

TERMS OF REFERENCE

1. Position Information	
Project Name	Enhancing the Climate Resilience of Urban Landscape and Communities for Thimphu and Paro Region (ECRUL)
Project Duration	2025-2031 (6 Years)
Position Title	Knowledge Management and Communications Officer
Duty Station	Department of Human Settlement, MoIT
Duration of Contract	One year with the possibility of an extension based on performance

2. Context
<p>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.</p> <p>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</p>

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 will establish a Project Management Unit (PMU) responsible for supervising all project activities. The Project Management Unit will operate within the Ministry of Infrastructure and Transport (MoIT) in Thimphu as an implementing partner for the project. The PMU team will be composed of the Project Director, Project Coordinator, Project Manager, Project Technical Specialist, Project M&E Officer, KM & Communication Officer.

As a part of the PMU, a KM & Communication Officer will be recruited and will work under the direct supervision of the Project Manager.

3. Duties and Responsibilities

Under the overall supervision and guidance of the Project Manager and in close coordination and consultation with the PMU and Implementing partners, the Knowledge Management & Communications Officer, will be responsible for communications, maintenance and evolution of repositories of knowledge of the project activities. The duties and responsibilities of the KM & Communication Officer will include the following but not limited to:

1. Develop a project communications strategy and update it annually in consultation with implementing partners and coordinate its implementation.
2. Collaborate with the M&E Officer to execute the Stakeholder Engagement Plan, and support for Grievance Redressal Mechanism and Safeguards compliance.
3. Facilitate knowledge generation by supporting the documentation of emerging best practices and lessons learned;
4. Serve as a component manager for component three and coordinate the implementation of outputs in the component.
5. Coordinate and oversee the implementation of public awareness activities across all project components;
6. Coordinate capacity development and knowledge sharing of the project through the organization of events, workshops, seminars and conferences;
7. Attend project events such as meetings, workshops, and inaugurations and keep a record of proceedings including photographic evidence, press releases, minutes of meetings, etc.
8. Facilitate publication of reports, and research journals/articles/ Aid, inspire, and guide stakeholders in the development and distribution of reports and research journals/articles / Support, motivate, and assist stakeholders in the creation and dissemination of reports and research journals/articles.
9. Support knowledge exchange programme for public and private sector and development of localized replication action plans of the project;
10. Develop communications, advocacy, and knowledge management products including impact stories, brochures, videos and infographics to disseminate project activities and highlight achievements to a wider audience;
11. Oversee the design of the project website to maintain and disseminate project information, events and activities.
12. Ensure that the website is periodically maintained and project information is regularly updated based on the standardized website management practice of the implementing partners.
13. Produce engaging social media assets and communications to promote the project's social media presence.
14. Liaise with broadcast and print media to disseminate project events, success stories and activities of project interest.
15. Support annual reviews and facilitate the project implementation report (PIR) and mid-term and terminal evaluations of the project.
16. Visit project sites as and when required to appraise project progress on the ground and validate written progress reports.
17. Maintain an archive of all online project data including publications and audio-visuals.
18. Conduct regular communications needs-assessments for the project to identify and

strategies for effective project communication.

19. Ensure that all communications materials align with the protocols of GEF-UNDP and the Royal Government of Bhutan.
20. Carryout other activities related to the project assigned by the Project Director and Project Manager.

4. Implementation and Accountability

The KM & Communications Officer will be stationed in the Department of Human Settlement, Ministry of Infrastructure and Transport (MoIT), Thimphu, Bhutan. The KM & Communication Officer shall directly report to the Project Manager for day-to-day work.

Appointment Terms

1. The KM & C Officer shall be appointed for an initial term of 1 year 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 KM & C officer's responsibility. The KM & C officer shall be responsible for any lapses which may have adverse impact to the project outcomes and held accountable as per the prevailing laws.
3. The KM & C Officer 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 work experience of 5 years OR Master's degree in any field with Minimum work experience of 3 years, in Journalism, and communication.
2. Degree in Journalism, Mass Communication, etc. will be an added advantage
3. Skills and knowledge in designing publications/promotional materials, audiovisuals, etc.
4. Sound knowledge and experience of working with the media and web-based communication.
5. Experience in climate-resilient built environment/ Nature-based solutions/ green buildings will be an added advantage.
6. Skills in promoting teamwork and flexibility to work under pressure, and have the ability to work efficiently and effectively with a multidisciplinary team.

7. Knowledge and experience in workshop facilitation, training, presentation and participatory techniques.
8. Ability and commitment to work independently with minimum supervision.
9. Willingness to travel to project sites.
10. Excellent written and oral competency in English & Dzongkha.
11. 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 qualification of the selected candidate;
2. The KM & C Officer will be paid a gross amount of 120000 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 normal government calendar and the working hours shall be applicable, with possible visits to works sites. If required, the KM & C officer 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. KM & C officer shall be entitled to Travel Allowance, Mileage and Daily Allowance (TA & DA) as per the prevailing RGoB Rules, payable at par P1 level of the civil servant;
2. KM & C officer shall be entitled for 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. Certificate/letter of Experience
6. Relevant Training Certificates
7. Reference/Support documents (relevant training documents)
8. Copy of Citizenship card
9. Copy of extra-curricular activities
10. Medical Fitness Certificate
11. No Objection Letter, if employed