

Terms of Reference for Project Coordinator:

The position of Project Coordinator for the Project: Successful Intervention Pathways for Migration as Adaptation (SUCCESS) is based at the Himalayan Centre of Environmental Humanities (HCEH) of the Royal Thimphu College. A project brief is available here: <https://idrc-crdi.ca/en/project/successful-intervention-pathways-migration-adaptation-success>. This position is a contract-based employment for 20 months starting December 2024 (till July 2026) and the employee will be based at RTC campus and will be generally bound by the employment terms and conditions of the college.

The Project Coordinator will:

1. Contribute to knowledge creation on the interconnections between climate change, migration, and policy through research and stakeholder meetings.
2. Co-conceptualize evidence-based understandings of precarity, adaptive capacity, and well-being in relation to the origin and destination places of internal migrants.
3. Engage closely with key stakeholders in terms of policy-engagement based on insights gained from the results of the primary data-sets.
4. Interact with relevant regional institutions, policy-makers and professionals, and manage stakeholders' engagement processes.
5. Conduct policy analysis and review and draft policy brief proposals on selected policies based on data analysis and on stakeholders' recommendations.
6. Liaise between community, government, and civil society stakeholders engaged in the project
7. Coordinate between the SUCCESS project and relevant departments at Royal Thimphu College.
8. Supervise a team of research associates, assistants, and interns in particular phases of the project, including managing, assigning, monitoring, and reviewing their outputs.
9. Organize and lead a series of workshops on project themes, and participating in other meetings and events, including delivering presentations at consortium meetings, conferences, and workshops.
10. Write and supervise periodical technical (and liaise with the Finance Department for financial) progress reports to the funder.
11. Travel to selected project areas within the country (Samtse, Chhukha, Thimphu, and Lhuentse), as well as occasionally travel to Nepal, India, and Bangladesh for consultations, meetings, and workshops.

12. Assist the Project Lead in the technical analysis of data, the framing of project outputs, and contribute towards publishing research findings in the form of academic and popular outputs.
12. Any other tasks as and when assigned.