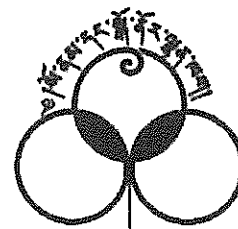


ཕྱི་ནུ་དང་སྤྱོད་ལྷན་ཁག།
ROYAL GOVERNMENT OF BHUTAN
Ministry of Agriculture & Livestock
Tashichhodzong, Thimphu: Bhutan



Terms of Reference for Coordination Officer
Building Resilient Commercial Smallholder Agriculture (BRECSA)
Policy and Planning Division
Ministry of Agriculture and Livestock

1. Background

The BRECSA is a seven-year project to be implemented in the four south-central districts of Sarpang, Trongsa, Tsirang and Zhemgang. It is funded by GAFSP and IFAD with Technical Support from WFP. The project would cover 37 gewogs of the four districts and its target beneficiaries is more than 47000 farmers.

2. Rationale

Given the size of the BRECSA project and its importance, the PDR of the project has recommended recruitment of one “Coordination Officer” to be stationed at the PPD, MoAL assisting the PPD Project Focal Officer.

3. Qualification

The Coordination Officer shall possess minimum qualification of Bachelors’ Degree in Business/Commerce/Arts/Science

4. Roles and Responsibilities of Coordination Officer

The BRECSA Coordination Officer shall be responsible:

- 4.1. To coordinate and liaise with PMU of the project for any meetings, seminars and workshops;
- 4.2. To liaise with PMU and donor agencies with regard to progress reports, fund release and fund utilization;



མོ་ནང་དང་སྒོ་ལོ་རྩལ་ཁག་།
ROYAL GOVERNMENT OF BHUTAN
Ministry of Agriculture & Livestock
Tashichhodzong, Thimphu: Bhutan



-
- 4.3. To liaise with PMU, MoF and donor agencies for any matter concerning project activities;
 - 4.4. For domestic and international communication;
 - 4.5. For media relations and advocacy;
 - 4.6. For monitoring, evaluation and reporting;
 - 4.7. To facilitate youth, gender, nutrition and inclusion mainstreaming priorities;
 - 4.8. To provide Monitoring and Evaluation support for the PPD of the Ministry;
 - 4.9. To assist PPD in other works of the Ministry beside the project activities;
 - 4.10. To keep up-to-date records of project implementation and benefits;
 - 4.11. To ensure proper visibility and digital contents of the project implementation;
 - 4.12. To coordinate implementation of PPD component of the project;
 - 4.13. To assist PMU in any correspondences requiring Ministry's support; and
 - 4.14. To assist PPD in data collection, reporting and updating the ministry regarding BRECSA.

5. Place of work

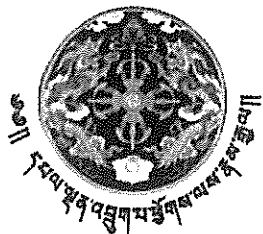
The BRECSA Coordination Officer shall be stationed in the Policy and Planning Division (PPD) of the Ministry of Agriculture and Livestock and work under the direct supervision of the Chief Planning Officer of PPD.

6. Technical and Professional capacity

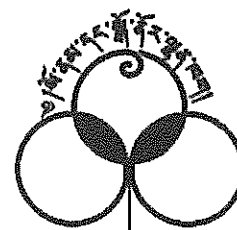
The Coordination Officer shall possess the following professional and technical capacities:

1. Good communication skills (written, spoken) in both English and Dzongkha;
2. Good command over Microsoft word, excel and power point;
3. Good presentation skills (design, visuality, coherence and demonstration);
4. Good command over data collection, data segregation, data validation, data analysis and data interpretation;

7. Work ethics and professionalism



ཕོ་ནམ་དང་སྒོ་ལོ་ར་ལྟན་ལག།
ROYAL GOVERNMENT OF BHUTAN
Ministry of Agriculture & Livestock
Tashichhodzong, Thimphu: Bhutan



The officer recruit shall have high level of professionalism and be liable to abide by the Bhutan Civil Service Rules and Regulations (BCSR 2018) as applicable; and

The officer recruit shall abide by the civil servants' work ethics as provided in the BCSR 2018.

8. Recruitment Period

The Coordination Officer for BRECSA shall be recruited on a one-year contract basis subject to contract extension upon performance, work ethics and professionalism as decided by the Ministry's Human Resource Committee (MHRC) meeting.

9. Remuneration and salary

The Coordination Officer of BRECSA shall be paid the monthly basic salary of a P2A equivalent regular civil servant along with 50% salary increase implemented by Bhutan Pay Revision Act 2023, 30% contract allowance and Daily Subsistence Allowance (DSA) and Travel Allowance (TA) shall be as of the P4A regular civil servant as follows:

SL No	Designation	Job Experience	Salary	DSA/TA	Remarks
1	Coordination Officer	Minimum 5 years of regular service in Govt/Pvt/Corporate agencies	Nu. 48450-650-53 000 with 30% contract allowance	Nu. 1500/day and Nu. 16/KM	

10. Contract termination and expel

The power of contract termination of the officer shall be vested solely with the MHRC of the Ministry of Agriculture and Livestock.

In the case of any repeated misconduct and violation of relevant/applicable provisions of the BCSR 2018, the officer shall be subject to termination and expel from the contract.



འོ་ནམ་དང་སྒོ་ལོར་ལྷན་ཁག།
ROYAL GOVERNMENT OF BHUTAN
Ministry of Agriculture & Livestock
Tashichhodzong, Thimphu: Bhutan



The contract shall be terminated at any point of time the Ministry finds that the performance of the officer is not up to the expectation of the Ministry.