

Bhutan Trust Fund for Environmental Conservation

Terms of Reference for Readiness Program Coordinator

OVERVIEW

Position Title	: Readiness Program Coordinator
Project	: Building the Capacity of National Stakeholders to Address Climate and Disaster Related Risks
Section/Unit	: Project Management Unit under BTFEC
Employer	: Bhutan Trust Fund for Environmental Conservation (BTFEC)
Work station	: Thimphu, Bhutan
Employment type	: Contract

1. INTRODUCTION

The Bhutan Trust Fund for Environmental Conservation (BTFEC) is the world's first environmental trust fund, established on 6th March 1991 as a collaborative venture between the Royal Government of Bhutan and donors. The Trust Fund's management is governed by a high-level Board of Trustees, while the day-to-day business is conducted through a small Secretariat. Today, BTF is an effective and independent conservation grantmaking organization.

The BTFEC is also the Direct Access Entity (DAE) of Green Climate Fund (GCF) and National Implementing Entity (NIE) of Adaptation Fund (AF). In other words, BTFEC is eligible to access funds directly from the above two Climate Finances in partnership with the country's National Designated Authority (NDA) for GCF.

The NDA has outsourced to BTFEC to coordinate the management of the GCF Readiness Project titled "*Building the Capacity of National Stakeholders to Address Climate and Disaster Related Risks*". The project aims to build the capacity of national stakeholders to address climate induced disaster risks and to strengthen the capacity of Government Agencies, Direct Access Entity (DAE) and CSOs. Therefore, BTFEC is in the process of setting up a Project Management Unit (PMU) with relevant and qualified project management team led by a Senior Readiness Program Coordinator.

2. THE POSITION

The Readiness Program Coordinator supports Managing Director, BTFEC by

- ✓ Developing, managing and coordinating country program and the day-to-day activities of the projects under management;
- ✓ Ensuring that high-quality project-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.

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3. RESPONSIBILITIES

- ✓ Oversee, ensure and coordinate the management and implementation of the project as per the work plan;
- ✓ Effectively liaise with multi-stakeholders such as GCF/UNOPS for effective implementation and realization of the project deliverables;
- ✓ Coordinate and conduct consultation workshops/meetings/capacity buildings with various relevant stakeholders;
- ✓ Timely monitor project activities in accordance with the approved annual work plan and budget and be able to resolve problems and challenges impeding the project implementation;
- ✓ Prepare inception, interim progress and project completion reports (both technical and financial, as well as, other outcome reports) based on UNOPS' reporting requirements and standards;
- ✓ Prepare annual GCF readiness proposal and submit it to UNOPS/GCF and ensure that it receives support and financing;
- ✓ Ensure the implementation of various climate change and disaster risk reduction activities of the readiness project in collaboration with the relevant agencies as per the project documents;
- ✓ As advised by the NDA, ensure to carry out Financial Management Capacity Assessment (FMCA) in accordance with readiness and preparatory support guidebook to attain Delivery Partner status of GCF;
- ✓ Coordinate to conduct Project Steering Committee (PSC) meetings, report potential constraints and challenges encountered by the project to the PSC and execute PSC decisions;
- ✓ Ensure to conduct annual internal/external audit on the project and follow up on audit findings in a timely manner;
- ✓ Facilitate and coordinate the visits of mission/delegates relating to the project;
- ✓ Report and update BTFEC Board of t on the progress of the project as and when required;
- ✓ Any other task(s) assigned by BTFEC, including leading of similar readiness projects and other projects relating to climate finance;



4. WORKING RELATIONSHIPS

The Readiness Program Coordinator:

- ✓ Reports to the *Managing Director, BTFEC* and updates him/her regularly on the project under management.
- ✓ 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;
- ✓ Interacts frequently with implementing entities for the purposes of training/workshops, program development, and management; and
- ✓ Interacts frequently with donors and partners on the project

5. QUALIFICATION AND EXPERIENCE

Prerequisites to apply for the post:

- ✓ Minimum of Advanced University Degree (Master's or equivalent) in field of project management, environment and development, natural resource management, Business and Public Administration, Development Management and other relevant fields.
- ✓ Professional work experience of at least 12 years of which five years of experience in project proposal development and accessing funds especially from financing opportunities related to climate and environment.

6. COMPETENCIES

- ✓ Good understanding of Direct Access Entity and its accreditation processes with climate finance institutions.
- ✓ Experiences in dealing, working and networking with multilateral and bilateral donor agencies, RGoB counterparts and multi-stakeholders.
- ✓ Ability to plan work assignments, juggle competing demands and work under pressure of frequent and tight deadlines, and with minimal direction/supervision.
- ✓ Excellent communication (spoken and written) skills, with the capability to articulate the project's strategic goals into sound operating plans and processes; excellent written and oral advocacy and negotiation skills; charisma necessary to effectively focus and motivate employees, clients, partners, and stakeholders.
- ✓ Ability to lead the team in a complex situation and resolve problems and conflicts amicably and easily.

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- ✓ Experiences in mobilization of resources from development partners and multilateral climate finance will be an advantage.

7. TERMS OF EMPLOYMENT

- ✓ Contract for 24 months with possibility of extension subject to performance and availability of subsequent project financing.

8. SALARY AND OTHER BENEFITS

Position	Pay Range	
	Minimum	Maximum
Readiness Program Coordinator	80,000	100,000

Other benefits: eligible only TA/DA and Leave as per prevailing BTFEC's Service and Operations Manual.

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

9. 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.
- ✓ Discontinuation of financing from the financing sources.
- ✓ The termination of employees under these circumstances shall be in effect upon the concurrence and endorsement by the PSC.

10. 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.

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- 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.

