

**Terms of Reference for the Project Officer to Assist the Management of the Project titled “Bhutan Sustainable Low-Emission Urban Transport System” funded by GEF/UNDP**

**Brief Project Background:**

The title of the project is “Bhutan Sustainable Low-Emission Urban Transport System” The objective of the project is to facilitate low-carbon transition in the Bhutan’s urban transport sector by promoting wider uptake of low emission vehicles (LEVs), in particular electric vehicles (EVs) as preferred fuel source for transport in Bhutan.

The Project Management Unit is set up under Hon’ble Prime Minister’s Office to facilitate and upscale e-mobility initiatives in close coordination with relevant sectors. The PMU is responsible for overall coordination with the other implementing agencies for the delivery of project outputs in a timely and effective manner.

**Specific Tasks:**

- Support the Project Manager in ensuring the implementation of the project as per the work plan;
- Monitor Infrastructure development sites and ensure quality checks and prepare necessary field reports.
- Effectively liaise with stakeholders for implementation of the project activities;
- Coordinate and conduct consultation workshops and meetings with various stakeholders as per the work plan;
- Timely monitor the project activities in accordance with the approved annual work plan and budget;
- Ensure follow-up on fund disbursement, incorporation and release;
- Maintain up-to-date records and data on project finances, expenditures and project update;
- Prepare quarterly physical/financial reports, semi-annual progress report and annual progress based on UNOPS reporting requirements and standards;
- Follow-up and ensure timely conduct of audit of the project activities;
- Ensure follow-up on the observations of the audit reports;
- Report constraints and problems encountered/likely to be encountered that would impede its progress to Project Board;
- Keep track of expenditure and report accordingly;

- Facilitate and coordinate visit of mission/delegates;
- Any other task assigned by the Project Manager related to e-mobility initiatives.

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

- A Bachelors Degree preferably in the field of technical engineering (civil or electrical), social science, natural resource management, environmental management and development studies;
- At least three years of relevant work experience preferably in project management setting involving field monitoring and report writing.
- Good language skills in English (writing, speaking and reading) and in Dzongkha (speaking and reading);
- Very good knowledge in computer application for information collection, management and dissemination.
- Understanding of biodiversity conservation, climate change adaptation, and sustainable livelihoods and associated issues;
- Good interpersonal and communication skills;
- Monitoring, analyzing, and evaluating regularly and systematically the performance of all activities achieving its intended outcomes

### **Supervision**

- The Project Officer will be under the direct supervision of the Project Manager, PMU.

### **Service Contract**

- The Project Officer shall be appointed for an initial period of 12 months.
- Basic pay at the time of appointment for the project period shall be negotiated based on experience.
- Salary shall be subject to Tax Deducted at Source (TDS) as per the Income Tax Act of the Kingdom of Bhutan.
- He/She shall be entitled to Travel Allowance and Daily Sustenance Allowance (TA & DSA) as per the prevailing RGoB Rules.
- He/ She shall be entitled to leave as per the existing RGoB rules governing contract employees.

### **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 the ToR.
- Disciplinary issues such as disruption of harmony and team work
- Medical conditions and disability rendering him/her incapable of performing the duties
- The termination of the employees under these circumstances shall be effected upon the concurrence and endorsement of the HRC of the Cabinet Secretariat.