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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: WBH Reserach Officer

Project: WBH conservation.

Contract period: 5 years

Reporting line: Project Coordinator

Technical backstopping: Chief, Species & Habitat Conservation Division

Implementing Division: Species & Habitat Conservation Division

Duty station: Field Office

A. Primary Responsibility:

Implement and manage WBH conservation 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. The program shall include the following major components:

- WBH habitat restoration
- Survey & identify potential new NESTING SITES
- Education, Awareness, Advocacy on WBH (participants)
- Local Conservation Support Group_CSG
- National and international WBH conferences

B. Specific duties and responsibilities

I. Project management and implementation.



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1. Carry out the WBH conservation activities as outlined in the project document with close guidance and support from the SHCD Chief (technical) and Project Coordinator (management and administrative matters).
2. Facilitate, coordinate and participate in ESRAM studies and activities that will be undertaken by experts.
3. Organize national and international WBH conferences or meetings in collaboration with other relevant Divisions.
4. Collaborate with other staff of SHCD to ensure that there is synergy and that the project activities compliment other ongoing WBH activities.
5. Organize other 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.
6. Prepare/revise periodical work plans and submit to Project Coordinator and PDD as and when required.
7. Ensure quality output and timely implementation of the project activities.
8. Coordinate and collaborate closely with partners and stakeholders in implementing project activities.
9. Supervise, guide and administer implementation of project activities by the partners/stakeholders in the field (if relevant).
10. Mobilize community and stakeholders as required for implementing project activities.
11. Coordinate to engage experts and resource persons as required in implementing activities.
12. Maintain good rapport and communication with stakeholders and partners.
13. 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.
14. Ensure proper maintenance of inventory of all properties issued to individuals
15. Verify bills, receipts, vouchers etc. related to field expenses.
16. Co-ordinate with other RSPN programs for necessary support and guidance in successful implementation of programs.
17. Undertake any other duties and responsibilities delegated by the Management and Project Coordinator.



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II. Reporting and documentation

1. Prepare and submit timely progress or field reports to the Project Coordinator for review and further submission to PDD.
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. Keep a proper record and documentation of research data and information in the WBH database.
4. 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 Environmental Science/Forestry or other related fields.
- Possess excellent skill in community mobilization.
- Willingness to work in a difficult environment in rural areas with the local communities and other stakeholders
- 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.