

TERMS OF REFERENCE (ToR)

## **Country Support Officer- Bangladesh**

[Eligible- Bangladeshi nationals only]

**Unit:** Administration, Finance and Operations [Bangladesh Country Office]

ToR

## About ICIMOD

The International Centre for Integrated Mountain Development (ICIMOD), based in Kathmandu, Nepal, is the leading institute for the study of the HKH. An intergovernmental knowledge and development organisation with a focus on climate and environmental risks, green economies, and sustainable collective action, we have worked in our eight regional member countries – Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan – since our foundation.

Entering our 40<sup>th</sup> year, ICIMOD is perfectly positioned to support the transformative action required for the HKH to face the challenges of the escalating effects of climate change, pollution, water insecurity, increased disaster risk, biodiversity loss, and widespread socioeconomic changes. We seek to raise our ambition to support the required transformative action to step up our engagement through to 2030.

## Position overview

The Country Support Officer (CSO) for Bangladesh at ICIMOD is a pivotal role that encompasses a broad range of responsibilities aimed at fostering meaningful partnerships and aligning ICIMOD's initiatives with Bangladesh's strategic priorities. Reporting to the Director of Admin, Finance, and Operations (DAFO) and in coordination with ICIMOD's Country Focal Point for Bangladesh and the MoCHTA's Focal Point for ICIMOD, the CSO will manage relationships with diverse stakeholders, provide logistical and administrative support, and ensure that ICIMOD's Strategy 2030 and Medium-Term Action Plan V are effectively implemented in Bangladesh. The CSO is also accountable for reporting, documentation, and maintaining compliance with organizational and civil service ethics and conduct.

## Responsibilities

The CSO- Bangladesh will be responsible for delivering results in line with the commitments we have made in our [Strategy 2030: Moving Mountains](#) and our [Medium-Term Action Plan V \(2023–2026\): Embracing Change and Accelerating Impact](#).

### A. Relationship Management and Strategic Alignment

1. Emphasize the importance of enhancing and strengthening partnerships. They will liaise between ICIMOD and its partner institutes in Bangladesh, including government agencies, academic institutions, local research organizations, universities, and NGOs.
2. Serve as the contact point for providing necessary advice to ICIMOD staff on matters related to Bangladesh. This includes ensuring that ICIMOD's programmes and

activities align with the Country's strategies and priorities and strengthening the Country's ownership of ICIMOD's programmes.

3. Share relevant ICIMOD information with appropriate officials and interested parties in Bangladesh. This includes communicating the government's views, comments, and suggestions on ICIMOD matters.

## **B. Institutional Support and Governance**

1. Support institutional activities of ICIMOD, particularly the ICIMOD Board of Governors meetings. This includes coordinating to establish good relationships with Bangladesh and facilitating the celebration of Bangladesh-ICIMOD Partners' Day, as well as broad-based in-country consultations on ICIMOD matters.

## **C. Programme Coordination and Representation**

1. Represent ICIMOD in all areas pertaining to country programmes, including dialogue with the government, coordination with other institutions, and communication with external parties.
2. Coordinate closely with ICIMOD's programme teams, build a knowledge base on the government's ongoing initiatives related to mountain development, and identify potential collaborations with active development partners in the country.
3. Facilitate and coordinate between ICIMOD headquarters in Kathmandu and partners in Bangladesh. They will also explore innovative collaborations to support future programme development, which includes dialogues and relationship-building with various policy stakeholders to identify priority issues and explore alignment with ICIMOD's mandate.

## **D. Administrative and Logistical Support**

1. Coordinate and facilitate the visits of ICIMOD officials to Bangladesh, particularly concerning visa processing, route permits, and appointment scheduling.
2. Make necessary logistical arrangements for ICIMOD officials and funded events in Bangladesh.
3. Accountable for ICIMOD-procured office items; all items must be entered into the stock register maintained by ICIMOD.

## **E. Reporting and Documentation**

1. Prepare an annual brief report highlighting the number of ICIMOD visitors, types of events organized, and the level of partner institutions involved in Bangladesh.
2. Assist ICIMOD partners in Bangladesh for events such as trainings, workshops, and study visits.
3. Help in disseminating ICIMOD publications to partners in Bangladesh as necessary.
4. Follow up on the progress of ICIMOD-related projects in Bangladesh and compile reports for further submission to ICIMOD and other relevant agencies.

## **F. Others**

1. Support and maintain normal office decorum and comply with the code of conduct and ethics of civil service.
2. Perform other duties related to ICIMOD's programs in Bangladesh as required.

## **Person Specification/Competencies**

[Experience, Knowledge, and Skills]

### **ESSENTIAL**

1. Must be a Bangladeshi national.
2. Master's degree in Public Policy, International Relations, Mass Communication, Environmental Studies, Geography or a related field.
3. Minimum of three years of relevant programme support, administrative, and logistical management experience.
4. Understanding of the sociopolitical and cultural landscape of Bangladesh and the ability to operate effectively within it.
5. Ability to obtain relevant security clearances for travel and engagement with government agencies.
6. Exceptional verbal and written communication skills in English and Bangla.
7. Proficiency in MS Office Suite.
8. Strong ability to build and maintain professional relationships with diverse stakeholders including government agencies, academic institutions, and NGOs.
9. Ability to align daily tasks and long-term plans with organizational strategies and objectives.
10. Exceptional attention to detail and ability to manage multiple tasks and deadlines.
11. Ability to work effectively in cross-disciplinary and cross-cultural teams.
12. Self-starter with the ability to identify areas for improvement and act upon them.
13. Willingness to travel extensively within Bangladesh and occasionally overseas as required.

### **PREFERRED**

- Previous experience working in or with intergovernmental or international organizations is highly desirable.

## **Reporting and supervising**

The CSO- Bangladesh will report to the Director- Admin, Finance and Operations. They will also work in close collaboration with the Bangladesh Country Focal Point, Strategic Groups and Action Areas, Admin/Travel Units, ICIMOD partners in Bangladesh, and their internal/external stakeholders, where relevant.

## Location

The employee will be based in Dhaka, Bangladesh at ICIMODs Country Desk on the premises of The Ministry of Chittagong Hill Tracts Affairs (MoCHTA)/ Chattogram Hill Tracts (CHT) Complex. Occasional travel in the CHT region and Nepal will be required.

## Duration

Two year/s, with a probation period of six months. There is a possibility of extension subject to performance and ICIMOD's future funding levels.

## Remuneration

This is an international position at the level of P1 with a Gross salary range from US\$ 1,347 to US\$ 2,427 commensurate with experience and qualifications. Salaries and benefits at ICIMOD are competitive compared with other international organisations. ICIMOD offers a comprehensive benefits package, which includes a provident fund, health insurance, severance pay, locally applicable children's education allowance, and paid leave (30 holidays and 10 public holidays per year).

The employee will be responsible for payment of taxes as per rules of the home country.

## 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

Job applications will be received via MoCHTA's email or through the postal service. The deadline for applications is 20 January 2024 (11:59 PM Standard Time). MoCHTA will assist in shortlisting candidates and selected individuals will be invited for a joint interview.

Additional Secretary (Development)

Ministry of Chattogram Hill Tracts Affairs

Government of the People's Republic of Bangladesh

Bangladesh Secretariat

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