

Terms of Reference (TOR)

Post:	National Project Specialist
Duty Station:	Thimphu, Bhutan
Type of Employment:	Contract
Languages Required:	English, Dzongkha
Duration of Contract:	2years, with the possibility of extension for another year

1. Background

The International Solar Alliance (ISA) is a global platform of 124 countries dedicated to accelerating the deployment of solar energy technologies to achieve energy access, security, and transition. In collaboration with National Focal Points (NFPs), ISA supports its Member Countries through the implementation of Country Partnership Strategies (CPS).

To enhance the operationalisation of Bhutan's CPS, ISA, and the Royal Government of Bhutan (RGoB) are establishing a NFP Support Unit (NSU) within the Department of Energy (DoE), Ministry of Energy and Natural Resources (MoENR) based on the Letter of Cooperation (LoC) signed between ISA and MoENR in January 2025. The NSU will function as the focal platform for facilitating multi-sectoral coordination, managing project pipelines, and driving on-ground CPS implementation. The National Project Specialist will ensure effective execution of CPS activities.

Job Description

The National Project Specialist (NPS) will provide technical and project management support for Bhutan's CPS implementation. The NPS will work closely with the NFP, ISA Secretariat, line ministries, development partners, and private sector stakeholders to translate CPS strategies into actionable interventions across sectors.

S/he will be responsible for managing stakeholder coordination, overseeing project identification and execution, ensuring alignment with the ISA strategic pillars, and maintaining a results-driven implementation roadmap. S/he will also lead technical assessments, capacity-building efforts, and ensure comprehensive monitoring and reporting of CPS activities. The role requires a hands-on approach to address operational challenges, facilitate smooth information flow, and manage a multi-sectoral engagement process. The specific job description is as follows:

- Lead the day-to-day coordination and management of Bhutan's CPS implementation, in close coordination and consultation with DoE, ensuring alignment with national priorities and the ISA strategic objectives
- Facilitate engagement and coordination with sectoral ministries (Energy, Agriculture, Health, Education, Water), private sector stakeholders, and development partners to drive cross-sectoral project identification and execution.

- Develop and manage a CPS implementation work-plan, including detailed activity plans, milestones, and monitoring mechanisms.
- Conduct technical assessments and support project scoping, feasibility studies, and design reviews for identified solar interventions (rooftop, utility-scale solar, mini-grids, solar pumps, Agri-PV, BESS, etc.).
- Conduct site visit and ensure quality adherence to technical standards of solar projects, coordinating with relevant ministries and implementation partners.
- Coordinate CPS Steering Committee meetings, sectoral workshops, and stakeholder consultations, preparing background notes and tracking decisions.
- Provide technical backstopping during project execution, ensuring timely resolution of implementation bottlenecks.
- Support capacity-building programs, technical training, and knowledge dissemination activities at national and local levels.
- Monitor project performance, track KPIs, and prepare quarterly CPS progress reports for submission to ISA and RGoB.
- Maintain dynamic stakeholder engagement, ensuring transparent communication and fostering collaboration.
- Support advocacy efforts by participating in national events, representing ISA and the NSU.
- Ensure effective knowledge management, contributing to the ISA information systems, data portal, and knowledge products.
- Any other tasks assigned by the NFPs or ISA Secretariat.

2. Competencies:

Professionalism: Demonstrates professional competence and mastery of the subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with complex problems or challenges; remains calm in stressful situations.

Communication: Speaks and writes clearly and effectively; able to interact with senior government and private sector leadership; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed; ability to disseminate information through online platforms, social media and traditional methods.

Teamwork: Works collaboratively with colleagues to achieve organisational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently and able to lead and work independently with minimal supervision

3. Relevant Experience & Skills:

Only those individuals who fulfil the following qualifying criteria are eligible to respond.

Essential:

Education

- Masters in engineering or energy sciences or other related areas from a recognised Institute/University (preference will be given to those having a master's in renewable energy).

Work experience

- At least 10 years of demonstrated working experience in the renewable energy sector.
- Experience in the design, implementation, and management of renewable energy projects.

Knowledge and skills

- Knowledge of renewable energy technologies (eg. photovoltaics, solar thermal, storage, grid integration, etc.).
- Technical analysis skills for project evaluation, negotiation and inter-institutional coordination skills.
- A thorough understanding of the renewable energy applications, business models, as well as factors that underpin investment readiness, especially in solar energy.
- Demonstrable ability to liaise with government, ministries, solar project developers, and investors.
- Fluency in writing project proposals and reviews.

Desirable:

- Experience in working with the Government sector, especially in Energy and related sectors.

- Ability to work with key public and private sector stakeholders in policy and program development.

4. Remuneration

The following remuneration shall be adopted based on experience and qualification. The Pay scale shall be adopted within the following range:

Pay range: Nu. 140,000/- to 150,000/-