Terms of Reference

Title: Programme Coordinator: Adaptation to Change

Programme: Adaptation to Change

Background

The [International Centre for Integrated Mountain Development (ICIMOD)](http://www.icimod.org/?q=abt&page=abt) is a regional intergovernmental learning and knowledge sharing centre serving the eight regional member countries of the [Hindu Kush Himalayan (HKH) region](http://www.icimod.org/?q=1137) – Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan. Our aim is to influence policy and practices to meet environmental and livelihood challenges emerging in the HKH region. To do this we bring together researchers, practitioners, and policy makers from the region and around the globe to generate and share knowledge, support evidence-based decision making, and encourage regional collaboration. ICIMOD delivers impact through its six [Regional Programmes](http://www.icimod.org/?q=9117)of Adaptation to Change, Transboundary Landscapes, River Basins, Cryosphere and Atmosphere, Mountain Environment Regional Information System, and Himalayan University Consortium (emerging). These regional programmes are supported by the four [Thematic Areas](http://www.icimod.org/?q=9119) of Livelihoods, Ecosystem Services, Water and Air, and Geospatial Solutions and underpinned by Knowledge Management and Communication. ICIMOD seeks to reduce poverty and vulnerability and improve the lives and livelihoods of mountain women and men, now and for the future.

The overall objective of the Regional Programme on [Adaptation to Change](http://www.icimod.org/?q=9120) is to enhance resilience and to support adaptation by vulnerable mountain communities and ecosystems. The programme develops adaptation mechanisms and works with partners to promote them; it seeks to capture indigenous knowledge on autonomous adaptation and to contribute to planned adaptation by providing scientific support. It seeks to promote innovative livelihood improvement and sustainable natural resource management strategies to ensure continued ecosystem services and to promote adaptation. Particular attention is given to the challenges and role of women in adaptation. Building on ICIMOD’s long experience, a range of interrelated strategic priorities at different levels (local, national, regional, and global) will be used as a framework for community-focused ecosystem-based adaptation. Outcomes will include tested adaptation strategies for improved livelihoods and adoption of changed policies and practices for better adaptation in the region.

Currently, ICIMOD is looking for a Programme Coordinator to manage and coordinate one of the initiatives within this regional programme.

Responsibilities and tasks

The Programme Coordinator manages and coordinates the initiative under the supervision of the Regional Programme Manager. S/He is responsible for delivering results and impacts of the initiative, including partnership development, operational planning, implementing, and monitoring all activities, preparing the annual budget and monitoring expenditure, and coordination and communication with partners and stakeholders. The Programme Coordinator will ensure the development of relevant knowledge management mechanisms and networks as well as documentation, packaging, dissemination, and outreach activities of the initiative.

Responsibilities and tasks

1. Programme management and coordination:

Be responsible for the overall management of the initiative, including implementation of annual plans and timely delivery of milestones, outputs, and outcomes

Ensure multidisciplinary integration, as well as integration with the partner organizations, to ensure relevant uptake of science in policy and practice

Contribute to the regional programme’s strategic outcomes and objectives for uptake of outputs and scaling up by partners and immediate stakeholders

Develop and coordinate technical consultations, workshops, pilot interventions, action research and capacity building activities with partners and other stakeholders

2. Programme planning, monitoring, and reporting:

Coordinate the planning, budgeting, implementation, monitoring, and reporting of the initiative; prepare the annual work plan and budget for the initiative

Identify and implement appropriate monitoring mechanisms

Be responsible for the financial status of the initiative

Prepare technical reports for the initiative as per the institutional and donor requirements

Actively participate in and provide inputs to ICIMOD’s strategic planning process

3. Team and capacity building:

Identify the appropriate mix of staffing needs for the initiative; develop work assignments for individual team members, including expected outputs and deliverables; monitor individual assignments and provide feedback

Manage and develop teamwork within the initiative by providing appropriate levels of accountability, responsibility, and authority

4. Communication and outreach:

Ensure documentation of outputs, knowledge products and effective dissemination of results and findings to policy makers at various levels and to international communities

Support existing and foster new networks of stakeholders

Develop and maintain a constructive dialogue with different groups of stakeholders in the region and beyond

Represent ICIMOD, publish and make conference presentations as relevant

5. Collaboration and partnership development:

Contribute to the selection of partnerships with national, regional, and global stakeholders

Act as a focal point for communication with the donors and organize steering committee meetings and other regional workshops and events

Develop and maintain partnerships with relevant institutions; liaise and communicate with them to ensure coherence and convergence of the programme outcomes

Ensure that the role and participation of women are effectively integrated within the programme

Adhere to institutional norms and practices as per partnership strategy and guidelines

6. Work as a team player within ICIMOD to support and promote institutional goals and perform other duties as assigned/requested by the Regional Programme Manager and/or Senior Management.

Minimum Qualifications

Postgraduate degree in social sciences, rural development, environment/natural sciences, and/or a related field.

At least 10 years of work experience in the development sector, with demonstrated expertise and experience in gender mainstreaming, of which part has preferably been in mountain regions.

Five years of experience in a leading or management position, preferably in a multi-cultural environment, including managing and coordinating projects focusing on poverty alleviation and gender mainstreaming in development, especially with donors such as UN agencies, IFAD, DFID, etc.

A proven track record in promoting and supporting gender equity.

Competencies

Knowledge: Possess a thorough understanding and knowledge on subjects related to adaptation and livelihoods, with the ability to represent the Centre in international forums

Management and coordination: The ability to plan and manage projects/programmes on the operational level, including day-to-day financial management, task delegation and supervision, and monitoring and evaluation

Networking/stakeholder management: The ability to identify relevant partners, maintain existing linkages and effectively communicate with stakeholders on different levels, build capacity, and negotiate in case of conflicting issues

Communication and outreach: Excellent communication and writing skills and the ability to effectively present, explain, and discuss complex ideas, listen to and convince others, and integrate ideas from different people and sources

Results/impact orientation: Proactive approach within and outside the organization to generate concrete results on the output level and to seek opportunities to transform output to outcome and impact, preferably with good knowledge of “Theories of Change”

Social/team competency: The ability to work effectively and smoothly within the team with intercultural sensitivity and the ability to manage team conflicts and to contribute to establishing commitment among team members. Skills in working with colleagues and collaborators of different national, gender, and cultural backgrounds

Report and proposal writing: The ability to prepare project proposals and progress reports for submission to ICIMOD sponsors and to contribute to successful proposal writing/development

Duty Station

The duty station is Kathmandu with regular travel to project areas in the region.

Duration

Three years, of which the first six months is probation.

Starting Date

As early as possible, preferably by 1 June 2014.

Remuneration

Salaries and benefits of ICIMOD are competitive compared to other regional organizations; remuneration is commensurate with experience and qualifications.

Gender and Equity Policy

Qualified and eligible women candidates and those from disadvantaged backgrounds are highly encouraged to apply. ICIMOD implements a gender fair policy and is supportive of working women. It operates a Day-Care Centre at the campus and is committed to gender mainstreaming at the organisational and programmatic levels.

Method of application

Applicants are requested to apply online before 13 April 2014 through [ICIMOD's Online Application System](http://www.icimod.org/cvmgmt).

Only shortlisted candidates will be notified.