

**Terms of Reference for the staff of Project Management Unit (PMU)**  
**World Bank funded RNR Job Project**  
**Policy and Planning Division**  
**Ministry of Agriculture and Livestock**

## **1. Background**

The Ministry of Agriculture and Livestock (MoAL) will implement a World Bank-funded project titled “Accelerate Bhutan’s job transformation through renewable natural resource value chains project”. The project will be managed through a dedicated Project Management Unit (PMU) within the Ministry. Therefore, the recruitment of required experts to form the PMU was deemed necessary and the following provides the detailed terms of reference to recruit the PMU staff:

### **1. Terms of Reference for Project Manager**

#### **Qualification and experience**

Master’s degree in any relevant field with at least 8 years of experience in public, corporate or private sector. Possess strong understanding of development project cycles and donor guidelines; excellent organizational, coordination and leadership skills; and proficiency in project monitoring, budgeting and stakeholder communication.

#### **Roles and Responsibilities**

The Project Manager shall be responsible to:

- Oversee daily project management and supervise PMU staff;
- Develop Annual Work Plan and Budget (AWPB) and procurement plans;
- Coordinate with stakeholders for effective and timely implementation;
- Ensure compliance with World Bank fiduciary and safeguard policies;
- Facilitate regular review meetings, missions, and reporting;
- Monitor project progress and address implementation challenges;
- Coordinate with Dzongkhags, departments, and donor agencies;
- Submit quarterly and annual progress reports to the Project Director.
- Assist and ensure timely procurement of consultants, works and equipment under the Project.
- Coordinate the requests for withdrawal applications and transfer of funds to sectoral ministries upon their request.
- Review timely Interim Unaudited Financial Report (IUFR) and submit it to the World Bank for clearance.
- Coordinate relevant trainings and workshops.
- Participate in regular PMU project meetings and progress meetings with the World Bank.

#### **Place of work**

Stationed at PMU, MoAL, Thimphu under the supervision of the Project Director.

### **Work Ethics and Professionalism**

Abide by BCSR 2023, contract terms and exhibit professionalism in all official conduct.

### **Recruitment Period**

The recruitment period will be as decided by the Ministry's HR committee endorsed by the PSC; or for one year contract extendable based on performance.

### **Remuneration and Salary**

Will be paid in the form of consolidated pay as per the financial norms of the Royal Government of Bhutan which will be approved by the Ministry's HR committee and endorsed by the PSC.

### **Contract Termination and Expel**

Subject to termination by MoAL for breach of contract, non-performance or misconduct as decided by the Ministry's HR committee.

## **2. Terms of Reference for Procurement Expert**

### **Qualification and experience**

Bachelor's/Master's in Procurement, Engineering, Finance, Accounting or any relevant field with 5+ years of working experience in public, corporate and private sector. He/she should be familiar with World Bank procurement rules; has experience in e-GP and national bidding processes; and possess excellent documentation and process management skills.

### **Roles and Responsibilities**

The Procurement Expert shall be responsible to:

- Develop and maintain the Project Procurement Plan;
- Prepare bidding documents and manage tendering process;
- Maintain procurement records and contract tracking systems;
- Ensure compliance with World Bank and national procurement laws;
- Train implementing agencies and beneficiaries on procurement procedures;
- Regularly update procurement progress on STEP.
- Prepare and update the Project Procurement Strategy Document (PPSD) for the Project in consultation with the PMU and the World Bank;
- Ensure that all relevant policies are followed and that all due processes are fulfilled while undertaking procurement actions.
- Prepare and regularly update the procurement plan(s) of the Project and process procurement transactions through the World Bank's Systematic Tracking of Exchanges in Procurement (STEP) system

### **Place of work**

PMU, MoAL under supervision of Project Manager.

### **Work Ethics and Professionalism**

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### **Recruitment Period**

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### **Remuneration and Salary**

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### **Contract Termination and Expel**

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## **3. Terms of Reference for Monitoring and Evaluation Expert**

### **Qualification and experience**

Master's degree in any relevant field with at least 5 years of working experience in public, corporate or private sector. He/She should possess strong skills in statistical software and survey design, proficiency in GIS/MIS will be an added advantage and also has good analytical and writing skills for results reporting.

### **Roles and Responsibilities**

The M&E Expert shall be responsible for:

- Design and implement the M&E system for the project;
- Collect and analyze data against key indicators;
- Coordinate baseline, mid-term, and end-line assessments;
- Compilation and preparation of quarterly and annual reports;
- Train field teams and support MIS integration;
- Ensure data quality and stakeholder communication;
- Carry out continuous monitoring of the project implementation;
- Carry out periodic evaluation of the project implementation.

### **Place of work**

PMU, MoAL, Thimphu under the Project Manager.

### **Work Ethics and Professionalism**

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### **Recruitment Period**

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### **4. Terms of Reference for Productive Partnership (PP) Coordinator**

#### **Qualification and experience**

Master's degree in any relevant field with at least 5 years of working experience in public, corporate or private sector. Has adequate knowledge of agribusiness models and grant mechanisms with strong analytical and project vetting skills.

#### **Roles and Responsibilities**

The Productive Partnership Coordinator shall be responsible to:

- Operationalize the Matching Grant guidelines and application system;
- Facilitate call for proposals and coordinate screening process;
- Monitor grantee progress and compliance;
- Support business planning and capacity-building of applicants;
- Maintain transparent documentation and disbursement records;
- Liaise with financial institutions and technical partners;
- Facilitate and structure commercial relationships between producers and private sector actors;
- understand key agricultural value chains and should be involved in identifying those with the highest investment potential;
- Oversee the implementation of the partnership and track their performance alongside the project;
- Play a key role in capturing lessons learned and identifying scalable models for replication;
- Act as the link between the PMU and all actors working in the component (i.e. independent evaluation committee, M&E, consultants, etc)

#### **Place of work**

PMU, MoAL under supervision of Project Manager.

#### **Work Ethics and Professionalism**

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#### **Recruitment Period**

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### **Remuneration and Salary**

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### **Contract Termination and Expel**

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## **Terms of Reference for Environment and Social Safeguard Specialist**

### **Qualification and Experience**

Master's degree in Environmental Science, Natural Resource Management, Environmental Engineering, Social Development, or related field with at least 5 years of relevant experience in environmental and social safeguards in public, corporate, or private sector. He/She should have in-depth knowledge of the World Bank's Environmental and Social Framework (ESF) and national environmental regulations, with proven experience in preparing, implementing, and monitoring Environmental and Social Management Plans (ESMPs), Resettlement Action Plans (RAPs), and other safeguard instruments. Familiarity with stakeholder engagement, grievance redress mechanisms, gender mainstreaming, and occupational health and safety standards is essential. Proficiency in report writing, data analysis, and use of environmental and social monitoring tools is required.

### **Roles and Responsibilities**

The Environment and Social Safeguard Specialist shall be responsible for:

- Ensuring project compliance with the World Bank's ESF and relevant national environmental and social policies, laws, and regulations.
- Preparing, updating, and implementing environmental and social safeguard instruments including ESMPs, RAPs, Stakeholder Engagement Plans (SEPs), and Labor Management Procedures (LMPs).
- Coordinating and facilitating environmental and social impact assessments for project activities.
- Providing guidance and technical support to implementing partners on safeguard requirements.
- Designing and operationalizing the project's Grievance Redress Mechanism (GRM) and ensuring timely resolution of complaints.
- Monitoring and reporting on environmental and social safeguard performance, including preparation of periodic safeguard compliance reports for submission to the PMU and the World Bank.
- Conducting safeguard-related training and awareness programs for PMU staff, implementing partners, and contractors.
- Ensuring integration of climate resilience, gender equality, and social inclusion considerations into project activities.
- Conducting regular field visits to monitor compliance and address emerging environmental or social issues.

- Liaising with relevant national agencies for clearances and approvals related to environmental and social aspects.

#### **Place of Work**

PMU, MoAL, Thimphu under the supervision of the Project Manager.

#### **Work Ethics and Professionalism**

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#### **Recruitment Period**

The recruitment period will be as decided by the Ministry's HR committee endorsed by the PSC; or for one-year contract extendable based on performance.

#### **Remuneration and Salary**

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#### **Contract Termination and Expel**

Subject to termination by MoAL for breach of contract, non-performance, or misconduct as decided by the Ministry's HR committee.