

Terms of Reference for Chief Environment Officer, EACD

Position Title: Chief Environment Officer

Division: Environmental Assessment and Compliance Division (EACD)

Reporting To: Director, Department of Environment and Climate Change

Primary Mandate

The Chief Environment Officer (CEO) is responsible for leading the implementation and enforcement of the *Environmental Assessment Act, 2000*, *National Environmental Protection Act of Bhutan, 2007*, and the *Regulation for the Environmental Clearance of Projects (RECOP), 2016*. The CEO ensures the effective execution of the EACD's mandates to assess, monitor, and mitigate environmental impacts of development activities, while promoting sustainable practices.

Key Responsibilities

1. Environment Assessment and Environmental Clearance (EC) Process

- Review, assess, and recommend issuance/rejection/renewal of Environmental Clearances (ECs) to the Environmental Assessment Technical Committee (EATC).
- Develop/revise guidelines, templates, and fee schedules for EC applications, Initial Environmental Examination (IEE) forms, Environment Impact Assessment Guidelines and Environmental Impact Assessments (EIAs).
- Categorize projects in consultation with Competent Authorities (CAs) and update exemption/delegation lists as per NEC directives.
- Plan and conduct site visits for new project proposals

2. Compliance Monitoring and Enforcement

- Monitor and enforce terms of ECs, including sanctions for non-compliance and compensation for environmental damage.
- Conduct site visits and compliance audits for development projects.
- Investigate violations, prepare action reports, and follow up on EATC directives.
- Serve as alternate focal(s) to international, regional and bilateral intergovernmental environment and climate commitments as assigned by the Department.

3. Policy and Standards Development

- Draft/review/revise environmental policies, acts, regulations, standards , and sector-specific best practices.
- Develop procedures for assessing carrying capacity and strategic environmental impacts of policies/programs.
- Develop/update/revise Environment Impact Assessment Guidelines, Initial Environmental Examination forms, Environment Standards, State of the Environment Report, and ECOPs;

4. Research and Reporting

- Lead baseline studies (e.g., air quality, emissions) and investigations on environmental pollution.
- Monitor and report trends in emerging environmental issues
- Prepare the *State of the Environment Report* and annual compliance monitoring reports.
- Compile reports from Competent Authorities on the implementation of the Environment Assessment Act, 2000;
- Report to the NEC on the status of enforcement and implementation of the EA Act 2000 and its Regulation;
- Support NEC in data collection, research, and dissemination of environmental information.

5. Stakeholder Engagement and Capacity Building

- Liaise with government agencies, civil society organizations, corporate and private sectors, communities, groups and individuals on matters related to Environmental Clearances and compliance monitoring of development activities;
- Conduct workshops/seminars and public awareness programs on environmental laws/standards.
- Plan and conduct public advocacy, education and awareness programs amongst all levels of society including dissemination of environmental Policies, Strategies, Acts, Regulations and Standards, as appropriate; and

6. Institutional Coordination

- Serve as Member Secretary of the EATC; report on non-compliance and emerging environmental trends.
- Monitor and evaluate programs/activities undertaken by the sections under the position and ensures that planned activities are being implemented smoothly and prepare and synthesize progress reports on activities of the division;

- **Delegate** officers and staff of the sections for appropriate tasks as per work-plans developed

7. Administrative Functions

- Prepare divisional work plans, targets, and budgets.
- Manage and maintain information on the number of applications received, processed and issued/rejected environmental clearances including records of non-compliance and action taken reports;

8. Legal and Advisory Duties

- Provide guidance to other government agencies and stakeholders concerning actions required to achieve environmental protection objectives including specific measures for compliance with environmental clearances;
 - Represent EACD in legal proceedings ("sue and be sued").
-

9. Additional Responsibilities

- Perform other duties as assigned by the Ministry and Department.