

Terms of Reference

Title	Project Officer, Pride Bhutan
Duration	6 months initial engagement (15 days of engagement per month)
Initial period	September 2024 – February 2025
Location	Thimphu
Supervisor	Dr. Tashi Dendup, Sr. Health Manager, SC Bhutan, and Mr. Tenzin Gyeltshen, CLM Coordinator, Pride Bhutan, Thimphu
Project	Sustainability of HIV Services for Key Populations in Asia Program – 2

1. Background

The Sustainability of HIV Services for Key Populations in Southeast Asia (SKPA-2) program aims to improve the sustainability of evidence-informed, prioritized HIV services for key populations in Bhutan, Mongolia, the Philippines, and Sri Lanka.

SKPA-2 is a three-year program funded by the Global Fund to Fight AIDS, Tuberculosis, and Malaria for the period 1 July 2022 to 30 June 2025. Health Equity Matters is the Principal Recipient and works with local sub-recipients in each country. In Bhutan Save the Children is the sub-recipient and is implementing SKPA-2 in collaboration with the National HIV/AIDS Control Program of the Ministry of Health, key populations organizations including Pride Bhutan, and other stakeholders.

This project is aimed to ensure that the barriers to sustainable HIV and related services are removed or minimized and that the most affected communities or Key Populations (KP) including those living with HIV are meaningfully engaged as partners in their national HIV response. There are four program objectives:

1. Accelerate financial sustainability
2. Improve strategic information availability and use
3. Promote programmatic sustainability
4. Remove human rights and gender-related barriers to services.

Some of the key activities being implemented in Bhutan towards achieving these objectives include the implementation and institutionalization of Community-Led Monitoring (CLM), and phased implementation of Pre-Exposure Prophylaxis (PrEP). Building capacities of key population and health workers, advocacy and sensitization programs, and implementing feedback mechanisms have also been planned. Additionally, some assessments reviews, and activities to address violence and stigma faced by key populations are being implemented. Many of these activities are implemented in collaboration with key population organizations including Pride Bhutan.

To support Pride Bhutan in the implementation of these activities and other related activities, Save the Children Bhutan is looking to recruit a Project Officer to be based at Pride Bhutan.

The recruitment for this position is expected to improve Pride Bhutan's capacity for quality project delivery and to help boost the organization's profile as a trusted HIV program implementer and develop a track record for future funding opportunities. This will ultimately contribute to the sustainability of the organization and LGBT community-led HIV programming in Bhutan.

2. Key Responsibilities

The key responsibilities of this position are:

- Support the planning and monitoring of SKPA-2, Global Fund national grant, and other development partner-funded program activities to be coordinated/led by Pride Bhutan.
- Ensure that planned activities are implemented promptly.
- Lead the coordination and organization of community mobilization activities of Key Population Organizations (KPOs).
- Assist in preparing all reports to be submitted to the donors/partners including annual reports promptly.
- Support knowledge management activities related to the project.
- Maintain and compile updated project-related information for all activities.
- Ensure effective communications and liaison with stakeholders and the project team at Pride, NACP, and Save the Children Bhutan.
- Represent Pride Bhutan at relevant forums, as and when required.
- Actively participate in internal meetings, review, learning, and capacity development programs.
- Coordinate and ensure logistics and facilitation requirements for meetings and workshops.
- Support the CLM Coordinator in the successful implementation of Community Led Monitoring (CLM) and Complaint Feedback Mechanism (CFM) activities.
- Contribute to the development of advocacy messages and materials for CLM, PrEP, and other advocacy initiatives.
- Any other relevant tasks as assigned by the CLM Coordinator & Sr. Health Program Manager, Save the Children.

3. Qualifications and requirements

- Bachelor's degree in health, social science, or related field + 2 years of work experience, or Higher secondary level education (12 Pass) + at least 5 years of related work experience
- Working proficiency in Dzongkha and English and good communication skills
- Proven project management experience (especially health/HIV or key populations-related projects)
- Good understanding of HIV key population programs
- Ability to handle sensitive and confidential information with discretion
- Strong organizational skills and the ability to work effectively within a diverse team.

Desirable

- Tertiary level of education in a related field + 2 years of work experience.

- Member of key population community and lived experience as a key population in Bhutan.
- Knowledge and experience of LGBTQI+ specific healthcare and related issues.
- Demonstrated experience in working with HIV key populations community.

4. Reporting

The Project Officer will work directly under the daily supervision of the CLM Coordinator, Pride Bhutan. The Sr. Health Program Manager will provide overall supervision and guidance for the effective delivery of the responsibilities. The position will be based at Pride Bhutan. A biweekly check-in meeting will be scheduled by Save the Children to review the activities and tasks undertaken and the performance of the position.

5. Duration of contract

The duration of the assignment will initially be 6 months (approximately 15 days of engagement per month) and will be from September 2024 to February 2025. The contract will be extended based on need and performance.