

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	Project Technical Specialist (PTS)
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 guidance and supervision of the Project Manager and and in close coordination with the PMU and implementing partners, the Project Technical Specialist (PTS) is responsible for oversight of the project's technical activities. The duties and responsibilities of the Project Technical Specialist will include the following but not limited to:

1. Provide technical leadership and coordination for all activities under the project;
2. Support and ensure procurement of works, goods and services including preparation of tender documents, and evaluation for contract packages, identify areas for technical inputs, manage and oversee the work of consultants as and when required.
3. Provide technical support and inputs in the overall implementation of the project activities including the preparation of annual work plans (AWP), annual Project Implementation Reports, quarterly progress reports and field monitoring reports.
4. Provide guidance to all recruited technical consultants, ensuring that the technical specifications are met.
5. Oversee, review and guide designs, drawings, estimates and specifications for project activities and integration of nature-based solutions.
6. Ensure quality assurances in the implementation of project activities approved in the AWP.
7. Support Project Manager and PMU with oversight of the project's technical activities in the day-to-day management of the project;
8. Support the identification of bottlenecks in project implementation, and update the status of project risks in the project risk log.
9. Support the Project Manager to organize Technical Advisory Coordination Committee meetings and Project Board meetings to present progress, issues and risks of the project and to seek an approval from the Board for the Annual Work Plan; ensure timely preparation of agenda, background materials and document minutes of the Board Meetings.
10. Ensure that the recommendations from the TACC meetings are reviewed for its technical feasibility and accordingly implemented.
11. Support the implementation of Environmental and Social Safeguards Framework and Grievance Redressal Mechanism.
12. In the absence of the Project Manager such as the PM on leave, the PTS will assume the responsibilities of PM.
13. Assist the establishment of an effective monitoring and reporting system on project implementation and results tracking.
14. Assist in organizing/conducting quarterly and annual progress review with focus on the project technical aspects.
15. Prepare and review of technical reports/briefs for Project Board's appraisal/approval/consideration;
16. Assist in the preparation of periodic annual Project Implementation Review (PIR) in

close collaboration with PMU to be submitted to the Global Environment Facility (GEF) and other corporate reports.

17. Assist in addressing any quality concerns flagged during M&E activities (e.g annual GEF PIR quality assessment ratings) along with PMU.
18. Provide timely data to M&E Officer on relevant environmental and social risks and corresponding management plan, gender strategy, knowledge management strategy, and other relevant strategies and safeguard requirements.
19. Assist in the review of financial reporting procedures and mandatory requirements during the annual audit review.
20. Facilitate the Project's representation and/or participation in national and international knowledge networks to draw on and share best practice and lessons learned.
21. Capture lessons learned during project implementation and support the Communication officer in preparing the knowledge products and sharing.
22. Provide information to ensure the optimal flow of information about initiatives, projects, and related issues.
23. Ensure, with support from the PMU, that technical outputs are reviewed to meet highest technical standards and quality.
24. Carryout other activities related to the project assigned by the Project Director and Project Manager.

4. Implementation and Accountability

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

Appointment Terms

1. The PTS 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 PTS's responsibility. The PTS 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 PTS 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 Civil engineering/Architecture/Urban Planning or equivalent relevant field with minimum work experience of 6 years related to urban development OR Master Degree with minimum work experience of 4 years related to urban development.
2. Experience in climate-resilient built environment/ Nature-based solutions/ green buildings 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. Possess the ability and commitment to work independently with minimum supervision.
6. Willingness to travel to project sites.
7. Excellent written and oral competency in English & Dzongkha.
8. Experience in the usage of computers and productivity software packages.
9. 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 PTS will be paid a gross amount of 130000 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 PTS 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. PTS 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. PTS 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. 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