

## ATTACHMENT 1 – TERMS OF REFERENCE

### The Wildlife Conservation Society

#### WCS Cambodia Program

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**Position** : SMART Officer  
**Department** : SMART  
**Project Name** : Keo Seima Wildlife Sanctuary (KSWS)  
**Duty Station** : Senmonorum, Mondulkiri Province, Cambodia  
**Report to** : National SMART Manager

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#### Background

Keo Seima Wildlife Sanctuary (KSWS) is a biologically and culturally rich protected area on a deforestation frontier. It is located in Mondulkiri and (marginally) Kratie provinces, towards the southern edge of a swath of protected areas totaling more than 1 million hectares. It contains much of the remaining semi-evergreen forest within the wider landscape, and supports globally significant populations of endangered primates and elephants.

The Spatial Monitoring and Reporting Tool (SMART) is a tool for measuring, evaluating and improving the effectiveness of law enforcement patrols and site-based conservation activities. SMART aim for any wildlife/aquatic crime prevention and observe of potential species which are leading to loss. Anyway, SMART is a tool that can identify with clearly location of the illegal activities and any observations with the detail information. Moreover, SMART is also designed to help protected area/conservation area manager in a better plan, evaluate and implement their activities effectively and efficiency.

To support Provincial Department of Environment and local communities to better protect Keo Seima Wildlife Sanctuary, WCS requires a SMART Assistant to assist SMART Officer on the SMART Patrol data collected from the field teams such as Law Enforcement, Community Patrol Teams and Biodiversity team. This position provides technical support on SMART data entry/importing, field data verification included SMART data collection from law enforcement ranger patrols, local community patrols, biodiversity research teams, tracking reports and follow up the actions as well as SMART Mobile coaching to field patrol teams.

#### Duties and Responsibilities will be as follows:

- Collect SMART Data from Community Patrol teams as well as Biodiversity team (related to SMART data) in KSWS, follow up and quality control;
- Provide prompt technical assistance to solve technical problems with SMART Mobile application instated in rugged smartphone;
- Implement SMART database management works in Keo Seima Wildlife Sanctuary to ensure that the patrol effort, threat data and key species data are collected, entered/imported correctly, and the report are produced on time for Supervisor, Projection Manager and Technical Advisor;
- Update the SMART database for KSWS and synchronize those into the master database in Phnom Penh office;
- Provide follow up meeting with project teams to make sure data is being recorded and collected correctly for conducting the monthly meeting report;

- Assist Supervisors, Project Managers, and Technical Advisors in identifying management interventions using SMART outputs and organizing any compulsory document related to SMART works;
- Assist with patrol planning as well as a whole project planning;
- Assist the training/refresher training to project staff and/or community members;
- Keeping up-to-date on SMART database and software development;
- Checking and follow up the equipment and materials for patrolling;
- Provide technical support on spatial target planning with field patrol team included Community Patrol and Biodiversity team who collecting SMART data;
- Any other relevant duties as required by Supervisor;

**Qualifications**

- At least Bachelor's in natural science, and/or spatial monitoring;
- At least 3 years of experiences working in a similar position, in particular experience of protected area management in Cambodia;
- Experience with natural resources management or conservation;
- Strong interest in protecting the natural resources of Cambodia;
- Experiences with SMART software and also GIS
- Computer skills mandatory, proficient in MS Office;
- Strong analytical and interpretative problem solving skills;
- Willing to spend considerable time in remote areas, forest campsites when conducting field training and coaching activities;
- Strong leadership and interpersonal skills, solid programming, strong coaching, and planning skills;
- Good communication skills;
- Good commitment and working well with and contributing effectively to a multicultural team;
- Good command of English language;
- Willingness to obtain new skills.

**Expected outputs:**

- A well-maintained SMART database for KSWS.
- Regular monthly report of the threats and key species in project sites, and periodical SMART output.
- Routine and special reports as needed.
- Training to field patrol data collector as required.

**Responsible to:**

- National SMART Manager
- Project Manager
- Site Technical Advisor

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.