



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



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financial reports.

- Ensuring timely preparation and submission of requests for funds, financial and progress 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



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more specific sectors/areas.

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



TERM OF REFERENCE FOR PROJECT MANAGER

Background

The Royal Government of Bhutan (RGoB) in partnership with Bhutan Trust Fund for Environmental Conservation is implementing a project titled “Adaptation to Climate-induced Water Stresses through Integrated Landscape Management in Bhutan” and it is funded by the Adaptation Fund. The project aims to improve water management in the country and build resilience to the impacts of climate change. It focuses on water availability and uses throughout the watershed, sustainability, and beneficiary participation. Specifically, the objective of the project is to build resilience to climate change and adaptive capacity of water stressed communities in the Dzongkhags of Paro, Dagana and Tsirang. It will be implemented in 13 gewogs of these three dzongkhags. These gewogs have been identified as priorities for intervention under the government’s “water flagship programme” due to their specific vulnerabilities exacerbated by climate change that need to be specifically addressed through targeted water and agricultural adaptation activities. The project aims to benefit 36,464 people directly and rehabilitate 21,251 hectares of natural habitats.

Position

A Project Manager (PM) will be recruited to coordinate and implement the project on a day-to-day basis in line with the project document and under the overall supervision and guidance of the Project Steering Committee (PSC). The Project Manager’s main responsibility is to ensure that that project achieves results as specified below:

Specific responsibilities will include but not limited to:

- ❖ Manage and coordinate the implementation of the project activities in accordance with the approved project document, annual work plans and budgets;
- ❖ Examine and verify annual work plans and budgets for onward submission to the PSC for perusal and approval;
- ❖ Monitor project progress and oversee the preparation of technical and financial progress reports in accordance with the requirements of the project document and update to PSC accordingly;



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- ❖ Organize PSC meetings, annual project review and planning meetings including the preparation and distribution of agenda and circulation of documents necessary for meetings, at least one weeks in advance;
- ❖ Ensure that the minutes of PSC meetings are produced and circulated within a week after meetings are held;
- ❖ Liaise with the National Implementing Entity (NIE) and Designated Authority (DA) for project management matters;
- ❖ Provide guidance to the project team and the stakeholders involved in the project.
- ❖ Liaise with Project Implementing Entities on the smooth implementation of activities;
- ❖ Network with other relevant agencies and projects and establish linkages for learning and sharing experiences and developing synergies;
- ❖ Facilitate mid-term and terminal evaluations of the project;
- ❖ Conduct annual monitoring of project sites to appraise project implementation and related issues in interaction with local project stakeholders;
- ❖ Manage other related policy, technical, and project implementation tasks in the areas of climate induced stressed adaptation;
- ❖ Manage and monitor the project risks initially identified and submit new risks to the PSC for review and decision on possible actions and update the status of the risks by maintaining the project log;
- ❖ Commission joint monitoring as and when required;
- ❖ Identify, analyse, and document best practices and lessons learned from the project implementation and then share with stakeholders that might be beneficial to smooth functioning of the project.
- ❖ Knowledge management: liaise with broadcast and print media to disseminate project events and activities of interest;



- ❖ Manage both print and digital knowledge repository.
- ❖ Dissemination of project activities through website and social media.

Qualification, Experience and Requisite Skills

- ❖ Bachelor's degree with minimum of seven (7) years of experience in project management setting.
- ❖ Preferably worked or have academic qualification in the field of water resource management, environment and social management, natural resource management, project and construction management and sustainable development;
- ❖ Knowledge and management experience with project management methodologies including, project planning, results-based management, and reporting;
- ❖ Ability to analyze impacts of socio-economic components with climate induced water stressed issues;
- ❖ Sound understanding of climate change adaptation and sustainable livelihoods, and associated issues;
- ❖ Sound understanding of integrated landscape-based approach for Climate-induced Water Stresses Integrated Landscape Management, and community development;
- ❖ Very good language skills in English (writing, speaking and reading) and in Dzongkha (speaking and reading);
- ❖ Very good inter-personal skills;
- ❖ Very good computer skills.