

TERMS OF REFERENCE (ToR)

Energy Specialist (HI-CAS)

Project: Integrated Climate Adaptation Solution for the Hindu Kush Himalaya Region (HI-CAS)

Strategic Group: Resilient Economies and Landscapes

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](#).

Background

The Energy Specialist is being hired under the Integrated Climate Adaptation Solutions for the Hindu Kush Himalaya Region (HI-CAS) project at ICIMOD, funded by Global Affairs Canada (GAC) – Department of Foreign Affairs, Trade and Development (DFATD). The project aims to improve climate-resilient, nature-positive livelihoods while strengthening the leadership and agency of rural women and Indigenous Peoples and Local Communities (IPLCs) in Bangladesh, Bhutan, and Nepal.

The project will be implemented through the adoption of gender-responsive and locally tailored climate adaptation solutions – grounded in feminist and human rights-based methodologies – that place the rights, agency, and leadership of Indigenous Peoples and Local Communities (IPLCs) at the centre. These evidence-informed Integrated Adaptation Solution Packages (IASPs) will combine springshed management, renewable energy technologies to power irrigation systems, and agrobiodiversity practices. They will be complemented by capacity building and knowledge sharing to drive institutional policy and action. These initiatives will also help to attract sustainable investments in climate action and development – particularly in the water, energy, and agrobiodiversity sectors – with a strong focus on women’s and IPLCs’ leadership.

The HI-CAS project will be implemented in two upazilas (sub-districts) in the Chittagong Hill Tracts of Bangladesh – Bandarban and Khagrachari districts; two gewogs (blocks) in Bhutan – Paro and Punakha; and two municipalities in Nepal –

Roshi and Dhankuta. Over its four-year duration, the project aims to benefit approximately 40,000 IPLCs and other vulnerable groups by reducing their exposure and sensitivity to climate change impacts while fostering ecosystem health and climate mitigation outcomes.

Position overview

The Energy Specialist will be responsible for supporting the delivery of results in line with the commitments ICIMOD has made in the HI-CAS Project Performance Measurement Framework, which is nested within our [Strategy 2030: Moving Mountains](#) and our [Medium-Term Action Plan V \(2023–2026\): Embracing Change and Accelerating Impact](#) and related Results Framework 2023-2026.

The Energy Specialist will serve as the primary point of contact for all renewable energy-related activities under the project, ensuring effective implementation, coordination, and project-wide support. The ideal candidate should have experience in gender equality and social inclusion (GESI)-responsive renewable energy (RE) solutions, knowledge of feminist methodologies, strategic engagement with government agencies, designing and implementing on-ground interventions, monitoring field activities, coordinating with partners and IPLCs, and producing high-quality progress reports and knowledge products. A key responsibility will be supporting the HI-CAS project's integrated adaptation solutions, which include GESI responsive springshed management and agrobiodiversity practices, but with a specific focus on the renewable energy technology solutions. This will entail providing technical and analytical inputs for renewable energy-powered water pumping (irrigation/drinking/domestic use) and will involve policy engagement with government and stakeholders, developing evidence-based scalability roadmaps to identify adoption barriers, and implementing on-the-ground solutions to address challenges. All efforts will be guided by a strong GESI commitment, rooted in a feminist approach that challenges power imbalances, promotes women's leadership, and centres the rights, voices, and knowledge of Indigenous Peoples and Local Communities (IPLCs). It will require very close teamwork and strong collaboration skills.

Key responsibilities

The Energy Specialist will have the following duties and responsibilities:

1. Technical leadership

- Technical lead for the design, methodology development, and implementation of RE-powered water pumping piloting projects, for the HI-CAS project in Nepal, Bhutan, and Bangladesh, ensuring the meaningful integration of GESI and feminist principles, including a focus on IPLCS throughout all phases.
- Lead the development of guidelines, tools, frameworks, and methodologies for RE-powered water pumping projects that incorporate feminist-informed, GESI-responsive planning, decision-making, and implementation. Conduct technical, financial, and economic analyses, including detailed feasibility studies for RE-powered water pumping projects for the HI-CAS project.
- Coordinate with HI-CAS partners on all RE technical aspects, such as identifying customised context-specific RE solutions that prioritise the needs and voices of women and IPLCs, implementation of these solutions, and providing technical inputs and guidance on GESI responsive reporting.
- Co-designing and implementing tailored RE-powered water pumping solutions through guidance and support during technical planning, feasibility analysis, and reporting with the HI-CAS partners.
- Integrate GESI considerations and focus on IPLCs across all RE-related project activities in the HI-CAS project.

2. Policy support

- Lead strategic engagements with government agencies to drive evidence-based policy reforms, integrating research, stakeholder insights, and data-driven solutions through the HI-CAS project.
- Produce knowledge products and evidence to support policy formulation, including case studies, briefing documents, best practices, sector assessments, roadmaps, frameworks, and guidelines for the HI-CAS project and support the same for other ICIMOD RE projects.

3. Research and monitoring

- Research to enhance the scalability of RE-powered irrigation systems by identifying barriers and integrating targeted interventions into project activities to overcome the challenges.

- Lead the collection and analysis of data on baselines, project performance, market trends, and socio-economic impacts, ensuring comprehensive documentation and reporting for the HI-CAS project.
- Track the project outputs and outcomes against targets to ensure alignment with program goals, including with the relevant HI-CAS partners.
- Contribute to annual and project-related progress reports for the HI-CAS project.

4. Capacity building

- Design and deliver training programs, workshops, and seminars for stakeholders as required by the HI-CAS and support similar activities in other ICIMOD projects.
- Organise and facilitate stakeholder consultations, workshops, and training to advance HI-CAS project objectives.

5. Knowledge management and dissemination

- Take the lead and contribute to the preparation of technical reports, research articles, and presentations for internal and external use and submissions for publication of RE work with amplifying GESI responsive and feminist narratives based on experiences and information from the HI-CAS project.
- Support in driving scaling of the solution by developing investment cases, identifying funding opportunities, and building partnerships with the private sector, financial institutions and donors, etc, providing technical leadership.
- Contribute to new project proposals as and when needed.
- Support in organising and preparing for events and developing case study documents, technical reports, and policy/issue briefs for broader knowledge sharing and developing event reports as required by the HI-CAS project and other ICIMOD projects on RE.

6. Additional duties

Undertake any other official duties as assigned by the Senior Project Coordinator HI-CAS and the Intervention Manager – Renewable Energy, ensuring all work aligns with ICIMOD's commitments to GESI.

Person specification/competencies

The position requires demonstrated knowledge and experience in RE systems-related planning, management, and implementation, including the application of cross-sectoral approaches and engagement with multiple project stakeholders. It also demands strong technical expertise in climate adaptation and practical experience in implementing integrated solutions, particularly in springshed management, renewable energy systems, and agrobiodiversity-based practices. A proven ability to mainstream GESI across project design, implementation, and monitoring is essential, as are strong collaboration and teamwork skills.

ESSENTIAL

- Minimum a Master's degree, preferably Master of Science (MSc) in Environment Science, Management and Engineering or MTech, in renewable energy, with at least seven (7) years of relevant work experience in a leadership or coordination role.
- Demonstrated expertise and leadership in policy engagement with government stakeholders, technical design and implementation of renewable energy solutions, and scaling proven models through partnerships and financing mechanisms.
- Demonstrated experience in designing and implementing solar energy solutions, particularly water pumping systems in rural and off-grid contexts.
- Practical experience in planning, monitoring, and evaluating energy-related development projects across multi-country settings, preferably in South Asia.
- Familiarity with GESI-responsive programming, IPLCs and community engagement, and inclusive development and feminist strategies.
- Excellent interpersonal skills, including teamwork and collaboration.
- Fluency in speaking and technical writing in English.

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- Proposal writing and fund-raising experience.
- Knowledge of RE financing models, carbon markets, and incentives for clean energy uptake.

- Proven ability to translate complex technical information into policy-relevant recommendations and communication materials.
- Proficiency in data analysis software and tools such as MS Excel, solar design software, and statistical tools is an advantage.
- Experience working with international development organisations, multilateral donors, or regional bodies will be an asset.

Reporting and supervising

The Energy Specialist will report to the Senior Project Coordinator for all deliverables related to the project and overall management of the component. The Senior Intervention Manager – Renewable Energy in Action Area - Economies will be the co-supervisor, especially for the technical aspects of the project. The position also involves collaboration with Action Area – Economies, other Strategic Groups, leads of cross-cutting areas (GESI, Climate Change, and biodiversity) and central units of ICIMOD to ensure smooth project implementation and effective internal and external communication.

Location

You will be working in a cross-cultural, impact-oriented environment at ICIMOD's head office in Kathmandu, Nepal. Travel within Nepal and to the project sites in Bangladesh and Bhutan 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

Two-year fixed-term project contract with a probation period of six months; possibility of extension subject to the availability of HI-CAS project funding, the need for the position, and the staff member's performance.

Remuneration

This is an international position at ICIMOD. The starting annual gross salary for this position is USD 34,062/- Gross salary comprises 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 a maximum of 2 children below 18 years of age, severance pay, paid leave (30 holidays and 10 public holidays per year) and a 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 **31 August 2025** (11:59 pm Nepal Standard Time UTC+05:45) through the [ICIMOD Vacancy Application Portal](#).

Only shortlisted candidates will be notified.