



## **TERMS OF REFERENCE**

**Position title:** Insurance Broker Company  
**Reports to:** Head of People and Culture  
**Location:** Home Based  
**Date:** 01 May 2024

### **I. Background**

WWF Cambodia works to conserve the region's biodiversity and build a secure and sustainable future for people and wildlife. WWF Cambodia works on the ground and in partnership with Laos, Myanmar, Thailand and Vietnam. World Wildlife Fund for Nature (WWF) was established in Cambodia in 1998 as a part of the WWF Greater Mekong Programme. WWF's mission in Cambodia is to ensure that there will be strong participation and support from all people to conserve the country's rich biological diversity. Through the encouragement of sustainable use of natural resources, WWF-Cambodia promotes new opportunities for the benefit of all people, enhancing local livelihoods and contributing to poverty reduction in the Kingdom of Cambodia. Go to [wwf.org.kh](http://wwf.org.kh) for more information. WWF was established in Cambodia in 1998 as a part of the WWF Greater Mekong Programme. WWF's mission in Cambodia is to ensure that there will be strong participation and support from all people to conserve the country's rich biological diversity. Through the encouragement of sustainable use of natural resources, WWF-Cambodia promotes new opportunities for the benefit of all people, enhancing local livelihoods and contributing to poverty reduction in the Kingdom of Cambodia. Go to [wwf.org.kh](http://wwf.org.kh) for more information.

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### **II. Main function:**

To provide support service to WWF-Cambodia on any matters related to medical, accident and life insurance for staff and their dependents and to provide service for building, vehicle, and properties.

### **III. Main Responsibilities:**

#### **1) Staff, Ranger and Counterpart**

- Collecting insurance quotations;
- Comparison the benefits of each insurance company/package and recommend the best fit with affordable price;
- Negotiate with insurance company for better package and price;
- Coordinate all related matters between WWF-Cambodia with insurance companies;
- Provide two time a year orientation to all staff, Ranger, counterpart on private medical insurance's benefits as per workplan of WWF- Cambodia People & culture depart;
- Support staff in dealing with any medical insurance's concerns; and review all staff claim documents before submit to insurance companies and coordinate all claim process are done within timeframe; and
- Other related support to staff regarding to medical insurance.

#### **2) Building, Vehicle and properties**

- Collecting insurance quotations.
- Comparison the benefits of each insurance company/package and recommend the best fit with affordable price.
- Negotiate with an insurance company for a better package and price.
- Coordinate all related matters between WWF-Cambodia with insurance companies.
- Provide two-time orientation (one time to all staff, Ranger, counterpart, and other time to key staff) on private vehicle, building, and property insurance benefits and procedures.
- Support in dealing with any accidents, claims, and review claim documents before submitting. to insurance companies and coordinate all claim processes are done within the timeframe.
- Other related support regarding building, vehicle, and property insurance.

### **IV. Profile:**

- Registered insurance broker company in Cambodia.
- Experienced in working with the NGO sector.

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