

Terms of Reference (ToR) - Project Manager

Position Title:	Project Manager
Project Title:	Climate Adaptation, Resilience, and Engagement in Local Governments (CARE-LG)
Duty Station:	Project Management Unit (PMU), Department of Planning, Budget and Performance (DPBP), Ministry of Finance (MoF), Thimphu, Bhutan
Reporting to:	Project Director
Duration:	60 Months
Contract Type:	Fixed Term
Start Date:	15/09/2024

1. Background:

The Climate Adaptation, Resilience, and Engagement in Local Governments (CARE-LG) project is an initiative aimed at strengthening the resilience of local communities and governments against climate change impacts. The project will focus on integrating climate adaptation strategies into local governance, enhancing community engagement, and building capacities to implement sustainable and climate-resilient practices. The project will work in close collaboration with local governments, communities, and other stakeholders to ensure effective implementation and sustainability.

2. Purpose:

The Project Manager will be responsible for the overall management, coordination, and implementation of the CARE-LG project in accordance with the approved project document, annual work plans, and compliance measures. The Project Manager will ensure that the project objectives are met within the specified time frame, budget, and quality standards. This role requires a proactive and experienced leader who can manage multi-stakeholder engagements, oversee project activities, and drive the project toward successful outcomes.

3. Key Responsibilities and Duties

1) Project Planning and Execution

- Manage and oversee the execution of project activities as per the approved project document, annual work plans, and budgets.
- Review and validate annual work plans, including detailed activity plans, timelines, and budget allocation for submission to the Project Steering Committee (PSC) for approval.
- Consolidation of annual work plans and budgets to ensure that project activities align with the project goals and objectives.

- Coordinate budget revisions and re-appropriations between outputs with due endorsement by the PSC.

2) Coordination and Communication

- Organize PSC meetings, annual project reviews, and planning meetings, ensuring the preparation and circulation of agenda/annotated and documents at least two weeks in advance.
- Member Secretary to the PSC and TAC under the close supervision of Project Director.
- Ensure the timely production and circulation of PSC/TAC meeting minutes within a week after the meetings.
- Liaise with the Bhutan Trust Fund for Environmental Conservation (BT FEC) (GCF AE), Department of Macro-Fiscal and Development Finance (DMDF), DPBP, Department of Local Governance & Disaster Management (DLGDM) and other project stakeholders for effective project management.
- Establish and maintain relationships with relevant agencies and projects to facilitate learning, sharing experiences, and developing synergies.

3) Monitoring and Evaluation

- Facilitate mid-term and terminal evaluations of the project.
- Conduct annual monitoring visits to project sites to assess implementation progress and engage 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.
- Report on the status and progress of the actions of the PSC and Technical Advisory Committee (TAC) decisions at subsequent PSC meetings.
- With support from M&E expert, ensure that indicators in the project results framework and co-benefit indicators are monitored annually, well in advance of the Annual Performance Review (APR) submission deadline, and objectively report on the progress towards the project results.
- Commission joint monitoring activities as needed.

4) Knowledge Management and Reporting

- Identify, analyze, and document best practices and lessons learned from project implementation and share them with stakeholders to enhance the project's effectiveness;
- Liaise with broadcast and print media to disseminate project events and activities of interest to the public.
- Manage both print and digital knowledge repositories to ensure effective storage and retrieval of project-related information.
- Provide guidance and support to the project team and stakeholders involved in the project implementation.

5) Administrative and Financial Management

- Administer the project, including planning activities and monitoring progress against the project's Logical framework and approved annual work plan.
- Shall incorporate the approved activities in the annual budget following the normal budgeting process.
- Manage financial resources and accounting to ensure the accuracy and reliability of financial reports.
- Mobilize personnel, goods and services, training, and performance-based adaptation grants to initiate the activities, including drafting terms of reference and work specifications and overseeing the contractors' work.
- Prepare and submit semi-annual financial reports to the PSC and BTFEC on a six-monthly basis.
- Ensure timely submission of annual Audit Reports to the PSC, and assess the annual audit, ensuring follow-up on recommendations.
- Review and recommend ToR for consulting services – for approval by the PSC.

6) Risk Management:

- Manage and monitor the project risks initially identified and propose mitigation risk measures for new risks to PSC for review and decision on possible actions.
- Update the status of the risks by maintaining the project risk log.

7) Compliance and Accountability

- Ensure that all project staff and Executing Entities (EEs) maintain a high level of transparency, responsibility, and accountability in monitoring and reporting project results.
- Perform any additional tasks as may be required by the PSC.

8) Qualification and Experience

- **Education:** A Masters Degree is preferred, but a minimum of a Bachelor's Degree in Finance, Project Management, Development Studies, Environmental Science, Climate Change, Public Administration, or related field is required.
- **Experience:** 3-5 years of experience in project management, preferably in climate adaptation, resilience, or community development projects.

9) Skills:

- Strong leadership and management skills.
- Excellent communication and interpersonal skills and ability to interact with counterparts at all levels.
- Proficient in both Dzongkha and English language.
- Proven ability to manage multi-stakeholder engagement and partnerships.
- Experience in financial management and budget oversight.
- Knowledge of climate adaptation and resilience practices.
- Knowledge in MS word, Excel and Powerpoint.

10) Competencies:

- **Strategic Thinking:** Ability to think strategically and make informed decisions that align with the project's goals and objectives.
- **Problem Solving:** Capacity to address challenges and resolve issues effectively.
- **Adaptability:** Ability to work in dynamic environments and adapt to changing circumstances.
- **Cultural Sensitivity:** Awareness and respect for cultural differences and the ability to work effectively in diverse environments.
- **Innovation:** Openness to innovative approaches and willingness to explore new solutions.

- **Productivity:** Should demonstrate the ability to work independently with minimal supervision. This includes taking initiative, making informed decisions, and effectively managing project tasks without constant supervision and oversight. The ability to maintain a high level of productivity and accountability in an unsupervised environment is essential to this role.

11) Salary Package:

- The gross salary for the Project Manager shall be Nu. 70,000 per month.
- The salary shall be provided as a lump sum amount, not subject to further breakdown or itemization.
- The salary is fixed for the duration of contract, with any adjustments to be negotiated and agreed upon only in case of contract renewal or extension.
- The lump sum salary includes all allowances; no additional allowances (e.g Housing, Transport) shall be provided.
- The salary shall be subject to applicable taxes and deductions as per the laws and regulations.
- The salary shall be paid on a monthly basis, with payments made at the end of each month or as otherwise agreed upon in the contract.
- The salary and associated terms shall remain confidential between the employer and the Project Manager.

This ToR outlines the responsibilities and qualifications expected from the Project Manager and serves as a guide for both the recruitment process and the performance of the selected Candidate.