

Terms of Reference for RGoB-JTs Field Coordinators

1. Background

The Government of Bhutan (RGoB), through a strategic partnership with the Join Together Society (JTS), a South Korea-based Civil Society Organization, will soon embark on a major development project targeting vulnerable households and communities in Zhemgang and Trongsa Dzongkhags. Beginning July 2025, Join Together Society and Royal Government of Bhutan will sign a Memorandum of Understanding (MoU) for a total budget support of USD 5 million over a period of three years. Currently, the two Dzongkhags are implementing Nu.42 million pilot project of the project.

The project will support a broad range of development interventions such as housing environment **improvement, production facility improvement, infrastructure, educational environment improvement, common public infrastructure and health and medical improvement** particularly focused on vulnerable populations in remote gewogs. The project is one of the major interventions to reduce poverty rate and to drive socio-economic development in the Dzongkhag.

To ensure effective implementation, coordination, and monitoring of this high-impact project, it is imperative that dedicated human resources be placed on the ground. However, Zhemgang Dzongkhag is currently experiencing a severe shortage of field staff, limiting the capacity to manage and coordinate such a comprehensive program effectively. For instance, in the pilot project phase, the Dzongkhag is able to utilize Nu.12 million. The pilot project activities include a range of high impact activities such as rural water supply in Goshing and Ngangla Gewogs, housing support to nineteen vulnerable households and supported irrigation channel improvement for Khomshar Chiwog. In the main project, the project activities will increase by many folds. Thus, additional human resource is critical to ensure the success of the project.

2. Proposal Summary

This proposal seeks support from the **Youth Engagement and Livelihood Program (YELP)** under the Ministry of Industry, Commerce and Employment (MoICE) to **recruit two (2) field staff** for a period of **three (3) years**, beginning July 2025.

The staff, referred to as **RGoB-JTS Field Staff**. One staff will be based in Dzongkhag Head quarter to look after four Gewogs of upper Kheng while one will be based in Panbang Drungkhag to look after lower four Gewogs. The duo will work under the supervision and guidance of the Dzongkhag Planning Officer and report to the Governor. They will serve as key focal persons for the implementation and coordination of the JTS-supported project across in Zhemgang.

3. Objectives

1. To enhance Dzongkhag's capacity in coordinating and implementing the RGoB–JTS project.
2. To ensure effective monitoring, reporting, and impact tracking of project interventions.

4. Key Responsibilities of the RGoB–JTS Field Coordinator

Under the supervision of the Dzongkhag Planning Officer, the recruited staff will:

1. Coordinate project planning and field-level implementation in collaboration with sector heads and gewog administrations.
2. Facilitate meetings, consultations, and trainings with beneficiary communities and other stakeholders.
3. Conduct regular field monitoring visits and prepare progress reports.
4. Liaise with the JTS field staff, sector heads, and other stakeholders.
5. Assist in data collection, baseline surveys, and documentation of success stories.
6. Maintain financial records of disbursement and beneficiary selection.
7. Support logistics for events, field visits, and monitoring visits.
8. Procurement of construction materials and billing.
9. Perform any other task assigned by the employing agency.

5. Qualifications and Eligibility

1. Bhutanese youth (aged 18–35) meeting YELP criteria.
2. Minimum qualification: Bachelor's degree
3. Good communication skills in both Dzongkha and English.
4. Experience in community development or project coordination (preferred).
5. Willingness to travel and work in remote rural areas.

6. Duration and Contract Terms

1. **Period:** July 2026 – June 2028 (Two Years)
2. **Deployment Location:** Zhemgang Dzongkhag
3. **Contract Type:** YELP engagement
4. **Remuneration:** As per YELP guidelines

7. Expected Outcomes

1. Timely and effective coordination of JTS-supported activities across targeted gewogs.
2. Enhanced project monitoring and accountability
3. Generation of employment and capacity building for two Bhutanese youth.
4. Stronger partnership between RGoB and international development partners.

8. Budget and Support Requested

This proposal seeks approval and funding support from MoICE through YELP to recruit and engage two field coordinators under standard YELP remuneration and operational support.

9. Conclusion

Given the scale and importance of the RGoB–JTS support for Zhemgang Dzongkhag, the timely recruitment of two dedicated field staff is both critical and urgent. This request aligns with the broader goals of YELP to address youth unemployment while enhancing grassroots development. We, therefore, seek your kind consideration and support to implement this proposal.