TERMS OF REFERENCE (ToR)

Disaster Risk Reduction (DRR) Specialist

Strategic Group 1: Reducing Climate and Environmental Risks

Action Area A: Managing Cryosphere and Water Risks
Position overview

We are looking for someone passionate about contributing to meaningfully reducing disaster risks across the Hindu Kush Himalayan (HKH) region. The applicant should be motivated to investigate the growing complexities around mountain-related risks, including the formulation of more effective risk assessment approaches and the development of approaches that reduce the impacts of such risks on people, livelihoods, infrastructure, and ecosystems. This position suits someone with strong technical expertise in all aspects of disaster risk reduction (DRR) and good insights on how to work on these issues from a gender, disability, and social inclusion (GEDSI) perspective.

The position will be located within Action Area A: Managing Cryosphere and Water Risks, under Strategic Group 1: Reducing Climate and Environmental Risks. Out of the three interventions under this action area, the DRR Specialist will serve as Intervention Manager of 'Promoting innovative and inclusive approaches to DRR in policies, practices, and investments in the Hindu Kush Himalaya'. As part of the portfolio of work within this intervention, this position will also be required to coordinate the project ‘Building capabilities for green climate resilient and inclusive development in the Lower Koshi River Basin (HI-GRID)’ supported by the Commonwealth of Australia represented by the Department of Foreign Affairs and Trade (DFAT).

Responsibilities

The DRR 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 DRR Specialist shall fulfil the following duties and responsibilities with special focus on GEDSI:

- Oversee all DRR-related activities within Action Area A while also providing advisory support and inputs on DRR-related matters to other action areas.
- Manage and deliver the intervention on DRR in close collaboration with our key partners, including government officials, local communities, and other relevant organisations. This involves steering and managing a portfolio of different DRR-related activities, funded by different donors, to ensure they are coherent and mutually synergistic, and results targets are met. This will include:
  - Designing and conducting comprehensive risk assessments, specifically focusing on mountain-related hazards, such as floods, landslides, GLOFs, and avalanches as well as multi-hazard risk assessment and developing risk management strategies to mitigate their impact.
o Conceptualising, planning, managing, and delivering policy, governance, and finance initiatives to promote and build resilience against disasters, including keeping abreast of new efforts around loss and damage.

o Strengthening institutional mechanisms (like a DRR knowledge hub) at regional and national levels for DRR, preparedness, and resilience building in the context of climate change.

o Developing and implementing inclusive and innovative approaches for risk reduction, including early warning systems, integrated flood risk management, hazard maps, and disaster preparedness plans.

o Coordinating and working closely with project partners at all levels to implement project activities and ensure quality deliverables.

• Keep abreast of the latest thinking, development, and innovations in DRR and ensure that GEDSI is integrated into all aspects of work.

• Analyse and synthesise data for presentation and communication in a way that can support and inform decision-making processes and policy recommendations related to mountain-related disasters.

• Develop and implement capacity-building programmes for community members, local government officials, and other stakeholders on disaster risk assessment and management.

• Collaborate with other experts and organisations in the field of disaster risk assessment and management to ensure best practices are being utilised, and identify and forge appropriate partnerships.

• Represent ICIMOD as and when needed at relevant forums.

Minimum qualifications and experience

ESSENTIAL

• Either a master’s degree related to disaster risk management, climate resilience, climate or disaster policy and governance, economics, or other relevant areas, with a minimum of five years of experience in DRR efforts, preferably in a mountainous context, working either within research or programme delivery. Alternatively, a PhD degree in any subject relating to disaster risk management, climate resilience, climate or disaster policy, governance or economics, or other relevant areas with at least three years of relevant work experience.

• Strong project design and management experience within the field of DRR, including a track record of effective management of people and budgets to deliver impactful results.

• Excellent understanding of different risk assessment methodologies, tools, and techniques, as well as of approaches to risk reduction and preparedness in policy, governance, finance, or technology.

• Experience of policy, policy advocacy, and/or supporting decision-making processes relating to DRR.
• Excellent communication skills, with the ability to communicate complex technical information to a range of stakeholders and engage with policy and decision makers at all levels.
• A proven track record of working in an international and multi-cultural environment and collaborating with international organisations, government agencies, research organisation, and communities.
• Experience in managing, supervising, and/or mentoring staff.
• Knowledge of gender, social inclusion, climate change, and biodiversity issues as related to DRR.

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• Strong orientation in interdisciplinary approaches.
• Experience in the HKH region or another mountainous region.

Reporting and supervision
The DRR Specialist will report to the Action Area A Coordinator. The specialist will also work in close collaboration with other staff in Action Area A, and the other five other action areas, where relevant.

Location
You will be working in a cross-cultural, impact-oriented environment at ICIMOD’s head office in Lalitpur, Kathmandu, Nepal. Occasional travel will be required to countries in the HKH region. Kathmandu is a lively and exciting place to live. People are friendly, living costs are comparatively inexpensive, and food is delicious (with a range of local and international cuisines), with good local and international schools and a low crime rate. Nepal offers amazing trekking, white water rafting, and safaris, combined with a rich culture and charming yet lively nightlife.

Duration
Two years, with a probation period of six months, with the possibility of extension subject to performance and ICIMOD’s future funding levels.

Remuneration and benefits
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**

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 lie at the heart of ICIMOD’s operations and delivery. They 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. These core values are integrity, neutrality, relevance, inclusiveness, openness, and ambition.

**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 24 July 2023 (11:59 PM Nepal Standard Time) through [ICIMOD Vacancy Application Portal](#).

Only shortlisted candidates will be notified.