and maintenance of all compliance unit equipment
- Ensure project implementation is in line with donor and WCS policies and procedures
- Any other duties as directed by your supervisor

### **Qualifications and Experience**

Applicants should have a minimum of a Bachelor's degree in a related subject, and should speak, read, and write Khmer fluently, with English language skills highly desirable.