

Terms of Reference (ToR) for Project Officer

Project: Scaling and Strengthening Springshed Management in Bhutan

Project Site: Yangnyer, Trashigang & Lholing, Paro.

Position Title: Project Officer

Employer: Department of Water, MoENR

Work Station: Thimphu, Bhutan

Employment Type: Time-bound project-based contract

Contract Term: January 1, 2026 to December 31, 2026 (1 year)

Date of Joining: 1st January 2026

Salary: Nu. 80,000 (Eighty thousand)

1. BACKGROUND

Bhutan is a small landlocked country with an area of 38,394 square kilometers. It has three distinct climatic zones with the altitude ranging from 100 meters to more than 7,500 meters above sea level. Almost 72% of Bhutan's freshwater system is sourced from monsoon and glaciers, snow melts, wetlands, and springs supplement the rest. Overall, a combined outflow from the basin accounts to 70,576 million cumec per annum or 2,238 cumec per second which corresponds to 94,500 cumec of water availability per capita per year, which is one of the highest in the world.

Although blessed with abundance of water resources, climate change impacts are visible in terms of temperature increase and a decrease in annual precipitation. There is an increasing trend in temperature both at annual and seasonal levels, the highest being during winter, and a decrease in annual average rainfall and shrinking of glaciers, drying, and depletion of springs and streams.

Bhutan experiences climate change impacts despite its carbon neutrality status. As a result, the resilience of rural communities to climate change and the opportunities for socio-economic development are reducing. To this, the Department of Water (DoW) under the Ministry of Energy and Natural Resources (MoENR) has mainstreamed spring revival, as one of the Nature-based solutions (NbS), in the 13th Five-Year Plan (2024-2029) for conserving Bhutan's spring water.

The multi-country Himalayan Resilience Enabling Action Programme (HI-REAP), implemented by the International Centre for Integrated Mountain Development (ICIMOD) is supporting the

countries namely Bangladesh, Bhutan, India and Nepal in addressing the issue of drying springs in the Hindu Kush Himalaya (HKH), with a focus on policy engagement, piloting, and scaling in these countries. The project supports the restoration of selected critical springsheds, which include watersheds and aquifers, through an inclusive approach for enhancing water security, especially at the local level, while bringing biodiversity conservation and climate adaptation co-benefits. HI-REAP is a nine-year project (2022-2031) funded by the United Kingdom's Foreign and Commonwealth Development Office (UK FCDO).

The “***Scaling and Strengthening of Springshed Management in Bhutan***”, was identified as a collaborative initiative between the Royal Government of Bhutan and ICIMOD and started implementing in Lholing Paro and Yangnyer Trashigang.

Objectives:

The objectives of this collaboration are;

- Transform the two pilot sites as knowledge hub for springshed management
- Integrate NbS criteria into the springshed management process
- Build capacity and institutionalize springshed management in local plan
- Strengthen enabling conditions for scaling, improve policy and institutional frameworks, and mobilize resources
- Impact assessment and building of decision support system (DSS)

2. THE POSITION

The Department of Water seeks highly qualified and committed Bhutanese individuals with specialization in the field of Project Management and overall Coordination to serve as the Project Officer for the ***Scaling and Strengthening Springshed Management in Bhutan*** Project. The Project Officer shall assist and facilitate the Department of Water in implementing the Project activities and oversee the overall coordination & management of the Project activities for the Project “Scaling and Strengthening Springshed Management in Bhutan”.

3. RESPONSIBILITIES

The primary responsibilities of the Project Officer are, but not limited, to the following;

- Ensure the timely delivery of the results as stipulated in revised Project Funding Agreement (PFA)
- In consultation with the relevant agencies, coordinate consultation and review meetings on the objectives and outcome of the project, and update the workplan and progress for reporting to ICIMOD. Organize training workshops to build the local capacity and raise awareness for better outreach and communication.
- Actively monitor the project sites (including impacts) to ensure the work is completed on time as per the plan

- Collaborate with key personnel from different stakeholders for data and information collection on rainfall, spring discharge, water quality and social information as required by the Project
- Ensure equal visibility of DoW, ICIMOD in all project activities
- Provide support to the community at the pilot sites to effectively implement the project activities
- Explore allocation of resources for replication of the springshed management work in other areas beyond HI-REAP sites
- Prepare and submit final versions of technical and financial reports to ICIMOD as stipulated in the revised PFA
- Facilitate communication among project stakeholders and partners.
- Maintain accurate and up-to-date project documentation of the interventions carried at Project sites
- Ensure compliance with ICIMOD's policies and donor requirements.
- Perform any other duties as assigned by the Department.

4. DELIVERABLES

The Project Officer must deliver the following:

- Populating spring cases from Bhutan in HKH Solutions Platform
- Module/unit on springshed management within existing curricula designed in consultation with relevant institutes/agencies
- Prepare to Launch Spring Decision Support System and NbS for HKH Solution Platform
- Intervention and progress documentation of Yangnyerand Lholingpilot sites
- Procurement of items related to the project
- Prepare information materials for learning/knowledge hub, and springs policy brief and revise watershed guideline
- Mid-Year Technical and Financial Report
- Springshed management scaling proposal
- Cross country exchange visit/ exposure visits for the local leaders, government officials and beneficiaries
- Annual Technical and Financial Report
- Documentation of meetings, workshops, and field activities.
- Other specific deliverables as per project needs.

5. QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Environmental Science, Water Resource Management, Natural Resource Management and Geology or other relevant disciplines.

- Minimum 2 years of experience in project coordination or research in the field of climate change adaptation, water resources, natural resource management, or sustainable development.
- Strong organizational and communication skills.
- Proficient in MS Office.
- Ability to work independently and in a team.
- Strong interpersonal and coordination skills with the ability to work effectively in multi-disciplinary and cross-cultural teams

6. COMPETENCIES

- Excellent leadership and management skills
- Excellent technical analysis skills
- Strong oral and written communication skills in Dzongkha and English
- Demonstrated capability to work and communicate with the technical and non-technical representatives of donors, partners, beneficiaries and other stakeholders.
- Skills in facilitating stakeholder consultations, workshops, and training programs.
- Ability to translate objectives and results among different groups of stakeholders.
- Strong time management and multi-tasking abilities.

7. TERMS OF EMPLOYMENT

The Project Officer shall be recruited on contract for 12 months.

8. SALARY AND OTHER BENEFITS

- Remuneration shall be Nu. 80,000 (Eighty thousand) per month.
- Other benefits and entitlements shall apply as per the Bhutan Civil Service Rules and Regulations (BCSR 2023).

"End of Document – Terms of Reference"