ROYAL SOCIETY FOR PROTECTION OF NATURE (RSPN)

TERMS OF REFERENCE

Senior Climate Specialist

Position Title	Senior Climate Specialist (Level ES-3)
Department	Department of Program Coordination and Climate Change (DPCCC)
Employer	Royal Society for Protection of Nature (RSPN)
Duty Station	Kawajangsa, Thimphu, with travel to project sites as required
Reports To	Director, Department of Program Coordination and Climate Change, and to the Management as and when required
Employment Type	Regular contract
Duration	Initial term of five (5) years, renewable subject to performance and organizational requirements

1. Background

The Royal Society for Protection of Nature (RSPN) is one of Bhutan's oldest citizen-based, non-governmental environmental organizations. Established in 1987, it works to conserve the country's pristine environment and rich biodiversity. Over more than three decades, RSPN has made considerable strides in nature conservation, community livelihood enhancement and climate resilience, built on active and mutually beneficial partnerships with donors, government agencies and local communities.

RSPN's work is guided by its Strategic Plan and organized around six thematic areas: (1) Species and Habitats; (2) Wetlands and Freshwater; (3) Climate Change Mitigation and Adaptation; (4) Waste and Pollution; (5) Sustainable Livelihoods; and (6) Environmental Education. Each area is closely aligned with Bhutan's Five-Year Plans, emerging national priorities and the Sustainable Development Goals.

RSPN is Bhutan's National Delivery Partner to the Green Climate Fund (GCF) for readiness and preparatory support – the first civil society organization in the country to hold this role. It is also accredited by the Adaptation Fund (AF) as Bhutan's second National Implementing Entity (NIE) under the Direct Access modality. As one of the country's direct access entities to international climate funds, RSPN is committed to supporting the Royal Government of Bhutan in translating national climate priorities and plans into concrete climate action.

2. Objective of the Position

The Senior Climate Specialist will provide technical and analytical support to the DPCCC in developing competitive climate funding proposals and strengthening RSPN's resource mobilization. Working closely with all Divisions of RSPN and relevant government agencies, the incumbent will ensure that available international climate finance is accessed and that new funding opportunities are actively explored.

3. Key Responsibilities

3.1 Proposal Development and Resource Mobilization

- Coordinate, with support from the respective Divisions, the preparation of climate-related concept notes and project proposals, and support their submission to relevant donors and partners.
- Lead and coordinate the preparation of funding proposals to the Adaptation Fund, the Green Climate Fund, the Global Environment Facility and other climate finance mechanisms, including readiness and preparatory support applications.
- Ensure that at least two (2) funding proposals are submitted to climate funding windows each year.
- Monitor calls for proposals and funding opportunities on climate change relevant to RSPN, and analyze funding windows, donor priorities and eligibility criteria.
- Identify potential climate finance opportunities from bilateral, multilateral and other sources, and maintain an up-to-date database of potential climate donors, funding opportunities and strategic partners.
- Advise the Department and the Management on new and emerging donors and on strengthening partnerships with existing ones.
- Maintain an up-to-date pipeline of funding opportunities and a record of proposals submitted, under negotiation, approved or declined, and share it regularly with the Department and the Management.
- Analyze and share information across Divisions on funding opportunities and donor requirements
- Prepare briefing notes, presentations and analytical reports for the Management, the Board, donors and government agencies, as and when required.

3.4 Partnerships and Coordination

- Liaise closely and maintain good working relationships with government counterparts, in particular the Ministry of Finance, the Department of Forests and Park Services, and the Department of Environment and Climate Change.
- Represent RSPN, as delegated, at national and international coordination platforms, donor meetings, UNFCCC events and thematic working groups on climate change.

3.5 Safeguards and Policy Compliance

- In coordination with RSPN's Gender Focal Person and Environmental and Social Safeguards Focal Person, ensure that RSPN staff and partners comply with Climate Funds and RSPN's policies and frameworks on environmental and social safeguards, gender, anti-money laundering and countering the financing of terrorism (AML/CFT), the Project Operations Manual and other applicable policies.

3.6 Portfolio Oversight of Adaptation Fund and GCF Projects

- Monitor future Adaptation Fund and GCF projects implemented by RSPN in its capacity as GCF Delivery Partner and AF National Implementing Entity and ensure these projects meet the requirements of the respective funds, including progress reporting and compliance with their safeguard and fiduciary standards.
- Liaise with Executing Entities (EE) in preparing progress reports and coordinate to submit it to climate funds.

3.7 Other Responsibilities

- Undertake other responsibilities as assigned by the Department and the Management, including oversight and coordination support for specific programs and projects.

4. Qualifications and Experience

The Senior Climate Specialist should possess:

- A minimum of a full-time Master's degree, preferably in Climate Change, Environmental Science, Environmental Management and Development, Natural Resource Management, Program Management, Climate Finance or another relevant field.
- At least five (15) years of relevant professional experience in climate change, environmental management or program management, or experience working with local or international climate funds, including the Adaptation Fund and the Green Climate Fund.
- Demonstrated experience in developing concept notes and full funding proposals on climate change.
- Knowledge of, and familiarity with, the GCF, GEF, Adaptation Fund or other relevant climate finance mechanisms.
- Excellent written and verbal communication skills in English.
- Experience working in and with the government and development partners will be an added advantage.
- At least two climate related publications published at the national/international journal or two climate change proposal or two reports prepared for the international, bilateral and multilateral donors.

5. Competencies

The candidate should demonstrate the following competencies:

- Knowledge of climate change and familiarity with international climate funds such as the Adaptation Fund and the GCF.
- Sound understanding of the Logical Framework Approach and Results-Based Management, with strong project design skills.
- Ability to translate scientific and technical climate information and data into compelling project proposal development.
- Strong written and oral communication skills.
- Ability to work independently and as part of a multidisciplinary team.
- Commitment to environmental sustainability, social inclusion and community participation.

6. Duration and Place of Assignment

The Senior Climate Specialist will be based at the RSPN office in Kawajangsa, Thimphu, with regular travel to project sites and field locations as required. The initial contract will be for five (5) years, renewable subject to satisfactory performance, organizational requirements and the availability of resources.

7. Remuneration

Remuneration will be commensurate with the candidate's qualifications and experience, in accordance with RSPN's salary structure for ES-3 of the RSPN Service Rules and Regulations (SRR 2020).

8. Application Requirements

Interested candidates should submit the following:

1. Cover letter;
2. Updated curriculum vitae;
3. Copies of relevant academic and professional certificates;
4. Security clearance;
5. Audit clearance;
6. No Objection Certificate from the current employer, if employed; and
7. Names and contact details of at least two (2) professional referees.

9. Document Submission and Date

Applications and documents may be kindly be submitted to the RSPN head office, located at Kawajangsa, Thimphu on or before 2nd December, 2026 during office hours.