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**Human Resource Division**  
**Division of Support Services**  
**Ministry of Energy and Natural Resources**  
**Royal Government of Bhutan**  
**Thimphu: Bhutan**

**BHUTAN**  
Believe

MoENR/HRD-03/2023/ 381

September 11, 2023

**VACANCY ANNOUNCEMENT**

The Ministry of Energy and Natural Resources is pleased to announce vacancy for eligible candidates for the post of Monitoring and Evaluation Officer, as detailed below:

Minimum Requirement	Qualification	No. of Slots	Minimum Work Experience	Remuneration	Contract Period	Place of Posting
	Bachelor's Degree or PG Diploma preferably in the field of Monitoring and Evaluation of natural resource management, or environmental management	1	5 years	Nu. 90,000/-	3 years	BFL-Project Coordination Unit, Department of Forest and Park Services

Interested applicants who meet the eligibility criteria laid above may apply to the Human Resource Division, MoENR on or before September 25, 2023, with the following documents:

1. Application with Curriculum Vitae;
2. Valid Security Clearance and Audit Clearance Certificate;
3. No Objection Certificate, if employed;
4. Academic Transcripts and certificates;
5. Work experience certificates; and
6. Other relevant documents, if any.

For further inquiries, contact the focal HR Officer at 325742 during office hours.

Human Resource Division



CHRO-333556, HRO (DoFPS)-325742/335041, HRO (DoW/DoECC)-333761/322159, HRO (DoE/Sect)-325742,  
HRO (DGM)-333761/322159, Fax-333760

www.moenr.gov.bt

## **Terms of Reference for Monitoring and Evaluation Officer**

### **Background**

The BFL-Project Coordination Unit Office is the main project office of the Bhutan for Life Project and serves as an interlocutor between the BFL Fund Secretariat and project implementers (Nature Conservation Division, Parks and Biological Corridors managing entities and other implementing entities).

The BFL-PCU is mandated to coordinate, monitor and evaluate quality and timely implementation of the project activities funded by BFL Fund and ensure that deliverables are submitted on time and reported to the BFL Fund Secretariat.

The PCU Office will be headed by a Project Director served by Chief of Nature Conservation Division and supported by a small and efficient team of one Project Coordination Officer and one M&E Officer hired on contract by the project besides the regular staff of NCD designated for coordinating project activities.

### **Roles and Responsibilities**

Not limiting to the following and subject to change over time, the responsibilities of the M&E Officer are:

1. Develop annual M&E plan in line with the BFL M&E Framework with close consultation with BFL Project Director
2. Monitor project progress and participate in the production of progress reports ensuring that they meet the necessary reporting requirements and standards set by BFL Fund Secretariat.
3. Oversee and ensure the implementation of the BFL M&E framework.
4. Align BFL M&E requirements with those of RGoB systems, and ensure that both RGoB and BFL M&E requirements are effectively coordinated and addressed;
5. Ensure that a periodic Monitoring and Evaluation of BFL conservation milestones are carried out and reported.
6. Wherever required, coordinate with consultants and closely observe the impact assessment works to ensure quality of findings;
7. Oversee and guide designing of surveys/assessments commissioned for monitoring and evaluating BFL activities.



8. Conduct evaluation studies for some BFL activities in order to assess the progress of conservation milestones
9. Facilitate annual reviews of the conservation milestones and produce analytical reports from these annual reviews;
10. Liaise with stakeholders through the BFL Project Director and other responsible parties for implementation of BFL activities in matters related to M&E and knowledge resources management;
11. Facilitate knowledge generation by supporting the documentation of emerging good practices and lessons learnt;
12. Visit project sites as and when required to appraise project progress on the ground and validate written progress reports;
13. Coordinate monitoring and evaluation of all activities across all project components;
14. Facilitate information flow for publication on BFL and other relevant websites for BFL publicity.
15. Facilitate learning and sharing of knowledge and experiences relevant to the project;
16. Maintain records and data pertaining to the project monitoring and evaluation;
17. Develop communication materials (brochures, press releases, slideshows and other audiovisuals, leaflets) to disseminate project activities and highlight project achievements to a wider audience;

**Selection Criteria:**

**Qualification, Work Experience and Requisite Skills**

**Primary Criteria:**

1. A Bachelors Degree or PG Diploma preferably in the field of Monitoring and Evaluation of natural resource management, or environmental management with ability to analyze impacts/inter-relations of socio-economic components with biodiversity, forest and climate change issues;
2. At least five years of relevant work experience preferably in M&E, project management setting involving multi-lateral/ international funding agency.

**Secondary Criteria:**

1. Experience in project monitoring and evaluation
2. Experience in project report writing for monitoring and evaluation
3. Possess good knowledge of results-based management and project cycle management, particularly with regards to M&E approach and methods.
4. Possess good knowledge of development communications approaches, methods and practices;
5. Understanding of biodiversity conservation, climate change adaptation, and sustainable livelihoods and associated issues;
6. Demonstrates good inter-personal skills
7. Proficiency in computer application, and strong professional working capacity to use information and communications technology, specifically including website design and desktop publishing software.

**Salary:** Nu. 60,000/month (consolidated pay)

**Travel and DSA :** Eligible as per prevailing RGoB rules.

**Supervision and Service Contract:**

- M&E Officer will be under the direct supervision of the Project Director, BFL-Project Coordination Unit based in the Nature Conservation Division Office, Thapa.
- The BFL Project Coordination Officer and M&E Officer shall be appointed for an initial term of 3 years with possible extension based on the performance and delivery of the required outputs.