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WWF-Cambodia

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wwfcambodia@wwf.org.kh

TERMS OF REFERENCE

Position title:	Internship for ACCESS Project (funded by EU)
Reports to:	Project Manager for Civil Society Organization
Supervises:	N/A
Location:	Based in WWF EPL Office, Monduliri Province

Background

Advancing CSOs' Capacity to Enhance Sustainability Solutions (ACCESS) project aims to support forest-dependent communities in Phnom Prich Wildlife Sanctuary (PPWS) and Srepok Wildlife Sanctuary (SWS) covering 40% of the land area of Monduliri Province, the least populated, most forested, and among the richest provinces in natural resources (soil, timber, and mineral) in Cambodia. These two Wildlife Sanctuaries provide agriculture and Non Timber Forest Products (NTFP)-based subsistence livelihoods to over 6,000 households (30,000 individuals) in 34 villages including 8,000 indigenous people. A majority of these communities has been living there for generations, sustaining themselves from the forest and being directly responsible for the conservation of their forest resources, including preserving biodiversity for future generations, educating and encouraging others to participate in natural resources conservation, and sustaining their consumption and income generation.

To effectively support communities and engaging active contribution of other stakeholders in sustainable resource management, ACCESS project is looking for qualified (highly committed and active) interns to assist activity implementation.

I. Major Functions:

The intern will assist activity implementation of CSO project on institutional strengthening, assessment, and awareness raising.

II. Major Responsibilities

- Assist field implementation activity of CSO project include facilitation, training, coaching, monitoring, reporting, and developing necessary concept as needed
- Support preparation for meeting, workshop arrangement, and donor visit.
- Assist CSO project to conduct socio-economic survey (data collection and data entry) and other assessment as needed.
- Assist to deliver environmental education and outreach at target villages with join collaboration of awareness unit of WWF and Provincial Department of Environment.

III. Working Relationships:

President: Pavan Sukhdev
Director General: Marco Lambertini
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-Welt Natur Fonds. Formerly World Wildlife Fund

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Internal: Community engagement unit, administration unit, environmental education unit, and other relevant project and thematic.

External: Community protected area, villages and communes, protected areas, NGOs, and other relevant stakeholders.

IV. Requirements:

- Fresh graduate or being a university student of environment, biodiversity conservation, forest science, rural development, social science, business, or other related field.
- Practical experience in conducting survey and community facilitation is an advantage.
- Knowledge of relevant software applications including MS Office (Microsoft Office: Word, Excel, and Power Point).
- Active, fast learner and highly committed individual.
- Willingness to take initiative and challenges.
- Good interpersonal, communication skill and positive attitude (patient, reliable, hard working).

V. Job Competencies:

WWF Focus

- *Acts as a member of One WWF, placing higher priority on WWF's goals than own goals and anticipating the effects of own area's actions on others to ensure holistic WWF outcomes.*
- *Demonstrates WWF behaviours in way of working: Strive for Impact, Listen Deeply, Collaborate Openly, Innovate Fearlessly;*
- *Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging*



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Annex II

**WWF International¹
Conflict of Interest Disclosure Form**

Instructions to All Staff: Please read below, and complete the Acknowledgment and Disclosure Form that appears at the bottom of this document, and return it to your Human Resources senior officer with a copy to your supervisor. This form should be completed and signed on an annual basis. You will be advised of such update requests by your Senior Management Team.

Conflict of Interest Policy

Every staff member of a WWF International Programme Office (or other office ultimately reporting into WWF International) is required to be familiar with and in compliance with the Conflict of Interest policy, which forms part of the WWF International Human Resource Policies and Procedures (version March 2012, see section 1.4 "Conflict of Interest"). The link to these policies and procedures is as follows

<https://sites.google.com/a/wwf.panda.org/global-hr-exchange/policies-and-procedures>.

As per this policy, each staff member must make annual disclosure of potential conflicts of interest, as described below.

What is a "Conflict of Interest"?

There is a potential conflict in any situation in which questions might be raised whether a decision was made solely for the benefit of WWF and to advance the cause of conservation, or whether there were competing concerns, most notably gain or favor for an individual associated with WWF, his or her family, or organizations related to such persons.

For instance, the following would present potential conflicts (please also refer to the Policy):

- a department is evaluating a proposal from a consultant who has a close relative on our staff
- a proposed recipient of an award or stipend is related to someone at WWF
- an employee wishes to hold public office or serve on the board of a local conservation organization or an advisory committee of a corporate partner
- a staff member who volunteers for another organization is asked by that organization to fundraise
- an employee receives non-monetary gifts from a third party above a reasonable value (e.g., at WWF International this value is CHF 50), unless made available to the whole team, or placed in a common area. (Receipt of monetary gifts is strictly forbidden.)
- a vendor offers a staff member free merchandise in exchange for continuing business
- a staff member takes on paid work from another organization, or receives payment for services as a consultant

¹ National Organizations are encouraged to adapt this template for their own use.



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- a staff member is a part owner of or has a financial interest in any third party dealing with WWF
- an employee engages in outside activity that will materially affect obligations to WWF, competes with WWF's activities, jeopardizes WWF's reputation or ongoing work, involves WWF assets, or implies WWF support of the activity.
- an employee's spouse works for WWF

These are only a few examples meant to illustrate the concept of possible conflict of interest. In each instance, the situation needs to be disclosed and reviewed *in advance* as described below. Staff members are required to be familiar with this policy and are accountable for compliance with it.

Required Disclosure

All staff. Staff with a potential conflict of interest must make disclosure of the situation and all relevant facts to their supervisor and/or senior management team at the earliest possible juncture (and well before any decision is made or expected regarding the particular situation that raises a concern about a conflict). Staff should consult their supervisor, the senior Human Resources officer for their office, or PO Representative or Country Director with any questions or for help in preparing the disclosure form.

In addition to the ongoing obligations of all staff members to disclose potential conflict situations, staff must sign an "Annual Acknowledgment and Disclosure Statement," a copy of which is attached. **Annual disclosure of relationships and potential conflicts does not relieve staff of the obligation to raise a particular potential conflict when it arises.**

Annual Acknowledgment and Disclosure Statement Form²

_____ I have read and subscribe to the above Conflict of Interest Policy. To the best of my knowledge, I have no conflicts as described in this policy.

Signature

Date

Name (please print)

OR

_____ I have read and subscribe to the above Conflict of Interest Policy. To the best of my knowledge, I have no conflicts as described in this policy, except those noted below or on the attached paper.

² To be completed and signed on an annual basis. The timing of this procedure is at the office's discretion, although it is recommended that it be completed during the annual performance review process, and simultaneous to the annual signed acknowledgement of the WWF International Policy on the Prevention of Fraud & Corruption



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Signature

Date

Name (please print)

Potential Conflict	Reason for Conflict
<i>Sample: Wife is CEO of local NGO</i>	<i>Said NGO receives occasional contracts from WWF</i>
1.	
2.	
3.	

Form version March 2012

Questions on this please contact WWF International's People & Organizational Development Unit or the Programme Office Management Unit



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Annex III

Instructions to All Staff and Co-contractors: Please read the document below and sign as instructed. When signed, the original of this document must be provided to the WWF office's Human Resources Manager (or equivalent) who will file it in the staff member's HR files or co-contractor's file.

Confirmation of Commitment

to the

WWF International Fraud & Corruption

Prevention and Investigation Policy

Every staff member must read the *Fraud & Corruption Policy on an annual basis*, and confirm in writing, that he or she has read, understands and commits to it. In addition, every staff member must complete a *Conflict of Interest Disclosure on an annual basis*.

Every Co-Contractor is required, as a condition to each contract with WWF, to read the WWF *Fraud & Corruption Policy*, and confirm in writing, that he or she has read, understands and commits to it

Every member of staff and co-contractor (individual or organization) must at all times act in a way consistent with WWF International's *Code of Ethics* and will not engage in fraudulent or corrupt acts.

Confirmation:

I confirm that I have read fully the ***WWF International Fraud & Corruption Prevention and Investigation Policy***, version (Updated in April 2012), I understand my responsibilities in complying with the policy, and I commit fully to complying with it.

Signed:

Print Name

Title/Department

PO/Office

Date

Co-Contract name (if applicable)
