



Terms of Reference

Position Description

Title:	Knowledge Management and Monitoring and Evaluation Officer of CBIT Project
Department:	Department of Environment and Climate Change (DECC), Ministry of Energy and Natural Resources, Bhutan
Duty Station:	Thimphu, Bhutan
Reports to:	National Project Director (DECC Director), the National Project Coordinator (NPC) and works in close collaboration with the CBIT Project Management Unit (PMU) and DECC staff
Start date:	December 1, 2025

Background

The Capacity Building Initiative for Transparency (CBIT) Project aims to strengthen Bhutan's institutional and technical capacities to meet reporting requirements under the Enhanced Transparency Framework (ETF) of the Paris Agreement. A key component of this work is the development of the Bhutan Climate Measurement, Reporting, and Verification (MRV) system and the strengthening of knowledge management and monitoring & evaluation functions within the Project Management Unit (PMU).

To ensure accountability, transparency, and learning, the project requires a dedicated Knowledge Management and M&E Officer under the Project Management Unit. This officer will lead the design and implementation of the project's knowledge management strategy and results-based M&E plan, ensuring that lessons are captured, shared, and fed back into project implementation.

Objectives of the assignment

- Develop and implement a gender-sensitive knowledge management and communications strategy.
- Lead results-based monitoring and evaluation to track project progress against outcomes and outputs.
- Support the production of high-quality knowledge products and knowledge sharing events.



- Ensure that findings from monitoring and evaluation inform project implementation and learning.

Duties and responsibilities

The KM and M&E officer will be responsible for knowledge management and monitoring & evaluation activities of the project. In particular, he/she will be responsible for:

- Develop and lead the implementation of a gender-sensitive/responsive communications and knowledge management strategy in close collaboration with the NPC.
- Work closely with the Project Management Unit (PMU) and any international or national consultants to facilitate and produce knowledge products.
- Coordinate the preparation of knowledge products.
- Prepare an exit strategy for the project 6 months before project closure.
- Organization of knowledge sharing events.
- Contribute to the project's progress reports and implementation reports.
- Develop and lead the implementation of the project's M&E plan based on the project results framework and indicators.
- Use results-based monitoring (RBM) to track progress toward set project targets from the baseline.
- Assist the NPC in coordinating project implementation and monitoring with relevant PMU staff and stakeholders.
- Monitor all project activities from the workplan, expenditures and progress towards achieving the project outcomes and outputs.
- Monitor implementation of the Gender Action Plan and Stakeholder Engagement Plan.
- Carry out regular monitoring visits to the project sites.
- Provide feedback to the NPC on project strategies and activities.
- Follow-up on M&E findings to ensure that corrective actions are taken and/or adjustments are made to programme responses as required.
- Train government and partner staff in appropriate M&E techniques to build capacity of staff, increase awareness on the importance of M&E and encourage accountability for demonstrating results.
- Work in close collaboration with internal counterparts and external partners to strengthen the quality and consistency of M&E activities in the field.
- Contribute to the project's progress reports and implementation reports.

Qualifications

- Bachelor's degree (Master's preferred) in Environmental Management, Development Studies, Social Sciences, or related field.
- Minimum 4 years of relevant experience in knowledge management, M&E, or project management.
- Proven experience in developing and applying results-based monitoring frameworks and tools.
- Experience in knowledge product design, event facilitation, and communications strategies.
- Familiarity with gender-sensitive approaches in knowledge management and monitoring.



- Experience in training and capacity building of government staff and stakeholders.
- Strong report writing and analytical skills.
- Excellent interpersonal and communication skills; ability to work with diverse stakeholders.
- Fluency in English (Dzongkha knowledge is an asset).

Expected Outputs

- Completion of a knowledge management and communications strategy with clear gender-responsive approaches and implementation plan.
- Training report – Number of government and partner staff trained in M&E techniques, pre- and post-training assessments, evidence of increased capacity, and participant feedback scores.
- Guidelines and recommendations for integrating KM and M&E into the MRV system and national transparency processes.
- Quarterly and annual M&E reports with data on project progress, expenditure tracking, and achievement of results framework indicators.
- Policy brief summarizing lessons learned and recommendations from project monitoring and evaluation.
- Concept note on future investments in knowledge management systems and M&E capacity building at national level.

Service Contract

- The KM and M&E Officer will be offered a monthly salary in the range of Nu. 80,000, commensurate with qualifications and experience
- Contract end date: 15 November, 2026 (However expected outputs and deliverables must be delivered within the timeline in the approved project AWP/B)
- Salary shall be subject to Tax Deducted at Source (TDS) as per the Income Tax Act of the Kingdom of Bhutan.
- He/She shall be entitled to Travel Allowance and Daily Sustenance Allowance (TA & DSA) as per the prevailing RGoB Rules.
- He/She shall be entitled to leave as per the existing RGoB rules governing contract employees.