

TERMS OF REFERENCE

1. Position Information	
Project Name	Climate Resilient Omchhu River Basin Project (CRORBP)
Project Duration	6 Years
Position Title	Deputy Project Director (DPD)/Project Manager (PM)
Duty Station	Phuentsholing Thromde
Duration of Contract	One year with the possibility of an extension based on performance

2. Context

Bhutan is highly vulnerable to climate change and climate induced hazards. Building on the Phuentsholing Township Development Project and the South Asia Subregional Economic Cooperation Road Connectivity Project (SASEC), the project targets the Omchhu River and its river basin in Phuentsholing area. It aims to address one of the critical economic development inhibitors of Phuentsholing: recurrent flood risk from the Omchhu River exacerbated by unpredictable erosion of its riverbanks, debris flow resulting from landslides in upstream hilly slopes, and worsening climate impacts. The project will focus on climate and disaster resilience through an integrated river basin approach to flood and erosion risk management, and combine structural and nonstructural measures to reduce the risk of flooding, river erosion, and landslide. It will (i) build climate-resilient river erosion protections and flood embankments in four priority river reaches highly prone to erosion; (ii) pilot landslide mitigation measures to reduce debris flows and related risks; and (iii) strengthen institutional capacity to (a) survey, assess, map, and disseminate multi-hazard natural risks to enhance risk-sensitive land-use planning and management; (b) monitor and manage risks; and (c) enhance forecasting and early warning systems, asset management, use of nature-based solutions, and disaster preparedness. The project will benefit approximately 12,500 people and ultimately enable riverfront development.

The project will have the following two outputs:

Output 1: Climate resilient flood and landslide risk mitigation measures in the Omchhu basin implemented and maintained. Both structural and non-structural measures will be implemented to reduce the risk of flooding, riverbank and landslide erosion, considering future climate impacts. Structural measures will consist primarily of riverbank, flood embankment and landslide protection following a reach-wise approach.

Output 2: Flood and landslide risk management institutional capacity strengthened. This output will enhance the institutional capacity of PT and DA to enhance and/or develop risk-based decision-making support tools, enhance disaster preparedness and risk-based planning.

The project will establish a Project Management Unit (PMU) responsible for supervising all project activities. The PMU will operate within the Phuentsholing Thromde as an implementing and executing agency for the project. The PMU team will be composed of the Project Director (Executive Secretary, Dy. Project Director/Project Manager, Technical staff both full time and part time including two engineers (part time for DA area) from Phuentsholing Dungkhag Administration. A PISC (Project Implementation Support Consultant) consisting of 6 international and 11 national experts will be recruited and will work under the direct supervision of the DPD.

3. Duties and Responsibilities

Under the overall guidance and supervision of the Project Director (Executive Secretary), the DPD/PM will be responsible for the day-to-day project management, regular monitoring of project results and risks, and reporting these to the Project Director. The duties and responsibilities of the DPD/PM will include, but are not limited to, the following:

1. Oversee and supervise the overall management and implementation of the project, including the procurement of services, works, and goods as per the Project Administration Manual (PAM) and Design and Monitoring Framework (DMF), to ensure the timely completion of project deliverables within the approved budget.
2. Oversee, supervise, and manage the Project Management Unit (PMU) and Project Implementation and Supervision Consultants (PISC) under the guidance of the Project Director.
3. Develop all planning, design, and contract documentation pertinent to the project and secure approval from the Project Director. Engage in correspondence.
4. Liaise and correspond with the Asian Development Bank (ADB) regarding all matters related to the project and collaborate with governmental agencies to address any arising issues.
5. Manage and coordinate the implementation of project activities in accordance with the approved Project Document, procurement plans, work plans, and budgets.
6. Maintain project documents and submit reports (quarterly progress reports and implementation reports) in a timely manner as per project documentation.
7. Consolidate accounts and submit draft withdrawal applications.
8. Prepare work plans, a procurement plan, annual budgets, a monitoring plan, and disbursement projections.
9. Maintain project accounts and comprehensive loan/financial records and submit consolidated quarterly reports.
10. Establish and maintain a Project Performance Monitoring and Evaluation System (PPMES) for each package, output, and outcome level.
11. Prepare reports (including disbursement projections, requests for budgetary allocations for counterpart funds, collection of supporting documents, preparation of withdrawal applications, audit reports, and reports mandated under loan, grant, and project agreements).
12. Perform monthly reconciliation of project accounts and provide supporting documents for withdrawal applications to ADB for liquidation or replenishment of each project account.
13. Review transfer payments for approval.
14. Act as the focal person for all media information and the project's communication.
15. Ensure social and environmental safeguards compliance including implementing and monitoring the environmental management plan in accordance with safeguards requirements and ADB's Safeguard Policy Statement, and submit updated safeguards and monitoring reports for review and disclosure.
16. Act as the focal point for the implementation of the Grievance Redress Mechanism (GRM)

and complaint resolutions, and submit monthly safeguards progress reports with the status of complaint grievances and the implementation of labor law for the preparation of biannual safeguard monitoring reports.

17. Manage day-to-day project activities and prepare project progress reports and safeguards monitoring reports as per project documentation.
18. Review and verify annual work plans and budgets for onward submission to the Project Director and approval, prior to implementation.
19. Monitor project progress, including quality, and oversee the preparation of technical and financial progress reports in accordance with the requirements of the Project Document, reporting to the Project Director accordingly.
20. Prepare consolidated progress reports of all projects and provide specific recommendations and lessons learned.
21. Identify issues in project implementation and raise them during quarterly, mid-year, and annual review meetings, escalating to the Project Director and Project Steering Committee (PSC) for information, guidance, and solutions where necessary.
22. Coordinate Project Steering Committee meetings, including the preparation and notification of the agenda and circulation of necessary documents for the PSC meetings at least two weeks in advance. Also, ensure that the minutes of PSC meetings are produced and circulated within a week after such meetings are held.
23. Coordinate technical meetings, project reviews, planning, and coordination meetings as and when required.
24. Overall contract supervision and quality assurance control covering all technical aspects
25. Facilitate the conduct of the annual Audit by RAA (Royal Audit Authority) for the project and submit all audited project accounts and financial statements within six months of the end of each fiscal year.
26. Apprise the Project Director in the event of significant project deviations, including project delays, financial deviations, or changes in scope, to ensure the incorporation of necessary changes for submission to ADB prior to the implementation of the deviations.
27. Monitor and implement the gender action plan, stakeholder engagement plan, and environmental and social management plan, updating as required to ensure that safeguards are fulfilled to the highest quality through regular monitoring of results framework indicators for evidence-based reporting.
28. Coordinate and conduct training for the relevant staff of the Phuentsholing Thromde and Phuentsholing Dungkhag Administration as part of capacity development, in consultation with PISC.
29. Carry out any other tasks within the scope of the projects as assigned by the Project Director.

4. Qualification, Experience and Requisite Skills

1. A minimum of Bachelor's degree in civil engineering/river engineering/water resource engineering. A master's degree directly relevant to the assignment and experience of leadership on ADB or the World Bank financed projects will be an added advantage.
2. Minimum 10 years of relevant professional experience in the management of multidisciplinary teams of experts on civil works implementation, supervision and project preparation of similar nature as this assignment, and several years at a senior advisory and managerial level.
3. Experience in climate-resilience and nature-based solutions will be an added advantage.
4. Should possess skills in promoting teamwork and flexibility to work under pressure and have the ability to work efficiently and effectively with a multidisciplinary team.
5. Experience in the usage of computers and productivity software packages including construction management software.
6. High competency in contract management, quality assurance and quality control, safety, compliance with environmental and social safeguards, risk management, project control, claim management, etc., pertaining to construction of similar types of projects.
7. Proficient in verbal and written communication skills in English and Dzongkha.

5. Implementation and Accountability

The DPD/PM shall be stationed in Phuentsholing Thromde, Phuentsholing, Bhutan. The PM/DPD shall directly report to the Project Director for day-to-day work.

Appointment Terms

1. The PM/DPD 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;
2. In the event of a lapse that leads to serious consequences, an internal investigation will be conducted to determine the extent of the DPD/PM's responsibility. The DPD/PM shall be responsible for any lapses which may have an adverse impact on the project outcomes and be held accountable as per the prevailing laws.
3. The PM/DPD is expected to devote full time and attention to the duties and responsibilities of the position.
4. The Contract employee provisions of prevailing BCSR shall be applicable.

6. Remunerations

1. A lump sum salary shall be paid in keeping with the budget provisions in the Project Document and the qualification of the selected candidate;
2. The DPD/PM will be paid a gross amount of Nu.80,271 per month with an annual increment of Nu. 735/-.
3. Salary shall be subjected to tax deduction as per the Income Tax Act of the Kingdom of Bhutan.
4. The standard government calendar and working hours will apply. If required, the DPD/PM is in principle on official duty for twenty-four hours a day and seven days a week and is accordingly paid for and as such, is liable for call to duty anytime.

Other Emoluments and Benefits

1. PM shall be entitled to Travel Allowance, Mileage and Daily Allowance (TA & DA) as per the prevailing RGoB Rules, payable at par with P1 level of the civil servant;
2. PM shall be entitled for Leave 21 days Annual leave. Other leave (Bereavement, Paternity, maternity and medical leave) shall be as per the RGOB prevailing rules governing contract employees.
3. Office space and equipment with basic furniture, internet access, stationery, etc will be provided.

7. Application Requirements

The interested qualified candidates must submit the following documents to the Human Resource Officer, Phuentsholing Thromde with the following documents:

1. Application with detailed CV
2. Copies of Academic transcripts and Certificates
3. Valid Security Clearance
4. Audit Clearance, if applicable
5. Letter of Experience
6. Relevant Training Certificates
7. Reference/Support documents (relevant training documents)
8. Copy of Citizenship card
9. Copy of extra-curricular activities
10. Medical Fitness Certificate
11. No Objection Letter, if employed