

TERMS OF REFERENCE FOR PROGRAM SPECIALIST

I. Position	: Program Specialist
II. Contract period	:5 years with possibility for extension (based on performance)
III. Probation period	:4 months
IV. Reporting line	:Director, Program Development Department
V. Duty station	:Thimphu, Bhutan
VI. Primary responsibility	:To execute planning, monitoring, and evaluation and development of RSPN programmes

VII. Key duties and Responsibilities

1. Monitoring & Evaluation

- 1.1 Carry out monitoring and evaluation of IKI project and other projects (as and when possible).
- 1.2 Maintain project wise framework for progress monitoring.
- 1.3 Monitor project against expected project results and work plans.
- 1.4 Conduct monitoring visits in collaboration with Divisions.
- 1.5 Coordinate evaluation of projects in consultation with the Program Manager
- 1.6 Liaise with program coordinators and field staff for timely evaluation of projects.

2. Project Planning & Development

- 2.1 Provide support in project formulation/development, which may include planning, liaising, and consultation with Divisions or stakeholders or donors.
- 2.2 Develop project proposals in consultation with Divisions and Director, PDD.
- 2.3 Review and provide inputs to enhance proposals developed by Divisions.
- 2.4 Advise and guide in conceptualization and formulation of RSPN's programs, projects and plans.
- 2.5 Provide support in conducting annual program reviews and planning.

3. Others

3.1 Give expert opinions/advise/support in technical fields to support or enhance program and project activities.

3.2 Support Director, PDD in development and execution of program matters as and when necessary and perform other duties as may be delegated by the management.

3.4 Be a secondary point of contact for the Program Division in the absence of Program Manager

4. Knowledge, experience and skills

4.1 Minimum master's degree in Environmental Science/Life Science/forest science/natural resource management with 10 years of working experiences

4.2 Handled minimum of two national level projects

4.3 Prepared minimum of two large project proposal for international donors.

4.4 Minimum of two national and international publications