



# ། རྒྱལ་འཛིན་རང་བཞིན་སྐྱུང་སྐྱོབ་ཚོགས་སྒྲིག་། Royal Society for Protection of Nature

Under the Royal Patronage of Her Majesty Gyaltsuen Jetsun Pema Wangchuck

Inspiring personal responsibility and actively involving the people of Bhutan in  
Conservation of the Kingdom's Environment

---

## TERMS OF REFERENCE

**Position:** Project Officer

**Project:** Community-based Ecotourism component under Developing Ecosystem-based Solution for Managing Biodiversity Landscape in Bhutan

**Contract period:** 5 years

**Reporting line:** Project Coordinator

**Technical backstopping:** Chief, Sustainable Livelihood Division

**Implementing Division:** Sustainable Livelihood Division (SLD)

**Duty station:** Thimphu with frequent travel to the field

---

### A. Primary Responsibility:

Implement and manage Community-based Ecotourism program under the project “Developing Ecosystem-based Solution for Managing Biodiversity Landscape in Bhutan” based on the project requirement and in keeping with the overall project objective and intention.

### B. Specific duties and responsibilities

#### I. Project management and implementation.

1. Prepare/revise periodical work plans and report and submit to Project Coordinator and PDD as and when required.
2. Carry out project activities with close guidance and support from the Chief, SLD (technical) and Project Coordinator (management and administrative matters).
3. Coordinate and collaborate closely with partners and stakeholders in implementing project activities.
4. Supervise, guide and administer implementation of project activities by the partners/stakeholders in the field (if relevant).
5. Mobilize community and stakeholders as required for implementing project activities.
6. Coordinate to engage experts and resource persons as required in implementing activities.



# ། རྒྱལ་འཛིན་རང་བཞིན་སྲུང་སྐྱོབ་ཚོགས་སྒྲིག་། Royal Society for Protection of Nature

Under the Royal Patronage of Her Majesty Gyaltsuen Jetsun Pema Wangchuck

Inspiring personal responsibility and actively involving the people of Bhutan in  
Conservation of the Kingdom's Environment

7. Ensure all project funds are utilized and accounted for in a manner that is most efficient and acceptable to established financial regulations of the organization
8. Ensure proper maintenance of inventory of all properties issued to individuals
9. Verify bills, receipts, vouchers etc. related to field expenses.
10. Co-ordinate with other RSPN programs for necessary support and guidance in successful implementation of programs.
11. Organize project related meetings and keep minutes, records, testimonials and keep abreast with recent development in plans and policies related to project, project area and society.
12. Undertake any other duties and responsibilities delegated by the Management and Project Coordinator.

## II. Reporting and documentation

1. Prepare and submit timely progress reports and field reports to the Project Coordinator for review.
2. Report to the Project Coordinator of any changes, issues or unforeseen developments or events in the field/project area that may directly or indirectly affect the project activities.
3. Record, document and maintain field information (print, visual, audiovisual) related to the project for use in the project.

## III. Monitoring and Evaluation

1. Ensure regular monitoring of project activities against work plans.
2. Monitor project activities against result framework and work plans for timely completion
3. Facilitate and Conduct monitoring visits to project areas in consultation with the project coordinator and PDD.

### C. Knowledge and Experience:

- Hold a minimum of Bachelors degree in tourism management/Environmental Studies or other conservation fields.
- Willingness to work in a difficult environment in rural areas with the local communities and other stakeholders
- Has excellent community mobilization skill
- Be able to speak fluent Dzongkha.
- Good writing and spoken skills in English
- Computer skills: MS Word, MS Excel and other related application
- Minimum of two years working experience in project implementation and management, preferably in tourism related projects.



# ༄༅། ། རྒྱལ་འཛོལ་རང་བཞིན་སྲུང་སྐྱོབ་ཚོགས་སྒྲིག་།

## Royal Society for Protection of Nature

Under the Royal Patronage of Her Majesty Gyaltsuen Jetsun Pema Wangchuck

Inspiring personal responsibility and actively involving the people of Bhutan in  
Conservation of the Kingdom's Environment

---