

TERMS OF REFERENCE (ToR)

Senior Specialist: Regional Information Services (RIS Lead)

Action Area: Regional

Strategic Group: 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 vulnerable 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 knowledge organisation focused on the HKH region, working since 1983 to deliver greener, more inclusive, and climate-resilient development. Our work is guided by our [Strategy 2030](#), [Medium-Term Action Plan V \(2023–2026\)](#) and the associated Results Framework, and our various [policies](#). Learn more on our [website](#).

Position Overview

Regional Information Services (RIS) is housed in ICIMOD’s broader work on Regional Action and Global Advocacy. The overall objective of the RIS is to harness the power of data and rapidly evolving digital tools and technologies to improve decision-making in ways that sustain and protect lives and livelihoods across the rapidly changing Hindu Kush Himalaya region.

RIS enhances access to data, information, and insights on climate and environmental trends and events – and how these may impact people and investments. It focuses on developing high-priority regional datasets, advanced information systems, applications and tools, and innovative digital platforms and communication systems that support research, policymaking, planning, and investment decisions.

RIS will build upon existing data, geographic information system (GIS), and remote sensing tools and technologies while integrating cutting-edge digital innovations such as artificial intelligence (AI), machine learning, and cloud computing. It will adopt a hub-and-spokes, networked approach to deliver rapid, high-quality information services to users both within and beyond ICIMOD.

The Senior Specialist acts as a thought leader in digital information services and technologies, contributing to the team and collaborating closely across ICIMOD and with its partners. This position supervises and manages the RIS team, ensuring successful delivery aligned with organisational standards, and coordinates with other teams across the organisation. The Senior Specialist is accountable for the overall quality and timely execution of RIS, ensuring that all components are well-integrated, aligned, and mutually reinforcing. The role also

includes risk management, clear communication, and coordination across ICIMOD to ensure all personnel involved understand their roles and contribute effectively as a team.

Responsibilities

The incumbent will be responsible for delivering the RIS portfolio of results in line with the commitments in ICIMOD's [Strategy 2030: Moving Mountains](#), [Medium-Term Action Plan V \(2023–2026\): Embracing Change and Accelerating Impact](#), and the currently evolving MTAP VI.

The key responsibilities include the following:

1. Manage and provide leadership for the work area (50%)

- Lead the work area, setting direction, and driving delivery. Manage the staff in the work area, providing clear objectives, guidance, feedback and support, and ensuring the team works together for maximum impact.
- Cross-working between strategic groups (SGs) is an essential part of this role. Ensure work on RIS across ICIMOD is joined up, mutually reinforcing, and not duplicative. Actively pursue cross-office engagement to ensure this, including cross-SG management structures and communities of practice where relevant, and maintain and build mutually beneficial working relationships with relevant staff in other SGs.
- Coordinate across programmes and support functions to align priorities, integrate services, and maximise innovation, regional cooperation, policy engagement, and capacity strengthening.
- Provide strategic leadership to ensure RIS contributes to ICIMOD's High-Level Outcomes, Long-Term Impact Areas, Strategy 2030, and MTAP commitments.
- Hold accountability for this work, including the quality and timeliness of delivery against results stated in the 2026–30 Results Framework as well as the requirements of any other bilateral projects.
- Be responsible for planning, budgeting, and reporting of all activities within the work area including to any bilateral donors.
- Be responsible for partner management and coordination, including identifying strategic partnerships, developing new relationships, and tracking and maintaining partner relationships.
- Oversee the delivery of consultancies or contractual relationships related to the intervention in accordance with ICIMOD standard operating procedures.
- Ensure inclusivity when designing activities to integrate gender equality and social inclusion (GESI) issues.
- Ensure that the work area is correctly staffed, has effective support from other relevant staff in ICIMOD, and that strategic links across ICIMOD and externally are encouraged.
- Respond flexibly and effectively to future changes to the work area, potentially including to its structure and content, and to the functions of this role.

2. Lead and deliver the RIS (30%)

- Lead and manage the RIS, ensuring the effective delivery of its three components: Regional Data, Analytics, and Digital Innovation.
- Lead or oversee projects as required, including SERVIR and IKI-CISTA, monitor progress, promote learning and continuous improvement, and respond to changes in the operating environment.
- Enhance the HI-RIS platform to improve access to regional data, information, and knowledge and generate regional insights.
- Oversee the continuous improvement of ICIMOD's Regional Database System (RDS) and expand collaboration with regional and international data networks.
- Coordinate the design and delivery of user-centric digital platforms, tools, and applications, applying appropriate technologies such as AI, machine learning, big data, cloud computing, and geospatial technologies.
- Strengthen ICIMOD's organisational capability in data creation, management, analysis, visualisation, and dissemination, and establish the IT infrastructure and collaboration mechanisms needed to sustain the RIS.
- Build and strengthen strategic partnerships with regional and global organisations to enhance data, Earth observation, and geospatial capabilities and services.

3. Business development, partnerships, and resource mobilisation (15%)

- Lead and support the development of concept notes, proposals, and funding opportunities to secure resources for RIS activities.
- Identify and pursue strategic partnerships and co-funding opportunities with development partners, research institutions, regional organisations, and member countries.
- Maintain constructive relationships with funding agencies and contribute to donor engagement and resource mobilisation efforts.
- Share funding intelligence and collaborate with Business Development and Resource Mobilisation teams to strengthen fundraising initiatives.

4. Knowledge generation, communication, and outreach (5%)

- Develop and implement a user-focused communication and dissemination strategy to increase the accessibility, visibility, and use of RIS products and services.
- Promote the use of regional information through digital platforms, partner networks, and regional and global forums, including integration with ICIMOD's member countries' systems where appropriate.
- Contribute to knowledge generation by publishing technical reports, blogs, policy products, and peer-reviewed publications, and by representing ICIMOD in relevant regional and international platforms.

Person specification/competencies

[Experience, Knowledge, and Skills]

Qualifications

- PhD in Digital Information Services, Data Science, Earth Observation, Geographic Information Systems, or a closely related field, with at least 10 years of relevant professional experience; or a master's degree in a relevant discipline with 12 years of progressively responsible professional experience.

Experience

- At least five years of leadership or people management experience, including leading multidisciplinary and multicultural teams.
- Proven experience leading large, complex programmes or institutional initiatives, including strategic planning, budgeting, resource management, monitoring, and delivery.
- Demonstrated experience in digital information systems, data management, knowledge services, Earth observation, geospatial technologies, or related fields.
- Strong understanding of the theory and practice of data and information systems, operational services, and the communication of scientific knowledge for decision-making.
- Demonstrated experience working effectively with governments, development partners, research institutions, and other regional and international stakeholders, including on politically sensitive issues.
- Experience developing innovative digital solutions using emerging technologies, such as artificial intelligence, machine learning, cloud computing, big data, or related technologies.
- Experience developing and managing regional datasets, digital platforms, and user-oriented information services.
- Strong strategic leadership, organisational, and programme management skills, with the ability to prioritise, delegate, and deliver results.
- Excellent analytical and problem-solving skills, with the ability to identify user needs, translate them into practical solutions, and adapt approaches in a changing environment.
- Strong networking, partnership-building, negotiation, and stakeholder engagement skills, supported by an established regional and/or international professional network.
- Excellent written and verbal communication skills in English, including the ability to communicate effectively with technical and non-technical audiences.

Preferred

Experience integrating GESI and interdisciplinary or transdisciplinary approaches into programmes and institutional initiatives.

Reporting and Supervising

The incumbent will report to the Head of Strategic Group, Regional Action and Global Advocacy. Working with their own team is an essential part of this role. The

post holder will collaborate closely with the other strategic groups and Action Areas of ICIMOD. They will also engage with ICIMOD's central units such as Strategic Results, Partnerships and Business Development, Communications, and Human Resources and Organisational Development (HROD).

Location

You will be working in a cross-cultural, impact-oriented environment at ICIMOD's head office in Kathmandu, Nepal. Frequent 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 a charming yet lively nightlife.

Duration

The initial fixed-term contract will be for three years, subject to funding availability, and there will be a probation period of six months. An extension is possible, subject to performance and ICIMOD's future funding levels.

Remuneration

This is an international position at ICIMOD. This position's starting annual gross salary is **USD 80,787/-** (negotiable based on experience and qualifications). 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 two (2) children below 18 years of age, severance pay, paid leave (30 holidays and 10 public holidays per year), and day care facility.

For expatriates, there is a tax exemption in Nepal; they are responsible for paying their home country's taxes. 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 express 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 applicants' qualifications and competence. 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, across the HKH region.

ICIMOD is dedicated to establishing and upholding a safe and nurturing work environment in which all its employees can participate fully and meaningfully, free from 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 **October 04, 2026** (11:59 pm Nepal Standard Time, UTC+05:45) through the [ICIMOD Vacancy Application Portal](#).

Only shortlisted candidates will be notified.