

TERMS OF REFERENCE (ToR)

## Site Management & Innovation Specialist

Unit: Living Mountain Lab (LML)



ToR

## About ICIMOD

The Hindu Kush Himalaya (HKH) region stretches 3,500 km across Asia, spanning eight countries – Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan. Encompassing high-altitude mountain ranges, mid-hills, and plains, the zone is vital for the food, water, and energy security of up to two billion people and is a habitat for countless irreplaceable species. It is also acutely fragile – and frontline to the impacts of the triple planetary crisis of climate change, pollution, and biodiversity loss.

The International Centre for Integrated Mountain Development (ICIMOD), based in Kathmandu, Nepal, is an international organisation established in 1983, that is working to make this critical region greener, more inclusive and climate resilient. For more information, read our [Strategy 2030](#) and explore our [website](#).

## Position overview

The [Living Mountain Lab](#) (LML) was established in 1993 and is currently undergoing a relaunching effort, with the overall goal to demonstrate, test, and scale mountain solutions while serving as a catalyst for knowledge exchange and capacity building across the Hindu Kush Himalaya (HKH) region.

As LML continues to expand in scale and complexity, having a dedicated on-site manager is essential for overseeing daily operations and ensuring the seamless execution of projects and activities. This role will act as a bridge between leadership and the operational team, ensuring that all activities are carried out efficiently and with the highest standards of quality. The position requires passion for biodiversity conservation and good ability to work with a wide range of people within LML, ICIMOD, partners and where relevant, nationally, regionally and internationally.

The LML Site Management & Innovation Specialist will deliver results in line with the commitments we have made in our [Strategy 2030: Moving Mountains](#) and our [Medium-Term Action Plan V \(2023–2026\): Embracing Change and Accelerating Impact](#).

## Responsibilities

The LML Site Management & Innovation Specialist will carry out the following responsibilities:

### Operational Management & Supervision

- Oversee daily operations at the lab, ensuring smooth execution and timely implementation of planned activities.
- Manage and provide guidance to on-site staff and workers, coordinating resources, labour, and equipment to maintain quality and safety standards.
- Ensure adherence to schedules, milestones, and project deliverables, regularly monitoring progress and providing expert input for planning and evaluation.

- Foster a collaborative and inclusive work environment through effective on-site team leadership and mentoring.
- Support the recruitment and professional development of on-site team members to build operational excellence.

### **Provision of Expertise on Resilient Mountain Solutions**

- Implement and improve sustainable mountain agriculture practices, including agriculture, agroforestry, and horticulture at the LML.
- Implement and improve technology demonstrations on other resilient mountain solutions, including in the areas of renewable energy, water management, and ecosystem conservation.
- Oversee agricultural production to achieve high levels of productivity and sustainability.
- Conduct hands-on trainings on LML's offering of resilient mountain solutions for farmers, partners, development workers, and government agencies.
- Build capacity within the team to effectively implement and demonstrate mountain solutions.

### **Stakeholder Engagement & Collaboration**

- Enhance and expand LML's engagement with local stakeholders, promoting collaborative initiatives to address environmental issues in the Godavari springshed.
- Lead the promotion of the Godavari Landscape Journey, fostering partnerships and knowledge exchange.
- Engage with diverse stakeholders at all levels, from local communities to international partners, to advance sustainable practices in mountain ecosystems.
- Support the development of LML-affiliated centers in the HKH-region through the provision of technical expertise and training.

### **Innovation & Knowledge Management**

- Enhance the LML as a testing ground for innovative mountain solutions, blending traditional knowledge with modern science
- Design and oversee pilot projects, ensuring thorough documentation of methodologies and outcomes
- Develop proof-of-concept demonstrations scalable across the HKH region
- Create applied knowledge products and digital content for diverse audiences, including policymakers
- Present LML's achievements and impact in various forums
- Foster a culture of continuous learning and innovation within the team

### **Person Specification/Competencies**

The ideal candidate brings a balanced mix of strong operational management skills, expertise in sustainable agriculture, innovative thinking, and a deep understanding of

biodiversity conservation, particularly in the HKH region. He/she should demonstrate a proven ability to work across cultures and effectively engage with diverse stakeholders at all levels, from local communities to international partners. The candidate possesses the following key attributes:

#### **ESSENTIAL**

- Advanced degree in Environmental Science, Agricultural Science, Forestry Management, Horticultural Sciences, Conservation Biology, or a related field.
- Minimum 5 years of experience in operational management, sustainable agriculture, training, project monitoring, and stakeholder engagement, particularly in mountain ecosystems like the HKH region.
- Proven ability to manage daily operations, including staff supervision, resource coordination, and sustainable agricultural practices (e.g., crop rotation, soil health management, and agroforestry).
- Demonstrated experience providing hands-on training to diverse groups (farmers, government agencies, and development professionals), translating complex information into practical, actionable steps.
- Experience in tracking project milestones, ensuring timely delivery, and engaging with local, regional, and international stakeholders to foster collaboration on sustainable practices, particularly in mountain ecosystems.
- Skilled in teamwork, managing diverse operational activities, and fostering a collaborative work environment with internal and external partners.
- Strong analytical and problem-solving skills with the ability to evaluate and implement innovative technologies and scalable solutions.
- Excellent verbal and written communication skills, essential for engaging stakeholders and documenting progress. Experienced in working within cross-cultural settings, particularly in the HKH region, with the adaptability to navigate diverse environments.
- Deep commitment to environmental sustainability and biodiversity conservation, actively contributing to LML's growth as a center of excellence.
- Commitment to promoting and supporting gender equity and social inclusion.

#### **PREFERRED**

- Experience in practical approaches to managing parks and demonstration sites, with a focus on site development and operational innovation.
- Knowledge of local languages of the HKH region and other regional languages.
- Prior work experience in the HKH region, demonstrating familiarity with its environmental and cultural contexts.

### **Reporting and supervising**

The LML Site Management & Innovation Specialist (Site Manager) will report to the Head of the Living Mountain Lab. The LML Site Management & Innovation Specialist (Site Manager) will also work in close collaboration with Strategic Groups and Units of ICIMOD and with partners and where relevant.

## Location

You will be working in a cross-cultural, impact-oriented environment at ICIMOD's Living Mountain Lab in Godavari, Kathmandu, Nepal. Frequent travel in the HKH region will be required.

Kathmandu is a lively and exciting place to live. People are friendly, living costs are comparatively inexpensive, food is delicious (with a range of local and international cuisines), and there are good local and international schools and a low crime rate. Nepal offers amazing trekking trails, white water rafting, and safaris, combined with a rich culture and charming yet lively nightlife.

## Duration

Till 2026, with a probation period of six months. There is a possibility of extension subject to performance and ICIMOD's future funding levels.

## Remuneration

This is an international position at ICIMOD. The starting annual gross salary for this position is **USD 33,720/-** (negotiable based on experience and qualifications). Gross salary comprises of basic salary, provident fund, family/post adjustment allowance, and child/dependency allowances. Salaries and benefits at ICIMOD are competitive compared with other international organisations. We offer a comprehensive benefits package which includes insurances (medical, life and accidental), children's education grant for maximum 2 children below 18 years of age, severance pay, paid leave (30 holidays and 10 public holidays per year) and day care facility.

For expatriates, there is a tax exemption in Nepal; they are responsible for their home country's tax payments. Expatriate staff are entitled to housing allowance, annual home leave ticket, shipment of personal effects, and an installation and repatriation allowance.

## ICIMOD's core values

Our core values are integrity, neutrality, relevance, inclusiveness, openness, and ambition. These values are an expression of our culture and are central to the guiding beliefs and principles of our work and behaviour. Our core values will lie at the heart of ICIMOD operations and delivery. They will underpin everything we do and frame how we work with our partners. They reflect our founding intentions and the balances we seek to hold, while equipping ourselves for the future.

## Diversity, equity, inclusion, and safeguarding

ICIMOD's human resource selection process is based on the qualifications and competence of the applicants. As an employer, ICIMOD is committed to promoting diversity, equity, and

inclusion, and offers equal opportunities to applicants from all backgrounds and walks of life, including but not limited to gender, age, national origin, religion, race, caste, ethnicity, sexual orientation, disability, or social status. ICIMOD strongly encourages applications from all eligible applicants, especially women, from all parts of the HKH region.

ICIMOD is dedicated to establishing and upholding a safe and nurturing work environment, where all its employees can participate fully and meaningfully without fear of violence, harassment, exploitation, or intimidation. Any type of abuse or harassment, including sexual misconduct [including child abuse], by our staff, representatives, or stakeholders is not condoned or tolerated.

### **Method of application**

Applicants are requested to apply online before December 22, 2024 (11:59 PM Nepal Standard Time) through [ICIMOD Vacancy Application Portal](#).

Only shortlisted candidates will be notified.

