

TERMS OF REFERENCE (ToR)

Intern – SANDEE (Admin)

Placement: Regional Networks / Regional / Regional Action and Global Advocacy

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](#).

The South Asian Network for Development and Environmental Economics (SANDEE), a research capacity and academic leadership development programme at the International Centre for Integrated Mountain Development (ICIMOD), supports research in South Asia and Hindu Kush Himalaya (HKH) region on the interconnection between environmental and development issues.

Position overview

In celebration of its 25 years of service to the region, SANDEE is organizing the **International Conference on Development and Environmental Economics: SANDEE@25** to be held in Kathmandu, Nepal, from 12-14 December 2025. This event celebrates SANDEE's efforts at strengthening environmental economics education and research capacity, facilitating regional collaboration, and generating evidence for informed policy making across South Asia and the Hindu Kush Himalaya.

The conference will bring together researchers, practitioners, policy makers, and friends of SANDEE to reflect on past learnings and explore alternatives for addressing the challenges of tomorrow. It will feature keynote addresses by [prominent speakers](#), panel discussions, research presentations, and policy dialogues centred around the conference themes: Development, Environment, and Mountains. The intern will support in administrative and logistic aspects of SANDEE, with major contribution to the SANDEE@25 event.

Responsibilities

The Intern will be responsible for supporting the team in:

- Extracting information from the SANDEE's databases, as per different requirement of the event (example, extracting cities of grantees to make the video infographics), extracting information on the publications by SANDEE alumni).

Support with data cleaning of the SANDEE Tracer Survey 2025.

Extracting/filing participants' details necessary for hotel booking and flight arrangements.

Support in day-to-day administration of SANDEE, including initial review of financial report.

Other support as per the need.

Person Specification

Master's degree in business administration, economics or related areas.

Proficient in MS Excel, MS Word, etc.

ESSENTIAL

Teamwork and communication skills in English

This opportunity is open exclusively to Nepali nationals.

PREFERRED

Work experience in research organization

Experience of working for an international event

Proficient in using STATA

Reporting and supervising

The Intern will report to the Senior Programme Coordinator, SANDEE. The Intern will also work in close collaboration with other staff under SANDEE, 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

This is a fixed term internship, and the intern will be serving until end of December 2025 without further extension.

Remuneration/Stipend

A monthly stipend of NPR 30,000 will be provided (masters Completion). This is not an employment position at ICIMOD, hence the Intern will not be entitled to staff salary and benefits.

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 **24 August 2025** (11:59 PM Nepal Standard Time) through the [ICIMOD Vacancy Application Portal](#).

Only shortlisted candidates will be notified.