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DEPARTMENT OF TOURISM

Ministry of Industry, Commerce and Employment

Tarayana Center, P.O. Box 126, GPO Thimphu, Bhutan

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Terms of Reference for M&E Officer

Mainstreaming Biodiversity Conservation into the Tourism Sector in Bhutan

Funded by: GEF Trust Funds.

GEF Funds: USD 4,854,128

Working Title of the Project: GEF Ecotourism Project

Project Signing Date: 11th August, 2021

Project Period: 5 years (11/08/2021 to 30/07/2026)

The Royal Government of Bhutan and the United Nations Development Programme (UNDP) signed a USD 4.854 million project funded by the Global Environment Facility (GEF). The project, a child project of the Global Wildlife Program (GWP) being implemented by the Department of Tourism (DOT) Ministry of Industry, Commerce and Employment (MoICE).

Brief project description:

This project seeks to mainstream biodiversity conservation into tourism development in Bhutan as a long-term strategy for mitigation of threats to biodiversity and to generate sustainable conservation financing and livelihoods. The project will achieve this through establishing Bhutan as a model ecotourism destination, to generate livelihood opportunities, sustainable financing for landscapes within and outside protected areas (PAs), facilitate human-wildlife coexistence, and mitigate the negative impacts of increasing tourism on Bhutan's socio-cultural heritage and globally significant biodiversity. The project demonstration approaches will focus on landscape-scale covering two protected areas of Bumdeling Wildlife Sanctuary (BWS) and Sakteng Wildlife Sanctuary (SWS) in eastern Bhutan as well as in the five Dzongkhags (districts) of Lhuentse, Mongar, Trashigang, Trashi Yangtse and Zhemgang. These locations represent the eastern and south-central parts of Bhutan.

The project outcomes are as follows:

- Outcome 1:** Effective policy and institutional framework for ecotourism that incentivizes and integrated biodiversity conservation into the tourism sector.
- Outcome 2:** Biodiversity-friendly ecotourism strengthens biodiversity conservation, livelihoods and enhances human-wildlife co-existence.
- Outcome 3:** Effective capacity, marketing, and knowledge exchange to establish Bhutan as a model ecotourism destination.

Project Landscape

The project landscape comprises the Four Eastern Dzongkhag of Lhuentse, Mongar, Trashigang, and Trashi Yangtse and Zhemgang.

The Five Dzongkhags and two PAs of Bumdeling WS and Sakteng WS form the project area.

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The 19 gewogs that have been selected by the stakeholders to be included for project demonstration sites comprise the project demonstration landscape. Each gewog of the project demonstration landscape includes one or more demonstration sites.

Five Dzongkhags and 19 Gewogs:

| Sl.No. | Dzongkhag | Gewog |
|--------|----------------|--|
| 1 | Lhuentse | Kurtoe, Gangzur, Khoma |
| 2 | Mongar | Shermung, Drametse, Saleng, Mongar, Silambi, Gongdue |
| 3 | Trashigang | Sakteng, Merak, Kangpara |
| 4 | Trashi Yangtse | Bumdeling, Trashiyangtse |
| 5 | Zhemgang | Nangkor, Trong, Pangkhar, Ngangla, Bjoka |

The project is implemented with the Project Management Unit (PMU) headquartered at the Department of Tourism (DOT, Ministry of Industry, Commerce and Employment (MoICE)). The PMU team is composed of the Project Director, Project Manager, Project M&E Officer, Project Accountant, Project Communication Officer (Advocacy and Behavior Change Officer) and a Project Technical Specialist.

As part of PMU team, we will be recruiting a Project Monitoring and Evaluation Officer (M&E Officer) under the supervision of the Project Manager and report directly to the Project Manager.

Terms of Reference for M&E Officer

A. Role and Responsibility:

Under the overall supervision and guidance of the Project Manager and in close coordination and consultation with the Project Staff, the M&E Officer will have the responsibility for monitoring and evaluation of project activities in accordance with project result framework and monitoring plan including GEF M&E requirements.

Specific responsibilities shall include:

1. Develop annual M&E plan for the project.
2. Monitor project progress and participate in the production of progress reports ensuring that they meet the necessary UNDP and GEF reporting requirements and standards;
3. Oversee and ensure the implementation of the project's M&E plan, including periodic appraisal of the Project's Theory of Change and Results Framework with reference to actual and potential project progress and results;
4. Coordinate the completion of the GEF Tracking Tools on Biodiversity and core indicators as required;
5. Align the project's M&E requirements with those of RGoB, and ensure that both RGoB

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and UNDP M&E requirements are effectively coordinated and addressed;

6. Oversee and guide the design of surveys/ assessments commissioned for monitoring and evaluating project results;
7. Facilitate mid-term and terminal evaluations of the project;
8. Facilitate annual reviews of the project and produce analytical reports from these annual reviews;
9. Liaise with stakeholders through component managers and UNDP Bhutan and responsible parties for implementation of project activities in matters related to M&E and knowledge resources management;
10. Visit project sites as and when required to appraise project progress on the ground and validate written progress;
11. Documentation and maintenance of progress reports on regular basis as per SPR format;
12. Facilitate learning and sharing of knowledge and experiences relevant to the project;
13. Coordinate and oversee the implementation of public awareness activities across all project components;
14. Monitor project progress and preparation of technical and financial progress reports in accordance with the requirements of the Project Documents;
15. Documentation of lessons learnt report on community enterprises and ecotourism products in demonstration sites and processes for dissemination of GWP lessons across Bhutan (and for sharing Bhutan lessons with GWP);
16. Facilitate learning and sharing of knowledge and experiences relevant to the project;
17. Coordinate and oversee the implementation of public awareness activities across all project components;
18. Support to organize PMU meetings, annual project review and planning meetings including the preparation and notification of agenda and circulation of documents necessary for these meetings.
19. Carryout other activities related to tourism development and promotion assigned by the Project Manager and Project Director.

B. Qualification, Work Experience and Requisite Skills

1. A Minimum of University Degree preferable in Business Administration, Economics, Tourism and related field.
2. At least 5 years of work experience in the design and implementation of M&E in development projects implemented by national/international NGOs/UN bodies/Government.
3. Experience in designing tools and strategies for data collection, analysis and production of reports.
4. Proven ICT skills, networks, database software etc.
5. Very good language skills in English (writing, speaking and reading) and in Dzongkha (speaking and reading);

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6. Sound understanding of overall tourism policy of the country, ecotourism, sustainable tourism, community-based tourism.
7. Sound understanding of biodiversity, climate change adaptation and sustainable livelihoods, and associated issues;
8. Very good inter-personal skills and establish excellent working relationship with colleagues; and
9. Demonstrate resourcefulness, initiative, maturity, diplomacy and advocacy and M&E skills.

C. Supervision

1. The M&E Officer will be under the direct supervision of the Project Manager;
2. He/she will report directly to the Project Manager.

D. Service Contract

1. Appointment Terms

- 1.1. The M&E Officer shall be appointed for an initial term of 1 year with the possibility of extension based on the performance and delivery of the required outputs; and
- 1.2. Contract renewal shall be for a period of 2 years or for the remaining period of project whichever is shorter.

2. Salary and Remuneration

- 2.1 A consolidated pay shall be paid in keeping with the budget provisions in the Project Document and qualification of the selected candidate;
- 2.2 Salary shall be fixed at Ngultrum Seventy Thousand Only (Nu.70,000/-) per month.
- 2.3 Salary shall be subject to Tax Deducted at Source (TDS) as per the Income Tax Act of the Kingdom of Bhutan.

3. Other Emoluments and Benefits

- 3.1 He/ She shall be entitled to Travel Allowance and Daily Sustenance Allowance (TA &DSA) as per the prevailing RGoB Rules;
- 3.2 He/ She shall be entitled for other benefits as per the prevailing RGoB Rules.

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