

TERMS OF REFERENCE (ToR)

Country Project Officer– HI-CAS (Bhutan)

(Project position open to Bhutanese nationals only)

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

Strategic Group (SG): 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 front-line 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: Moving Mountains](#) and explore our [website](#).

Background

The Country Project Officer 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 for power irrigation systems, and agrobiodiversity practices. They will be complemented by capacity building and knowledge sharing to drive institutional policy and action and 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 gewogs (blocks) in Bhutan—Paro and Punakha; two upazilas (sub-districts) in the Chittagong Hill Tracts of Bangladesh—Bandarban and Khagrachari districts; 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 Country Project Officer 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, that 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 2023-26.

This position encompasses three core responsibilities, as follows:

1. Coordinating and liaising between ICIMOD HQ, HI-CAS project team members and specialists, ICIMOD Country Focal Points, Bhutan HI-CAS partners, and relevant departments and agencies of the Government of Bhutan.
2. Coordinating with and supporting the implementing partner – Tarayana Foundation – to execute field activities under the HI-CAS project.
3. Ensuring high-quality, gender equality and social inclusion (GESI)-responsive, feminist-informed, and impactful delivery of results by all HI-CAS implementing partners.

This position is based in Bhutan and helps ensure effective implementation of field-level activities by providing hands-on support to the implementation partner, as well as fostering strong links between other relevant national and local partners, women-led groups and IPLCs, and government agencies, to ensure that project interventions are executed according to agreed plans and timelines. She/he will also support the HI-CAS Monitoring, Evaluation, and Learning (MEL) Specialist in monitoring and tracking field progress and outcomes. Additionally, this position provides a critical link for technical backstopping to the HI-CAS partner and relevant stakeholders, as well as to HI-CAS and ICIMOD specialists, as and when needed.

Key Responsibilities

1. Country-level partner coordination and project representation

- Support the implementing partner – Tarayana Foundation in Bhutan, under the supervision of the Senior Project Coordinator (HI-CAS), to ensure effective implementation of integrated climate adaptation solutions—which include springshed management, renewable energy systems, and agrobiodiversity practices—in line with HI-CAS requirements and guidance provided by relevant HI-CAS specialists.
- Support the formation of the Project Implementation Advisory Committee for Bhutan, comprising members from:
 - Department of Energy
 - Department of Water
 - Department of Agriculture
 - Country Focal Person ICIMOD
 - Tarayana Foundation
 - Country Project Officer (Secretarial)
- Organise annual project meetings with the Project Implementation Advisory Committee, as well as other strategic meetings as necessary, and provide secretarial support for all high-level meetings.
- Represent ICIMOD at national and local stakeholder consultations and advocacy platforms related to the project, actively promoting the inclusion and leadership of women, marginalised communities, and IPLCs in all project activities.
- Help organise and facilitate policy engagements and interactions with key policy stakeholders, particularly Ministry of Energy and Natural Resource (MoENR), the National Commission for Women and Children, Bhutan, NGOs, and Indigenous networks.

2. Design and implementation support and liaison

- Working closely with the HI-CAS Senior Project Coordinator, establish systems and approaches that ensure the delivery of project activities and high-quality results.

- Facilitate strong linkages between the implementing partner – Tarayana Foundation – and the HI-CAS technical team and other project stakeholders to effectively design activities and ensure coherence between plans and the Performance Measurement Framework.
- Ensure that specialist technical support is provided as needed by HI-CAS specialists for the field implementation of IASPs, and that implementation aligns with the project’s objectives.
- Ensure that implementation is grounded in human rights-based and GESI-responsive approaches, with a focus on women and IPLCs, working closely with the HI-CAS GESI Specialist.
- Strengthen co-creation and knowledge generation and facilitate sharing of successful innovations gained through HI-CAS implementation in various fora.
- Assess and provide feedback on the design of capacity-building activities, knowledge exchange, field-level training events, stakeholder workshops, and site visits organised by the implementing partner, ensuring strong and meaningful engagement with women and IPLC networks.
- Support the ICIMOD team and HI-CAS consultants' field missions and events in Bhutan, including planning and facilitation of field visits, stakeholder consultations, and logistical arrangements in collaboration with the country desk.
- Support communications and engagement activities, liaising with communications outlets in Bhutan, as well as with ICIMOD Communications, as guided by the Senior Project Coordinator.

3. Quality assurance of results, planning, and reporting

- Monitor partner-led activities on the ground to ensure timely progress against project indicators and provide regular updates to the Senior Project Coordinator and the HI-CAS Monitoring, Evaluation, and Learning (MEL) Specialist at ICIMOD.
- Ensure that evidence of results is uploaded onto the ICIMOD Results Dashboard in line with ICIMOD requirements.
- Ensure timely and high-quality reporting by following up with the implementing partner on the submission of technical and financial reports,

deliverables, and documentation required under the Letter of Agreement (LoA).

- Monitor Bhutan-specific risks and bottlenecks in project implementation and assist the ICIMOD HI-CAS team and the implementing partner in developing timely mitigation, adaptation, and contingency plans to ensure smooth project execution.

4. Partnership management and administration

- Strengthen the implementing partner's understanding and application of ICIMOD's partnership policies and procedures by building their capacity on operational, administrative, GESI, and financial compliance. This will be done in collaboration with the HI-CAS Programme Officer and consultation with the Partnership Specialist, Senior Programme Finance Officer, and the Programme Finance Team at ICIMOD headquarters.
- Ensure compliance from the implementing partner with ICIMOD's Standard Operating Procedures for procurement and financial accountability, and guide partners in meeting expectations outlined in the LoA under the HI-CAS project.
- Ensure timely submission of financial reports in line with ICIMOD requirements.
- Maintain and regularly update accurate inventory records of all ICIMOD-procured items, ensuring accountability, transparency, and adherence to institutional asset management policies.

5. Other responsibilities

- Provide support to other activities in Bhutan as per ICIMOD's commitments, as requested by the Senior Project Coordinator, Head – SG Resilient Economies and Landscapes (REL), or ICIMOD Directorate.
- Liaise with other ICIMOD team members as needed to ensure coordination with other ICIMOD projects (e.g. *Himalayan Resilience Enabling Action Programme (HIREAP)*) operational in Bhutan.

Person Specification/Competencies

The position requires demonstrated project management experience, 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 gender equality and social inclusion (GESI) across project design, implementation, and monitoring is essential.

ESSENTIAL

- Master's degree in management, agriculture, social or economic sciences, watershed management, renewable energy, natural resource management, monitoring and evaluation, communication, or related fields.
- Minimum of 5 years of relevant professional experience, including at least 2 years in GESI-responsive project management, involving cross-sectoral and interdisciplinary approaches.
- Experience working with rural women and IPLCs on nature-positive, climate-resilient livelihoods and human rights-based approaches to development.
- Strong networking, liaison, and coordination skills with local government, partner IPLC and women's networks, and national stakeholders.
- Excellent interpersonal, verbal, and written communication skills in English.

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- Experience in or around springshed/watershed management, renewable energy, natural resource management, or resilient livelihoods.
- Knowledge of languages spoken in the in the two gewogs (blocks) in Bhutan—Paro and Punakha.

Reporting and supervising

The Country Project Officer will work under the direct supervision of the Senior Project Coordinator – HI-CAS. The Country Project Officer will collaborate closely with all other HI-CAS team members and partners, as well as with the Head of Resilient Economies and Landscapes and relevant ICIMOD Action Area Leads. The role also involves collaboration with other Strategic Groups, leads of cross-cutting areas (GESI, climate change, and biodiversity), and various ICIMOD units, such as the Strategic Results, Partnerships and Business Development Unit; the Communications Unit; and the Administration and Finance Unit.

Location

The Country Project Officer will be based in Bhutan. Frequent travel within ICIMOD's regional member countries will be required.

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 21,788. 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, 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.

ICIMOD does not deduct any taxes from the Country Project Officer's salaries; they are responsible for their home country's tax payments.

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 only from Bhutan are eligible for this position. Hence, only Bhutan nationals are requested to apply online before 4 August 2025 (11:59 pm Nepal Standard Time UTC+05:45) through the [ICIMOD Vacancy Application Portal](#). Only shortlisted candidates will be notified.