

Bhutan Trust Fund for Environmental Conservation

Terms of Reference for Monitoring & Evaluation Officer

OVERVIEW

Position Title	:	Monitoring & Evaluation Officer (M&E Officer)
Employer	:	Bhutan Trust Fund for Environmental Conservation (BTF)
Work station	:	Thimphu, Bhutan
Employment type	:	Regular
Position Level	:	SO-II (P3/SS2)

1. INTRODUCTION

Founded in 1991, Bhutan Trust Fund for Environmental Conservation (BTF) is the first of its kind in the world involving partnership of government and donors specifically committed to environmental conservation under the auspices of the Royal Charter, 2021.

The primary function of BTF is to manage its endowment prudently, ensure its growth and provide funding for the promotion of social welfare through environmental conservation by supporting activities for preserving biodiversity, mitigation and adaptation of climate change, enabling human wildlife coexistence and addressing adverse environmental impacts of development on the environment.

BTF's strategic plan, which is updated periodically, is aligned with the overall national priorities for environmental conservation. It ensures that the program support activities are in line with the strategic plan. Since its inception, BTF has provided substantial funding toward establishing protected areas network in the country, capacity building, and supporting smart environment friendly initiatives that have integrated conservation and social development targets and demonstrated the feasibility of a trust fund mechanism to support long-term, sustainable financing of environmental conservation for Bhutan.

2. THE POSITION

Under the overall guidance of BTF's Operational Manual and Strategic Plan, and direct supervision of the MD, the M&E Officer will be responsible for monitoring and ensuring high quality and timely inputs, and for ensuring that the organization's program maintains its strategic vision and that its activities result in the achievement of its intended outcomes in a cost effective and timely manner.

The M&E Officer will support the MD in monitoring, analyzing, and evaluating regularly and systematically the performance of all activities in accomplishing program and organization's objectives, and provide input for reporting these results to BTF Board and donors. Further, s/he will advise on pertinent issues in Bhutan, and provide essential input for strategic and program review and evaluation to ensure that BTF strategies, goals and activities are aligned to the national priorities and goals.

3. RESPONSIBILITIES

The primary responsibilities of the M&E Officer are, but not limited, to the following:

1. Develop the implementation of monitoring and evaluation plans for current/new programs, including budget revisions to ensure that plans are risk-based and focused on measuring results.

2. Support planning and implementation of monitoring and evaluation programs on effectiveness of BTF's interventions (e.g. beneficiary needs and status, program modalities, implementation challenges, etc.).
3. Contribute to the analysis of outcome data and recommend improvements to programme interventions and to enhance BTF's ability to demonstrate outcome focused results.
4. Produce frequent monitoring and evaluation reports with status of results and implementation of improvements.
5. Provide monitoring and evaluation findings and recommendations to support performance planning and risk analysis, program risk management and risk mitigation activities.
6. Follow-up on monitoring and evaluation findings to ensure that corrective actions are taken and /or adjustments are made to programme responses as required.
7. Monitor new technical information, policy developments, issues, and trends related to national biodiversity conservation and recommend programmatic responses.
8. Work in close collaboration with internal staff (Program, Finance and Administration-Procurement Divisions) and external partners (project beneficiaries and implementers) to strengthen the quality and consistency of monitoring and evaluation activities in the field.
9. Train and assist staff and project personnel in appropriate monitoring and evaluation techniques to build capacity of staff, increase awareness on the importance of monitoring and evaluation and encourage accountability for demonstrating results.
10. Prepare database on Issues Log and Risk Log for the projects and the Secretariat functions.
11. Participate in semi-annual project report reviews.
12. Provide regular summaries of key issues raised through complaint mechanism with recommendations to enhance the quality of activities and services.

4. QUALIFICATION AND EXPERIENCE

Prerequisites to apply for the post:

- a) Minimum of Bachelor's degree (full time) from a recognized university;
- b) Master's/advanced degree in any field shall be accepted.
- c) Minimum of nine (9) years of working experience (up to 18 months of study period shall be treated as active service in counting years of work experience required);
- d) Candidates with work experience of at least three (3) years in relevant fields will be given preference;
- e) Highly skilled in conceptualizing, writing and advocating to mass audiences.

5. COMPETENCIES

- a) Good interpersonal and communication skills with various socio-economic population.
- b) Strong oral and written skills in Dzongkha and English.
- c) Good analytical skills.

- d) Proven skills in critical thinking, assessment and analysis.
- e) Demonstrated ability in report writing and presentation.
- f) Good knowledge of computer applications for information collection, management and dissemination.
- g) Excellent knowledge of advanced statistics and research methodology including skills in sampling techniques and use of computer software for statistical and other relevant applications.
- h) Ability to undertake regular field visits and interact with different stakeholders.
- i) Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

6. TERMS OF EMPLOYMENT

Regular employment

7. SALARY AND OTHER BENEFITS

Position	Basic Pay			House Rent Allowance (Fixed)	
	Minimum	Increment	Maximum	%	Amount
M&E Officer	36,810	1,840	73,610	20%	7,360

Other benefits and entitlements shall apply as per BTF's Service and Operations Manual.

*** Remuneration may commensurate with candidate's experience in relevant fields, through negotiations.**

8. MANDATORY DOCUMENTS (required to submit along with application)

- i. Job Application Form with covering letter (*available on BTF website*)
- ii. Curriculum Vitae with details of work experience and position held over different time periods.
- iii. Authenticated copy of Degree certificates.
- iv. Copy of valid Citizenship ID Card.
- v. Valid Security Clearance Certificate (approved online).
- vi. Valid Audit Clearance, if applicable.
- vii. Names and contact details of two professional (non-family related) referees including one from the current/latest employer.

Non-submission of any of the above documents may lead to rejection of application.

Additionally, the following documents shall be produced by the candidate selected as M&E Officer, prior to his/her appointment:

- i. No objection certificate letter from the employer, if currently employed.
- ii. A valid medical certificate
- iii. Any other relevant certificates