

Terms of Reference (KMO)

Background

Bhutan for Life (BFL) is Asia's first Project Finance for Permanence (PFP) mechanism, established under a Royal Charter granted by His Majesty the King on 27 July 2018. BFL provides sustained funding to effectively manage Bhutan's protected area network, comprising 10 protected areas and 9 biological corridors, which is managed by the Department of Forests and Park Services (DoFPS) under the Ministry of Energy and Natural Resources (MoENR).

The BFL Project Coordination Unit (BFL-PCU) is housed in the DoFPS and serves as the key interlocutor of the BFL Fund Secretariat. The PCU is primarily tasked with planning, coordination, implementation, and reporting support, including periodical evaluation and review, and monitoring of the BFL program. To strengthen the documentation, sharing, and application of knowledge across BFL implementing agencies (IAs), including 10 Protected Areas (PAs), 9 Biological Corridors (BCs), and other implementing agencies, the PCU seeks to recruit a dedicated Knowledge Management Officer

Position: *Knowledge Management Officer*

Reporting: Report to the Deputy Program Director

Duty Station: BFL-PCU office in Thimphu, with travel to project sites as required.

Duration and Contract Type

- Contract Type: Consolidated Contract as per RCSC rules and regulations.
- Duration: 3-year contract, renewable subject to performance.

Job Purpose

The Knowledge Management Officer will lead the development and implementation of a structured knowledge management framework for the BFL program, ensuring that knowledge and evidence are effectively captured, synthesized, and shared to support learning and improved conservation outcomes, under the guidance of the Program Director/Deputy Program Director.

Objectives

- Establish and operationalize a structured knowledge management framework for the BFL program in consultation with the Program Director, the Deputy Program Director, and the Monitoring and Evaluation (M&E) Officer.
- Ensure systematic capture, documentation, and sharing of knowledge, lessons learned, best practices, and scientific evidence across BFL implementing agencies and stakeholders
- Develop and maintain a centralized, user-friendly knowledge management system to store, organize, and enable access to knowledge and products

- Synthesize knowledge and emerging issues to support adaptive management and evidence-based decision-making.

Key Role and Responsibility

1. Knowledge management system development and operationalization

- Lead development and operationalization of the BFL knowledge management system in consultation with the Program Director /Deputy Program Director and M&E Officer
- Maintain standardized processes for the identification, documentation, storage, retrieval, incorporation and dissemination of knowledge products
- Periodically review and revise Knowledge management practices and recommend pragmatic improvements based on user feedback and program requirements

2. Knowledge Capture and Documentation

- Coordinate systematic documentation of knowledge, including lessons learned, best practices, case studies, and scientific evidence generated from BFL interventions.
- Lead the development of well-structured success stories that capture results, challenges, mitigation measures, and adaptation management systems from field implementation
- Support the documentation of practical knowledge and experience from individuals implementing BFL activity into a user-friendly format (e.g. briefs, case studies, guidance notes, etc.) to support adaptive management.

3. Knowledge Sharing and Dissemination

- Coordinate and facilitate regular learning and knowledge-sharing events amongst the IAs, including workshops, learning sessions, and peer exchanges.
- Maintain a centralized knowledge repository/platform to ensure easy access to knowledge for stakeholders
- Coordinate the development and dissemination of knowledge products such as policy briefs, learning notes, newsletters, and multimedia materials

4. Capacity development and continuous learning

- Provide technical support to implementing agencies on the effective use of knowledge management tools, templates, and processes for knowledge capture, documentation, and sharing.
- Facilitate continuous learning processes across implementing agencies through structured learning activities and exchanges
- Facilitate the application of knowledge and lessons learned to inform program planning, implementation, and decision-making

5. Monitoring, Evaluation, and Learning (MEL)

- Coordinate with the PCU team to ensure that all lessons and evidence collected from monitoring of the BFL program are captured, synthesized, and integrated into knowledge management processes
- Contribute to program reporting by consolidating key lessons, knowledge products, and learning outcomes
- Align Knowledge Management activities with monitoring and evaluation frameworks and reporting requirements.
- Contribute to BFL's overall visibility materials

6. Knowledge Management Systems and Tools.

- Explore, identify, and recommend appropriate knowledge management tools for the BFL program.
- Ensure proper administration, organization, accessibility, and basic quality control of content within the knowledge management framework
- Provide user support and basic troubleshooting for Knowledge management tools and systems.

7. Coordination and Stakeholder Engagement

- Serve as the BFL program's focal point for all matters relating to knowledge management.
- Liaise with the NDA, DoFPS, IAs, BTFEC, UNDP, BFL-FS, WWF, and all other relevant development partners to align on and exchange knowledge management approaches, and to leverage external expertise.
- Represent BFL-PCU in national and regional knowledge management forums, workshops, and working groups as required.

Reporting

- Prepare periodic knowledge management updates and inputs for program reports (quarterly, semi-annual, and annual, and any other ad hoc reports)

General Responsibility

Carry out any other tasks and responsibilities as may be assigned by the Project Director (PD) and Deputy Project Director (Dy. PD).

Educational qualification, experience, and Skills

Educational

- Minimum of a Bachelor's degree in one of the following fields:
 - Mass communication, Journalism, Environmental Science, Development Studies, or related field.

- A Master's degree in a relevant field will be an added advantage.

Professional Experience

- Experience in knowledge management, information management, project management, communications, or related field.
- Experience in conducting training, facilitating workshops, and developing knowledge products.

9.3. Skills

- Demonstrates:
 - Proficiency in word processing software (e.g. Microsoft Word)
 - Ability to produce well-structured reports, policy documents, and knowledge products using advanced formatting, styles, templates, and document review tools.
 - Working knowledge of statistical software (e.g., R, SPSS, Excel) for data analysis, interpretation, and integration of evidence into knowledge outputs.

Documents to be submitted

Interested applicants must submit the following documents:

- Cover letter
- Curriculum Vitae (CV) / Resume.
- Relevant writing sample
- Copies of academic transcripts and degree certificates for a Bachelor's degree.
- Valid Security Clearance Certificate (to be verified online).
- Copy of Citizenship Identity Card (CID).
- Valid Medical Fitness Certificate.
- Experience certificates (if any).
- NOC from parent agency (for in-service candidates).

Terms of Reference (ESS &GESI)

Background

Bhutan for Life (BFL) is Asia's first Project Finance for Permanence (PFP) mechanism, established under a Royal Charter granted by His Majesty the King on 27 July 2018. BFL provides sustained funding to effectively manage Bhutan's protected area network, comprising 10 protected areas and 9 biological corridors, which is managed by the Department of Forests and Park Services (DoFPS) under the Ministry of Energy and Natural Resources (MoENR).

The BFL Project Coordination Unit (BFL-PCU) is housed in the DoFPS and serves as the key interlocutor of the BFL Fund Secretariat. The PCU is primarily tasked with planning, coordination, implementation, and reporting support, including periodical evaluation and review, and monitoring of the BFL program.

To strengthen the implementation and oversight of the Environmental and Social Safeguards (ESS) and Gender Equality & Social Inclusion (GESI) aspects across the Bhutan for Life (BFL) project, the Project Coordination Unit (PCU) seeks to recruit a dedicated Gender, Social Inclusion, and Environmental Safeguards Officer.

Position: ESS and GESI Officer

Reporting: Report to the Deputy Program Director

Duty Station: BFL-PCU office in Thimphu, with travel to project sites as required.

Duration and Contract Type

- Contract Type: Consolidated Contract as per RCSC rules and regulations.
- Duration: 3-year contract, renewable subject to performance.

Working Hours: Full-time, regular office hours as per RCSC norms, with occasional overtime during peak periods or field missions.

Job purpose

The ESS & GESI Officer of the BFL PCU serves as the technical focal point for coordinating, supervising, and mainstreaming Environmental and Social Safeguards (ESS), Gender Equality, and Social Inclusion (GESI) across all activities of the Bhutan for Life (BFL) Project. As an integral member of the Project Coordination Unit (PCU), the Officer will lead the implementation of the Environmental and Social Management Framework (ESMF) and corresponding Environment and Social Management Plans (ESMPs), Gender Action Plan (GAP), and Grievance Redress Mechanism (GRM), ensuring compliance with WWF's Environmental and Social Integrated Policies and Procedures (SIPP) and relevant national policies and regulations.

The officer is responsible for integrating environmental and social safeguards, gender equality, and social inclusion considerations throughout the full project cycle—from planning, screening, and implementation to monitoring, reporting, learning, and adaptive management. Working closely with the PCU team, implementing agencies, Protected Areas, Biological Corridors, and local communities, the Officer will monitor mitigation measures, strengthen safeguard compliance, and promote equitable participation, inclusive decision-making, and fair benefit-sharing, with particular attention to women, youth, and vulnerable groups

Key Roles and Responsibilities

A. Environmental and Social Safeguards (ESS) Management

- Oversee the implementation of the Bhutan for Life (BFL) Environmental and Social Management Framework (ESMF) to ensure effective application of environmental and social safeguard requirements across all project activities.
- Ensure integration of environmental and social safeguard mitigation measures, and allocation of adequate resources for gender equality and social inclusion (GESI)-responsive activities in the annual work plan and budget.
- Lead environmental and social safeguard screening of project activities, provide training and guidance to implementing agencies on ESS screening, risk categorization, and compliance with the ESMF and WWF safeguard requirements,
- Coordinate the preparation, review, and quality assurance of site-specific Environmental and Social Management Plans (ESMPs) and ensure timely submission to the Accredited Entity for approval prior to implementation.
- Ensure timely disclosure of approved safeguard documents to affected communities and stakeholders, in accordance with the ESMF, prior to implementation, including dissemination in Dzongkha and other appropriate formats.
- Support integration of ESS requirements into project activities planning, procurement, implementation, and monitoring systems.

B. Gender Equality and Social Inclusion (GESI) Mainstreaming

- Ensure effective implementation of the Bhutan for Life Gender Action Plan (GAP), including promoting the meaningful participation and equitable representation of women, youth, and vulnerable groups in project governance and decision-making processes, and in equitable access to project benefits.
- Organize and facilitate GESI-related capacity-building initiatives, including training and Training of Trainers (ToT) sessions for implementing agencies, including CBOs and CSOs, on gender mainstreaming, social inclusion, women's empowerment, and inclusive project implementation.

- Support women's economic empowerment initiatives, including the formation and strengthening of women's groups, savings groups, and sustainable livelihood activities.

C. Grievance Redress Mechanism (GRM) & Stakeholder Engagement

- Lead development, review, and annual updating of GRM awareness and communication materials for Protected Areas and Biological Corridors
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- Ensure the GRM includes multiple and accessible reporting channels, including options appropriate for vulnerable groups.
- Conduct awareness raising and capacity building for Implementing Agencies (IAs), and communities on safeguards, gender equality, prevention of GBV/SEAH, and GRM processes.
- Serve as the GRM focal point for the BFL Project Coordination Unit, ensuring grievances and complaints are addressed in accordance with BFL GRM procedures, including those raised by women and vulnerable groups.
- Monitor, document, and report on grievances received from project areas, ensuring timely follow-up and resolution.
- Ensure effective and inclusive engagement with all relevant stakeholders, support the implementation of BFL's Stakeholder Engagement Plan (SEP), and recommend necessary changes.
- Ensure that the GRM is GBV and SEAH responsive, incorporating confidential, safe, and accessible reporting channels for grievances related to Sexual Exploitation, Abuse, Harassment, and Gender-Based Violence.

D. Monitoring, Reporting, and Documentation on ESS and GESI

- Work closely with the M&E Officer to monitor the implementation of ESS and GESI activities, including safeguard measures and Gender Action Plan (GAP) activities, and provide input for tracking periodic progress and compliance.
- Conduct regular field visits to monitor implementation of the ESMF, ESMPs, GAP activities, and GRM operations, identify compliance gaps or implementation challenges, and recommend corrective actions as needed.
- Follow up with the Implementing Agencies (IAs) on agreed corrective actions to ensure timely resolution of the above-stated issues.
- Maintain accurate, up-to-date documentation of ESS- and GESI-related records, including safeguard screening and clearance documents, consultation records, grievance logs, monitoring reports, photographic evidence, and sex- and age-disaggregated data.

- Support assessments and surveys, including socio-economic data collection involving Project-affected people (PAPs), ensuring gender-sensitive approaches and equitable access to benefits.
- Support documenting lessons learned and dissemination of good practices on ESS, gender equality, social inclusion, and SEAH risk mitigation

E. Coordination, Learning, and Adaptive Management

- Ensure implementing partners, including CBOs, CSOs, and others, are sensitized about safeguards and GESI and understand their roles in implementing these policies.
- Coordinate with consultants, review missions, and relevant stakeholders on safeguards and GESI-related matters, and provide implementation support and advice to the Deputy Project Director.
- Document and share lessons learned, challenges, and good practices on ESS and GESI implementation to support adaptive management and continuous improvement.

General Responsibilities

Carry out any other tasks and responsibilities as may be assigned by the Project Director (PD) and Deputy Project Director (Dy. PD).

Qualifications

- **Education:** Bachelor's degree in Developmental Studies, Social Sciences, Gender Studies, Environmental Social Science, or a closely related field.

- **Experience:**

At least 3 years of combined professional experience in:

- ESS management, mitigation measures, and compliance, including ESMF/ESMP development and implementation
- Development and implementation of gender strategies and social inclusion.

- **Core Competencies:**

- Demonstrated experience engaging local communities and vulnerable groups using participatory, inclusive, and culturally appropriate approaches.
- Ability to conduct training and capacity-building sessions with partners and stakeholders at various levels.
- Strong analytical, documentation, and report writing skills, including ability to synthesize information and prepare a clear technical progress report

- Excellent written and verbal communication skills in English and Dzongkha; proficiency in other Bhutanese dialects would be an asset.
- Experience in conservation, biodiversity, or climate-related projects will be an asset

Remuneration and Benefits

Remuneration and benefits will be determined in accordance with the MHRC-MoENR

Documents to be submitted.

Interested applicants must submit the following documents:

- Letter of interest/cover page letter
- Curriculum Vitae (CV) / Resume.
- Copies of academic transcripts and degree certificates (Bachelor's degree).
- Valid Security Clearance Certificate (to be verified online).
- Copy of Citizenship Identity Card (CID).
- Valid Medical Fitness Certificate.
- Experience certificates (if any).
- NOC from parent agency (if employed).