

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

PMU: Project Coordinator (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 coordinator (national consultant) working under the project management unit (PMU) of MoESD to support and strengthen implementation of the PESJP and take on the additional responsibility of coordinating single window reporting to ADB. The Project Coordinator is expected to directly report to the Project Director, Department of Workforce Planning and Skills Development (DWPSD), MoESD and work closely with the Project Manager, procurement consultant and other consultants/staff.

2) Detailed Tasks:

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

- Coordination among the PMU, PIUs and other key agencies of the loan and JFPR grant recipient and other relevant agencies in providing their inputs in the design and implementation of the project activities;
- Support the PMU in ensuring smooth implementation of the project and compliance to agreed results, reporting and evaluation targets;
- Consolidate financial and physical progress reports received from all the implementing partners of MoESD in accordance with reporting format and procedures as specified in the project document;
- Facilitate submission of withdrawal applications for timely release of funds from ADB for both loan and JFPR grant;
- Review TORs and assist the PMU for high quality consultancy and technical assistances under the project;
- Coordinate with all the consultants and the client for effective delivery of their quality services as per their Terms of Reference.
- Coordinate meetings/workshops with the implementing partners and the stakeholders other than the Project Steering Committee meetings;
- Coordinate and monitor all the trainings, workshops and seminars proposed in the project such as Makerthon event producing assistive devices using digital fabrication technology;
- Prepare write ups / materials on the JFPR project and update the same on the Ministries website as required;
- Prepare write ups / materials on the project (Loan and JFPR grant) and update the same on the Ministries website as required;
- Ensure and support the preparation of all documents and reports on the delivery of the Project for all the implementing agencies such as financial reports, progress reports, procurement plan, operational manual, TORs, bidding documents as per the requirement of the Project;
- Monitor and evaluate the progress of the Project in accordance with the provision of Loan Agreement;
- Jointly undertake with the Project Manager and Project Engineer site/field visits to validate progress update sent by the PIUs on the ground and accordingly appraise PMU and Project

Steering Committee;

- Promote and ensure the visibility and local awareness of JFPR in Bhutan by (i) inviting officials from the Embassy of Japan in India, Japan International Cooperation Agency (JICA) staff, local and international press for JFPR-funded public events (e.g., Makerthon), (ii) putting JFPR and Japan Official Development Assistance (ODA) logos on civil works, project billboards/signages, vehicles, goods, equipment, and training/workshop materials (e.g., banners, posters, flyers, materials etc.), and (iii) acknowledge receipt of funding from the Government of Japan through publications, reports, training programs, seminars and workshops, local print and electronic media (see Appendix 1 of Project Administration Manual of PESJP for further details of Japanese visibility).
- Encourage involvement of Japanese experts and technologies by cooperating with Japanese organizations including nongovernmental organizations, civil society organizations, JICA, Japan Bank for International Cooperation, private enterprises and/or academic institutions.
- Assist and ensure timely procurement of consultants, works and equipment under the Project;
- Coordinate and follow up on the directives of the Project Steering Committee meeting, Project Management Unit 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 the project in accordance with the Environmental and Social Management Framework (ESMF), acceptable to the ADB in coordination with the Environmental Officer of the relevant agency and environmental safeguard consultant;
- Coordinate meetings/workshops with the implementing partners and the stakeholders other than the Project Steering Committee meetings;
- Coordinate and monitor all the trainings, workshops and seminars proposed in the Project;
- Prepare write ups / materials on the project and update the same on the Ministries website as required;
- Undertake all project related documentation as required by ADB including knowledge management on lessons learnt and experiences and publication of reports;
- Drafting of risk mitigation plans, manual and resources mobilization plan for selected sectors in close consultation with project Implementing Agencies and the relevant stakeholders;
- Facilitate and support the implementation/sensitization of contingency plan in close consultation with project implementing agencies and the relevant stakeholders;
- Encourage participation of local civil service organizations, especially organizations of persons with disability, as well as local institutions such as College of Education in Paro and FabLabs including Jigme Namgyel Wangchuck Super FabLab.
- Coordinate activities with development partners to synchronize and align programs to meet the overall aspiration of the project;
- Liaise with other relevant stakeholders and projects to learn and share knowledge, avoid duplications and to bring synergy;
- Facilitate any periodic review of the project and context updates with reference to project progress, results and risk/challenges;
- Support ADB review missions; and
- Carry out other tasks as deemed necessary by the MoESD and/or ADB.

3) Reporting Arrangement:

7. The Project Coordinator shall primarily report to the Project Director and directly assist the Project Manager in coordinating activities of PESJP. S/he will also coordinate with all the three 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 Coordinator is preferred to have a Bachelor's degree in engineering, business, public administration, education, skills development or any other related fields.
- 12 years of general working experience including 8 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	-	-	
Sub-total				

C. Total:

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

1. It will be 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.