

TERMS OF REFERENCE

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| Project Name | Advancing Climate Resilience of the Water sector in Bhutan (ACREWAS) |
| Project Duration | 5 Years |
| Position Title | Project Technical 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 Project Technical Officer will be responsible for carrying out the following tasks:

- Provide overall technical backstopping and management support to the Project.
- Oversee, review and guide designs, drawings, estimates and specifications for project activities in consultation with the components, three project districts and relevant agencies.
- Prepare bidding documents of all the bid packages under the project and procure the works including evaluations, award of work and facilitation of approvals for contractual variations during the work execution in consultation with the PMU and three project districts.
- Prepare/ revise and finalize designs, drawings, cost estimates and specifications during the work execution phase as and when required in consultation with PMU and three project districts.
- Support the three project districts in successful handing/taking over of the project activities upon completion.
- Procure goods and consultancy services including preparation of bid documents, specifications for goods and Terms of Reference (TOR) for consultancy services.
- Manage and monitor the project risks related to civil infrastructure, social and environmental with clear mitigation plans and actions.
- Conduct periodic field monitoring visits and joint monitoring of project activities and submit technical report with recommendations within a week of arrival at work station.
- Support the Project Manager in day-to-day management and implementation of project activities including preparation/revision of the following;
 - a. Workplan (Annual and Multi-year)
 - b. Annual budget (additional budget, supplementary, BRF, BMT etc.)
 - c. Quarterly progress monitoring and reporting (physical and financial)
 - d. Coordinate and organize all meeting/ Workshops related to Project
 - e. Mid-term and terminal evaluation report
 - f. Prepare the GEF Project Implementation Report
- Prepare quarterly FACE form in consultation with project partners for timely submission to MOF and UNDP.
- Render technical support to the M&E officer in matters related to M&E and knowledge resources management.
- Provide technical support to the Gender and Safeguards experts to prepare, manage, monitor and report on environmental, social and gender plans including risk management.
- Document lessons learnt related to technical and managerial aspects during project implementation and support the M&E cum Communication Officer in preparing and knowledge products and sharing.
- Facilitate the conduct of annual RAA audits for the project.
- Grievance Redressal Mechanism (GRM) to be monitored and implemented.
- Work closely with the respective component managers and relevant officials of the three project districts.

- Furnish technical data requirement from the three project districts.
- Provide support and information to facilitate the HACT assurance activities undertaken by UNDP during spot checks, financial and internal control audits conducted for the project.
- 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.
- Carry out any other tasks that may be assigned related to the projects.

3. IMPLEMENTATION & ACCOUNTABILITY

The Project Technical 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

- Bachelor's degree in civil engineering (Master's degree in relevant field will be added advantage) with a minimum work experience of 5 years related to water supply and irrigation engineering works.
- Experience in management of projects will be an added advantage.
- Experience in planning and design of Water Supply and irrigation Systems which shall include components such as intakes, transmission, distribution networks, reservoirs etc. in situations and contexts similar to Bhutan.
- Experience in preparation of technical design reports, specifications, cost estimates, tender documents, etc. in accordance with prevailing RGoB procurement rules and regulations.
- The expert should have experience in survey and design, quality control, construction management and ability to train other persons.
- Familiarity with AutoCAD and Water-Cad, or similar hydraulic design software.
- 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.