

**Royal Government of Bhutan**  
**Ministry of Education and Skills Development**  
**Grant No. 9236-BHU(EF)**  
**“PATHWAYS FOR EMERGING SKILLS AND JOBS PROJECT”**

**PMU: Project Assistant (National)**  
**Terms of Reference (ToR)**

**A. Background of the Project**

1. The Royal Government of Bhutan has recently approved Pathways for Emerging Skills and Jobs Project (PESJP) to support the government’s efforts to increase the employability of youth in Bhutan and to implement its strategic plan for transforming the technical and vocational education and training (TVET) system in Bhutan. The project, which is funded by the Asian Development Bank (ADB) and the Japan Fund for Prosperous and Resilient Asia and the Pacific (JFPR), aims to reduce youth unemployment, which has risen because of the coronavirus disease (COVID-19) pandemic followed by the economic downturn through expanding the breadth and depth of TVET courses for youth, especially job seekers, women, and people with disability, considering industry demands, youth aspirations, and emerging job opportunities.
2. The JFPR project aims to increase access to quality inclusive education and skills development programs for people with disability. The project has strong pro-poor and socially inclusive features to promote technical and vocational education and training (TVET) for children and youth with disability who are deprived of conducive learning opportunities by coronavirus disease (COVID-19) pandemic disruptions in education. The main beneficiaries are children and youth with disabilities in special education needs (SEN) schools, specialized schools for hearing and visual impairments, and TVET institutions as well as their teachers and instructors.
3. The project will support the government in implementing its TVET reform strategic plan. The project objectives will be achieved through the following four outputs:  
  
Output 1: Digital and physical access to skills development increased.  
Output 2: Quality of skills training enhanced.  
Output 3: Industry partnerships and private sector engagement in TVET promoted.  
Output 4: TVET image and institutional capacity strengthened.  
  
The JFPR grant is linked with PESJP which aims to increase employability of skilled youth. The JFPR grant will help in implementing Output 1, 2, and 4 of the proposed project through the following three sub-outputs  
  
Sub Output 1: Access to inclusive skills development improved.  
Sub Output 2: Quality of inclusive skills training enhanced  
Sub Output 4: Capacity to deliver disability-inclusive skills development enhanced.
4. The Ministry of Education and Skills Development (MoESD) will be the executing agency of the PESJP. A Project Management Unit (PMU) will be established under the MoESD to coordinate and support the project activities. PESJP will be taking a holistic approach to skills development throughout general education, TVET, and higher education; and provide a skilled workforce for future jobs. The project will make a unique contribution to strengthening infrastructure as well as inclusive

education and skills development by engaging private training providers, civil society organizations (CSOs), and local communities; and by introducing digital fabrication technologies to produce assistive devices for children with disability.

## **B. Objectives of the Assignment, Scope of Services, Tasks and Expected Deliverables**

### **1) Overall Objectives and Scope of Services under the Assignment:**

5. There is a strong need to have a Project Assistant (national consultant) working under the project management unit (PMU) of MoESD to support and strengthen implementation of the PESJP. The Project Assistant is expected to directly report to the Project Manager, Department of Workforce Planning and Skills Development (DWPSD), MoESD and work closely with the PIUs, Project Coordinator, procurement consultant and other consultants/staff.

### **2) Detailed Tasks:**

The Project Assistant will assist the Project Manager of PMU at MoESD and PIUs in coordinating the project activities. In particular, the Project Assistant will carry out the tasks detailed below, and other tasks as necessary:

- Provides a high level of coordination and organizational support to Project Manager, PMU;
- Provide secretarial services to the PMU;
- Coordinate meetings, conferences, trainings, and other project-related events;
- Communicate with relevant agencies and officials with regard to the project activities;
- Designs and develops databases to support project activities;
- Compile progress report of the project and disseminate report to the relevant officials and agencies;
- Assists in arranging programs and make appointments with relevant agencies and officials including logistical arrangements and secretarial assistance during the meetings;
- Assists in project and event planning and implementation with preparation of budgets of different activities according to the needs;
- Coordinate meetings/workshops with the implementing partners and the stakeholders other than the Project Steering Committee meetings;
- Coordinate and follow up on the directives of the Project Steering Committee meeting, Project Management Unit meeting to review the progress of the project implementation.as well as to identify and agree on key actions required during the implementation;
- Prepare write ups / materials on the project (Loan and JFPR grant) and update the same on the Ministries website as required;
- Review TORs and assist the PMU for high quality consultancy and technical assistances under the project;
- Assist PMU in other activities deemed as necessary within the framework of the project.
- Maintain and secure project documents for future reference;
- Maintain confidentiality of all information that comes by virtue of appointment and in the course of assigned duties.
- Undertake all project related documentation as required by ADB including knowledge management on lessons learnt and experiences and publication of reports;
- Carry out other tasks as deemed necessary by the MoESD and/or ADB.

### **3) Reporting Arrangement:**

6. The Project Assistant shall primarily report to the Project Manager and assist in coordinating activities of PESJP. S/he will also coordinate with all the three project implementation units (PIUs) regarding all project activities as well as maintain liaison with ADB project team and other project officials.

### **C. Minimum Qualifications and Experience**

- The Project Assistant is preferred to have a Bachelor's degree in engineering, business, public administration, education, skills development or any other related fields.
- 8 years of general working experience including 5 years of relevant experiences in project management working at government agencies or international organizations in Bhutan.
- Having excellent communication skills and ability to interact with all relevant people at all levels is an advantage. This includes language proficiency in English and Dzongkha, excellence in interpersonal relations, planning, coordination and teamwork.
- Proficiency in standard desktop/laptop computer applications, including Word, Excel, PowerPoint, Access etc.

### **D. Assignment Duration and Payment Modalities**

- Duration of the assignment: 2 (two) years on full-time contract from the issuance of Notice to Proceed (NTP). The term of the contract may be extended subject to satisfactory performance of the Consultant, availability of fund, and project need.
- Payment Schedule: Payment will be made monthly. Local taxes will be deducted as per applicable law.
- Assignment Location: Project office and home office.

## Cost estimate

### A. Remuneration:

Gross Rate* (BN)	Unit	Quantity	Total (BN)
XXX	Month	24	XXX

### B. Reimbursable:

Particulars	Unit	Rate (per unit in currency)	Quantity	Total (BN)
1) National travel	Taxi hire			
2) Per diem	Day			
3) Communication charges, fixed (Mobile and Internet)	Month			
4) Contingency	LS	-	-	
<b>Sub-total</b>				

### C. Total:

Total Contract Ceiling = Subtotal (1) + Sub-Total (2)	
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### Notes:

1. It will be on full time contract.
2. National travel and per diem will be paid as actual cost. Original supporting documents/ vouchers/invoice needs to be submitted.
3. Contingency amount can be used as per the prior approval of the PD.
4. The cost is funded by the Japan Fund for Prosperous and Resilient Asia and the Pacific (JFPR) grant.