

TERMS OF REFERENCE

1. Position Information	
Project Name	Enhancing Climate Resilience of the Urban Landscapes and Communities in Thimphu-Paro Region of Bhutan (ECRUL)
Project Duration	2025-2031 (6 Years)
Position Title	Monitoring and Evaluation Officer (M&E)
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 Management Unit (PMU), established under the Department of Human Settlement, is responsible for supervising all project activities. The PMU operates within the Ministry of Infrastructure and Transport (MoIT) in Thimphu as the project's implementing partner. The PMU team comprises the Project Director, Project Coordinator, Project Manager, Project Technical Specialist, Project M&E Officer, and KM & Communication Officer.

As a part of the PMU, a M & E 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 with the PMU and Implementing partners, the Monitoring and Evaluation Officer (M&E) will be responsible for monitoring and evaluation of project activities in accordance with project result framework and monitoring plan including GEF M&E requirements. The duties and responsibilities of the Monitoring and Evaluation Officer will include the following but not limited to;

1. Develop M&E plans for the project and project-specific M&E tools as necessary.
2. Align the project's M&E requirements with those of RGoB, and ensure that both RGoB and UNDP-GEF M&E requirements are effectively coordinated and addressed.
3. Oversee and ensure the implementation of the project's M&E plan, including periodic appraisal of the Project's Theory of Change and Results Framework with reference to actual and potential project progress and results.
4. Engage actively in the project planning process and assist in identifying key indicators for the preparation of M&E plan in consultation with the team and partners.
5. Lead the development of M&E systems and provide guidance to project staff in incorporating appropriate M&E systems into projects based on needs, and donor requirements, resources, and capacities.
6. Lead the monitoring and evaluation activities of projects i.e. baseline study, mid-term reviews, and end-term evaluations and ensure inclusion of M&E activities in the project work plans and logframe.
7. Monitor project progress, maintain progress data and information, participate and provide inputs in the production of progress reports ensuring that they meet the necessary Government, the UNDP Country Office and UNDP-GEF reporting requirements and standards including Gender Action Plan (GAP), Social and Environment Safeguards, Stakeholder engagement plans (SEP).
8. Coordinate with Project Managers, and implementing partners and other relevant officials (PTS, Social, Gender Experts, etc) for data collection against agreed indicators and other essential data.
9. Collect data and carry out analysis on environmental, social, gender and other project related risks including the corresponding management plan, gender strategy, knowledge management strategy, and other relevant strategies and safeguard requirements.
10. Establish baseline data against the indicators defined in the M&E framework to be able to monitor inputs, outputs, outcomes and impacts.
11. Maintain a Project Risk Log, which needs to be updated and reported to PM on a quarterly basis.
12. Carry out field monitoring visits periodically with approval of the PM and submit technical reports with recommendations within 2 weeks of arrival at the workstation.
13. Support/ facilitate joint monitoring visits with Government, UNDP, GEF and Project related agencies.
14. Oversee data collection and identify impacts of project activities in collaboration with Implementing Partners and consultants to ensure the highest quality of M&E findings.

15. Ensure all project documentation is properly maintained in hard and electronic copies in an efficient and readily accessible filing system, for submission when required by Project board, TACC, UNDP, project consultants, audit purposes and PMU.
16. Provide timely information to the PM, KM & Communication Officer and PTS on relevant data to document the best practices and success stories.
17. Facilitate annual reviews of the project and produce analytical reports from these annual reviews, including learning and other knowledge management products.
18. Facilitate annual Project Implementation Report (PIR), mid-term review and terminal evaluations of the project including management responses.
19. Ensure that all project monitoring and evaluation reports are in accordance with donor reporting format/template and ensure their timely submission.
20. Support in preparing the consolidated progress reports of all projects and provide specific recommendations and lessons learned.
21. Provide feedback to the Project team and partners on the project's performance based on monitoring data findings and propose/implement remedial measures.
22. Promote a results-based approach to monitoring and evaluation, emphasizing results and impacts.
23. Liaise with stakeholders through project focal points, UNDP and implementing partners for implementation of project activities in matters related to M&E.
24. Support the organization of PMU meetings, board meetings, annual project review, and planning meetings including the preparation and notification of agenda and circulation of documents necessary for these meetings.
25. Support and monitor the implementation of Environmental and Social Safeguards Framework and Grievance Redressal Mechanism.
26. Carryout other activities related to the project assigned by the Project Director and Project Manager.

4. Implementation and Accountability

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

Appointment Terms

1. The M&E 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 M&E officer's responsibility. The M&E 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 M&E 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. Minimum Bachelor's degree in any field with a Minimum work experience of 5 years or Master's degree in any field with Minimum work experience of 3 years, related to Project Management, and Monitoring and Evaluation.
2. Experience in the design and implementation of M&E in development projects implemented by national/international NGOs/UN bodies/Government will be an added advantage.
3. Experience in designing tools and strategies for data collection, analysis, interpretation, visualization and production of reports.
4. Experience in climate-resilient built environment/ Nature-based solutions/ green buildings will be an added advantage.
5. Skills in promoting teamwork and flexibility to work under pressure and have the ability to work efficiently and effectively with a multidisciplinary team.
6. Knowledge and experience in workshop facilitation, training, presentation and participatory techniques.
7. Ability and commitment to work independently with minimum supervision.
8. Willingness to travel to project sites.
9. Excellent written and oral competency in English & Dzongkha.
10. Women applicants are strongly encouraged.

6. Remunerations

- A lump sum salary shall be paid in keeping with the budget provisions in the Project Document and qualification of the selected candidate;
- The M&E Officer will be paid a gross amount of 120000 per month with an annual increment of 7% of the gross amount.
- Salary shall be subjected to tax deduction as per the Income Tax Act of the Kingdom of Bhutan.
- The standard government calendar and working hours will apply, with potential visits to work sites. If required, the M&E 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

- M&E 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;

- M & E 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.
- Office space and equipment with basic furniture, internet access, stationery, etc will be provided.
- 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:

- Application with detailed CV
- Copies of Academic transcripts and Certificates
- Valid Security Clearance
- Audit Clearance, if applicable
- Letter(s) of Experience
- Relevant Training Certificates
- Reference Letter(s)
- Copy of Citizenship card
- Copy of extra-curricular activities
- Medical Fitness Certificate
- No Objection Letter, if employed