

TERMS OF REFERENCE - Project Manager, World Bank Projects

1. Background

The Ministry of Education and Skills Development, MoESD, is implementing the Human Capital Recovery and Resilience Program, HCRRP, funded by the World Bank.

The Programme Management Unit (PMU), is a critical component of the programme governance structure and is responsible for supporting effective and timely implementation of the programme. The Ministry therefore intends to recruit a Project Manager to strengthen overall programme coordination, implementation, monitoring, reporting, and compliance.

The Project Manager will work under the overall guidance and supervision of the Chief Planning Officer, in the capacity of Project Director, and will coordinate closely with PPD, relevant departments and divisions, project implementation teams, Ministry of Finance, World Bank, and other stakeholders.

2. Position Overview

The Project Manager will provide overall programme management and coordination support for the Ministry's World Bank-supported projects, including HCRRP.

The position will support effective planning, implementation, monitoring, reporting, risk management, and compliance with approved project documents, financing agreements, RGoB requirements, and applicable World Bank policies and procedures.

3. Key Roles and Responsibilities

The Project Manager shall:

- Support the Project Director in the overall planning, coordination, implementation, and monitoring of World Bank-supported projects.
- Prepare and monitor annual work plans, implementation schedules, procurement plans, disbursement forecasts, and other project planning documents.
- Coordinate with relevant departments, divisions, agencies, and project implementation teams to ensure timely implementation and achievement of project results.
- Monitor project progress, identify implementation bottlenecks and risks, and recommend appropriate corrective measures.
- Coordinate preparation of project reports, briefs, presentations, and other documentation required by the Ministry, World Bank, and other stakeholders.
- Coordinate World Bank implementation support missions, reviews, verification exercises, and follow-up of agreed actions and recommendations.
- Monitor procurement, financial management, disbursement, and contract implementation in coordination with the relevant officials and ensure compliance with applicable World Bank and RGoB requirements.

- Support monitoring and evaluation, including tracking project indicators, milestones, results, and disbursement-linked indicators/results, where applicable.
- Coordinate field monitoring visits and follow up on findings from monitoring, audits, verification exercises, and World Bank missions.
- Maintain an updated overview of project implementation progress, risks, procurement, financial status, and outstanding actions.
- Facilitate effective coordination among the Ministry, Ministry of Finance, World Bank, implementing agencies, and other stakeholders.
- Support PPD in sector planning, reporting, coordination, and other project-related activities as required.
- Undertake other relevant duties assigned by the Project Director.

4. Education Qualification

A minimum of a Master's Degree in Business Administration, Economics, Management, Public Administration, Development Studies, Project Management, Education, or a related field from a recognised institution.

Preference will be given to candidates with relevant experience in education sector planning, public sector management, development programmes, or project management.

5. Experience and Competencies

The candidate should possess:

- At least 7 years of relevant experience in programme or project management.
- Demonstrated experience in managing or coordinating development projects of at least USD 3 million.
- Experience working with multilateral development partners, particularly the World Bank, ADB, UN agencies, or similar institutions, will be an advantage.
- Knowledge of project planning, procurement, financial management, monitoring and evaluation, risk management, and reporting.
- Strong leadership, coordination, analytical, communication, and stakeholder engagement skills.
- Ability to manage multiple activities and deliver results within tight timelines.
- Excellent written and oral communication skills in English and Dzongkha. Knowledge of local languages will be an advantage.

6. Reporting and Place of Work

The Project Manager will be stationed at the Policy and Planning Division, Ministry of Education and Skills Development, Thimphu.

The Project Manager will report directly to the Chief Planning Officer in their capacity as Project Director and will work closely with relevant Ministry divisions, project implementation teams, Ministry of Finance, World Bank, and other stakeholders.

7. Contract Duration

The position will initially be offered for a period of one year, subject to applicable recruitment and approval procedures.

The contract may be extended based on satisfactory performance, continued project requirements, availability of funding, and approval by the competent authority.

8. Remuneration

The Ministry considers the recruitment of competent programme and project management personnel critical to ensuring effective implementation of the Human Capital Recovery and Resilience Program (HCRRP).

In accordance with Clause 4.4.1.3 (b) of the Bhutan Civil Service Rules and Regulations, BCSR 2023, and subject to approval by the competent authority, the following remuneration package is proposed:

Position	Position Level	Lumpsum pay	Annual Increment of gross amount	DSA	Travel allowance
Project Manager	P1	Nu. 100,000- Nu. 1,50000 per month	7%	Nu. 2,000 per day, as applicable	As per RGoB rules and regulations

The proposed package is intended to facilitate timely recruitment and attract suitably qualified and experienced professionals for effective management of World Bank-supported programmes.

9. Work Ethics and Professional Conduct

The Programme Manager shall comply with BCSR 2023, applicable RGoB policies and procedures, World Bank requirements, and the terms and conditions of the contract, and shall maintain high standards of integrity, professionalism, confidentiality, accountability, and ethical conduct.

10. Performance and Contract Termination

The performance of the Programme Manager will be assessed periodically against the responsibilities and deliverables specified in this ToR.

The contract may be terminated in accordance with the terms of the contract and applicable RGoB rules and procedures in cases of non-performance, breach of contract, misconduct, or other grounds prescribed under the applicable rules and regulations.