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NAPA-3 Project

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Enhancing Sustainability and Climate Resilience of Forest and Agriculture

Landscape and Community Livelihoods in Bhutan

Funded by: GEF-LDCF

Total Fund: USD 13,967,124 (GEF Funds: USD 3,467,124 and LDC Funds: USD 10,500,000)

Working Title of the Project: NAPA-III / GEF-LDCF Project

Project Signing Date: 30th October, 2017

Project Period: 6 years (30/10/2017 to 29/10/2023)

The Project on “Enhancing Sustainability and Climate Resilience of Forest and Agriculture Landscape and Community Livelihoods in Bhutan” is initiated and implemented by the Royal Government of Bhutan with technical support from UNDP. It is funded by the Global Environment Facility (gef) and Least Developed Country Fund (LDCF). It is the third in the series of Bhutan’s journey in the National Adaptation Program of Action (NAPA) in realizing its commitment to Paris Agreement on Climate Change through the Nationally Determined Contribution (NDC).

1. Brief project description

1.1 The development challenge that this project seeks to address concerns the adverse impacts of climate change on rural livelihood security (SDG 13) and poverty (SDG 1), and the effects of sector-led development practices on the ecological integrity of biodiversity-rich forested landscapes (SDG 15).

1.2 Bhutan’s renewable natural resource (RNR) sector, which is made up of agriculture, livestock production and forestry forms a significant part of the national economy, as the largest employer with 58 percent of the working

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population, and with agriculture contributing 16.7 percent to the national economy in 2015. However, the RNR sector is very vulnerable to climate change impacts, which have been increasing as a result of heavy rainfall, drought, frost, hailstorms, windstorms and related land degradation. In addition to climate-related losses, damage to crops and livestock from wildlife causes major production losses.

1.3 Bhutan's biodiversity resources are of regional and global significance and the preservation of intact, forested landscapes through the protected areas network and associated biological corridors is needed to sustain these values. However, climate change impacts and other anthropogenic threats such as land conversion, forest fires, infrastructure development and unsustainable agriculture are placing increasing pressure on biodiversity and the integrity of ecosystems in the country.

1.4 The long-term solution envisaged by the project is to ensure the effective climate resilient management of forest areas including biological corridors and adjoining protected areas, securing ecosystem services that underpin livelihoods, local and national development and climate change adaptation (CCA). However, there are several barriers that need to be overcome: 1) Insufficient institutional capacity for integrated landscape management (ILM) and CCA; 2) Insufficient capacity to operationalize the biological corridor system; 3) Limited capacity, awareness and support for building livelihood resilience; and 4) Inadequate knowledge on natural resource status, ecosystem services and resilient livelihood options. These barriers will be removed four project components that will lead to achievement of the Project Objective, which is to operationalize an integrated landscape approach through



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strengthening of biological corridors, sustainable forest and agricultural systems, and build climate resilience of community livelihoods.

The project outcomes are as follows:

Outcome 1: Enhanced institutional capacity for ILM and climate change resilience: This component will focus on building institutional capacities for ILM as well enhancing climate resilience across rural communities.

Outcome 2: Biological corridor governance and management established and demonstrated with management linkage to adjoining protected areas.

Outcome 3: Livelihood options for communities are made climate-resilient through diversification, SLM and climate-smart agriculture and supported by enhanced climate-resilient infrastructure.

Outcome 4: Knowledge management system established to support sustainable management of forest and agricultural landscapes and climate-resilient communities

2. Project Landscape

The project is being implemented in these areas:

2.1 Three Protected Areas: Jigme Khesar Strict Nature Reserve (JKSNR), Jigme Singye Wangchuck National Park (JSWNP) and Phrumsengla National Park (PNP).

2.2 Four Biological Corridors: BC1 that connects JKSNR to Jigme Dorji National Park (JDNP), BC2 that connects JDNP to JSWNP, BC8 that connects JSWNP to Wangchuck Centennial Park (WCP) and JDNP, BC4 that connects JSWNP to PNP, and PNP to Royal Manas National Park (RMNP).

2.3 Twelve Dzongkhags and 38 Gewogs:

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Dzongkhag	Gewog
Haa	Bji, Sangbey, Sama and Gakidling
Paro	Tsento
Thimphu	Chang
Punakha	Kabjisa and Toebesa
Trongsa	Korphu, Nubi, Tangsibji and Langthel
Wangduephodrang	Atang, Bjena, Daga, Dagachu, Gasetshowom, Gangtoe, Kazhi, Nahi, Nyisho, Phobji and Sephu
Bumthang	Tang, Chhumei and Ura
Mongar	Tsamang and Saleng
Lhuntse	Gangzur, Jarey and Metsho
Tsirang	Phuentenchu and Sergithang
Sarpang	Chhudzom and Jigmechoeling
Zhemgang	Nangkor, Shingkar and Trong

The project is implemented on the principles of Integrated Landscape Management (ILM) with the Project Management Unit (PMU) headquartered at the GNHC. The PMU team is composed of the Project Director, Project Manager, Project Officer, Project M&E Officer, Project Accountant and a Project Technical Specialist. The Project Technical Specialist is based in UNDP. As part of PMU team, we will be recruiting a Project Officer. He/she



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will be under the supervision of the Project Manager and report directly to the Project Manager.

TERMS OF REFERENCE FOR PROJECT OFFICER

A. Roles and Responsibilities

1. Coordinate preparation of annual work plans and budgets;
2. Incorporate budget and activity revisions as and when required based on the approval accorded by the Project Board;
3. Ensure timely submission of technical and financial progress reports in accordance with the requirements specified in the Project Document;
4. Coordinate with the component managers and responsible parties for implementation of project activities and provide necessary facilitation and backstopping;
5. Coordinate with other PMU staff to facilitate timely and coordinated project management;
6. Assist the PM to organize PB and TACC meetings in a timely and efficient manner;
7. Ensure that necessary documents (agenda, annual work plans and budgets, progress reports, relevant background documents and technical reports, etc) for PB and TACC meetings are circulated to the members at least a week in advance;
8. Prepare and disseminate the minutes of PB and TACC meetings within a week after the meeting;
9. Provide project information required by the PB, TACC, and UNDP, including progress reports and other documents produced by the project in a timely manner;

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10. Facilitate and support the PM in researching and documenting topical issues in the sphere of climate change, bio-diversity and community development for better work planning;
11. Facilitate the process of recruitment of project consultants and delivery of high-quality consulting inputs in accordance with the approved ToR;
12. Network with other relevant agencies and projects and establish linkages for learning and sharing experiences and developing synergies;
13. Liaise with stakeholders through component managers and UNDP regularly on project management matters;
14. Appraise project implementation and related issues in interaction with project stakeholders, in particular with those at the local level, and apprise the PD, PM and UNDP accordingly;
15. Support PM and M&E officer in periodic monitoring of project activities in the field and track progress as per AWPB; and
16. Carry out office management and administrative functions of the PMU.

B. Qualification, Work Experience and Requisite Skills

1. An Undergraduate degree in management, finance or administration field or preferably a Master's degree in the field of environmental management, sustainable livelihoods, or rural development;
2. At least 5 years of work experience in project-relevant field(s) preferably with at least 2 years in a project management setting involving multi-lateral/international funding agency. Previous experience with UN project or RGoB will be a definite asset;
3. Very good language skills in English (writing, speaking and reading) and in Dzongkha (speaking and reading);

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4. Sound understanding of biodiversity, climate change adaptation and sustainable livelihoods, and associated issues;
5. Sound understanding of integrated landscape-based approach for environment management, climate change adaptation and community development;
6. Very good knowledge of results-based management and project cycle management;
7. Very good inter-personal skills; and
8. Very good computer skills.

C. Supervision

1. The Project Officer will be under the direct supervision of the Project Manager; and
2. He/she will report directly to the Project Manager.

D. Service Contract

1. Appointment Terms

- 1.1 The Project Officer shall be appointed for an initial term of 2 years with the possibility of extension based on the performance and delivery of the required outputs; and
- 1.2 Contract renewal shall be for a period of two years or for the remaining period of project whichever is shorter.

2. Salary and Remuneration

- 1.1 A consolidated pay shall be paid in keeping with the budget provisions in the Project Document and qualification of the selected candidate;



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- 1.2 For an undergraduate degree holder, basic pay shall be fixed at Ngultrum Seventy-Five Thousand Only (Nu.75,000/-)
 - 1.3 For a Master's Degree holder, basic pay at the time of appointment for the initial two years of the project duration shall be fixed at Nu. Eighty-Five Thousand only (Nu.85,000/-).
 - 1.4 Salary shall be subject to Tax Deducted at Source (TDS) as per the Income Tax Act of the Kingdom of Bhutan.
3. *Other Emoluments and Benefits*
- 3.1 He/She shall be entitled to Travel Allowance and Daily Sustenance Allowance (TA & DSA) as per the prevailing RGoB Rules;
 - 3.2 He/ She shall be entitled to leave as per the existing RGoB rules governing contract employees; and
 - 3.3 He/she shall be entitled to LTC and Leave encashment as per the existing RGoB rules governing contract employees.
4. *Pre-mature termination of Contract*
- The contract of the employee could be terminated prematurely on the following grounds:
- 4.1 Non-delivery of outputs as specified in the ToR;
 - 4.2 Disciplinary issues such as disruption of harmony and team work in the PMU, but shall not be limited to these;
 - 4.3 Medical conditions and disability rendering him/her incapable of performing his/her duties; and
 - 4.4 The termination of the employee under these circumstances shall be endorsed by the Project Board.