

1. Terms of Reference (TOR): Project Manager

Job Title**:	Project Manager		
Division/Department:	PMU, ARDC-Wengkhar, Mongar		
Project Number:	FSP GCP/BHU/11223/GFF		
Duty Station:	PMU, ARDC Wengkhar, Monggar		
Expected Start Date of Assignment:	December, 2025	Duration:	5 Years
Reporting Lines	Project Director		

Background

The RGoB in partnership with FAO Bhutan is implementing a Global Environment Facility project titled “Productive and Sustainable Food Systems in Bhutan for Environmental Benefits and Gross National Happiness”. The total project budget is USD 9.5 million and project duration from October 2025 to September 2030.

The project aims to enhance resilience, achieve environmental benefits, and promote sustainable production by addressing systemic challenges through integrated landscape planning and knowledge exchange. Focused on the eastern landscape, the project targets six Dzongkhags of eastern Bhutan spanning 1,134,225,900 hectares, with a population of 173,116 people facing economic constraints, demographic shifts, and climate vulnerabilities. The project emphasizes farming systems and value chains for priority commodities like potato, maize, beans and dairy, integrated with other crops, to support initiatives led by women and youth, enhance mechanization, reduce labour, and promote sustainable practices. The primary objective is to improve the enabling environment and ensure the long-term environmental sustainability of food systems and the delivery of the global environmental benefits (GEBs).

The project will engage the private sector across the agricultural value chain, focusing on enhancing aggregation, processing, marketing, and financing. By optimizing sustainable production, preserving ecosystem services, and aligning production with dietary needs, the project aims to introduce knowledge-sharing platforms, agricultural technologies, and value-added processes along the value chain to promote environmental benefits and GNH.

Tasks and Responsibilities

Project Manager

The Project Manager will be responsible for the overall management and coordination of the project, ensuring its successful implementation in accordance with the approved project document, annual work plans, and budgets. The key responsibilities and duties of the Project Manager include:

- Manage and oversee the execution of project activities as per the approved project document, annual work plans, and budgets.
- Organize PSC meetings, annual project reviews, and planning meetings, including the preparation and circulation of agenda and documents at least two weeks in advance. Act as the Member-Secretary to the PSC meeting.
- Establish and maintain relationships with relevant agencies and projects to facilitate learning, sharing experiences, and developing synergies including FAO Bhutan CO (GEF Agency), DMDF, MoF (GEF OFP), and Operational Partners for effective project management.
- Coordinate and support mid-term and terminal evaluations of the project.
- Conduct regular monitoring visits to project sites to assess implementation progress and interact with local stakeholders.
- Manage and monitor project risks, maintain the project risk log, and submit new risks to the PSC for review and decision on possible actions.
- Ensure documentation of best practices and lessons learned from project implementation and share them with stakeholders to enhance the project's effectiveness.
- Identify the capacity needs of PMU staff and accordingly arrange capacitation.
- Provide guidance and support to the project team and stakeholders involved in the project implementation.
- Manage financial resources and accounting to ensure the accuracy and reliability of financial reports.
- Prepare and submit bi-annual financial reports to FAO.
- Prepare the Project Progress Report in the OPA and GEF template and submit it to the PSC and FAO on a six-monthly basis.
- Prepare the annual Project Implementation Report in the GEF template and submit it to the PSC and FAO.
- Oversee the implementation of the Agricultural value chain including value addition and marketing of high value niche products.
- Identifying and establishing market linkages to connect farmers and producers with buyers, processors, and exporters.
- Conducting market research to identify trends, consumer preferences, and potential markets for new and existing agricultural products.
- Leading the development of new agricultural products, focusing on value addition, improved quality, and market alignment.
- Collaborating with stakeholders on packaging, labeling, and branding strategies to promote Bhutanese agricultural products
- Establishing and implementing quality assurance protocols to ensure products meet national and international standards.
- Providing training to farmers, agribusinesses, and food processors on product development, quality control, and market requirements.

Minimum Requirements

- Minimum of a bachelor's degree in any relevant field.
- At least 7 years of experience in relevant fields, with a proven track record of excellent delivery.
- Excellent leadership, interpersonal, communication and presentation skills.
- Knowledge of agrifood systems transformation and project management software tools and processes.
- An excellent command of English and Dzongkha (Bhutan's national language) is required, as are proven writing and reporting skills, the ability to operate under pressure and good interpersonal skills.

Core Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

Technical/Functional Skills

He/she should have competency and demonstrated practical relevant experience in Project Management. Other technical and functional skills of advantage include formulation and implementation of development of programmes and projects related to technical capacity building, policy development, enhancing agri-production, strengthening food systems, promoting agri-value chain development and agri-business entrepreneurship, fostering digital agricultural innovation, improving food & nutrition security, gender equality and women's empowerment, enhancing resilience to disasters and impacts of climate change.

Work Ethics and Professionalism

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

Recruitment Period

- The recruitment period will be for an initial term of 1 year which could be extended based on performance and as endorsed by the PSC.

Remuneration and Salary

- Will be paid in the form of consolidated pay amounting to Nu. 1,70,000/- per month and as per the financial norms of the Royal Government of Bhutan which will be endorsed by the PSC.

Termination of contract

- The contract may be terminated by any parties by serving at least 3 month's notice. However, PSC reserves the right to terminate the contract at any time for serious breach of contract, non-performance or misconduct.

2. Terms of Reference (TOR): Monitoring and Evaluation Officer

Job Title**:	Monitoring and Evaluation Officer	
Division/Department:	PMU, ARDC-Wengkhar, Mongar	
Project Number:	FSP GCP/BHU/11223/GFF	
Duty Station:	PMU, ARDC Wengkhar, Monggar	
Expected Start Date of Assignment:	December, 2025	Duration: 5 Years
Reporting Lines	Project Manager	

Tasks and responsibilities

The Monitoring and Evaluation (M&E) Officer will be responsible for developing and overseeing the implementation of the project's M&E plan, ensuring alignment with FAO and GEF reporting requirements and standards, as well as the Royal Government of Bhutan's (RGoB) M&E needs. The key responsibilities and duties of the M&E Officer include:

- Develop, implement, and annually update the project's M&E plan, ensuring alignment with the project's theory of change, results framework, and RGoB, FAO, and GEF requirements.
- Monitor project progress against agreed indicators, conduct annual assessments, and ensure timely submission of high-quality progress reports to relevant stakeholders.
- Facilitate mid-term, terminal, and annual evaluations, as well as small-scale studies, to assess achievements and inform improvements.
- Oversee and guide the design and quality of assessments and impact studies, coordinating closely with consultants and technical teams.
- Undertake field visits to appraise progress, gather data, and document findings in detailed reports.
- Liaise and coordinate with stakeholders—including Dzongkhag focal points, FAO, and responsible parties—on all M&E and knowledge management activities.
- Facilitate knowledge generation by documenting emerging best practices, lessons learned, and technical study findings, and disseminating them systematically at national and global levels.
- Maintain accurate project records and data to ensure integrity, accessibility, and consistent reporting on standardized programme-wide indicators.

- Report to the Global Coordination Project on standardized programme-wide indicators

Minimum Requirements

- Minimum of a bachelor's degree preferably in Project Management, Statistics, Economics, Sociology, Public Administration, Development studies, and other relevant fields.
- A minimum of 5 years of experience in supporting the formulation/implementation of development projects in the relevant fields/sectors mentioned above.
- An excellent command of English and Dzongkha (Bhutan's national language) is required, as are proven writing and reporting skills, the ability to operate under pressure and good interpersonal skills.
- Good computer skills.

Core Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge on RGOB, FAO/GEF monitoring and evaluation.

Technical/Functional Skills

The official shall have competency and demonstrated practical relevant experience in M&E. Technical/Functional skills on enhancing agri-production, strengthening food systems, promoting agri-value chain development and agri-business entrepreneurship, improving food & nutrition security, gender equality and women's empowerment, enhancing resilience to disasters and impacts of climate change will be an advantage.

Work Ethics and Professionalism

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

Recruitment Period

- The recruitment period will be for an initial period of 1 year which could be extended based on performance as decided and endorsed by the PSC.

Remuneration and Salary

- Will be paid in the form of consolidated pay amounting to Nu. 1,40,250/- per month as per the financial norms of the Royal Government of Bhutan which will be approved and endorsed by the PSC.

Termination of contract

- The contract may be terminated by any parties by serving at least 3 month's notice. However, PSC reserves the right to terminate the contract at any time for serious breach of contract, non-performance or misconduct.

3. Terms of Reference (TOR): Knowledge Management and Communication Officer

Job Title**:	Knowledge Management and Communication Officer	
Division/Department:	PPD, Thinhphu	
Project Number:	FSP GCP/BHU/11223/GFF	
Duty Station:	PPD, MOAL	
Expected Start Date of Assignment:	December, 2025	Duration: 5 Years
Reporting Lines	Project Manager	

Tasks and responsibilities

The Knowledge Management & Communication Officer (KMCO) will be responsible for developing and implementing the project's communication strategy, facilitating knowledge generation and documentation, and coordinating public awareness activities. The KMCO will ensure that all communication and knowledge management initiatives align with the project's objectives and contribute to its overall success. The key responsibilities and duties of the KMCO include:

- Develop, implement, and annually update a comprehensive communications strategy and plan in consultation with stakeholders, ensuring alignment with project branding, messaging, and objectives.
- Capture, document, and disseminate best practices, lessons learned, success stories, and project impacts through engaging materials such as brochures, press releases, audiovisuals, and digital content.
- Oversee knowledge management activities under Component 3, including organizing workshops, training, awareness campaigns, and stakeholder knowledge-sharing events.
- Coordinate with the PMU, MoF, donor agencies, and other partners for meetings, seminars, workshops, progress reports, fund-related matters, and overall project communication—both domestic and international.
- Liaise with the media to promote project achievements, facilitate advocacy, and ensure strong public visibility of activities.
- Facilitate project steering committee (PSC) meetings, mission visits, and represent the PMU when required, while mainstreaming youth, gender, nutrition, and inclusion priorities.

- Maintain accurate and up-to-date records on project implementation, benefits, and reporting, supporting the PPD with monitoring, evaluation, and other ministry-related tasks beyond the project.
- Coordinate implementation of the PPD component, assist with data collection, correspondence, and reporting, and ensure consistent visibility and digital presence of the project.

Work Ethics and Professionalism

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

Recruitment Period

- The recruitment period will be for an initial period of 1 year which may be extended based on performance as decided and endorsed by the PSC.

Remuneration and Salary

- Will be paid in the form of consolidated pay amounting to Nu.93,500/- per month and as per the financial norms of the Royal Government of Bhutan which will be approved and endorsed by the PSC.

Minimum Requirements

- Minimum of a bachelor's degree preferably in communications, journalism, public policy, public administration, international relations, sociology and other relevant fields.
- A minimum of 5 years of experience in media relations, public relations, social media management, content creation, event planning, or multimedia production fields/sectors mentioned above.
- Strong communication skills in English and Dzongkha (Bhutan's national language) are required, as are proven writing and reporting skills, the ability to operate under pressure and good interpersonal skills.
- Knowledge of media ethics, principles, media trends, and evaluation metrics would also be beneficial.

Core Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

Technical/Functional Skills

The official shall have competency and demonstrate practical relevant experience in knowledge management and communications, including communication strategy development and implementation, social media management, media relations, event planning, multimedia content creation, use of communication tools and software, evaluation

and reporting of communication effectiveness, and stakeholder engagement and communication training.

Termination of contract

- The contract may be terminated by any parties by serving at least 3 month's notice. However, PSC reserves the right to terminate the contract at any time for serious breach of contract, non-performance or misconduct.
- Subject to termination by MoAL for breach of contract, non-performance or misconduct as decided by the Ministry's HR committee.

4. Terms of Reference (TOR): Administration and Procurement Officer

Job Title**:	Administration and Procurement Officer	
Division/Department:	PMU, ARDC-Wengkhar, Monggar	
Project Number:	FSP GCP/BHU/11223/GFF	
Duty Station:	PMU, ARDC Wengkhar, Monggar	
Expected Start Date of Assignment:	December, 2025	Duration: 5 Years
Reporting Lines	Project Manager	

Tasks and responsibilities

The Administrative and Procurement Officer will provide comprehensive administrative support to the project team, ensuring smooth and efficient operations. The role involves coordinating office activities, managing schedules, handling correspondence, and maintaining project documentation. The main responsibilities of the Administrative and Procurement Officer will be as follows:

- Maintain accurate project files, records, and documentation, including all communications and correspondence.
- Coordinate schedules, arrange meetings, and organize agendas, minutes, and related documents for project activities.
- Plan and facilitate logistics for meetings, training, workshops, consultations, field missions, and events.
- Prepare bidding documents in compliance with Bhutan's Public Procurement Rules and Regulations and GEF implementing agency guidelines.
- Oversee procurement of goods and services, ensuring adherence to rules, regulations, and internal control measures.
- Maintain and monitor the inventory of project assets to ensure proper utilization and accountability.
- Support financial management by assisting in budget planning, disbursements, expenditure reporting, and audits.
- Perform administrative tasks necessary for smooth project operations, ensuring efficiency and compliance.

Minimum Requirements

- Minimum of a bachelor's degree preferably in procurement, business management, business administration, commerce, economics, supply chain management, and other relevant fields.
- A minimum of 5 years' experience in finance, accounting or fields/sectors mentioned above.

- Strong communication skills in English and Dzongkha (Bhutan's national language) are required, as are proven writing and reporting skills, the ability to operate under pressure and good interpersonal skills.
- Knowledge of financial management

Core Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge on procurement rules/regulations of RGOB, GEF/FAO.

Technical/Functional Skills

The Official shall have competency and demonstrate practical relevant experience in administration and procurement financial management.

Work Ethics and Professionalism

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

Recruitment Period

- The recruitment period will be for an initial period of 1 year which may be extended based on performance as decided and endorsed by the PSC.

Remuneration and Salary

- Will be paid in the form of consolidated pay amounting to Nu. 1,40,250/- per month and as per the financial norms of the Royal Government of Bhutan which will be approved by the PSC.

Termination of Contract

- The contract may be terminated by any parties by serving at least 3 month's notice. However, PSC reserves the right to terminate the contract at any time for serious breach of contract, non-performance or misconduct.
- Subject to termination by MoAL for breach of contract, non-performance or misconduct as decided by the Ministry's HR committee.

Annexure

Remuneration and salary fixation for PMU staff of GEF 8 Project

The GEF 8 funded project 'Productive and Sustainable Food Systems in Bhutan for Environmental Benefits and Gross National Happiness' worth USD 9.5 million will be implemented in the six eastern Dzongkhags. With the approval of the project by the GEF Secretariat, the remuneration package is being proposed to enable staffing of the PMU with capable project officials.

As allowed by clause 4.4.1.3 (b) of the Bhutan Civil Service Rules and Regulations (BCSR) 2023, the Policy and Planning Division as the project coordinating office to drive project's preparatory phase would like to propose the following salary structure and other remuneration:

In USD

Designation	Increment	Year 1	Year 2	Year 3	Year 4	Year 5
PM	140	24,000	25680	27360	29040	30720
KMC	77	13,200	14,124	15,048	15,972	16,896
APO	115.5	19,800	21186	22572	23958	25344
M&E	115.5	19,800	21186	22572	23958	25344
Total USD						4,37,876/-

Remuneration for PMU Staff							
S L N o	Position Title	Position Level	USD	Lumpsum Salary (BTN)	Annual Increment on first year salary in %	Daily Allowance (BTN)	Travel Allowance (BTN/KM)
1	Project Manager	EX3A Equivalent	2000	1,70,000	7	2000	16
2	Administrative and Procurement Officer	P3A Equivalent	1650	1,40,250	7	1500	16
3	M&E Officer	P3A Equivalent	1650	1,40,250	7	1500	16
4	Knowledge Management and Communication Officer	P3A Equivalent	1100	93,500	7	1500	16

Annual increment of 7% on the first year salary is accounted for from the second year.

The amount of salary fixed is as per the maximum project cost allocated for the PMU staff in the cost-tables.