

TERMS OF REFERENCE (ToR)

Coordinator: Air Quality

Action Area : Stimulating Action for Clean Air

Strategic Group : Reducing Climate and Environmental Risks



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

This Action Area Coordinator position offers an exciting opportunity to lead Action Area B (AAB), one of ICIMOD's six Action Areas (AA), specifically focused on *Stimulating Action for Clean Air* across the Hindu Kush Himalaya (HKH). This important new position is responsible for managing the AAB and delivering AAB-specific results as committed to in [ICIMOD's Medium-Term Action Plan V \(MTAP V\): Embracing Change and Accelerating Impact \(2023–2026\)](#). AAB is part of Strategic Group (SG) 1, one of ICIMOD's three SGs. The position reports directly to the Strategic Group Lead (SGL).

We are seeking a strong manager with excellent organisational and multitasking skills, as well as technical expertise in all aspects of air pollution and air quality management. This role is ideal for someone skilled in planning and coordinating multiple concurrent workstreams, including budgets and personnel management, while maintaining a strong focus on delivering outcomes and impacts.

Action Area B: stimulating action for clean air

The AAB highlights the impacts of air pollution on health, economy, climate, and the environment. Air pollution is high across the HKH, and transboundary in nature. Air quality often falls short of international and regional targets. ICIMOD enhances air monitoring and communications on impacts across the region. We co-develop tools to assess mitigation strategies, scale solutions, and support Regional Member Countries (RMCs) in building air quality monitoring, assessment, and communication capabilities.

This AA collaborated with the World Bank and 24 government institutions in Bangladesh, India, Nepal, and Pakistan, hosting science-policy dialogues in Kathmandu (2022) and Thimphu (2024) to develop a roadmap for transboundary air pollution mitigation.

Stronger links between air pollution and climate are needed, as black carbon affects health and accelerates glacier and snow melt. Methane, a key greenhouse gas, is a significant area

for potential work for this AA. We aim to lead evidence-based policy and practice changes for clean air in the HKH region.

This AA focuses on two key interventions:

1. Strengthening institutional capabilities for policymaking and air pollution monitoring to target the most polluting activity sectors and improve air quality.
2. Encouraging the adoption of cleaner and socially responsible solutions and investments for the effective reduction of air pollutants, including short-lived climate forcers and greenhouse gases.

Responsibilities

The Action Area Coordinator will be responsible for delivering 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](#).

You will ensure that the work of the AA results in meeting AA-specific outcomes and targets, working closely with the SGL to make this happen. You will hold oversight for all the AA work and manage a multidisciplinary team of around 15 professional staff (associates, analysts, specialists, etc.). You will operate under the direct supervision of the SGL, but you will also be required to work closely with other Strategic Groups and Action Areas, especially on Regional Collaboration and Global Advocacy, as well as Livelihoods.

More specifically, you will have the following responsibilities:

1. Thought leadership, coordination, and prioritisation

- Ensure the AAB team is building on latest thinking and best practice in air quality management and air pollution, monitoring, etc. This involves steering the team to keep up to date on latest evidence, developments, scientific thinking etc.
- Motivate, inspire, and guide the team to deliver high-quality results, and make positive contributions to ICIMOD's High-Level Outcomes and Long-Term Impact Areas, Strategy 2030, and MTAP V commitments.
- Ensure that:
 - a. AA resources (staff and funding) are planned and deployed to produce the required deliverables;
 - b. opportunities for innovation and scaling, policy engagement, regional cooperation, and capability strengthening are maximised;
 - c. cross-cutting issues (climate, biodiversity, and Gender Equality and Social Inclusion (GESI) are fully integrated.
- Liaise closely with the SGL in planning and integrating support services (i.e. Monitoring and Reporting, Communications, Finance, Administration, Partnerships, and Gender).

- Provide strategic, advisory, and technical contributions, including methods, frameworks, and new insights, while staying updated on the emerging trends, the operating context, and new partners, etc.
- Ensure teams are delivering results with and through national, regional, and international partners, and maximise opportunities for GESI, youth, and digital technology.

2. Planning, delivery, and reporting

- Oversee annual AA planning in close consultation with the AA team, providing a clear steer on priorities in line with MTAP V results commitments and available human resources and budgets.
- Design effective interventions that collectively deliver results, in line with Strategic Planning, Monitoring, Evaluation, and Learning principles and guidance, and ensure that clear work plans are in place.
- Maintain regular oversight of progress, including facilitating learning and prioritisation exercises, in line with the new Amplify/Continue/Hold/Restructure or Stop - ACHoRS approach.
- Ensure best practice in project management and financial administration principles are applied, approve budgets and expenditures in line with ICIMOD policies and guidelines, and track financial performance and monitor risks.
- Oversee the delivery of timely quality reports: institutional level and project specific.
- Act as a project lead or Senior Responsible Officer for an intervention, as necessary.
- Consolidate and review AA results together with the SG and other works of ICIMOD to demonstrate how they are making contributions to ICIMOD's High-Level Outcomes and Long-Term Impact Areas.
- Coordinate and work closely with the SGL and other SGLs/AACs to ensure there is integration and complementarity where required, and to avoid duplication of effort.
- Keep track of relevant critical changes in the operating environment and RMC priorities or activities of other actors.

3. People management

- Build and nurture a team working environment, guiding teams sensitively to best enable collective working that is efficient (delivers at pace) and effective (delivers outcomes and impacts).
- Ensure expertise and capabilities are in place to meet current and future needs for delivering the results.
- Support staff to deliver effectively against their specific work responsibilities, with special attention to junior staff, and foster an encouraging, positive, flexible, and professional working environment.

- Supervise and manage all staff housed within the AA, determining best structural working arrangements, and managing staff performance, with a strong focus on delivering against SMART objectives and identifying learning and career development opportunities.

4. Communication, engagement, and outreach

- Play a representational role for the AA (e.g. media, technical meetings, policy engagement). Steer, oversee, and assure quality knowledge products.
- Oversee quality control processes: for interventions, processes, and products, working with the new internal quality assurance (and POUT+) function.
- Ensure that communications, engagement, and outreach activities are fully integrated into the delivery of results (outcomes), including the targeted promotion of findings, engagement with policy and decision makers, partners, and different forms of media, in close liaison with the SG Communications Officer and staff members of the communications unit.
- Ensure that AA teams have maximum opportunity to promote their work in the HKH and internationally.

5. Business development and resource mobilisation

- Support concepts note and proposal development and identify in consultation with the SGL the right staff for project idea development.
- Identify co-funding opportunities involving regional partners and/or member countries and communicate emerging opportunities to the SGL and BDRM Unit.
- Share information on funder intelligence with the BDRM Unit and the SGL. Develop and maintain a constructive dialogue with funder organisations in their respective AA as required by the Directorate, the SGL, and the Head of BDRM.

Minimum qualifications and experience

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- A PhD in a relevant field, such as atmospheric science, environmental science, sustainable energy or other relevant subjects with a minimum of eight years of postdoctoral experience. Alternatively, an MSc degree will be considered with at least ten years of relevant post-study work experience.
- Experience in using science knowledge for solving air pollution problems in collaboration with government and other stakeholders.
- Excellent management and coordination skills, with a proven track record of managing relevant large-scale programmes, including management of budgets.
- At least very good technical knowledge in the field of Air quality modelling or monitoring with sensors.
- Experience using analytical tools for understanding air pollution sources, impacts, and potential solutions.

- Good people manager with experience working in multicultural environments.
- Good networker, problem solver and solution seeker.
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- Excellent communication and outreach skills, including presentation, verbal, and written abilities.
- Committed to advancing GESI. Experience in integration of gender equity and social inclusion into programming, applying inter-, multi-, and transdisciplinary approaches.

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- Experience working in an international organisation with people from a wide range of cultures and nationalities.
- Prior experience in the HKH region.
- Working knowledge of, or interest in learning, languages of the HKH region.
- Strong understanding of the opportunities and challenges facing the HKH and other mountainous regions.
- Commitment to promoting and supporting gender equity and social inclusion.
- Experience with communicating to a diverse audience (e.g. media, conferences, funders)

Reporting and supervising

The Action Area Coordinator will report to the SGL of 'Reducing Climate and Environmental Risks' strategic group and will be responsible for supervising all reporting staff. The coordinator will collaborate and work with other Strategic Groups and Units where relevant.

Location

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

The initial appointment will be for three years with a probation period of six months. Contract after December 2026 will be dependent on ICIMOD future funding levels and there is a possibility of extension subject to performance and continued funding.

Remuneration

This is an international position at ICIMOD. The starting annual gross salary for this position is **USD 66,510/-** (negotiable based on experience and qualifications). Gross salary comprises of basic salary, provident fund, and family/post adjustment allowance. Salaries and benefits at ICIMOD are competitive compared with other international organisations. We offer a comprehensive benefits package which includes child/dependency allowances, 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, by our staff, representatives, or stakeholders is not condoned or tolerated.

Method of application

Applicants are requested to apply online before February 16, 2025 (11:59 PM Nepal Standard Time) through [ICIMOD Vacancy Application Portal](#).

Only shortlisted candidates will be notified.

