

BHUTAN OLYMPIC COMMITTEE

Job Descriptions

1. Performance Management and Monitoring, Evaluation & Learning (MEL) Officer

Prepared under the BOC Conflict of Interest, Performance Accountability and Monitoring, Evaluation and Learning Framework

Position 1: Performance Management and Monitoring, Evaluation & Learning (MEL) Officer

organization	Bhutan Olympic Committee (BOC)
Duty station	BOC Secretariat, Thimphu
Works closely with	Strategic Coordination Division; Integrity and Compliance Vision; NSF Performance and MEL Focal Persons; Bhutan Sports Ventures (BSV)
Contract type / duration	Three-year contract
Grade / remuneration	The position is at P3 level, with a gross monthly salary of Nu.54,165

1. Background

The BOC Conflict of Interest, Performance Accountability and Monitoring, Evaluation and Learning Framework (“the Framework”) requires BOC to establish a Performance Management function within the Secretariat and to sign a Performance Compact with every affiliated National Sports Federation (NSF), built around five priority areas in the score card, half-year milestones, annual plans and evidence requirements. This function is central to shifting BOC's oversight of NSFs from financial-compliance reporting alone to verified results, impact, quality, integrity and value for money.

2. Position Purpose

To operate BOC's NSF performance, Performance Compact and Monitoring, Evaluation and Learning (MEL) systems, and to conduct systemic impact assessments to measure results, and provide the President, Executive Committee, General Assembly and Secretary General

with verified, evidence-based information to guide funding, recognition and support decisions.

3. Key Duties and Responsibilities

A. Performance Compacts

- Coordinate with SRDD in the preparation, negotiation and signing of NSF Performance Compacts, ensure milestones and evidence requirements, and that the NSF's complete approved Annual Work Plan is attached at signing.
- Lead each NSF through the Compact cycle: federation diagnostic and baseline, target negotiation, compact signing, half-year reviews, and annual assessment and renewal.
- Maintain the consolidated quarterly, half-yearly and annual Performance Compact review calendar.

B. Monitoring, Evaluation and Learning

- Advise SRDD on NSF tier classification for budget based on NSF performance and evaluation findings.
- Conduct desk reviews and proportionate, risk-based verification, including sample verification and site visits, of NSF and BOC/BSV supported activities, and assess progress against planned outputs, outcomes, targets and performance indicators.
- Develop and maintain evaluation frameworks, tools, indicators and methodologies to support the systematic assessment of programme and project performance, outcomes and impact.
- Design and implement periodic outcome and impact evaluations (baseline, mid-term and longitudinal) to assess the broader effects of NSF programs on athlete progression, podium success, gender participation, and organisational sustainability.
- Validate NSF program reports and milestone reports; prepare performance ratings for each Compact target and project, based on monitoring data and evaluation of results and outcomes.
- Conduct periodic evaluations of NSF and BOC/BSV supported programmes and projects to assess their relevance, effectiveness, efficiency, sustainability and achievement of intended outcomes.
- Help NSFs establish a clear “*Theory of Change*” connecting their sports delivery activities to long term athletic and community outcomes.
- Issue draft Corrective Action Notices for performance shortfalls, reporting failures or delivery risk, for approval by the Secretary General or higher authority.

- Support each NSF's designated Performance and MEL Focal Person, and lead NSF onboarding, orientation and baseline diagnostics.
- Document evaluation findings, lessons learned and recommendations to inform future programme planning, budgeting and implementation.
- Maintain the master register of Compacts, projects, review dates, ratings, evaluation findings, corrective actions and closure status.

C. Reporting and Institutional Learning

- Prepare quarterly/ half yearly/annual performance dashboards for the Secretary General, President and Executive Committee.
- Prepare the annual Sports Ecosystem Performance Report and present it to the Executive Board and General Assembly, capturing results, delays, common implementation issues, lessons and funding implications.
- Feed lessons from reviews and evaluations into future Compacts, grant conditions and support decisions.
- Carry out any other assignments given by the Secretary General.

D. Coordination on Integrity Matters

- Where a performance review surfaces a possible conflict of interest, procurement irregularity or compliance concern, refer the matter promptly to the Integrity and Compliance Officer and record the referral in the relevant register.
- Incorporate confirmed COI-management outcomes into performance ratings once advised by the Integrity and Compliance Officer.

4. Core Outputs

- Signed Performance Compacts with complete Annual Work Plans attached, for every recognized NSF.
- NSF Impact Assessment Reports and Baseline Evaluation Studies
- Quarterly dashboards and verified Compact reviews, monitoring and evaluation.
- Quarterly, Mid-term and annual performance assessments.
- Corrective Action Notice tracking log.
- Annual Sports Ecosystem Performance Report.

5. Authority

- Access to relevant BOC, BSV and NSF performance, grant and project records.
- Authority to request evidence, desk reviews and site visits.

- Direct escalation route to the Secretary General for material performance or delivery risks.

6. Limits of Authority

The Officer administers and verifies the performance and MEL system but does not unilaterally approve exceptional COI waivers, impose sanctions, suspend federation affiliation, or make final decisions on material funding restrictions. Those decisions follow the decision-rights table at Annex 1 of the Framework and rest with the President, Executive Committee or Secretary General as applicable.

7. Independence Safeguards

- The Officer may not hold responsibility for approving the same expenditure or supplier relationship that the Officer is required to verify.
- The Officer must recuse from any review in which the Officer has an actual, potential or perceived conflict of interest, and declare this to the Integrity and Compliance Officer.

8. Qualifications and Experience

- Bachelor's degree in public administration, economics, statistics or a related field; a relevant Master's degree is an advantage.
- Demonstrated experience in performance management, monitoring and evaluation, or results-based programme management
- A minimum experience of 10 years.
- Experience working with multiple stakeholders or grant-funded programmes is an advantage.

9. Core Competencies

- Results frameworks and indicator design.
- Data analysis and evidence verification.
- Outcome/Impact evaluation methodologies for effectiveness and impact, qualitative data collection and social impact tracking.
- Clear technical report writing and dashboard preparation.
- Facilitation and stakeholder engagement across federations of varying capacity.
- Sound institutional judgement and confidentiality.

10. Indicative Performance Indicators

- Proportion of recognized NSFs with a signed Performance Compact (with Annual Work Plan attached) within the agreed timeline.
- Timeliness and completeness of quarterly, half-year and annual reviews against the review calendar.
- Completion of scheduled impact studies and generation of actionable, data backed insights on athlete and federation development.
- Timeliness of Corrective Action Notices and rate of NSF response within agreed deadlines.
- Quality, accuracy and timeliness of the annual Sports Ecosystem Performance Report.