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Bhutan Trust Fund for Environmental Conservation

P.O.Box:520 | Thimphu Bhutan

☎ 00975-2-339861/ 62

📠 00975-2-339863

🌐 www.bhutantrustfund.bt

TERMS OF REFERENCE FOR PROJECT OFFICER

OVERVIEW

Position Title	: Project Officer
Employer	: Bhutan Trust Fund for Environmental Conservation (BTF)
Work station	: Thimphu, Bhutan
Employment type	: Contract
Position Level	: Not Applicable

1. INTRODUCTION

Founded in 1991, Bhutan Trust Fund for Environmental Conservation (BTF) is the first of its kind in the world involving partnership of government and donors specifically committed to environmental conservation under the auspices of the Royal Charter, 2021. The primary function of BTF is to manage its endowment prudently, ensure its growth and provide funding for the promotion of social welfare through environmental conservation by supporting activities for preserving biodiversity, mitigation and adaptation of climate change, enabling human wildlife coexistence and addressing adverse environmental impacts of development on the environment.

The BTF under the guidance of the Board of Trustees approved the long-term strategic Roadmap 2040 in 2024. One of the key targets under the Roadmap is to increase the Sinking Fund to US\$ 50 million by 2040. Further, as the only accredited entity to Adaptation Fund (AF) and Green Climate Fund (GCF), there is huge potential to access climate financing. In order to achieve this, there is need for enhanced capacity at the BTF to focus on these opportunities and garner fund support for implementing priority climate adaptation and mitigation initiatives in collaboration with key government and other partners.

2. THE POSITION

The Project Officer will play a strategic role in securing environment and climate finance through development of concept notes and proposals for sinking fund projects.

- Initiate/coordinate the development of concept notes and project proposals under sinking fund
- Coordinate with external sinking fund partners including Adaptation Fund, Green Climate Fund and others in successfully accessing project funds.
- Coordinate with focal from internal partners including from RGoB, CSO, NGO and others.
- Support the work related to accessing project funds in teamwork with the Environment and Climate Change Services (ECCS), Investment and Financial Services (IFS) and other Units.

3. RESPONSIBILITIES

The Project Officer under the overall supervision of the Managing Director shall be responsible for:

- Coordinating the day-to-day concept note and project proposal formulation to be

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submitted to sinking fund partners;

- Ensuring that high-quality program/project-specific data are captured and contained in the concept note and project proposals submitted;
- Effectively liaising with internal and external stakeholders for formulation of the project concept notes and proposals;
- Coordinate and conduct consultation workshops and meetings with various stakeholders as required;
- Maintain up-to-date physical and financial progress related to the scope of the work;
- Analyzing information and data regularly to distill and disseminate important trends and lessons that will keep key stakeholders appropriately informed;
- Support the ECCS in identification of potential sinking fund project ideas for development into concept notes and project proposals;
- Any other task assigned by the BTF management.

4. WORKING RELATIONSHIPS

The Project Officer:

- Reports to the Managing Director and updates him/her regularly on the progress of responsibilities;
- Coordinates closely with the ECCS and IFS for preparation of project proposals, agreements and other details as required;
- Interacts frequently with key partners and implementing entities for the purposes of project formulation and approval, and;
- Assist the management to maintain contact with government, non-government, international conservation and development, donor agencies, and members of scientific communities in order to encourage participation in BTF program activities, and to assist the BTF Secretariat in planning and designing collaborative or interactive projects.

5. QUALIFICATION AND EXPERIENCE

Prerequisites to apply for the post:

- Minimum of Bachelor's degree in any field from a recognized university.
- At least ten (10) years' work experience is required (up to 18 months of study period shall be treated as active service in counting years of work experience required); Out of which the candidate must have work experience of at least three (3) years in relevant fields.

Preference will be given to:

- Master's degree or higher education qualification in natural resources management, project management, environmental studies, sustainable development and related fields will be given preference.
- Prior experience of project proposal development for AF/GCF and other environment and climate finance will be given preference

6. COMPETENCIES

- Knowledge and analytical skills on formulation and review of projects, identify portfolio performance trends and draw lessons learned.
- A high degree of creativity and tolerance for field work under difficult conditions.

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- Cross-cultural sensitivity with demonstrated diplomatic skills.
- Fluency in written and oral skills in both Dzongkha and English.
- Strong communication and networking skills.

7. TERMS OF EMPLOYMENT

- Contract employment
- Contract for 24 months with possibility of extension, subject to need and performance.

8. SALARY AND OTHER BENEFITS

- A lumpsum salary of Nu. 150,000 per month with an annual increment of 5%.
- Salary shall be subjected to tax deduction as per the Income Tax Act of the Kingdom of Bhutan.
- Other benefits: eligible only TA/DA, Casual and Sick Leave as per prevailing BTF's Services & Operations Manual.

9. MANDATORY DOCUMENTS (required to submit along with application)

- 1) Job Application Form with cover letter (*available on BTF website*)
- 2) Curriculum Vitae with details of work experience and position held over different time periods
- 3) Authenticated copy of Degree certificates
- 4) Copy of valid Citizenship ID Card
- 5) Valid security clearance certificate (approved online);
- 6) Valid Audit Clearance, if applicable
- 7) Names and contact details of two professional (non-family related) referees including one from the current/latest employer.

Non-submission of any of the above documents may lead to rejection of application

Additionally, the following documents shall be produced by the selected candidate prior to his/her appointment:

- 1) No objection certificate letter from the employer, if currently employed.
- 2) A valid medical certificate.
- 3) Any other relevant certificates.

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