

TERMS OF REFERENCE (ToR)

Senior Project Management Specialist

Unit: Strategic Results, Partnership, and Business Development (SRPBD)

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 Senior Project Management Specialist (SPMS) will lead a new function: Project Management at ICIMOD. Housed within the Strategic Results, Partnerships and Business Development (SRPBD) Unit, this function will oversee the design, improvement and institutionalisation of ICIMOD's project management systems and practices, whilst overseeing the implementation of two Adaptation Fund Projects. These include: [Green, Resilient, and Adaptive CHT Economy \(GRACE Bangladesh\)](#) project and the [Sustainable Actions for Ecosystems Restoration in Pakistan \(SAFER Pakistan\)](#) project - see the Annex at the end of this ToR for more details. - and other Global Climate/Environment Fund projects that might come on board in due course.

Reporting to the Head of the SRPBD, the Senior Project Management Specialist serves as the principal focal point on Project Management issues within ICIMOD and will also be the main contact point for the Adaptation Fund (AF) as well as strategic oversight for the two AF projects. The postholder will engage with ICIMOD's Strategic Group Heads and Action Area Leads on plans and budgets for ICIMOD's components within these two AF projects. The postholder will work in close collaboration with the Senior Monitoring and Evaluation (MEL) Specialist, and the GRACE/SAFER Country Project Manager (CPM), the SPMS will also ensure that all Executing Entity (EE) roles - including ICIMOD's - are clearly defined and administratively tracked and financially monitored, and that project results, lessons, and impacts are robustly monitored, documented, and integrated into relevant thematic areas and institutional processes.

The Senior Project Management Specialist will be responsible for delivering the following:

A: Adaptation Fund Management [80%]:

1. Project Management, Coordination, and Oversight

- Ensure administrative, financial and delivery oversight for all Adaptation Fund projects (and in due course other global fund projects), which includes safeguarding ICIMOD's institutional accountability as the Implementing Entity, ensuring compliance with all Adaptation Fund fiduciary, safeguard, and reporting obligations.
- Lead on GRACE and SAFER project management requirements, in close coordination with the Country Project Manager (CPM), to ensure all AF project management requirements are met by both ICIMOD and the AF projects' Executing Entities (UNICEF, UNCDF, UNWomen) according to our contractual agreements with the Adaptation Fund. In addition, escalate any significant risks, compliance gaps, or delivery delays for timely decision-making and corrective action.
- Oversee the planning, management, and performance monitoring of activities, which includes drafting and submitting annual plans and budgets to the Adaptation Fund and coordinating project reporting for each respective project, working closely with their CPMs and EEs and the Senior MEL Specialist.
- Establish effective and efficient governance and coordination arrangements for each project, including internal Steering Committee meetings and participation in Adaptation Fund and country-specific meetings.
- Design and oversee the range of activities required for the inception processes and ensure all requirements are met as per original commitments.
- Ensure execution aligns with approved project documents and operating guidelines, work plans, budgets, and results frameworks.
- Maintain up-to-date work plans, risk registers, and procurement schedules.
- Identify synergies across both projects and other relevant initiatives at ICIMOD, ensuring integration of GRACE and SAFER work plans and budgets within Intervention plans, in consultation with component leads and other ICIMOD units.

2. Coordination and Partnership Management

- Coordinate among ICIMOD (IE), UN agencies (EE), the Project Steering Committee (PSC), and national stakeholders by providing overall strategic guidance, ensuring institutional oversight, and documenting lessons learned.
- Ensure EE alignment with donor requirements and delivery of high technical quality, compliance, and stakeholder engagement across both projects.
- Manage the contractual and partnership arrangements of the Executing Entities (EEs), in close collaboration with Country Project Managers (CPMs) in Pakistan and Bangladesh.

- Backstop and advise CPMs in Pakistan and Bangladesh to ensure their engagement with local institutions, government partners, and community stakeholders aligns with national priorities, project Results Frameworks, and Adaptation Fund standards.
- Ensure continuous engagement with the Designated Authority, through and in close coordination with the CPM, and conduct periodic partnership reviews with EEs to assess delivery capacity, compliance, and alignment with Adaptation Fund requirements.

3. Compliance and Quality Assurance

- Ensure adherence to all Adaptation Fund requirements, including fiduciary standards, gender policy, and environmental and social safeguards, working in close coordination with finance, MEL, and GESI staff to ensure consistency and institutional accountability.
- Develop and enforce Standard Operating Procedures (SOPs) aligned with the Project Implementation Manual (PIM) and all Adaptation Fund contractual obligations, and maintain a compliance tracker to monitor adherence across fiduciary, safeguard and gender standards
- Establish and implement “No Objection” procedures, including field-level checks and maintenance of a No Objection log for transparency and audits, working closely with CPMs, and the Administration and Finance staff in Pakistan and Bangladesh.
- Coordinate with CPMs and EEs to ensure and agree on the set-up and effective operationalisation of each project’s Grievance Redress Mechanism and corresponding reporting system to ICIMOD as IE, escalating any unresolved issues or compliance gaps for timely decision-making.

4. Monitoring, Evaluation, and Reporting

- Work with the Senior MEL Specialist to develop and implement the Monitoring, Evaluation, and Learning (MEL) plan; ensure timely, high-quality reporting in line with Adaptation Fund requirements and the result framework of ICIMOD and the fund.
- In close coordination with the CPMs and EEs, ensure the Senior MEL Specialist monitors planned project activities to ensure alignment with Environmental and Social Management Plans (ESMP) and Gender Action Plans (GAP).
- Oversee all M&E systems, dashboards, and field data tools (led and delivered by the Senior MEL Specialist in coordination with the CPMs and EEs), ensuring data quality and consistency across projects.

- Ensure Monitoring and Reporting missions occur as required, validating and escalating data quality or performance issues when necessary.
- Oversee the preparation and submission of quarterly and annual technical and financial reports and ensure mid-term and terminal evaluations are completed in coordination with ICIMOD's Independent Evaluation Unit.
- Coordinate lessons-learned processes and their integration into project learning and adaptation, and ensure they are integrated into institutional learning, adaptation, and SRPBD reporting processes.

5. Financial and Administrative Management

- Ensure that the AF Project Finance Officers and relevant teams monitor expenditures, ensure compliance with approved budgets and procurement rules, and maintain financial accountability and transparency. Track expenditures using ICIMOD's financial tracking systems, ensuring that budget lines directly contribute to Adaptation Fund commitments and reporting requirements
- Support the preparation of disbursement requests and financial justifications, issuing early-warning alerts on potential disbursement delays or burn-rate risks.
- Facilitate internal and external audits, ensuring timely follow-up on audit recommendations and contributing to continuous improvement in financial management practices.

6. Capacity Building, Knowledge Sharing and Communication

- Identify training needs and facilitate targeted capacity-building on project management for ICIMOD and EE staff.
- Capture and disseminate lessons learned, ensuring their integration into ICIMOD's institutional knowledge base and future project design.
- Ensure that the Senior MEL Specialist in collaboration with ICIMOD and EE staff, are communicating project results, learning, and innovation to stakeholders through knowledge products, strategic outreach, and ICIMOD's knowledge management systems.
- Enhance project visibility and credibility by positioning results and lessons within ICIMOD and the international community, through relevant ICIMOD and EE channels.

7. Staff Supervision and Institutional Collaboration

- Provide leadership, supervision, and support to direct and matrix-reporting staff, including the projects' Finance Officer, Senior Associates for Administration and Finance, Senior MEL Specialist, GESI Officer, and Communications Officer, all

supporting the SAFER and GRACE projects, ensuring clear roles, accountability, and high performance.

- Support recruitment, onboarding, and continuous capacity development of project staff in line with ICIMOD's standards.
- Ensure continued learning and development across the team, enabling a collaborative and adaptive team culture that aligns with SRPBD priorities and institutional goals.
- Collaborate with ICIMOD's Business Development and Resource Mobilisation team to leverage GRACE and SAFER partnerships and results for new Adaptation Fund and GCF projects, funding, and strategic opportunities.

B: Other Bilateral Project Management [20%]:

- Establish effective project management systems, standards and processes for ICIMOD, ensuring adoption of best-in-class project cycle management procedures, working closely with the Project Management Specialist.
- Manage the transition of new projects emerging from the Business Development and Resource Mobilisation function into ICIMOD, working closely with Strategic Groups and Finance, Administration and Operations Units.
- Establish effective mechanisms and processes for project reporting, working closely with the Senior MEL Specialist and Programme/MEL officers/specialists of bilateral projects and the Communications Unit.

Qualifications and experience

ESSENTIAL

- A Master's degree, in a subject related to business, economics, development, agriculture, climate, environment, natural resources, international or sustainable development
- Excellent understanding and experience in project management.
- At least 10 years of senior-level experience in leading and coordinating complex, large-scale, multi-partner development or climate finance projects, including partnership management, multisectoral coordination, interdisciplinary team leadership, monitoring and reporting, and complex budget oversight.

- Proven experience working with public sector actors, including government agencies, civil society organisations, and local enterprises, to design and implement resilience and adaptation solutions.
- Excellent understanding of policy frameworks related to equitable and climate-resilient development, climate finance, and the Sustainable Development Goals (SDGs), with familiarity in fiduciary standards, environmental and social safeguards, and gender policies of multilateral climate funds.
- Demonstrated ability to manage diverse stakeholders and lead cross-institutional coordination; strong interpersonal, teamwork, and communication skills (written and verbal) at all levels, both internal and external.
- Experience integrating gender equity and social inclusion (GESI) into programmes, applying inter-, multi-, and transdisciplinary approaches.
- Excellent report writing and analytical skills in English, with the ability to understand and contextualise research.

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- Experience managing multilateral funds (e.g., Adaptation Fund, GCF, GEF).
- Strong understanding of climate change adaptation, results-based management, and environmental and social safeguards, with demonstrated ability to apply these in project implementation and reporting.
- Familiarity with the HKH region or other mountainous environments and their specific adaptation challenges.
- Professional-level language skills in Urdu and/or Bengali.
- Proven ability to work across disciplines and sectors to deliver integrated adaptation solutions.

Reporting and supervising

The Senior Project Management Specialist will report to the Head of SRPBD. The role will work closely with the bilateral (Senior) Project Coordinators, Country Project Managers, the relevant Executing Entities, and all relevant ICIMOD Strategic Groups, Action Areas and Interventions, supported by Adaptation Fund resources as well as other relevant units across ICIMOD. The role will matrix manage several staff members directly working on the SAFER and GRACE projects.

Location

You will be working in a cross-cultural, impact-oriented environment at ICIMOD's head office in Kathmandu, Nepal. Frequent travel to Pakistan and Bangladesh 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 fixed-term project contract with a probation period of six months; possibility of extension subject to the availability of Adaptation Fund and other relevant projects funding, the need for the position, and the staff member's performance.

Remuneration

This is an international position at ICIMOD. The annual gross salary for this position ranges from **USD 71,446 to USD 82,122**, commensurate with the selected candidate's qualifications and experience. 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 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 **5 December 2025** (11:59 PM Nepal Standard Time) through the [ICIMOD Vacancy Application Portal](#).

Only shortlisted candidates will be notified.

Annex:

About Adaptation Fund Projects

The Adaptation Fund has recently awarded ICIMOD two substantial grants to implement two new strategic projects: The [Green, Resilient, and Adaptive CHT Economy \(GRACE\)](#) project and the [Sustainable Actions for Ecosystems Restoration in Pakistan \(SAFER Pakistan\)](#) project.

The GRACE LoCALplus is implemented in partnership with UNCDF, and it marks a significant initiative to build climate resilience in the Chattogram Hill Tracts (CHT) of Bangladesh. It will support the restoration of critical water sources, enhance climate-resilient infrastructure, and strengthen sustainable agriculture practices in Rangamati, Khagrachari, and Bandarban. Through the LoCALplus mechanism, GRACE will channel climate finance directly to local governments via performance-based grants, ensuring transparency and equity in fund distribution. The project aligns with the National Adaptation Plan and the Sustainable Development Goals (SDGs).

The SAFER Project is implemented in partnership with the United Nations Children's Fund (UNICEF) Pakistan and the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) Pakistan and aims to enhance climate resilience in vulnerable regions of Pakistan through risk preparedness, integrated water resource management, and ecosystem-based adaptation. The project addresses six key climate-related risks faced by communities in Gilgit-Baltistan, Khyber Pakhtunkhwa, and Sindh provinces, including cryosphere hazards, drying springs, water pollution and reduced access to clean water.

Working in partnership with diverse stakeholders, the GRACE and SAFER projects will be implemented in **Bangladesh and Pakistan**, respectively. These are the first ICIMOD projects funded by the Adaptation Fund, each with defined deliverables and management

responsibilities. These projects demand strong project management, coordination, oversight, and cross-team collaboration.

As the **Implementing Entity (IE)**, ICIMOD is responsible for ensuring that both projects are executed in accordance with the Adaptation Fund's operational policies and fiduciary standards. The IE serves as the formal link to the Fund's Board, overseeing overall results delivery, financial management, environmental and social safeguards, gender integration, and outcome monitoring. When working with **Executing Entities (EEs)**, the IE must ensure they have the necessary capacity, comply with Fund requirements, and deliver timely and accurate technical and financial reports.

In these projects, selected UN agencies and government partners act as EEs, while ICIMOD, in addition to its role as IE, also leads on specific technical components and provides strategic and operational guidance. This dual role (as IE and EE) requires ICIMOD to oversee the delivery of its results, as well as to ensure that the administrative, human resource, fiduciary responsibilities and technical execution are also delivered according to plan, budget and contractual obligations by the EEs.