

**Terms of Reference for Contract Staff to Assist the Management of the 12th FYP  
Government of India (GoI) financed Project Tied Assistance (PTA) and Small  
Development Projects (SDP)**

**Specific Tasks:**

- i. Effectively liaise with the Sectors and LGs and GNHCS on issues and information related to PTA/SDP projects;
- ii. Monitor the overall PTA and SDP projects in accordance with the approved annual work plan, budget and procedures;
- iii. Ensure follow-up on fund disbursement, incorporation, release and fund balance;
- iv. Ensure follow-up on the recommendations of the Plan Talks, SDP Committee and Project Monitoring Committee;
- v. Compile and submit quarterly physical and financial reports, semi-annual progress report and annual progress report to the GNHCS;
- vi. Follow-up and ensure timely conduct of annual audit of PTA/SDP projects;
- vii. Ensure follow-up on the observations of the audit reports of PTA/SDP projects;
- viii. Participate in PTA PSC and PMC meetings for those PCOs stationed in Thimphu (MCOs in the Dzongkhags and Thromdes need not attend these meetings);
- ix. Ensure rigorous and regular/timely monitoring and review of the PTA and SDP projects including visit to project sites on a regular basis;
- x. Report constraints, problems and bottlenecks encountered/likely to be encountered by the PTA and SDP projects that would impede its progress to GNHCS and relevant Sectoral agencies and managers and ensure speedy remedies and solutions. Also ensure timely and quality completion of projects.
- xi. Maintain up-to-date records and information of project finances and expenditures, and status of physical progress of projects;
- xii. MCOs in the Dzongkhags and Thromdes shall assist the Dzongkhag Planning Officers (DPOs) and Thromde Planning Officers (TPOs) in the formulation of SDP proposals and ensure timely submission of proposals to GNHCS for processing approvals as per the criteria and requirements of GoI and RGoB system;
- xiii. MCOs in the Dzongkhags and Thromdes shall assist DPOs and TPOs to ensure smooth, timely and quality implementation and completion of SDPs as per the criteria and requirements of GoI and RGoB system;
- xiv. MCOs in the Dzongkhags and Thromdes shall assist DPOs and TPOs to carry out assessment and follow all other procedures of SDPs which are completed, and then prepare and submit assessment reports to GNHCS as per the criteria and requirements of GoI and RGoB system;
- xv. Any other assignment as may be assigned by GNHCS ( MCOs in the Dzongkhags and Thromdes shall carry out any other assignment as may be assigned by GNHCS, Dzongkhag administrations and Thromde administrations respectively);