

TERMS OF REFERENCE (ToR)

Senior Project Coordinator

Himalayan Resilience Enabling Action Programme

(HI-REAP)

ToR

About ICIMOD

The Hindu Kush Himalaya (HKH) region stretches 3,500km 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 Himalayan Resilience Enabling Action Programme (HI-REAP) is one of the components of the Foreign, Commonwealth and Development Office's (FCDO) [Climate Action for Resilient Asia \(CARA\)](#), initiative. HIREAP also has ADB, the World Bank, the UK Met Office and the UNDP Asia Regional Office as other partners.

HIREAP comes into ICIMOD's portfolio as a bilateral project, and it has specific deliverables and output/outcome indicators that are well aligned with several Interventions across the three Strategic Groups. It therefore requires additional coordination and oversight requirements, and strong cross-strategic group (SG) working.

The Senior Project Coordinator - HI-REAP is expected to lead the HIREAP coordination across ICIMOD's Strategic Groups. This will require ensuring that all the HIREAP components – sitting across all the Action Areas - are delivering against HIREAP results commitments. This means working closely with the relevant ICIMOD leads in initiating, supporting, and monitoring the quality delivery of all HIREAP activities. The Senior Project Coordinator will also support ICIMOD's strategic engagement with all CARA partners by identifying collaboration opportunities, as well as being the lead for managing relations between ICIMOD and FCDO on all HIREAP/CARA matters.

Responsibilities

The Senior Project Coordinator will be responsible for coordinating the delivery of HIREAP results across the whole programme (with HIREAP component leads accountable for the delivery of their specific component results). The Senior PC-HIREAP is also accountable to the FCDO focal point and is the main contact point on HIREAP matters for FCDO. The PC liaises also with SG Leads and Action Area Coordinators (AACs) to ensure that HIREAP also supports the commitments made in [Strategy 2030: Moving Mountains](#) and [Medium-Term Action Plan V \(2023–2026\): Embracing Change and Accelerating Impact](#).

S/he will operate under the direct supervision of the Deputy Director General but work across all Strategic Groups due to the cross-SG nature of HIREAP. S/he will be responsible for delivering the following:

1. Programme management and coordination: The Senior Project Coordinator will coordinate all HI-REAP implementation to ensure that results commitments are met, whilst being delivered across and within the different ICIMOD Interventions. The Senior PC will also work to create synergies across the HI-REAP components (for instance, on regional, global, NBS, and air pollution). A key task will be to ensure that the HIREAP-funded activities occurring within the Interventions dovetail well with other core and other project-funded activities and boost the Intervention results as well as HIREAP results. To deliver on this effectively, the Senior Project Coordinator will be responsible for the following:

- **Approving authority and accountable officer:** The Senior PC, as the overall accountable officer for HIREAP and the Cost Centre Owner, is the first person responsible for all approvals, in liaison with approval authorities as per the new Delegated Authority procedure. The Senior PC will also ensure that all the FCDO administrative and management requirements are met on time and in line with the original Business Case/Plan, approved by FCDO.
- **HIREAP team coherence:** The Senior PC will work with relevant HIREAP component leads in ICIMOD to co-develop and oversee the work plans and HIREAP time allocations of team members, in concert with Intervention and Action Area plans, to ensure timely and quality delivery of HIREAP tasks.
- **Partnership management:** The Senior PC will support component leads to establish and maintain strategic partnerships with FCDO and CARA partners, National Focal Institutions, HI-REAP's implementing partners at local and national levels and other donors. The Senior PC will facilitate meetings, workshops, and dialogues where necessary, and develop institutional arrangements to bring together partners in designing and scaling out resilience and adaptation solutions, as well as action on air pollution management.
- **Results delivery:** The Senior Project Coordinator will ensure that our contribution meets our stated results commitments.
- **Planning, monitoring, and reporting:** The Senior Project Coordinator will ensure close linkages and integration of the HIREAP work plan and budget with Intervention plans and budgets, in consultation with component leads and other ICIMOD units. The Senior PC coordinates the development of detailed implementation/budget utilisation plans by component leads, in a way that is streamlined with Intervention plans. This includes coordinating the drafting and submission of annual plans and budgets to FCDO, as well as coordinating reports for onward submission to FCDO. The Senior PC will work with ICIMOD's Strategic Planning, Monitoring, and Evaluation Unit to develop and implement the monitoring, evaluation, and learning plan to track programme implementation and document learning. The Senior Project Coordinator is also responsible for coordinating the delivery of high-quality project reports as per FCDO requirements.
- **Establishment of effective steering and coordination arrangements** this will include ensuring that the governance and coordination requirements are established and functioning, and that there are regular internal Steering Committee meetings and that all FCDO meetings are attended by relevant individuals.
- **Financial management and tracking:** the Senior PC must also keep track of expenditures in line with, but also separate to, the Intervention financial tracking system, to ensure that expenditure targets are being met. The Senior PC will also be ensuring compliance with FCDO financial reporting requirements in consultation

with Finance, as well as that we deliver value for money. This includes ensuring that all budget lines are delivering into HIREAP directly.

2. Thought leadership

The Senior Project Coordinator is expected to ensure the highest level of excellence across all HIREAP components – including regional collaboration and global engagement, nature-based solutions (NBS), and climate finance and investment, with a key objective being to ensure these opportunities respond to the climate resilience needs and capabilities of the poor and vulnerable groups first and foremost, as per CARA requirements. The Senior Project Coordinator will ensure that cutting-edge knowledge, innovation, and skills are applied to secure results even in complex and diverse settings typical of our region, through partnerships and transdisciplinary approaches. This is because it is expected that HI-REAP will reach desired outcomes in much larger contexts beyond just the programme's sphere of influence. To do so, the Senior Project Coordinator will ensure the following is delivered in close collaboration with the component leads and other specialists in ICIMOD and our networks:

- **Ensure that solutions generated are evidence-based.** This includes promoting interdisciplinary and transdisciplinary methods for understanding the drivers of climate vulnerability in diverse socio-ecological contexts and preparing a suite of socially inclusive NBS around which climate finance can be mobilised and climate policy can be formulated.
- **Promote gender equality and social inclusion (GESI)** in the design, implementation, and review of solutions for resilience building and air pollution management through both mainstreaming of GESI considerations in programme activities as well as through specific GESI interventions.
- **Develop approaches to strengthen the capabilities** of communities, government agencies, and non-governmental and private sector institutions to identify, design, and implement solutions for inclusive and climate-resilient development in the HKH region and scale up action on air pollution management.
- **Facilitate institutional innovation and investment** to enhance regional cooperation and collaboration around NBS and air pollution solutions in the HKH region.
- **Design climate policy solutions** to implement and scale up NBS and air pollution solutions for enhanced well-being of people and communities in the mountains, as well as downstream.

3. Communication and collaboration

- The Senior Project Coordinator will use all opportunities to effectively and proactively communicate results and achievements with key CARA and HI-REAP stakeholders at various levels and to the international community. The Senior PC will utilise ICIMOD's knowledge management expertise to fulfil this responsibility through web and data management facilities and the development of knowledge products. This includes regularly updating the CARA network and the British Embassy and High Commission networks.
- The Senior Project Coordinator will work with ICIMOD's Business Development and Resource Mobilisation function to utilise opportunities arising from the CARA thematic partnerships for linking ICIMOD's Mountains of Opportunity Investment Framework with regional climate finance mechanisms and investment networks.

4. Strategic engagement and institutional support

- The Senior Project Coordinator will contribute to institutional development and provide support to achieve ICIMOD's strategic objectives. Will specifically identify and encourage coordination between different initiatives to ensure that HI-REAP builds on ongoing work and partnerships, especially in the areas of regional cooperation, global advocacy, disaster risk reduction, nature-based and air pollution solutions, etc.
- Provide strategic guidance to the Living Mountain Lab (LML) team for developing it as a regional hub for the exchange of experiences, lessons learned, and best practices among regional member countries.
- Represent ICIMOD's Director General in national and regional consultations, and provide advice based on understanding of issues and priorities of RMCs.
- Work as a team player within ICIMOD to promote institutional goals and work closely with colleagues to contribute to a constructive and professional working environment and the development of ICIMOD as a fully integrated mountain development centre.
- Perform other duties as prioritised and requested by the ICIMOD Directorate

5. Staff Supervision

- Provide leadership, supervision, and support to reporting staff, including the HI-REAP Programme Officer and the Communications Officer.
- Support the recruitment and capacity building of reporting staff.
- Ensure the ongoing learning and development of reporting staff.

Qualifications and experience

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- A postgraduate degree preferably in and around fields of public policy, environmental economics, environmental sciences, climate change, natural resource management, and sustainable development.
- At least 10 years' experience in delivering evidence-based policy and practice solutions for inclusive and climate-resilient development, through multi-country collaborations on/regional and transboundary challenges.
- At least 10 years of experience in leading and coordinating large and complex programmes, including managing partnerships, leading multisectoral coordination and interdisciplinary teams, monitoring and reporting, and complex budget management.
- Evidence of having worked closely with public sector actors, including government agencies and international finance institutions, civil society organisations, and local enterprises to design and implement resilience and adaptation solutions.
- Excellent understanding of policy frameworks for equitable and climate-resilient development, climate finance, and Sustainable Development Goals.
- Excellent interpersonal, teamwork and communication skills, both written and spoken, comfortable working with and to all levels, internal and external.
- Experience in the integration of gender equity and social inclusion into programming, applying inter-, multi-, and transdisciplinary approaches.

- Good English communication and report writing skills (in English and Nepali) and analytical skills with an ability to understand and contextualise research.
- Strong communication and interpersonal skills.

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- Good understanding of international and regional climate and environmental policies.
- International networks for mobilising public and private funds for enhanced climate action.
- Commitment to promoting and supporting gender equity and social inclusion.
- Strong familiarity with the HKH region, or with other mountain environments.
- Strong orientation in interdisciplinary approaches

Reporting and supervising

Senior Project Coordinator- HI-REAP will report to the Deputy Director General. The Senior Project Coordinator will also work closely with all relevant Action Areas that receive funding from HIREAP and other relevant units of ICIMOD.

Location

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

Three-year project contract, 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 67,175/-** (negotiable based on experience and qualifications). Gross salary comprises 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, insurance (medical, life and accidental), children's education grant for a maximum of 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 **July 6, 2025** (11:59 PM Nepal Standard Time) through [ICIMOD Vacancy Application Portal](#).

Only shortlisted candidates will be notified.