



INNOVATIVE | SUSTAINABLE | LONGTERM

Terms of Reference (ToR)

Program Manager | Bhutan for Life Fund

Major Function:

The Manager, Programs of the Bhutan for Life Fund Secretariat will serve as a dynamic and efficient nexus point for Bhutan for Life, driving and overseeing the programmatic functions of the Fund. The Manager, Programs will be responsible for planning, monitoring, reporting of the funds programmatic and due diligence processes. This managerial position is responsible for taking proactive actions to move the initiative forward in the most efficient, effective and innovative manner with all parties concerned to achieve the milestones and goals. The incumbent will ensure delivery of all planning, monitoring and reporting requirements agreed with its partners and donors. The program manager acts as the focal point for all program related issues and is responsible for proper coordination between all program related stakeholders. The Manager, Programs reports to the Executive Director and will carry out the following tasks.

Key Responsibilities:

Responsibilities include, but are not limited to, the following:

Program Management:

- Ensures proper planning, reporting, and operational support in all aspects of the BFL program to contribute to the timely achievement of the program's milestones and deliverables
- In accordance with the BFL Operating Manual, reviews amendments to the BFL Conservation Plan, Operating Plan, and associated remediation plans proposed by the BFL Project Coordination Unit;
- Oversee monitoring and evaluation of the program ensuring achievement of program indicators, including environmental and social impacts while providing technical assistance to the M&E officer as needed
- Work closely with the Project Coordination Unit within the Ministry of Energy and Natural Resources and the Implementing Agencies to supervise and support the implementation of program activities in accordance with program proposal and activities timeline, ensuring timely achievement of program milestones and deliverables;
- Conduct field visits as necessary to monitor program implementation and facilitate effective stakeholder engagement;
- Manage all donor requirements and specifications, including the preparation of all progress reports;
- Ensure that project activities are implemented according to donor requirements by

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-Her Majesty the Queen of Bhutan

Bhutan For Life Fund Secretariat

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facilitating effective communication and knowledge-transfer to project partners.

- Supervise program/event coordinator in handling all logistics of workshops, events, meetings, including invitations, material, minutes, etc
- Work closely with E&S and Gender officers to ensure compliance with Gender Action plan (GAP) and Environmental and Social Management Framework (ESMF).
- Provide technical support and capacity building to project staff and stakeholders.

Financial management:

- In accordance with the BFL Operating Manual, coordinate with Manager, Finance and Administration (F&A) to manage and update the BFL Financial Model;
- Review requests for fund disbursement and prepares the necessary documentation for board approval;
- Coordinate with the Manager, F&A to supervise and monitor grant disbursement as approved by the BFL Fund Board;
- In collaboration with Manager F&A and project partners, develop the Annual Work Plan and Budget (AWPB) for each project year, for approval the BFL Fund Board.

Partnership and relationship management:

- Develop and offer collaborative frameworks, organizational structuring and communication platforms to both internal and external stakeholders;
- Coordinate with the BFL project coordination unit within the Ministry of Energy and Natural Resources to resolve issues that may arise during implementation;
- Work closely with all donors and partners including the WWF-US AE team and provide assistance on coordinating visits and missions

Reporting and Communications:

- Lead annual and periodic technical and financial reporting to donors by coordinating with BFLFS, PCU, and project partners
- Provide strategic guidance and supervision to communication unit in developing and implementing a dynamic communication strategy and action plan;
- Oversee development of communication materials and sharing of results and lessons from the initiative through various channels, including social media.

Skills and Abilities

An Advanced university degree (Master's degree or equivalent) in relevant field. Professional training and experience in environment management and project management will be an advantage. Experience of at least 10 years is required (minimum of 3 years' experience in Program/Project Management and Planning). Familiarity with conservation, development,

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political and economic issues in Bhutan is required. In addition, the following skills will be required:

- Ability to synthesize complex technical information for different audiences;
- Excellent project and time management skills;
- Excellent written and oral communication skills including presentation skills, and ability to tailor communication across diverse cultures and audiences;
- Talent in innovation, adaptability and problem-solving;
- Ability to communicate effectively in English and Dzongkha is essential.
- Specialized training in major environmental issues of Bhutan;
- Demonstrated ability to create, lead and motivate a cohesive program team;
- Experience in networking, fund raising and donor coordination;
- Demonstrated ability in understanding and using project planning and monitoring tools.

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