

**Terms of Reference (ToR) for Deputy Program Director, Project Coordination Unit (PCU),
Bhutan for Life (BFL) Project**

Position Title: Deputy Program Director (Dy. PD), Project Coordination Unit (PCU), Bhutan for Life (BFL), Department of Forests & Park Services (DoFPS), Ministry of Energy and Natural Resources (MoENR)

Reporting To: Program Director (PCU) / Director, Department of Forests and Park Services (DoFPS)

Duty Station: Project Coordination Unit, DoFPS, Thimphu Bhutan

Duration of contract: Initially contract period for three (03) years and can be extended based on performance and funding availability

Supervises: Oversee the overall implementation and progress of project's programs, activities and BFL milestones, while supervising and providing guidance to the BFL Focal Officer, Project Officer (PO), Finance Officer (FO), Monitoring & Evaluation (M&E) Officer, Environmental & Social Safeguards (ESS) Officer, Gender Officer, and other support staffs

1. Background

The Bhutan for Life (BFL) project is a long-term conservation financing initiative designed to ensure the sustainable management of Bhutan's protected areas and Biological Corridors. The Project Coordination Unit (PCU) is responsible for the overall implementation, coordination, and monitoring of BFL activities in alignment with the approved Conservation Plan, Financial Plan, and Government policies and priorities.

The Deputy Program Director (Dy.PD) will play a critical role in ensuring the effective implementation of project activities through collaboration with the relevant stakeholder, and day-to-day coordination and management of the PCU. At the same time rendering support to the Program Director in achieving project goals.

2. Objectives of the Position

The Deputy Program Director (Dy.PD) will:

- Support Program Director in ensuring smooth implementation of BFL activities as per the approved Conservation and Financial Plans and funding proposal.
- Facilitate coordination among stakeholders (Government agencies, NGOs, local communities, donors) to achieve project milestones.
- Oversee day-to-day PCU operations, ensuring compliance with Government rules, policies, and guidelines.
- Supervise, guide, and monitor PCU staffs (FO, PO, M&E, ESS, Gender Officer, and support staff).
- Ensure timely reporting and documentation as per donor and government requirements.

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3. Key Responsibilities and Duties

A. Program Implementation & Coordination

- Ensure all BFL activities are implemented as per the approved plans and in compliance with government policies and donor requirements.
- Facilitate coordination among implementing partners, government agencies, and stakeholders.
- Monitor progress against project milestones and address implementation challenges.
- Support the Program Director in strategic planning and decision-making.
- Lead the Annual Work Planning and Budgeting process to ensure timely achievement of project milestones.

B. Financial & Administrative Oversight

- Assist in financial planning, budget tracking, and expenditure monitoring in line with approved Financial Plans.
- Ensure procurement and operational activities adhere to government and donor guidelines.
- Supervise and guide PCU staff in financial reporting and documentation.

C. Staff Supervision & Capacity Building

- Provide leadership, supervision, and technical guidance to PCU staff (FO, PO, M&E, ESS, Gender Officer, and support staff).
- Conduct regular performance reviews and capacity-building initiatives for the team.

D. Monitoring, Evaluation & Reporting

- Oversee the M&E framework to track project progress and impact.
- Ensure timely submission of technical and financial reports to the Program Director, Government, Fund Secretariat, and donors.
- Maintain proper documentation of project results, lessons learned, and best practices.

E. Environmental & Social Safeguards (ESS) Compliance

- Ensure all project activities adhere to ESS policies, guidelines and ESMPs.
- Work closely with the ESS Officer to mitigate risks and address grievances.
- Ensure gender and social inclusion considerations are mainstreamed in all activities.

F. Gender mainstreaming

- Ensure all the relevant project program and activities are gender mainstreamed
- Expedite the programs and activities of Gender Action Plan (GAP) through engagement of stakeholders
- Work closely with the Gender Focal to implement GAP activities

G. Other Responsibilities

- Facilitate training and meeting and also represent the PCU in meetings, workshops, and consultations as delegated by the Program Director.
- Perform any other duties as assigned by the Program Director.

4. Qualifications & Experience

A. Education

- Master's degree or higher education qualification in Natural Resource Management, Environmental Science, Forestry, Project Management, or a related field.

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B. Experience

- Minimum of 10 years of experience in project management, conservation, or related fields, and preference will be given to applicant with at least 5 years in a leadership role/managerial position
- Proven experience in stakeholder coordination, financial management, and donor reporting.
- Proven experience in RGoB financial planning and resource allocation.
- Familiarity with Bhutan's conservation policies, environmental safeguards, and gender mainstreaming.

C. Skills & Competencies

- Sound leadership, team management, and communication skills.
- Proficiency in financial and operational planning.
- Ability to work under pressure and meet deadlines.
- Fluency in English and Dzongkha (written and spoken).

5. Reporting & Performance Evaluation

- The Dy.PD will report directly to the Program Director (PCU) / Director, DoFPS.
- Performance will be evaluated based on project milestones, financial compliance, and leadership effectiveness.

6. Salary and benefits will be as per following table as set by the MHRC as proposed below:

Position Title	Minimum Qualification	Minimum Work Experience	Minimum Pay Scale	TA/DA (as per RGoB Rate)
Dy. Program Director	Masters	10 Years	140,000/- to 150,000/-	PMC

7. Application Process

Interested candidates should submit:

- Cover letter
- Updated CV
- Copies of academic certificates
- References(Two References with detail contact address)
- No Objection Certificate, if currently employed

Approved by:



(Karma Tenzin)

(Program Director, PCU / Director, DoFPS)