



for a living planet®

**WWF-Cambodia**

21, Street 322,  
Boeung Keng Kang I,  
Phnom Penh, Cambodia  
P.O. Box: 2467

Tel: +855 23 218 034  
Fax: +855 23 211 909

[www.cambodia.panda.org](http://www.cambodia.panda.org)  
[www.panda.org/greatermekong](http://www.panda.org/greatermekong)  
[wwfcambodia@wwfgreatermekong.org](mailto:wwfcambodia@wwfgreatermekong.org)

Annex 1:

### JOB DESCRIPTION

<b>Position title</b>	:	M&E Officer, WWF-Cambodia
<b>Directly reports to</b>	:	Private Sector Engagement Manager, WWF-Cambodia
<b>Technically report to</b>	:	Program Development and M&E Coordinator, WWF-Cambodia
<b>Location</b>	:	EPL Office, Mondulhiri Province

### Position Summary:

WWF's mission in Cambodia is to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature. WWF's core values are: Knowledgeable, Optimistic, Determined and Engaging. The WWF-Cambodia programme is part of WWF's regional Greater Mekong Programme operating in Thailand, Laos, Myanmar, Vietnam and Cambodia.

One of the country programs namely the Private Sector Engagement Program is established to promote sustainable land use and responsible investment within the Easter Plains Landscape (EPL). Under this program, there are two main strategies that focus on sustainable commodities to reduce carbon footprints and deforestation caused by irresponsible agricultural practices and investment. The other one is sustainable mining development which intends to foster inclusive and responsible mining practices that benefits all. Currently, the program has one regional project (Cambodia, Myanmar and Thailand) to transform sustainable rubber production funded by the Federal Ministry for Economic Cooperation and Development (BMZ) through Welthungerhilfe (WHH). This project feeds into the sustainable commodities strategy of the program.

This project is called the development of a multi-actor partnership in South-East Asia to promote sustainable agricultural value chains in the rubber sector. In short, it is called the BMZ-MAP project which aims to build a multi-actor partnership (1) to promote transparent, fairer and sustainable rubber supply chains, (2) to promote sustainable rubber production, and (3) to contribute livelihood conditions of smallholder farmers, indigenous peoples and workers. In Cambodia, the project targets in Eastern Plain Landscape (EPL) in Mondulhiri province.

To support the function of the program/project, WWF-Cambodia is looking for one **national** qualified candidate to fulfill the position as **Monitoring and Evaluation (M&E) Officer for BMZ-MAP Project**. Initially, this position will focus on the BMZ-MAP project, however it is envisaged that the scope of the role will grow over time. The strong preference is for this role to be based in Sen Monorom, Mondulhiri Province with time spent in Phnom Penh, however we would consider a base in Phnom

President: Yoianda Kakabadse  
Director General: James P. Leape  
President Emeritus:  
HRH The Duke of Edinburgh  
Founder President:  
HRH Prince Bernhard of the Netherlands

Registered as:  
WWF-World Wide Fund For Nature  
WWF-Fondo Mondiale per la Natura  
WWF-Fondo Mundial para la Naturaleza  
WWF-Fonds Mondial pour la Nature  
WWF-Weit Natur Fonds  
Also known as World Wildlife Fund



**for a living planet<sup>®</sup>**

Penh with frequent travel to Mondulkiri for the right candidate. The M&E Officer, under direct supervision of Private Sector Engagement Manager, will be responsible for ensuring that the project has an efficient M&E Plan and system in place for sound monitoring, tracking and reporting on the progress of identified indicators and annual project action plan, using M&E systems and tools. The M&E Officer will also provide capacity building and advice to the landscape team on M&E related matters to ensure that everyone understands about the M&E system and requirement, and provide the M&E inputs in support to the success of the project.

## **I. Major Responsibilities:**

### **A. Strengthening outcome / program / sectorial M&E practices**

- Responsible for providing technical oversight & support for establishment and maintenance of routine monitoring systems, presentation of findings to program management and building staff competencies in M&E;
- Work with Program/project staff to ensure that project design in proposals is logically sound, beneficiary-informed and contextually appropriate, based on learning from previous projects and technical best practice, and includes a Theory of Change.

### **B. Responsible for ensuring that detailed and feasible program/project monitoring plans are developed in a way that:**

- Lead the development of a comprehensive M&E Plan and System of the project/program;
- Works closely with relevant technical staff to prepare program database including organizing field surveys, and ensure ethical and safe collection, analysis and storage of data;
- Work with stakeholders in monitoring and analysing data, and ensuring effective communication of results to key audiences;
- Support the Program Manager and BMZ MAP Project Manager in designing and tracking work plans progresses;
- Coordinate, through a consultative process, the tracking of the specific tasks, activities, results and objectives that the Program/ Project will deliver;
- Contribute to program management through timely processing and dissemination of M&E findings and best practices to facilitate evidence-based planning, adaptive learning and program decision-making;
- Work with project/program staff to provide M&E inputs for reports writings during project/program implementation.
- Undertake periodic review of the implementation and operation of the monitoring and reporting mechanism; including the preparation of best practices and lessons learned.
- Assist in conducting regular analysis and action planning meetings to (1) compare data against project milestones, targets, and quality expectations across project sites; (2) identify issues requiring further attention; (3) define action needed and assign responsibility and deadlines;



**for a living planet®**

- Lead design and planning of beneficiary selection criteria in collaboration with technical staff;

**C. Facilitation of organizational learning**

- Assist in conducting and documenting end of project learning reviews, and sharing lessons learned and best practices, incorporating these into new project designs;
- Assist in identifying, documenting, storing and sharing lessons learned that have implications for refinement of best programmatic practice.

**D. Establishing cross-cutting M&E systems within the landscape**

- Responsible for compiling routine data across sites and for cross-cutting strategic objectives
- Responsible for establishing program core indicator tracking sheets &/or dashboards
- Responsible for establishing cross-sectorial approaches to monitoring (for example for activities being undertaken by more than one sector, or beneficiary counting)
- Assist in completing quarterly Monitoring for Action project assessments and identifying projects in need of targeted support.
- Responsible for providing technical oversight and leadership for cross-cutting thematic M&E (such as trainings and sensitizations, beneficiary accountability mechanisms and establishing coherent approaches to beneficiary counting)

**II. Requirements:**

**Education and Experiences:**

- University degree, at least Bachelor's Degree in Environmental Sciences or a comparable field of study;
- Advanced training in M & E;
- At least 5 years working experience in M&E related environmental issues and/or responsible investment;
- Experience with practical field implementation of natural resource management and related result-based management oriented monitoring system;
- Knowledge of program design (mainly log-frame or similar frameworks), monitoring and evaluation;

**Abilities and Skills:**

- Excellent knowledge and use of English language;
- Strong analytical skills;
- Experience and skills in training and transfer of knowledge;
- Excellent communication, interpersonal and facilitation skills;
- Ability to follow deadlines, accuracy and attention to detail;
- Ability to liaise with senior management staff, relevant staff in different functional areas.



**for a living planet<sup>®</sup>**

- Passionate about wildlife and conservation with the ability to galvanize the Network and broader community around a shared agenda;
- Experience with strategy and programme development, including successful fundraising.
- Possess good Project Management, planning, time management, coordination; Good command of English language, both oral and written communication skills. Any other language, especially another Greater Mekong dialect is advantageous.
- Ability to travel extensively and at times to do this with very short notice.
- Proven technical skills in monitoring and evaluation, including experience with multi-sectorial and multi-donor funded programs and experience with qualitative and quantitative data collection and analysis;
- Proven abilities in developing monitoring plans, data collection, information management, use of databases, and analysis and performance monitoring;
- Demonstrated ability to train and build capacity of others;
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity;
- Adheres to WWF's brand values: Knowledgeable, Optimistic, Determined and Engaging;
- Demonstrates WWF behaviours in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly.

### **III. Working Relationships:**

1. **WWF- Cambodia internal:** work under supervision of and report directly to the Project Manager with technical report to M&E Coordinator. Coordinate and support landscapes staff on a regular basis related to M&E matters. Liaise and contact with relevant WWF Network teams related to Monitoring and Evaluation work to provide inputs and seek supports when required.
2. **External:** Interacts with donors, NGO partners, society organization when required.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Prepared by Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by HR Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Country Director: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by Staff member: \_\_\_\_\_ Date: \_\_\_\_\_