Human Capital Recovery and Resilience Program

Background

The Policy and Planning Division (PPD), MoICE is responsible for the overall planning, coordination, monitoring, and evaluation of the project, ensuring that project activities are implemented in accordance with the approved plans, timelines, and intended objectives. PPD also oversees and consolidates physical and financial progress, monitors the achievement of planned outputs and outcomes, facilitates timely reporting, and ensures compliance with relevant project and World Bank requirements. Through regular review and coordination with the implementing Department, PPD provides oversight to identify implementation issues, facilitate timely corrective actions, and ensure effective, accountable, and results-oriented delivery of the project.

However, the PPD faces shortages of dedicated human resources in relation to their expanding mandates and increasing workload. The situation is further compounded by three staff members proceeding on long-term leave, which will place additional pressure on the existing workforce. The limited staffing capacity affects the Divisions' ability to effectively undertake planning, coordination, implementation, monitoring, evaluation, and timely reporting alongside their regular responsibilities. Strengthening human resource capacity is therefore essential to ensure continuity, efficiency, and effective delivery of the Divisions' mandates.

Accordingly, with the objectives of the IPF component, the Department proposes to recruit two officers on an initial one-year contract to provide dedicated technical and operational support for the implementation of the programme. The proposed positions are:

- **Planning Officer, Policy and Planning Division - 1 position**

The engagement of these personnel will strengthen the implementation capacity and ensure effective coordination, monitoring, reporting, stakeholder engagement, and compliance with World Bank requirements throughout the remaining implementation period.

The PPD, MoICE is responsible for the overall planning, coordination, monitoring, and evaluation of the Ministry's programs and projects, including the implementation and monitoring of World Bank-supported activities under the **Human Capital Resilience Project (HCRRP)**. PPD ensures that project activities are implemented in accordance with approved plans, timelines, and requirements, and that physical and financial progress is regularly monitored and reported. With the increasing portfolio of programs and externally funded projects, PPD is required to undertake extensive planning, coordination, monitoring, consolidation of physical and financial progress, results tracking, and reporting.

1. **Purpose of the Position**

The Planning Officer shall support PPD in the **planning, coordination, monitoring, evaluation, and reporting of Ministry programs and projects**, with particular focus on World Bank-supported initiatives. The officer will assist in tracking physical and financial progress,

consolidating reports, monitoring project indicators and milestones, and ensuring timely submission of required reports and documentation.

3. Key Roles and Responsibilities

- Monitor physical and financial progress against approved DLIs, budgets, targets, and timelines, and track key project indicators, milestones, and deliverables.
- Consolidate physical and financial progress reports from DoEE and identify implementation delays, gaps, and emerging issues for timely action.
- Prepare periodic progress reports, implementation updates, briefing notes, and other project-related documents.
- Coordinate with DoEE and relevant stakeholders to facilitate timely implementation and reporting.
- Ensure compliance with Government and World Bank reporting, monitoring, and documentation requirements.
- Maintain accurate records and documentation of project activities, outputs, financial progress, and results.
- Support the division in works related to planning, budgeting, monitoring and evaluation and any other as assigned.

C. Remuneration and Salary

- Duty station: PPD
- One year contract extendable based on performance.
- Remuneration will be paid in the form of consolidated pay as per the financial norms of the Royal Government of Bhutan, which will be approved and endorsed by the Ministry's HR committee.