

The Community Action for Sustainable Forests Project (CASFor)

Term Of Reference Project Coordination Officer

I. Position Information
Job Title: Project Coordination Officer Reports to: Project Manager Contract Type: Contract staff Classified Level: L5 Duration: One year with possibility of renewal
II. Background
Cambodia is highly committed to mitigating climate change and protecting its vital forest ecosystems through the continued implementation of the Reducing Emissions from Deforestation and forest Degradation (REDD+) framework. Recognizing the critical role of sustainable forest management in achieving its national climate targets, the Royal Government of Cambodia has entrusted the Ministry of Environment (MoE) with leading the national REDD+ agenda. This mandate involves coordinating across sectors to reduce deforestation, promote active forest conservation, and enhance carbon stocks, thereby ensuring that environmental protection is intrinsically linked to sustainable development and the resilience of forest-dependent communities. To strengthen national efforts and ensure alignment with evolving international standards, the MoE is currently advancing the next phase of its forestry and climate readiness. The MoE in collaboration with UNDP Cambodia, FAO Cambodia, WCS and RECOFTC and the Ministry of Agriculture, Forestry and Fisheries (MAFF) is implementing the Swiss Agency for Development and Cooperation (SDC)- funded Community Action for Sustainable Forests (CASFor) project. In addition, MoE with support from UNDP Cambodia, is also advancing the national REDD+ framework. The CASFor is aiming to promote sustainable forest management in Cambodia by strengthening community-based approaches that enhance livelihoods, ecosystem services, and resilience while contributing to national climate and biodiversity commitments. Building on existing initiatives, the project strengthens institutional coordination, monitoring infrastructure, and knowledge management to demonstrate the impact of CBFM on forest conservation and climate resilience, while leveraging lessons learned to mobilize further climate finance.

The project adopts a market-driven, participatory approach, supporting Community Forestry (CFs) and Community Protected Areas (CPAs) to align their activities with market demand, access value chains, and explore sustainable financing opportunities, including carbon markets. It also strengthens local decision-making by improving access to forest data and analysis to guide management and restoration efforts.

Additionally, CASFor enhances national forest and land-use monitoring systems by integrating community-level forest management into broader frameworks and improving data integration, system interoperability, and evidence-based reporting of Community-Based Forest Management (CBFM) contributions to climate change mitigation. Capacity-building efforts will support government institutions, particularly MAFF and MoE, to operationalize these systems and incorporate results into national reporting.

In parallel, the MoE, with strategic and technical support from UNDP, is building on ongoing work on REDD+ to scale up the country's implementation capacity. A core focus of this collaboration is the comprehensive updating of the National REDD+ Strategy (NRS) and its accompanying Action & Investment Plan (AIP). Furthermore, this partnership prioritizes the enhancement of related environmental and social safeguards, targeted capacity-building frameworks, and other critical supporting documents to establish a robust, inclusive, and highly effective REDD+ architecture across Cambodia.

III. Functions / Key Results Expected

The Project Coordination Officer, under the direction of the project manager and project director, will be responsible for the overall coordination of project activities, ensuring a proper workplan and budget is in place and implemented within set timelines, with an effective team operational and strong partnership. The officer will work closely with different departments in MoE to assure all planned workshops, technical studies and other activities are organized in a timely manner, and that they meet expected quality standards. Under the overall guidance of the MoE, the Coordinator will ensure the project produces the results specified in the Letter of Agreement between UNDP and MoE. The Officer will be required to work with UNDP Country Office to ensure coordination between the project partners and processes at the country level. S/he will be performing the following key functions:

Management

- Facilitate coordination of CASFor and REDD+ activities with the MoE.
- In consultation with MoE and UNDP Country Office, elaborate/revise the work plan and budget and submit draft workplans/budgets timely for the bi-annual budget revision process.
- Coordinate field visits, workshops and trainings with the different departments within MoE.

- Ensure administrative requirements and budgets are managed and executed in a timely and appropriate manner and within MoE, UNDP and donor rules and regulations;
- Organise all relevant project workshops in a consultative manner, involving a wide variety of forest and conservation stakeholders, including the government, private sector, NGOs, donors and academia;
- Documenting of lessons from project implementation and make reports to the MoE for more effective implementation of activities;
- Communicate all the project planned activities with the MoE, UNDP Country Office and other key stakeholders, discuss progress of the project and make timely decision on substantive issues associated with the project implementation and write meeting reports;
- Ensure a timely identification of risks in implementation and communication to MOE and UNDP Country Office;
- Prepare all relevant documents for technical meetings including progress report, presentation on the progress, challenges, lessons learnt, workplan and budget etc.
- Organise monthly meetings of the MoE team and with the UNDP Country Office.
- Prepare CASFor project progress reports regularly for UNDP and project partners.

Reporting/Communication/M&E

- Signal any delays in national deliverables compared to the workplan to the MoE and UNDP Country Office.
- Lead project monitoring, reporting and evaluation (technical and financial) at national level, draft monthly, quarterly reports and annual report for review and submission according the project requirements.
- Develop workshop reports and concept notes for the technical workshops.
- Develop briefing notes, case studies, press releases, web articles and other media products as required.
- Assist with research and write and edit sections of technical reports as required.

Technical advisory support

- Provide MoE input, review, and coordination support for the implementation of the CASFor project and REDD+, while UNDP provides the primary technical assistance and advisory support.
- Support activities and strengthen capacity for action and delivery of results of relevant stakeholders including line ministries, NGOs and private sector.

Key deliverables (products and processes)

- Detailed Project Work Plan and budget agreed by all major partners.
- Lines of communication and working methods agreed and functional.
- Technical and Financial reporting and updates provided to UNDP and MoE.
- Planned activities are carried out in line with timelines and required quality standards.
- All workshops organised in line with workplan and well documented.
- Consultation reports, minutes and technical documents as required.

The contract and payments will be performance-based and regularly assessed by the Project Focal Point	
IV. Recruitment Qualifications	
Education:	- Degree in environment/natural resource management, forests, or a closely related field, or another field combined with relevant work experience.
Experience:	- At least 5 years of experience, preferably in the implementation of environment, natural resource management, forests, REDD+ or relevant topics. - Prior experience with MoE, and UNDP projects would be an asset. - Strong experience in coordination, project management and financial reporting. - Experience in collaborating with international and national experts and institutions. - Exposure to environmental issues or forests highly desirable, but not required. - Sound understanding of key software packages (MS Office)
Competencies:	- Highly organized person, sets priorities, produces quality outputs, meets deadlines and manages time efficiently. - Ability to maintain overview in complex work situations, self-starter. - Able to gather and process data and information. - Excellent interpersonal skills to network among the national team and beyond to other national institutions. - Writes clearly professional correspondence adequately. - Works toward creative solutions by analysing problems carefully and logically. - Maintains professional relationships with supervisors, co-workers and clients.
Language Requirements:	- Excellent verbal and writing communication skills in Khmer and good knowledge in English.

*Interest individual should submit a cover letter, CV and support reference no later than **03 August 2026** (5:00 PM) to the General Department of Local Communities, Ministry of Environment: Fourth floor, Morodok Techo Building (Lot 503) Tonle Bassac, Chamkarmorn, Phnom Penh, Cambodia and / or email to: admin@camclimate.org.kh;*

Only short-listed candidates will be contacted for interview.