

Strengthening Risk Information for Disaster Resilience project (P175081)

Terms of Reference

Project Coordinator

1. BACKGROUND

The Royal Government of Bhutan has received a Grant of US\$ 3.3 million in support of the **“Strengthening Risk Information for Disaster Resilience project (P175081)”** from the World Bank, acting as administrator of grant funds. The main objective of the project is to enhance the Royal Government of Bhutan’s capacity in developing and using multi-hazard risk information for decision making and development planning in targeted sectors.

The Department of Disaster Management (DDM) under the Ministry of Home and Cultural Affairs will act as the overall coordinating agency for the project, which is in line with its mandate for coordination of all disaster management related activities in the country. The DDM’s responsibilities as the coordinating agency will include: (i) ensuring timely procurement of consultants, works and equipment under the Project; (ii) coordinating with other relevant technical departments and agencies of the recipient in providing their inputs in the design and implementation of the Project activities; (iii) collecting and compiling required information for project implementation, monitoring and evaluation; (iv) overall Project financial management; and (v) monitoring and evaluation of the progress of the Project and; (vi) prepare Project Reports in accordance with the provisions of Grant Agreement.

2. PROJECT DESCRIPTION

The project has three components namely:

Component A: Development and Piloting of a Multi-hazard Risk Decision Support System

Component B: Strengthening Hydromet and Agromet Services Delivery

Component C: Professionalization of the construction sector

3. OBJECTIVE OF THE ASSIGNMENT

The objective of this assignment is to reinforce the role and capacity of the DDM as the central coordinating agency for effective and efficient implementation of the overall project for strengthening Hydro-met Services and improving disaster, mitigation preparedness and response capacity.

A dedicated person will be employed with the Department of Disaster Management for implementation of this project on a day to day basis to perform all tasks as required and fulfill the requirements as per the Grant Agreement and procedures of both the Royal Government of Bhutan and the World Bank. The project coordinator will also be responsible for providing targeted assistance to all the implementing partner agencies under the project. The project coordinator shall work full time under the DDM for implementation of the grant and directly report to DDM and work closely with the project manager from all implementing agencies.



4. DUTIES AND ACCOUNTABILITIES

The Project Coordinator will have the following duties and responsibilities:

- Coordination among the key agencies of the grant Recipient as well as other relevant agencies in providing their input in the design and implementation of the Project activities;
- Ensure and support the preparation of all documents and reports required for the delivery of the project for all the implementing agencies such as financial report, progress report, procurement plan, operational manual, TORs, bidding documents etc. as per the requirement of the project;
- Coordinate and follow up on quarterly Project Steering Committee (PSC) meeting to review the progress of the Project's implementation as well as to identify and agree on key actions required during the next phase of implementation;
- Monitor and evaluate the progress of the project and submit timely Reports in accordance with the provisions of Grant Agreement;
- Participate in annual project reviews and planning workshops and assist the Project Coordinator in preparing relevant reports;
- Assist the Focal persons of the Implementing Agencies to update all the documents in Systematic Tracking of Exchanges in Procurement (STEP)
- Coordinate transfer of the fund to the Implementing Agencies (IA's) upon their request.
- Preparation of the Interim Unaudited Financial Report (IUFR) and submit to the World Bank for clearance.
- Documentation of the project and publication of reports;
- Carry out other tasks as deemed necessary by the DDM.

5. INPUTS FROM THE CLIENT

The client will be responsible for providing the following inputs to the Project Coordinator:

- Office space and equipment
- All relevant documents on the project
- Introduction to the implementing agencies

6. REPORTING

- The Project Coordinator shall directly report to the Head of Chie, Risk Prevention and Reduction Division, DDM;
- The Project Coordinator should work full time under the DDM for the implementation of the grant Project

7. CONTRACT TERM & REMUNERATIONS

- Initially, the contract term shall be 12 months, and it will be renewed based on the performance and supervisor feedback.
- The employee shall be paid a lump sum monthly pay of Nu. 70000/- and it is subjected to Tax Deduction at source as per Income Tax Act of Kingdom of Bhutan.
- The employee shall be entitled for TA/DA equivalent to P-level civil servants.
- The employee shall be eligible only for the following categories of leaves:
- The employee shall be entitled for 10 days casual leave in a year.



- The employee shall be entitled for 3 months Maternity leave.
- The employee shall be entitled for 10 days paternity leave.
- The employee, who has been certified as incapable of performing duties due to illness or injury shall be granted medical leave upto 1 month on production of a medical certificate from a certified medical doctor in Bhutan. The employee on medical leave shall be entitled to monthly salary. If medical leave exceeds one month at a time, the employer shall end the contract without notice.
- The employee is not eligible for any terminal benefits.
- The employer shall terminate the contract without any notice if the employee fail to execute duties as prescribed in this TOR.

