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Under the Royal Patronage of Her Majesty Gyaltsuen Jetsun Pema Wangchuck

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Conservation of the Kingdom's Environment

## **Terms of Reference (ToR) for Director, PDD**

### **Program Implementation Units**

The Species Conservation Division, Sustainable Livelihood Division, and related projects shall be implemented through programs that are responsible for implementing the projects. Each Division shall be headed by a Chief/Project Coordinator and the number of staff therein may vary by size, number, and outreach of the program and projects. These program implementation units are part of the Program Development Department and therefore shall function under the directives of the Director, Program Development Department.

### **Overall Objectives**

The overall objectives of Program implementation Divisions are to ensure efficient and effective implementation of all programs/projects under various priority areas as mandated by the five years' strategy plan, which is the main guiding document for RSPN programs/projects.

#### ***The specific objectives are:***

- Coordinate planning, implementation, monitoring, and reporting of projects on regular basis.
- To coordinate and guide project activities toward achieving intended outputs and outcomes
- To foster strong working relationships with communities, partners, and stakeholders in the smooth implementation of project activities.
- To Support PDD in the development of project concepts and networking with potential donors/partners for sustaining RSPN programs.

### **General Terms of Reference for Director, PDD**

<b>Contract period</b>	<b>: 5 years</b> with possibility for extension (based on performance)
<b>Probation period</b>	<b>: 6 months</b>
<b>Reporting line</b>	<b>: Executive Director</b>
<b>Duty station</b>	<b>: Thimphu, Bhutan</b>
<b>Grade</b>	<b>: D2</b>
<b>Remuneration Range</b>	<b>: 65,398 – 3270 – 114,447</b> (with 30% contract allowance and 20 % housing allowance)



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*(Basic pay shall be fixed commensurate to the experience and qualification within the salary range)*

### **Primary responsibility:**

To ensure proper planning, implementation, monitoring, and reporting of projects under respective programs in line with the strategic goal and objectives of the organization.

### **Key duties and responsibilities**

- Provide strategic directions in developing a detailed work plan for projects implemented under the respective program and present during the scheduled meetings (monthly/bi-annual/annual)
- Collect, compile and present achievements reports of all the projects during the scheduled meetings.
- Ensure all outcomes achieved through the implementation of programs are in line with program goals and subsequently in line with RSPN's strategic goals.
- Ensure that prepare comprehensive program achievement report of the respective program is against the program target and present it during the review meeting
- Ensure preparation of realistic annual program targets in consultation with the projects and present them to management for approval.
- Ensure all individual performance targets are set as required by the RSPN Service Rules and Regulations and evaluate their performance on annual basis for performance appraisal
- Monitor program implementation and recommend adjustments and appropriations to ensure the achievement of desired goals.
- Ensure all expenses are in accordance with the approved project budget and verify all claims relating to the project expenses.
- Conduct project progress reviews to recommend adjustments and appropriations
- Keep the Executive Director informed and updated on matters relating to project activities.
- Be a member of the publication review committee

### **Specific duties and responsibilities**

#### **1. Program development and Planning**

- Identify areas for RSPN's involvement in consultation with stakeholders, partners, communities, etc., and develop project concepts accordingly.
- Prepare annual program targets and periodical work plans in consultation with the concerned Divisions related to PDD.
- Actively involve and contribute towards the development of the RSPN strategic document.



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- Ensure all field visits are planned according to the need of the project and participate where necessary.

## **2. Project management**

- Facilitate prepare ToR for all project officers under the PDD and submit to AFD for review, approval and documentation.
- Develop detailed implementation plans for all new projects pertaining to the unit in collaboration with the relevant programs.
- Supervise and monitor implementation of projects/programs to ensure quality and timely delivery of projects/ program outputs
- Prepare and implement effective project monitoring plans in consultation with project staff
- Ensure all project funds are utilized and accounted for in a manner that is most efficient and acceptable to RSPN's financial regulations.
- Prepare annual program targets in consultation with the project officers and ensure the timely achievement of the targets
- Ensure representation of the program in specific projects presentation/meetings with donors and partners
- Ensure implementation of the activities is in accordance with the agreements, MOUs, and regulations.
- Facilitate documentation of all project-related data and other important information for future reference.
- Supervise, guide, and administer respective Divisions.
- Conduct review and annual appraisal of the performance of program staff and apprise recommendations to the Executive Director.
- Ensure and instruct Divisions to maintain inventory of all property/assets belonging to RSPN in the field offices
- Verify bills, receipts, vouchers, etc. relating to field expenses.

## **3. Reporting**

- Prepare and submits timely progress reports, and final reports to the Management for onward submission to donors or partners
- Ensure all reports are prepared in the standard format made available by the donors
- Collect and compile all project reports and present them during the quarterly meeting
- Coordinate with field staff and collect monthly progress reports from the field
- Keep the Management updated on all changes in the project during its implementation.
- Prepare and submit reports and news articles on project events, activities, or outcomes for RSPN newsletters and websites.



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- Ensure preparation and submit all monitoring reports to the Executive Director for appraisal.

#### **4. Monitoring and Evaluation**

- Ensure regular monitoring of project activities against agreed work plans.
- Monitor project activities on regular basis and provide strategic direction to project staff in implementation of project activities to achieve desired goals.
- Conducts monitoring visits to project areas where necessary and provide feedback
- Ensure midterm and terminal evaluation of the projects on a regular basis.
- Assess the achievement of annual targets of all the project/ field personnel
- Provide guidance to project staff in the successful implementation of project activities
- Conduct annual performance evaluations of individual project staff.

#### **5. Networking and Partnership Building**

- Identify and propose capacity needs of staff.
- Maintain relations with project donors, partners, and community and keep records of their contact details
- Facilitate participation of donors, partners, and stakeholders in regular project activities and meetings.

#### **6. Perform any other duties as may be assigned by the board and Management**

##### **Knowledge and experience**

- Master's Degree in Development Administration, Environment Management and Development, Natural Resource Management, and other relevant fields with at least 10 years of relevant work experience. Working experiences with government agencies and relevant donors shall be given some weightage. Candidates with proven track records of assuming managerial and leadership positions would be an advantage.
- Understanding Global climate change policy and finance and experiences in accessing resources from globally competitive climate finance such as GCF and Adaptation fund for addressing climate change and nature conservation issues and challenges in Bhutan
- In-depth domain expertise in resource mobilization, including partnership enhancement and development of impact-oriented project proposals for accessing climate change and nature conservation funds through innovative means and from various sources such as bilateral, and multilateral, climate finance.



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- Accreditation experience in accrediting an entity with the Green Climate Fund and Adaptation fund for RSPN to become one of the Country's nationally accredited entities ( National implementing entities) and access fund from GCF and Adaptation fund.
- Sufficient experience in the creation and coordination of partnerships with the Government agencies, bilateral and multilateral donors, and relevant civil societies and be able to represent RSPN at various level of for a.
- Has strong leadership and fund-raising capability
- Good writing skills
- Possess negotiation, conflict management, and networking capabilities
- Computer skills
- Should have at least 3 publications in their name.