

Bhutan Trust Fund for Environmental Conservation

Terms of Reference for Program Officer

OVERVIEW

Position Title	: Program Officer
Employer	: Bhutan Trust Fund for Environmental Conservation (BT FEC)
Work station	: Thimphu, Bhutan
Employment type	: Regular
Position Level	: O-I (P4)

1. INTRODUCTION

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

BT FEC'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, BT FEC has provided substantial funding toward establishing a 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

The Program Officer supports the work of the Program Division by

- Developing, managing and coordinating the day-to-day activities of the BT FEC's programs;
- Ensuring that high-quality program-specific and portfolio data are captured and recorded regularly;
- Analyzing data regularly to distill and disseminate important trends and lessons that will improve portfolio performance and keep key stakeholders appropriately informed.

3. RESPONSIBILITIES

Strategic and Program Development

- Monitor new technical information, policy developments, issues, and trends related to national biodiversity conservation and recommend programmatic responses.

- Advise on pertinent issues in Bhutan, and provide essential input for strategic and program review and evaluation to ensure that BTFEC strategies, goals and activities are grounded in conservation science and sound business management.

Program Development and Management

- Serve as the focal point for potential or selected implementing entities, seeking information on program objectives, the project cycle and obligations.
- Plan, organize and participate in information sessions and/or training for potential or selected implementing entities.
- Review general requests and incoming project proposals to ensure eligibility under the BTFEC's conservation funding mandates and for technical soundness (eligibility review for TAP).
- Schedule BTFEC internal project proposal review meetings and meetings with potential proponents and, if required, ensure decisions are recorded accurately.
- Schedule Technical Advisory Panel Meetings, ensure all required documentation is prepared and circulated to members and ensure meetings are accurately recorded.
- When required, review through on-site visits proposed project activities or potential proponents' capacity to ascertain their viability.
- Negotiate project agreements and ensure other due diligence processes.

Program Monitoring and Evaluation

- Review technical reports from implementing entities and coordinate with the Administration and Finance Division on the review of financial and procurement reports to achieve a mutual understanding of project implementation issues and determine whether project progress is acceptable.
- Undertake field reviews to monitor and evaluate projects under implementation.
- Utilize technical and analytical skills to provide feedback and guidance to implementing entities, especially for projects experiencing implementation challenges.
- Organize an annual Stakeholder Workshop that will allow existing implementing entities to share their experience and familiarize potential proponents with the best practices of BTFEC.
- Ensure the program database is updated regularly.
- Analyze trends in project implementation to identify useful information and lessons learned.
- Analyze program data to monitor the progress of program implementation and portfolio

10/1

performance for preparation of periodic reports to the Board and the public, including the Annual Report.

- Support the Chief Program Officer (CPO) in monitoring, analyzing, and evaluating regularly and systematically the performance of all activities in accomplishing program and organization objectives, and provide input for reporting these results to the BTFEC's Management Board and donors.
- Provide information regarding the BTFEC programs for brochures, articles, and presentations at symposia.
- Contribute to the identification of program activities to be included in the BTFEC operating budget.

4. WORKING RELATIONSHIPS

The Program Officer:

- Reports to the CPO and updates him/her regularly on the BTFEC's programs and field progress, annual program, and operating budgets;
- Coordinates closely with the staff of the Finance and Administration Division, especially the Project Finance Officer, for preparation of project agreements and for review of program budgets and financial reports;
- Contributes to supervising the work of the Assistant Program Officer and consultants;
- Interacts frequently with implementing entities for the purposes of training/workshops, program development, and management; and
- Assist the management to maintain contact with government, non-government, international conservation and development, donor agencies, and members of scientific communities (national and international) in order to encourage participation in BTFEC program activities, and to assist the BTFEC Secretariat in planning and designing collaborative or interactive projects.

5. QUALIFICATION AND EXPERIENCE

Prerequisites to apply for the post:

- Minimum of Bachelor's degree (full-time) in any field from a recognized university. Master's degree or higher education in biological conservation and/or natural resources management or related environmental fields may be given preference.
- At least seven (7) years' work experience is required (up to 18 months of study period shall be treated as active service in counting years of work experience required); Out of which the candidate must have work experience of at least three (3) years in relevant fields (project

10

management, conservation planning or research, environmental or natural research policy development)

6. COMPETENCIES

- Analytical skills to support review of projects, identify portfolio performance trends and draw lessons learned.
- A high degree of creativity and tolerance for field work under difficult conditions.
- Cross-cultural sensitivity with demonstrated diplomatic skills.
- Ability to envision how the goals of biodiversity conservation and development can be integrated within the context of Bhutan.
- Oral and communication skills in both Dzongkha and English, including a demonstrated capability to work and communicate with both scientists and non-scientists.
- Knowledge of monitoring and evaluation theory and practice is desirable.

7. TERMS OF EMPLOYMENT

- Regular employment

8. SALARY AND OTHER BENEFITS

Position	Basic Pay			House Rent Allowance (Fixed)	
	Minimum	Increment	Maximum	%	Amount
Program Officer	32,780	1,640	65,580	20%	6,555

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

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

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

- 1) Job Application Form with cover letter (*available on BTFEC website*)
- 2) Curriculum Vitae with details of work experience and position held over different time periods
- 3) Authenticated copy of Degree certificates
- 4) Copy of valid Citizenship ID Card
- 5) Valid Security Clearance Certificate (approved online)
- 6) Valid Audit Clearance, if applicable
- 7) 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 selected candidate prior to his/her appointment:

- 1) No objection certificate letter from the employer, if currently employed.
- 2) A valid medical certificate.
- 3) Any other relevant certificates.

02

