

TERMS OF REFERENCE (ToR)

## **Outreach 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.

The Outreach Specialist supports this transformation by driving outreach to the LML's national, regional and international partners to increase the dissemination and uptake of LML solutions. The Specialist contributes to the development and execution of project proposals, engaging with funders, and enhancing the overall visibility of LML's initiatives.

The LML Outreach Specialist will be responsible for delivering results in line with the commitments we have made in our [Strategy 2030: Moving Mountains](#), our [Medium-Term Action Plan V \(2023–2026\): Embracing Change and Accelerating Impact](#), as well as our LML Strategy 2030.

## Responsibilities

The LML Outreach Specialist will carry out the following responsibilities:

### Partnership building:

- Develop and execute a partnership strategy that identifies and builds strategic relationships with key stakeholders and partners within the HKH region and internationally.
- Enhance collaboration and coordination among institutions, experts across the HKH region, and international organizations to foster cross-regional learning and exchanges.
- Engage with private sector entities to develop collaborations focused on green technologies and sustainability initiatives that support LML's objectives.

- Support the Head of LML in increasing the visibility of LML's work both within ICIMOD and with external partners.

**Knowledge exchange and scaling:**

- Drive the exchange of technical knowledge between LML and its regional and international partners. Act as a key channel for disseminating innovative practices and insights, particularly in climate change adaptation.
- Facilitate the scaling of LML training packages on resilient mountain solutions across its network of regional partner institutions.
- Support the replication of the LML model across ICIMOD's member countries.
- Engage with private sector entities to develop collaborations focused on green technologies and sustainability initiatives that support LML's objectives.
- Support the development and implementation of a M&E system to track the impact of LML initiatives.

**Project development and oversight:**

- Support the identification of funding opportunities and development of compelling project proposals
- Cultivate and maintain relationships with current and prospective donors
- Support the coordination of cross-functional teams and resources to ensure timely delivery of project objectives
- Monitor project progress and ensure alignment with strategic goals and donor requirements

**People management:**

- Lead and mentor a technical team focused on outreach initiatives, driving performance through clear objectives, regular reviews, and constructive feedback
- Strengthen team capacity by identifying development needs, facilitating training opportunities, and organizing knowledge-sharing activities
- Support LML talent management through recruitment, onboarding, and succession planning processes

## **Person Specification/Competencies**

**ESSENTIAL**

- Advanced degree in Environmental Science, International Development, Climate Change, or related fields.
- At least 5 years of relevant professional experience, with a strong background in outreach, project implementation, or partnership building in environmental or development sectors. Experience in climate change adaptation or biodiversity conservation is a strong advantage.
- Demonstrated expertise in climate change adaptation strategies and their application within the HKH region. Ability to facilitate knowledge exchange and capacity building for partners and stakeholders.
- Proven track record of developing project proposals, securing funding, and managing donor relations. Experience working with international donors and regional stakeholders is essential.

- Excellent written and verbal communication skills in English. Demonstrated ability to present complex information in a clear and concise manner. Strong interpersonal skills, with the ability to work effectively with a diverse range of partners, stakeholders, and team members.
- Experience in engaging with the private sector, regional and international organizations, government bodies, and local communities. Ability to identify and build strategic partnerships to support LML's objectives.
- Experience working in multicultural settings, with an understanding of the cultural, social, and political contexts of the HKH region.
- Commitment to promoting and supporting gender equity and social inclusion.
- Experience of working in the fields of biodiversity and climate as cross cutting issues.

**PREFERRED:**

- Familiarity with the environmental and development challenges specific to the HKH region. Previous work experience in one or more HKH countries is highly desirable.
- Basic knowledge of one or more regional languages spoken in the HKH (e.g., Nepali, Hindi, Urdu, Mandarin) is an added advantage.
- Demonstrated ability to think creatively and develop innovative approaches to outreach, communication, and project development.

## **Reporting and supervising**

The LML Outreach Specialist will report to the Head of the Living Mountain Lab. The Outreach Specialist will also work in close collaboration with Strategic Groups and Units of ICIMOD and with partners where relevant.

## **Location**

You will be working in a cross-cultural, impact-oriented environment at ICIMOD's head office and 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.