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**TERMS OF REFERENCE:**

<b>I. Position Information</b>	
Job Code Title:	Project Technical Specialist (PTS), Bhutanese Nationals only.
Supervisor:	Project Director/Director General, Tourism Council of Bhutan
Duration:	Two years with possibility of extension
Project:	GEF 7 Ecotourism Project <i>'Mainstreaming Biodiversity into the Tourism Sector in Bhutan'</i>

**II. Project Background**

The Royal Government of Bhutan and the United Nations Development Programme (UNDP) signed a USD 4.854 million project funded by the Global Environment Facility (GEF). The project, a child project of the Global Wildlife Program (GWP) will be implemented by Tourism Council of Bhutan (TCB) as part of Tourism Flagship Program in the 12<sup>th</sup> Five-Year Plan.

This project seeks to mainstream biodiversity conservation into tourism development in Bhutan as a long-term strategy for mitigation of threats to biodiversity and to generate sustainable conservation financing and livelihoods. The project will achieve this through establishing Bhutan as a model ecotourism destination, to generate livelihood opportunities, sustainable financing for landscapes within and outside protected areas (PAs), facilitate human-wildlife coexistence, and mitigate the negative impacts of increasing tourism on Bhutan's socio-cultural heritage and globally significant biodiversity. The project demonstration approaches will focus on landscape-scale covering two protected areas of Bumdeling Wildlife Sanctuary (BWS) and Sakteng Wildlife Sanctuary (SWS) in eastern Bhutan as well as in the five Dzongkhags (districts) of Lhuentse, Mongar, Trashigang, Trashigang Yangtse and Zhemgang. These locations represent the eastern and south- central parts of Bhutan.

**The project outcomes are as follows:**

**Outcome 1:** Effective policy and institutional framework for ecotourism that incentivizes and integrated biodiversity conservation into the tourism sector.

**Outcome 2:** Introduce biodiversity-friendly ecotourism strengthens biodiversity conservation, livelihoods and enhances human-wildlife co-existence.



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**Outcome 3:** Introduce effective capacity, marketing, and knowledge exchange to establish Bhutan as a model ecotourism destination.

### Project Landscape

The project landscape comprises the Four Eastern Dzongkhag of Lhuentse, Mongar, Trashigang, and Trashiyangtse in addition to Zhemgang.

The Five Dzongkhags and two PAs of Bumdeling WS and Sakteng WS form the project area. The 19 gewogs that have been selected by the stakeholders to be included for project demonstration sites comprise the project demonstration landscape. Each gewog of the project demonstration landscape includes one or more demonstration sites.

Five Dzongkhags and 19 Gewogs:

Sl.No.	Dzongkhag	Gewog
1	Lhuentse	Kurtoe, Gangzur, Khoma
2	Mongar	Shermung, Drametse, Saleng, Mongar, Silambi, Gongdue
3	Trashigang	Sakteng, Merak, Kangpara
4	Trashiyangtse	Bumdeling, Trashiyangtse
5	Zhemgang	Nangkor, Trong, Pangkhar, Ngangla, Bjoka

The project is implemented with the Project Management Unit (PMU) headquartered at the TCB. The PMU team composed of the Project Director, Project Manager, Project M&E Officer, Project Accountant, Project Communication Officer (Advocacy and Behavior Change Officer) and a Project Technical Specialist.

As part of PMU team, the project will recruit a Project Technical Specialist under the supervision of the Project Director and to support the Project Manager.

### III. Functions/Key Results Expected

Under the overall guidance and direct supervision of the Project Director, the incumbent will be responsible for actively supporting the implementation of the project in close coordination with Project Manager, Project Management Unit under Tourism Council of Bhutan and



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UNDP Country Office Bhutan. The PTS will carry out the following tasks to support effective delivery and coordination of project technical components:

Summary of key functions:

- Lead the technical design of the project;
- Support in the implementation of the project;
- Provide technical assistance for effective monitoring, evaluation and timely reporting to UNDP and the Project Management Unit (PMU);
- Facilitate knowledge building and management; and
- Contribute towards provision of high-quality technical advice and building of partnerships.

## 1. Lead Technical Design of the Project:

- 1.1 Provide technical leadership and coordination for technical activities on ecotourism and biodiversity conservation under Components 1 and 2, including linkages and synergies between ecotourism development, livelihoods and reduced threats to biodiversity conservation including HWC mitigation.
- 1.2 Develop ToRs for various consultancies required for the project implementation and the review and quality assurance of various consulting reports;
- 1.3 Provide technical guidance to all recruited technical consultants.
- 1.4 Define for each action item of the eco-tourism master plan, implementation arrangement, financing modality, coordination requirements, policies and regulations applicable and processes for inception, implementation, monitoring, and evaluation.
- 1.5 Design for feasibility assessment of ecotourism potentials in all Dzongkhags including resources inventory and mapping.
- 1.6 Provide technical leadership for capacity development activities and capacity assessments, integration with existing capacity development efforts, and arrangements for institutionalization within TCB capacity development program.
- 1.7 Take stock of existing coordination mechanisms (structure, memberships, terms of references and mandates) for ecotourism development and nature conservation and align project efforts with technical inputs of others to ensure synergies and avoid overlaps.

## 2. Support in implementation of project activities

- 2.1 Support Project Manager and PMU of RGoB with technical advice in the day-to-day management of the project;
- 2.2 Support PMU and Project Manager with oversight of the project's technical activities, and where possible suggest solutions;



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- 2.3 Support the PMU and project team in the formulation of activity to inform project Annual Work Plans (AWPs) with clear physical and financial deliverables in accordance with the Project Document;
- 2.4 Identify areas for technical inputs, manage and oversee the work of consultants as and when required;
- 2.5 Identify bottlenecks in project implementation, update the status of project risks by maintaining a project risk log and keep the PMU, GNHC and UNDP abreast of the issues and develop solutions for on time redressal
- 2.6 Support the Project Manager to organize Project Board meetings twice a year to present progress, issues and risks of the project and to seek an approval from the Board for the Annual Work Plan; ensure timely preparation of agenda, background materials and document minutes of the Board Meetings
- 2.7 Identify opportunity for the project to achieve greater impact through partnership as well as through seeking collaboration across ecotourism program/projects.

**3. Provide technical assistance for effective monitoring, evaluation and timely reporting to UNDP and the Project Management Unit (PMU)**

The incumbent, working closely with Project manager and Project M & E Officer will ensure:

- 3.1 The establishment of effective monitoring and reporting system on project implementation and results tracking
- 3.2 In organizing/conducting quarterly and annual progress review with focus on the project technical aspects
- 3.3 That the activities proposed in the AWP are technically feasibly/qualified by working closely with the MTAC;
- 3.4 Preparation/review of technical reports/briefs for Project Board's appraisal/approval/consideration;
- 3.5 Preparation of periodic annual Project Implementation Review (PIR) in close collaboration with PMU to be submitted to the Global Environment Facility (GEF) and other corporate reports.
- 3.6 Together with the Project Manager, address any quality concerns flagged during M&E activities (e.g annual GEF PIR quality assessment ratings);
- 3.7 Liaise with UNDP-GEF Regional Technical Advisers as needed for additional M&E and implementation quality assurance and troubleshooting support
- 3.8 Initiate and organize key GEF M&E activities including the system based annual GEF Project Implementation Report (PIR), the independent mid-term review and the independent terminal evaluation;



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- 3.9 Regularly monitor environmental and social risks and corresponding management plan, gender strategy, knowledge management strategy, and other relevant strategies and safeguard requirements;
- 3.10 Review financial reporting procedures and mandatory requirements, and agree on the arrangements for the annual audit;
- 3.11 Compliance with all project-level M&E requirements as outlined in the UNDP-GEFUNDP Quality Assurance Assessment during implementation is undertaken annually; that annual targets at the output level are developed and monitored and reported using UNDP corporate systems;

#### **4. Facilitate knowledge building and management**

- 4.1 Ensure that the Project systematically builds capacities of the Government through introduction of innovation and best practices, access to knowledge and expertise and promote their application to project implementation;
- 4.2 Ensure capturing and dissemination of lessons learnt during project implementation and coordinate with the PMU and UNDP for wider dissemination;
- 4.3 Facilitate the Project's representation and/or participation in international knowledge networks to draw on and share best practice and lessons learned
- 4.4 Contribute to website and relevant publications and public events on nature conservation and ecotourism development;
- 4.5 Ensure the optimal flow of information about initiatives, projects, and related issues;
- 4.6 Identify, analyze, document best practices and lessons learned from the project formulation and implementation and then share with stakeholders that might be beneficial to the implementation of the project.

#### **5. Contribute towards provision of high-quality technical advice and building of partnerships:**

- 5.1 Ensure, with support from the PMU, that technical outputs are reviewed to meet highest technical standards and quality;
- 5.2 Establish, maintain and facilitate strategic dialogue between GNHC, UNDP, project staff and Government officials at central and local levels, in project's areas of work under the guidance of PMU;

#### **IV. Qualification, Work Experience and Requisite Skills**

1. A Master's degree or equivalent, in the field of Tourism, Biodiversity, Natural Resource Management, Environment, and or other relevant discipline.
2. Minimum of 7 years of progressive experience in policy analysis, development works in the areas of tourism, biodiversity and related fields.



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3. Proven experience and knowledge of the country's institutional framework and policies on biodiversity and tourism issues
4. Ability to work and network with technical/scientific agencies including other relevant stakeholders
5. Extensive managerial experience including leading multi-cultural teams;
6. Good experience in the application of planning, monitoring and evaluation tools
7. Good computer literacy - MS office applications, web-based management information systems.
8. Excellent written and oral competency in English & Dzongkha.

*Besides, the above-mentioned key functions the PTS shall carryout other activities related to tourism development and promotion assigned by the Director General in collaboration with other divisions and sections in the Tourism Council of Bhutan.*

## **V. Service Contract**

### *1. Appointment Terms*

- 1.1. The Project Technical Specialist 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;

### *2. Salary and Remuneration*

- 2.1 A consolidated pay shall be paid in keeping with the budget provisions in the Project Document and qualification of the selected candidate;
- 2.2 Pay shall be fixed at Nu. 90,000/- (Ngultrum Ninety thousand) lumpsum.
- 2.3 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 for 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.