

Terms of reference: PROJECT COORDINATOR for Bhutan Education and Economic Support Activity (BEESA)

I. BACKGROUND

Given the global focus on Science, Technology, Engineering, and Mathematics (STEM) and the rapid pace of technological advancements, Bhutan acknowledges the crucial need for a strong STEM education system to compete internationally and contribute effectively to national development goals. This highlights the importance of enhancing STEM education infrastructure and methods within Bhutan's educational framework.

Additionally, the COVID-19 pandemic has underscored the need for economic diversification, strengthening healthcare, digitalization, and resilience building. Initiatives like the Bhutan Education and Economic Support Activity (BEESA) are geared towards tackling these issues, creating social and economic opportunities, and bolstering global partnerships to guide Bhutan towards a prosperous future.

In this context, the Bhutan Foundation secured funding from U.S. Agency for International Development (USAID) to establish a premier STEM school at Drukgyel Higher Secondary School, aligning with government priorities. The Bhutan Foundation will support this initiative by providing lab facilities, equipment, and resources for capacity-building.

To enhance the implementation capacity of the Ministry of Education and Skills Development (MoESD) and ensure effective coordination between the Bhutan Foundation and MoESD, a full-time Project Coordinator will be appointed through the project and will be stationed at the Department of School Education within the MoESD. This position will facilitate direct interaction with key officials at the Ministry, ensuring that project activities are executed according to the timeline and budget. The Project Coordinator will be responsible for liaising with various stakeholders, managing resources, and ensuring that project objectives are achieved.

II. MAJOR DUTIES AND RESPONSIBILITIES

1. Project Planning and Implementation

- Collaborate with the Project Coordination Unit (PCU) of the BEESA project, and the MoESD management to align program objectives to overall organization's goals and priority.
- Initiate and undertake stakeholder consultations for development of detailed project work plans, timelines, and milestones.
- Coordinate with the project team members, manage project resources, and ensure the availability of necessary resources in coordination with PCU.

2. Project Monitoring & Evaluation

- Identify potential risks and develop mitigation strategies to minimize their impact on the project.
- Undertake regular project site visits to monitor progress, address issues, and to identify opportunities or impacts.
- Track project progress against the plan, prepare status reports, and ensure that project deliverables are completed on time.
- Monitor project activities and expenditures to ensure that the project activities align with the scope and allocated budget.
- Track project/program and provide regular updates as per timeline, resource allocation, key milestones and performance indicators.

3. Project Documentation and Reporting

- Compile progress reports and financial reports of the project to assess if it is as per the results framework and resource allocation.
- Track, collect, analyze and present impacts and results of the project activities.
- Act as the main point of contact for project stakeholders, providing regular updates on project progress and addressing any concerns from MoESD side.
- Coordinate periodic stakeholder meetings with the project team, maintain comprehensive project documentation, including meeting minutes, project plans, and progress reports.
- Continuously improve the program based on lessons learnt and best practices.

4. Coordination, Representation and Networking

- Communicate with partner organizations and stakeholders to support the planning, design, implementation, monitoring, and reporting of projects.
- Represent the MoESD in stakeholder meetings, workshops and forums.
- Actively coordinate and respond to partners to address needs and identify opportunities to advance the work of the Foundation.
- Maintain a continuous effective dialogue with the key stakeholders.

Any other Task

The Project Coordinator shall perform any other duties assigned by the Program Manager, PCU.

III. COMPETENCIES

- Sound knowledge of Project Cycle Management (PCM).
- Expertise in RBM and M&E methodologies.
- Familiarity with PCM technology tools/software.
- Familiarity with STEM Education and STEM Curriculum will be of added advantage.

IV. EDUCATION & WORK EXPERIENCE

- This position requires a minimum of a bachelor's degree or equivalent years of experience in the relevant field of study. Preference would be for qualifications and experience in managing educational programs and policies.
- S/he should have a minimum of 7 years' experience in project/program management in the field of education or related fields.
- Position requires a high degree of self-initiative, coordination among the stakeholders and independence.

V. Language Requirement

- Fluency in English and Dzongkha with excellent verbal and written communication, drafting and presentation skills.
- Ability to present coherent and convincing information succinctly, both in writing and orally.

VI. DESIRED ATTRIBUTES

The Project Coordinator must operate with independence, under pressure to meet deadlines and commitments. S/he should also have the ability to prioritize effectively and work accurately under time constraints, using initiative and judgment and a high level of administrative and organizational skill on multiple projects.

S/he should have excellent interpersonal and communications skills and must enjoy facilitating the work of others. Should be able to think innovatively, be analytical in approaching his/her work.

VII. REPORTING & LINE MANAGEMENT

The Project Coordinator will report to the Project Focal Person in the Department of School Education, MoESD and Project Manager, and will work closely with other team members to ensure successful project delivery.

VIII. DURATION OF THE ASSIGNMENT

The Project Coordinator will be hired on initial contract for 3 years with the possibility of extension based on performance and need of the project.

IX. COMPENSATION AND BENEFITS

The Project Coordinator will be on paid a lump sum contract pay that commensurate with experience and qualifications.