

TERMS OF REFERENCE (ToR)

Planning, Monitoring, and Learning Specialist

**Unit: Strategic Planning, Monitoring, Evaluation, and
Learning**

ToR

Position overview

ICIMOD is seeking a highly qualified and experienced Planning, Monitoring, and Learning Specialist to support its data, information, reporting, and system management functions. The specialist will work within the Strategic Planning, Monitoring, Evaluation, and Learning (SPMEL) team and be responsible for provisioning of technical backstopping, advice to strategic groups (SGs), and capacity building of planning, monitoring, and reporting (PMR) officers in developing and implementing monitoring, evaluation, and learning (MEL) plans under the pillars of SPMEL.

Responsibilities

The Planning, Monitoring, and Learning Specialist 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](#).

The specialist shall fulfil the following duties and responsibilities:

- Serve as a focal person for SGs and associated action areas (AAs) pertaining to SPMEL's planning, monitoring, and learning functions.
- Provide technical backstopping and advice to SGs and associated AAs in developing monitoring and learning plans and annual plans, following participatory approaches.
- Provide technical backstopping and capacity building of PMR officers based in SGs in implementing the monitoring and learning plans.
- Co-conduct monitoring and learning missions jointly with PMR officers to AAs and prepare back-to-office reports highlighting lessons learned, challenges, and gaps identified, along with viable recommendations for better implementation of AAs and associated interventions.
- Coordinate and lead the organisation of ICIMOD's annual and semi-annual learning reviews, reflecting on progress and theories of change, and modifying plans as needed.
- Support the MEL Data and Information Management Specialist in strengthening MEL data and information management systems for the institution.
- Ensure that key cross-cutting issues, in particular gender and social inclusion (GESI), climate, and biodiversity are adequately represented in ICIMOD monitoring, reporting, and lesson learning.
- Take the lead in developing systems for appropriate (non-tokenistic) integration of key stakeholders into ICIMOD's planning and review processes, including representatives of marginalised groups.
- Support documentation and synthesis of lessons learned, good practices, and recommendations that can further strengthen the design and implementation of ICIMOD operations.
- Support SPMEL work related to knowledge management, uptake, and dissemination.

- Any other relevant task assigned by the Head of SPMEL

Minimum qualifications and experience

ESSENTIAL

- A master's degree in monitoring and evaluation, social sciences, economics, or natural, agricultural, or environmental science
- Five to eight years of relevant experience in planning, monitoring, and learning in international and multicultural settings.
- Strong interpersonal skills, and highly developed cultural sensitivity in communicating with all levels of staff and external partners.
- Demonstrated ability to train and mentor staff in planning, monitoring, and reporting processes.
- Strong team player with the ability to work independently and collaboratively in a fast-paced environment.
- Mature judgement and absolute commitment to confidentiality
- Excellent written and spoken skills in English.

PREFERRED

- Regional experience in the Hindu Kush Himalayan (HKH) region or broader South Asian region
- Background or experience in rural areas
- Experience of sectors in which ICIMOD works, and/or in cross-cutting issues such as climate change.
- Demonstrated experience of integration of cross-cutting issues (GESI, but also climate and biodiversity) into monitoring and reporting

Reporting and supervising

The Planning, Monitoring, and Learning Specialist will report to the Head of SPMEL. The specialist will also work in close collaboration with other staff in Strategic Groups.

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 charming yet lively nightlife.



Duration

Three years, 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 ICIMOD. Remuneration is commensurate with experience and qualifications. Salaries and benefits at ICIMOD are competitive compared with other international organisations. We offer a comprehensive benefits package, which includes a provident fund, health insurance, severance pay, children's education grant, and paid leave (30 holidays and 10 public holidays per year).

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 removal 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, by our staff, representatives, or stakeholders is not condoned or tolerated.

Background to 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 40th 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.

Method of application

Applicants are requested to apply online before August 25,2023 (11:59 PM Nepal Standard Time) through [ICIMOD Vacancy Application Portal](#).

Only shortlisted candidates will be notified.

