



## Terms of Reference (ToR)

**Position: Senior Community Officer**

**Duty Station:** NatureLife Cambodia Phnom Penh Office, with frequent travel to Koh Kapik Ramsar Site in Koh Kong Province

**Contract Duration:** One-year contract with possibility of extension, subject to performance and funding availability

**Expected Start Date:** As soon as possible

### 1. Background

NatureLife Cambodia (NLC), previously known as the Cambodia Programme of BirdLife International, has been working since 2004 as a national conservation organization. Its mission is to protect Cambodia's threatened species and ecosystems while promoting sustainable livelihoods and community resilience. NLC achieves these goals through close collaboration with government agencies, local communities, and development partners, focusing on effective conservation and sustainable natural resource management throughout Cambodia.

Recently, NLC has received funding from the 30x30 Southeast Asia Ocean Fund, administered by the Asia Community Foundation, to implement a 3-year project *"Empowering Coastal Communities for Biodiversity Conservation and Sustainable Livelihoods at Koh Kapik Ramsar Site, Cambodia"*. The project aims to strengthen biodiversity conservation and community stewardship at Koh Kapik Ramsar Site through an integrated approach that combines community-based conservation, sustainable livelihood development, environmental education, and policy advocacy. This project will involve building the resilience of coastal communities technically and financially through capacity enhancement in biodiversity protection and monitoring, supporting sustainable livelihood initiatives, raising awareness and empowering youth and women, and advocating recognition of Koh Kapik as a second international flyway network site. It is expected to contribute to the Kunming Montreal Global Biodiversity Framework (GBF) and Cambodia's national targets for wetland conservation to protect 30% of marine protected areas by 2030.

### 2. The Overall Purpose of the Position

The Senior Community Officer will play a key role in implementing community-based conservation and livelihood activities under the project. The position will focus on strengthening community governance, supporting sustainable livelihood enterprises, enhancing stakeholder engagement, and ensuring effective implementation of project activities within the two target Community Protected Areas (CPAs), (namely Koh Kapik and Koh Sraloa) at Koh Kapik Ramsar Site.

### 3. Reporting and Working Relationship

The Senior Community Officer will work closely with CPA committees, local authorities, government, partner NGOs, and community members to achieve project outcomes and ensure long-term sustainability of conservation interventions.

The Senior Community Officer will report directly to the Project Manager and work closely with Biodiversity and Law Enforcement Officer, project team members, government, and partner organizations.

## **4. Key Responsibilities**

### **Community Engagement and Capacity Building**

- Coordinate project implementation in the two target CPAs and maintain strong relationships with CPA committees, communities, local authorities, and stakeholders.
- Strengthening CPA committee capacity in governance, planning, financial management, reporting, and conservation management.
- Facilitate community meetings, consultations, workshops, and stakeholder engagement activities.

### **Sustainable Livelihood Development**

- Coordinate and oversee livelihood activities, including community fisheries enterprises, savings groups, and other income-generating initiatives.
- Provide technical and organizational support to producer groups and community enterprises.
- Monitor enterprise performance and support communities in improving business planning, financial management, and sustainability.
- Promote women's participation and leadership in livelihood activities and community governance.

### **Project Coordination and Implementation**

- Prepare activity plans and coordinate implementation of project activities in line with approved workplans, budgets, and targets.
- Organize training, workshops, awareness campaigns, study visits, and coordinate closely with partners and government agencies.
- Ensure timely delivery of project outputs and achievement of targets.

### **Biodiversity Conservation and Monitoring**

- Support biodiversity monitoring, community-based conservation, data collection, and reporting in collaboration with the Biodiversity and Law Enforcement Support Officer.
- Assist CPA patrol teams, law enforcement initiatives, and coordination with partners and government agencies to strengthen biodiversity protection.

### **Awareness Raising and Youth Engagement**

- Support Project Manager in implementing environmental education, awareness raising, and youth engagement programs.
- Facilitate participation of schools, youth groups, women, and local communities in conservation activities.
- Promote conservation awareness and stewardship among local stakeholders.

### **Monitoring, Reporting, and other duties**

- Monitor project progress and provide regular feedback to communities and project management.
- Prepare monthly, quarterly, and activity reports as required.
- Maintain accurate records of project activities, participant data, and project achievements.
- Document lessons, success stories, and best practices.
- Represent NatureLife Cambodia at meetings, workshops, and stakeholder consultations when requested.
- Perform other project-related duties assigned by NLC

## **5. Qualifications and Experience**

- Bachelor's degree in Natural Resource Management, Community Development, Fisheries, Environmental Science, Rural Development, Social Sciences, or a related field.
- At least 3 years of relevant experience in community development, natural resource management, conservation, fisheries, or rural livelihood programs.

- Experience in coastal or wetland conservation, Ramsar Sites, protected area management, or community fisheries is an advantage.
- Experience working with community-based organizations, protected areas, and facilitating community meetings, training, and stakeholder consultations.
- Strong understanding of community livelihoods, conservation challenges, sustainable natural resource management, and community-based conservation approaches.
- Experience supporting women's empowerment, youth engagement, and community enterprises is desirable.
- Strong communication, facilitation, interpersonal, report writing, and documentation skills in Khmer and English, with proficiency in Microsoft Office.
- Ability to work independently and in multidisciplinary teams, with willingness to travel extensively to remote field locations.

## 6. Application Process

Salary and benefits are negotiable and commensurate with experience. Interested candidates should submit a CV and cover letter (clearly indicating the position applied for) to **Mr. Bou Vorsak** (CEO of NatureLife Cambodia) via email at [admin@birdlifecambodia.org](mailto:admin@birdlifecambodia.org)

Applications should not exceed 1 MB in size and must be submitted no later than **10 July 2026**. Only shortlisted candidates will be contacted.