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མཐའ་འཁོར་གནས་སྤངས་དང་ས་གཤིས་འགྱུར་བཟོད་ལས་ཁུངས་།  
Department of Environment and Climate Change  
Ministry of Energy and Natural Resources  
Royal Government of Bhutan  
Thimphu

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### Terms of Reference

**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:** January 1, 2026 or as soon as vacancy procedures are fulfilled as per Ministry HR rules and regulations.

### **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:



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- 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 2 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.



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- 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.