

TERMS OF REFERENCE

1. Position Information	
Project Name	Enhancing Climate Resilience of the Urban Landscape and Communities in Thimphu-Paro Region (ECRUL)
Project Duration	2025-2031 (6 Years)
Position Title	Project Manager (PM)
Duty Station	Department of Human Settlement, MoIT
Duration of Contract	Two years with the possibility of an extension based on performance

2. Context
Bhutan is highly vulnerable to climate change and climate induced hazards. The project seeks to address the impact of riverine (fluvial) and surface water (pluvial) flooding, cyclonic events, and water stress on the residents of Thimphu and Paro. These two cities are experiencing changes in weather patterns due to climate change, resulting in higher frequency and intensity of climate-induced hazards. Despite having a high per capita water availability, Bhutan faces significant challenges with drinking water due to declining rainfall. The existing water infrastructure is inadequate, limited climate proofing leading to higher exposure to disaster. The issue of water availability is further exacerbated by increasing urban population, rapid urbanization and climate change. The terrain in these two regions also suffers from increasing landslides, flooding and forest fire risks. There is an urgent need for nature-based solutions, resilient urban planning and infrastructure development to mitigate these issues. The project will benefit 146,298 (Thimphu Male: 58,996 Female: 55,555; Paro Male: 12,091 Female: 19,656) people in the Thimphu-Paro region, by managing 600 hectares of watershed and springshed land, developing water retention systems, and upgrading early warning systems. The project prioritizes gender-responsiveness. It aims to build over 200 climate-resilient structures and train over 200 stakeholders and community members. Urban planning through the development of local adaptation plans and empowers communities through participatory planning and fostering entrepreneurship, especially among women and youth. It also encourages private sector involvement through training, green financing, and public-private partnerships. By raising climate awareness and changing behaviors, the project will contribute to increased resilience of Thimphu and Paro.

The results will be delivered through the following three project components:

Component 1: Climate risk-informed, coordinated, and inclusive planning and governance for resilient urban development.

Component 2: Build Resilience through gender-responsive climate adaptive approaches.

Component 3: Knowledge management, gender-responsive monitoring and evaluation.

The Project Management Unit (PMU) was established to oversee and supervise all project activities. Based within the Ministry of Infrastructure and Transport (MoIT) in Thimphu, the PMU serves as the project's implementing partner, responsible for coordinating and managing project implementation.

3. Duties and Responsibilities

Under the overall guidance and supervision of the Project Director, the Project Manager (PM) will be responsible for the day-to-day project management and regular monitoring of project results and risks, and reporting it to the Project Board. The duties and responsibilities of the PM will include the following but not limited to:

1. Review and verify annual work plans and budgets for onward submission to the Project Board for perusal and approval, prior to implementation.
2. Manage and coordinate the implementation of the project activities in accordance with the approved Project Document, annual work plans and budgets.
3. Monitor project progress and oversee the preparation of technical and financial progress reports in accordance with the requirements of the Project Document and report to the Project Board accordingly. Prepare consolidated progress reports of all projects and provide specific recommendations and lessons learned.
4. Identify issues in project implementation and take them up during quarterly, mid-year, and annual review meetings, where necessary, escalate to the Project Board for information, guidance and solutions.
5. Coordinate Project Board meetings including preparation and notification of agenda and circulation of documents necessary for the board meetings at least one week in advance. Also, ensure that the minutes of Project Board meetings are produced and circulated within a week after such meetings are held.
6. Coordinate Technical Advisory Coordination Committee (TACC) meetings, project review, planning and coordination meetings as and when necessary.
7. Keep track of and report on annual co-finance commitments and progress and present/report during the Project Board, Project Implementation Reports (PIRs), review meetings and evaluations.

8. Facilitate the conduct of the annual Audit by RAA (Royal Audit Authority) for the project.
9. Facilitate mid-term and terminal evaluations of the project.
10. Liaise with UNDP on project management matters, and commission joint monitoring of project progress (physical and financial) on a regular basis to ensure the accuracy and reliability of the progress report.
11. Manage requests for the provision of UNDP financial resources through funding advances, direct payments or reimbursement using the Funding Authorization and Certificate of Expenditures (FACE) form.
12. Prepare quarterly FACE form and quarterly progress reports (physical and financial) in consultation with project partners for timely submission to MOF and UNDP.
13. Apprise the Project Board in event of significant project deviations including project delays, financial deviations, changes in scope to ensure the incorporation of necessary changes. Assessments of minor amendments to the project within the parameters set by UNDP-GEF can be and accordingly update the Project Board. Other deviations will be addressed through Project Director/PMU.
14. Manage and monitor the initially identified project risks, including social and environmental risks and submit new risks to the Project Board for consideration and decision on possible actions if required, and accordingly update the status of these risks by maintaining the project risks log.
15. Coordinate the multi-year work plans, annual and quarterly plans whenever required.
16. Prepare the inception report no later than one month after the inception workshop.
17. Lead the preparation of the GEF Project Implementation Report (PIR) and ensure that the indicators included in the project results framework are monitored and updated annually.
18. Assess major and minor amendments to the project within the parameters set by UNDP-GEF and accordingly update the Project Board.
19. Monitor and implement the gender action plan, stakeholder engagement plan, and environmental and social management plan and update as required to ensure that the safeguards are fulfilled to the highest quality through regular monitoring of results framework indicators for evidence-based reporting.
20. Institute and activate the Grievance Redressal Mechanism (GRM) through Project board as per relevant GRM framework and subsequently, monitor and implement GRM and update as required.
21. Facilitate the procurement of works and services including approvals for contractual variations during the work execution in coordination with the Project Technical Specialist, Project Coordinator, the Component Managers and relevant implementing partners.
22. Provide support and information to facilitate the Harmonized Approach to Cash Transfer (HACT) assurance activities undertaken by UNDP during spot checks, financial and internal control audits conducted for the project.
23. Coordinate the proposal of annual budget, incorporate supplementary budget, annual BMT (Budget Monitoring Tool), monthly BRF (Budget Request Forecast), budget

re-appropriation, additional budget requirement and budget reconciliation for the released fund as per the prevailing RGoB financial norms.

24. Facilitate with Knowledge Management (KM) and Communications Officer for identification, analysis and documentation of best practices and lessons learned from the project and share with stakeholders to improve the performance/ increase the effectiveness of the project implementation.
25. Assess and review the annual performance of the Project Technical Specialist, K&M Communication Officer and M&E Officer.
26. Carry out any other tasks that may be assigned within the scope of the projects as assigned by the Project Director.

4. Implementation and Accountability

The PM will be stationed in the Department of Human Settlement, Ministry of Infrastructure and Transport (MoIT), Thimphu, Bhutan. The PM shall directly report to the Project Director for day-to-day work.

Appointment Terms

1. The PM shall be appointed for an initial term of two years with the possibility of extension based on the performance and delivery of the required outputs;
2. In the event of a lapse that leads to serious consequences, an internal investigation will be conducted to determine the extent of the Project Manager's responsibility. The PM shall be responsible for any lapses which may have an adverse impact on the project outcomes and held accountable as per the prevailing laws.
3. The PM is expected to devote full time and attention to the duties and responsibilities of the position.
4. The Contract employee provisions of prevailing BCSR shall be applicable.

5. Qualification, Experience and Requisite Skills

1. Bachelor's degree in any field with minimum of 10 years or a Master's Degree in any field with minimum of 7 years of relevant professional experience in project management. Preference will be given to candidates with experience in urban development projects, particularly in strategic planning, project monitoring and reporting, stakeholder engagement, team coordination and financial management.
2. Experience in climate-resilience and nature-based solutions will be an added advantage.
3. Should possess skills in promoting teamwork and flexibility to work under pressure and have the ability to work efficiently and effectively with a multidisciplinary team.
4. Knowledge and experience in workshop facilitation, training, presentation and participatory techniques.
5. Proficient in the microsoft office suite & google apps/workspace.
6. Excellent written and oral competency in Dzongkha & English.
7. Women applicants are strongly encouraged.

6. Remunerations

1. A lump sum salary shall be paid in keeping with the budget provisions in the Project Document and the qualification of the selected candidate;
2. The PM will be paid a gross amount of Nu 150,000 per month with an annual increment of 7% of the gross amount.
3. Salary shall be subjected to tax deduction as per the Income Tax Act of the Kingdom of Bhutan.
4. The standard government calendar and working hours will apply, with potential visits to work sites. If required, the PM is in principle on official duty for twenty four hours a day and seven days a week and is accordingly paid for and as such, is liable for call to duty anytime.

Other Emoluments and Benefits

1. PM shall be entitled to Travel Allowance, Mileage and Daily Allowance (TA & DA) as per the prevailing RGoB Rules, payable at par with P1 level of the civil servant;
2. PM shall be entitled for leave 21 days Annual leave. Other leave (Bereavement, Paternity, maternity and medical leave) shall be as per the RGOB prevailing rules governing contract employees.
3. Office space and equipment with basic furniture, internet access, stationery, etc will be provided.
4. The Training on the UNDP HACT fund flow mechanism, Environmental and Social Safeguards (ESS), Gender will be provided within the first three months and other training as deemed necessary by the Project Director.

7. Application Requirements

The interested qualified candidates must submit the following documents to the Chief Human Resource Officer, MoIT, Thimphu with the following documents:

1. Application with detailed CV
2. Copies of Academic transcripts and Certificates
3. Valid Security Clearance
4. Audit Clearance, if applicable
5. Letter of relevant Experience
6. Relevant Training Certificates
7. Reference
8. Copy of Citizenship card
9. Copy of extra-curricular activities
10. Medical Fitness Certificate
11. No Objection Letter, if employed