

## *Terms of Reference for the*

### EDITOR, THE DRUK JOURNAL

The Druk Journal is a nonpartisan, biannual publication of BCMD. The Druk Journal hopes, not only to inform citizens, but to build a community of people who will take an active role, individually and collectively, in the development of analytical attitudes toward national policies. The Druk Journal thus serves as a vehicle for the development of a community of people who are concerned about national issues and want to participate in the development of policy by thinking publicly and through conversation. Such a community of thinkers will also draw on the experience of other countries in areas of political, social, economic and cultural experimentation that are relevant to our own concerns.

The Editor, Druk Journal, is responsible for the overall planning, editing and publication of the Druk Journal.

#### Specific Responsibilities

##### 1. Management

- The overall planning, editing, production, and publication of The Druk Journal based on available funds, in close consultation with BCMD management.
- Network and assist in raising funds for sustainability of the Druk Journal.
- Expanding the network to promote The Druk Journal.
- Maintaining communication links with the immediate Advisory Board and the network of national and international advisors.
- Maintaining programmatic, administrative and financial links with the BCMD management.
- Assist in identifying and mentoring staff for the Druk Journal, together with BCMD.

##### 2. Editorial

- Identify themes of national importance and develop the framing for each issue.
- Identify potential writers, in discussion with the Advisory Board and other contacts.
- Advise and mentor writers on the theme of the issue; advise and direct synopsis of each article.
- Editing the sequence of drafts in discussion with the writers.
- Guide the BCMD staff coordinator in the timely production of the journal.
- Ensure branding and consistency of the quality and style of the Druk Journal publication.

##### 3. Publication and Occasional Engagements

- Maintaining contacts for the exchange of publications.
- Approving and guiding the content on the DJ Website and podcasts.
- Assist in organising and moderating Druk Journal conversations and hosting the journal podcasts.
- Attending meetings within and outside Bhutan in connection with the Druk Journal.

##### 4. Time Commitment, Duty Station, and Reporting

- The Editor will be available, either in person or through digital and telephone contact, for all issues related to The Druk Journal.
- The Editor will travel within and outside Bhutan as and when required for The Druk Journal.
- The Editor will keep the Advisory Board informed of his/her management, editorial, and publication decisions taken in consultation with BCMD management.

#### 5. Termination of the Service

- o Failure to raise funds for the Druk Journal publication may render the contract null and void.