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

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Terms of Reference (TOR) for the National Project Coordinator (NPC) /Expert

- The NPC will oversee daily implementation, management, administration, and technical lead and supervision of the project, on behalf of the National Project Director (NPD), and within the framework delineated by the Project Steering Committee (PSC). S/he will be responsible, among others, for:
- Overall technical lead for implementing all project outputs and activities and ensuring technical soundness of project implementation.
- Lead for the daily operational and functioning of the Project Management Unit (PMU).
- Lead technical implementation of Outputs 1.1.1 (institutional arrangements), 1.2.4 (EFT best practices), and overall technical coordination of Outputs 2.1.2 (GHG inventory guidelines) and 3.1.1 (adaptation indicators).
- Ensuring high collaboration among participating institutions and organizations at the national and local levels.
- Ensuring compliance with all Operational Partners Agreement (OPA) provisions during the implementation, including timely reporting and financial management.
- Coordination and close monitoring of the implementation of project activities with all relevant agencies.
- Leading and supervising the preparation of various technical outputs, e.g. knowledge products, reports, and case studies.
- Ensuring meaningful engagement of stakeholders as per the Stakeholder Engagement Plan.
- Ensuring that all the project resources are used solely to achieve project objectives per the approved work plan and budget per the government financial policies and FAO/GEF requirements.
- Tracking the project's progress and ensuring timely delivery of inputs and outputs.
- Timely convening of PSC/ project board to ensure update of the progress and to seek guidance and necessary approvals on appropriate time.
- Providing technical support and assessing the outputs of the project national consultants hired with GEF funds, as well as the products generated in the implementation of the project.
- Approving and managing requests for the provision of financial resources using the provided format in OPA annexes.
- Monitoring financial resources and accounting to ensure the accuracy and reliability of financial reports.
- Ensuring timely preparation and submission of requests for funds, financial and progress





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- reports to FAO as per OPA reporting requirements.
- Maintaining documentation and evidence that describes the proper and prudent use of project resources per OPA provisions, including making this supporting documentation available to FAO and designated auditors when requested.
 - Implementing and managing the project's monitoring and communications plans.
 - Organizing project workshops and meetings to monitor progress and preparing the Annual Budget and Work Plan.
 - Submitting the six-monthly Project Progress Reports (PPRs) with the AWP/B, and the quarterly financial reports, to the PSC and FAO.
 - Preparation of the Project Implementation Review (PIR) report.
 - Supporting the organization of the mid-term review and terminal evaluation in close coordination with the FAO Budget Holder and the FAO Independent Office of Evaluation (OED).
 - Assisting the NPD in submitting the required OP technical and financial reports to FAO and facilitating the information exchange between the OP and FAO, if needed.
 - Providing draft terminal report for BH two months before the ending date of the OPA or the project;
 - Informing the PSC and FAO of any delays and difficulties as they arise during the implementation to ensure timely corrective measures and support.

Qualification and skills requirements:

Minimum of Masters Degree in Environment, Climate Change, Natural Resources and Forestry.

At least 10 years of work experience in project management and management of climate change related projects.

Understanding of climate change analysis and policy, including international climate change negotiation history, set-up of global frameworks, and country policy positions as well as national climate policy implementation arrangements.

Practical national/international experience working in a development context is preferred.

Expertise in applying climate change adaptation or low-carbon considerations within one or more specific sectors/areas.





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Familiarity with the operations, policies, and procedures of multilateral financial institutions is preferred.

Fluency in both written and verbal communication skills in English is required.

Contract duration: 2 Years

Salary: With a monthly salary of Nu. 1,40,000

