

TERMS OF REFERENCE

Project Name	Advancing Climate Resilience of the Water sector in Bhutan (ACREWAS)
Project Duration	5 Years
Position Title	M&E cum Communication Officer for ACREWAS Project
Duty Station	Water and Sanitation Division, Department of Infrastructure Development, MoIT, Thimphu
Duration of Contract	1 year, subject to renewal based on performance up to maximum of 4 Years.

1. BACKGROUND (PROJECT AND THE 4 KEY OUTCOMES)

Bhutan is highly vulnerable to climate change and climate induced hazards. The project Advancing Climate Resilience of the Water Sector in Bhutan (ACREWAS) is funded by the UNDP/GEF-LDCF and seeks to address the shortages and declining water quality, which has a direct bearing on increased vulnerabilities of livelihoods, food production and human health that depend on the renewable natural resources (RNR) sector, particularly for communities those dependent on forest resources.

The project will enhance the resilience of communities to climate change-driven impacts on water resources and water infrastructure in some of the most climate vulnerable regions of Bhutan. It will restore, manage, and protect critical catchments to stabilise and enhance water yields by enhancing their resilience to extreme events and extended dry seasons. Further, it will provide agricultural land with irrigation and support farmers to adopt climate resilient agriculture. Existing (Payment for Eco-system Services) PES schemes will be replicated to sustain the management of critical catchments. It will promote climate proofing of water infrastructure and remove barriers to adaptation solution using tools that leverage the Internet of Things (IoT) and digital technologies. The results will be delivered through the following four project components:

Component 1: Water governance and institutions

Component 2: Nature-based solutions for sustainable & climate- resilient watersheds and livelihood enhancement

Component 3: Efficient, adequate, and sustainable supply, distribution, and utilisation of water

Component 4: Knowledge management

The project will be executed by the Department of Infrastructure Development (DoID)- Ministry of Infrastructure and Transport (MOIT) in coordination with Department of Water (DoW)- Ministry of Energy and Natural Resources (MoENR), Department of Agriculture (DOA)- Ministry of Agriculture and Livestock (MOAL), Gasa, Punakha and Tsirang District Administration, Ministry of Finance and UNDP Bhutan.

2. DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Project Manager, ACREWAS Project and Chief Engineer, Water and Sanitation Division, DoID, Ministry of Infrastructure and Transport, the M&E cum Communication Officer will be responsible for carrying out the following tasks:

Monitoring and Evaluation

- Development of monitoring framework for M&E of the project with appropriate indicators and tools for monitoring and evaluation of the project including field testing and enhancement.
- Establishment of baseline data against the indicators defined in the M&E framework to be able to monitor inputs, outputs, outcomes and impacts.
- Develop and implement annual M&E workplan for all project activities in close consultation with the PMU and responsible parties and ensure its alignment with RGoB/ UNDP/GEF's requirement.
- Monitor project progress and participate in the production of progress reports ensuring that they meet the necessary Government, the UNDP Country Office and UNDP-GEF reporting requirements and standards.
- Oversee and ensure the implementation of the project's M&E plan, including tracking of key indicators during project implementation and periodic appraisal of Results Framework.
- Oversee and coordinate the implementation of the stakeholder engagement plan.
- Oversee and guide the design of surveys/ assessments commissioned for monitoring and evaluating project results in close consultation with PMU and responsible parties.
- Facilitate annual reviews of the project and produce analytical reports from these annual reviews, including learning and other knowledge management products.
- Facilitate mid-term and terminal evaluations of the project including management responses.
- Liaise with stakeholders through project focal points, UNDP and responsible parties for implementation of project activities in matters related to M&E and knowledge resources management.
- Carry out field monitoring visits periodically with approval of Department/Division and submit technical report with recommendations within a week of arrival at work station.
- Support/ facilitate joint monitoring visits with Government, UNDP and UNDP related mission.
- Ensure all project documentation are properly maintained in hard and electronic copies in an efficient and readily accessible filing system, for submission when required by PSC, TAC, UNDP, project consultants, audit purpose and PMU.

Communication and Advocacy

- Develop a project communications strategy/workplan and update it annually in consultation with project stakeholders and coordinate its implementation.
- Facilitate documentation and effective dissemination of best practices and lessons with stakeholders to advocate on the project impacts, results and benefits.
- Coordinate the implementation of knowledge management of the project in close consultation with PMU and responsible parties.
- Develop communication materials (brochures, press releases, slideshows and other audiovisuals, leaflets) to disseminate project activities and highlight project achievements to a wider audience.
- Liaise with broadcast and print media to disseminate project events and activities of interest.
- Ensure content management and publication of high-quality blogs, picture/ human interest stories, and project impact pieces on an annual basis.
- Sensitize and train project stakeholders on communication and advocacy and media / relation management.
- Work closely with the respective component managers and responsible parties.
- Carry out any other tasks that may be assigned related to the projects.

3. IMPLEMENTATION & ACCOUNTABILITY

The M&E cum Communication Officer will be stationed in the Water and Sanitation Division (WSD), Department of Infrastructure Development (DoID), Ministry of Infrastructure and Transport (MoIT), Thimphu, Bhutan. He / She shall report directly to the Project Manager, ACREWAS Project, for day-to-day work and for overall work coordination. WSD will provide furnished work space, office internet access, phone facilities and printing facilities.

4. QUALIFICATIONS, EXPERIENCE AND REQUISITE SKILLS

- A Bachelor's degree in any field (Master's degree will be an added advantage) in relevant field.
- Minimum of 5 years of work experience preferably in project management, monitoring & evaluation, mass communication and journalism.
- Experience in developing and implementing M&E plans, designing and conducting evaluations, and analyzing and presenting data to inform decision-making.
- Should possess a sound understanding of M&E frameworks and tools, including logical frameworks, results frameworks, and performance indicators.
- Experience in organizing events, meetings and campaigns to ensure that the advocacy plan is active and is successfully implemented.
- Experience in developing communication materials.
- Should possess skills in promoting team work and flexibility to work under pressure and have the ability to work efficiently and effectively with a multidisciplinary team.
- Knowledge and experience in workshop facilitation, training, presentation and

- participatory techniques.
- Sound computer skills.
- Possess the ability and commitment to work and give results with minimum supervision.
- Willingness to travel to project sites.
- Very good language skills in English (writing, speaking and reading) and in Dzongkha (speaking and reading).

5. REMUNERATIONS

The client will pay the expert a lumpsum amount of Nu: 100,000.00 (One Hundred Thousand) per month, which shall be subject to applicable tax deduction at source (TDS). The daily allowance for the in-country travels shall be payable at par with P1 level of the civil service. Mileage will be considered for in-country travel in the event of the non-availability of the pool vehicle at the prevailing government rates. 10 days of paid casual leave per year shall be entitled as per the prevailing norms. While the weekends (Saturday and Sunday) including government holidays will be considered as non-working days, the expert will be required to attend duties if the situation so demands.

6. REQUIREMENTS

The interested qualified candidates must submit the following documents to the CHRO, MoIT, Thimphu with the following documents:

- Application with detailed CV
- Copies of Academic transcripts and Certificates
- Valid Security Clearance
- Reference/Support documents (relevant training documents)
- Copy of Citizenship card
- Copy of extra-curricular activities
- No Objection Letter, if employed.