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རྒྱལ་ཡོངས་དགའ་སྲིད་དཔལ་འཛོམས་ལྷན་ཚོགས།

Royal Government of Bhutan  
Gross National Happiness Commission



## Terms of Reference (ToR) for the Project Officer to Assist the Management of Green Climate Fund (GCF) Readiness Support Project

*Brief background on the project:*

The project is titled “**Strengthening NDA and related institutions, including financial institutions, in Bhutan for effective engagement with GCF**” and is for 24 months. The project aims to strengthen the capacity of the country through developing online-based public information system regarding GCF and its activities in Bhutan, engage relevant stakeholders through consultative meetings/workshops, accredit all three financial institutions for direct access, and effectively engage the private sectors for wider outreach of GCF resources.

Gross National Happiness Commission (GNHC) is the focal point or the National Designated Authority (NDA) for GCF. GNHC will manage and spearhead the implementation of this project in partnership with three Financial Institutions (Bank of Bhutan, Bhutan Development Bank Limited and Bhutan National Bank) and other relevant agencies.

### *Specific Tasks:*

- ✓ Oversee and ensure the implementation of the project as per the work plan;
- ✓ Effectively liaise with stakeholders for implementation of the project activities;
- ✓ Coordinate and conduct consultation workshops and meetings with various stakeholders as per the work plan;
- ✓ Timely monitor project activities in accordance with the approved annual work plan and budget;
- ✓ Ensure follow-up on fund disbursement, incorporation and release;
- ✓ Maintain up-to-date records and information on project finances, expenditure and project activities;
- ✓ Prepare interim progress and project completion reports (both technical and financial, as well as, other outcome reports) based on UNOPS’ reporting requirements and standards;
- ✓ Follow-up and ensure a timely conduct of the audit on the project;
- ✓ Report constraints and problems encountered/likely to be encountered that would impede its progress to GNHCS and UNOPS/GCF;



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- ✓ Keep track of expenditure and report accordingly;
- ✓ Facilitate and coordinate the visits of mission/delegates;
- ✓ Support preparation and submission of GCF readiness proposal for 2020 and 2021;
- ✓ Ensure the implementation of REDD+ project activities in collaboration with the Watershed Management Division (WMD), Ministry of Agriculture and Forests (MoAF)
- ✓ Any other task(s) assigned by GNHC;

***Service Contract:***

- ✓ The Project Officer shall be appointed for a period of 12 months and is extendable based on his or her performance.
- ✓ Basic pay at the time of the project period shall be fixed at the lump sum of Nu. Sixty thousand only (Nu. 60,000/-) per month as per qualifications and experiences. The contract term and salary will be renewed and revised, respectively, after one year based on his/her performance and project financing.
- ✓ Project Officer will be based at the Development Cooperation Division (DCD) of GNHC
- ✓ Salary shall be subjected to Tax Deducted at Source (TDS) as per the Income Tax Act of the Kingdom of Bhutan.
- ✓ He/She shall be entitled to Travel Allowance and Daily Sustenance Allowance (TA & DSA) as per the prevailing RGoB Rules.
- ✓ He/ She shall be entitled to leave and benefits as per the existing RGoB rules governing contract employees.

***Pre-mature termination of Contract:***

The contract of the employee could be terminated prematurely on the following grounds:

- ✓ Non-delivery of the duties as specified in ToR.
- ✓ Disciplinary issues such as disruption of harmony and team work
- ✓ Medical conditions and disability rendering him/her incapable of performing duties



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- ✓ The termination of employees under these circumstances shall be in effect upon the concurrence and endorsement by the HRC of GNHC.