

TERMS OF REFERENCE (ToR)

Senior Business Development & Resource Mobilisation (BDRM) Specialist

Unit: Strategic Results Partnerships and Business Development (SRPBD)



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

This is a senior specialist-level position with scope to make a significant contribution to enabling the Hindu Kush Himalayan region to move towards a more resilient and green future for its people. You will play a key role in advancing ICIMOD's business development and resource mobilisation efforts in support of Strategy 2030 and the Medium-Term Action Plan.

Working under the line management of the Head of Strategic Results, Partnerships and Business Development (SRPBD), the Senior Business Development and Resource Mobilisation (BDRM) Specialist will support the development and delivery of ICIMOD's resource mobilisation priorities. The role will focus on strengthening proposal development, expanding donor and partner engagement, and contributing to the development of a strong pipeline of funding opportunities.

You will work in close collaboration with the Directorate, Strategic Group Heads, and technical teams across ICIMOD, contributing to coordinated business development efforts across the organisation.

The successful candidate will be accomplished, resourceful, and results-oriented, with strong experience in proposal development, donor engagement, and partnership building in the climate, environment, and development sectors.

RESPONSIBILITIES

The Senior BDRM Specialist will support the delivery of ICIMOD's resource mobilisation and partnership priorities under its [BDRM Strategy \(2023–30\)](#), [Strategy 2030](#) and [Medium-Term Action Plan V \(2023–2026\): Embracing Change and Accelerating Impact](#), and the currently evolving MTAP VI.

The Senior Specialist is responsible for the following tasks:

1. **Strategic resource mobilisation:** Play a key role in the implementation and updating of ICIMOD's Business Development and Resource Mobilisation Strategy, including contributing to fundraising targets, pipeline development, and tracking progress. Provide analytical inputs and identify opportunities for strengthening resource mobilisation and proposal development across Strategic Groups and Action Areas.
2. **Donor relationship management:** Manage engagement with existing and prospective donors by:
 - Contributing to donor intelligence gathering and analysis
 - Drafting funding pitches and engagement materials
 - Facilitating coordination with donor platforms such as the ICIMOD Support Group (ISG)
 - Identifying new funding opportunities across bilateral, multilateral, and philanthropic sources
3. **Engagement with philanthropies and foundations:** Act as the focal person for ICIMOD's engagement with philanthropic organisations, foundations, and non-traditional funding partners by:
 - Identifying and analysing opportunities from philanthropic donors and foundations aligned with ICIMOD's priorities
 - Drafting tailored proposals and concept notes for philanthropic funding windows
 - Contributing to building relationships with key philanthropic actors and networks
 - Exploring innovative and flexible financing approaches, including catalytic and risk-tolerant funding opportunities
4. **Working across the region:** Work closely with Regional Member Country partners and ICIMOD teams to identify and support joint fundraising opportunities. Contribute to proposal development processes and help strengthen relationships with key regional partners.
5. **Internal business development coordination:** Lead the strengthening of internal systems and processes for business development and resource mobilisation, including:
 - Proposal development coordination
 - Tracking funding opportunities and pipelines
 - Guiding and supporting staff across ICIMOD in preparing competitive proposals
 - Leading internal knowledge management on donors and funding trends
6. **Global funds and other new finance sources:** Support ICIMOD's engagement with global climate finance mechanisms, including the Adaptation Fund and other funding sources, by contributing to proposal development, coordination, and internal readiness processes.
7. **Financial coordination:** Work closely with Programme Finance and relevant teams to ensure proposals are aligned with ICIMOD's financial policies and cost recovery requirements.

8. **Raising profile:** Collaborate with the Communications and other teams in the development of communication and outreach materials to strengthen ICIMOD's visibility among donors and partners.
9. **Building capacity:** Play an expert role in strengthening business development capacities across ICIMOD by guiding and supporting staff in proposal development and sharing knowledge on donor requirements and funding trends.

PERSON SPECIFICATION/COMPETENCIES

[Experience, Knowledge, and Skills]

ESSENTIAL

- Minimum master's degree or equivalent in a discipline relevant to climate change and environment, management, marketing, international development, international relations, and/or related fields, with a minimum of five years of experience
- Minimum 10 years of relevant experience. Proven experience in:
 - Proposal development (including large and complex proposals)
 - Donor engagement and fundraising
 - Coordinating multi-stakeholder processes
- Strong understanding of the climate finance and development funding landscape
- Experience working with international organisations or multi-country programmes
- Familiarity with programme and project design, including logical frameworks and theories of change
- Experience in preparing budgets for proposals
- Experience in organising and attending fundraising and high-level events
- Excellent interpersonal, communication, and negotiation skills, with the ability to work effectively in a multicultural environment and build robust, trusting relationships with a wide range of funders
- Proven ability to work independently, manage multiple priorities, be detail-oriented, and demonstrate initiative
- Excellent English language skills (written, reading, and spoken)
- Ability to work effectively across teams and support alignment around institutional priorities

PREFERRED

- Experience with climate funds such as the Adaptation Fund, Green Climate Fund, and Loss and Damage Fund
- Experience in developing theories of change and monitoring and evaluation strategies and plans
- Understanding of mountain regions and related issues
- Understanding of climate change and environmental issues

REPORTING AND SUPERVISING

The Senior BDRM Specialist will report to the Head of Strategic Results, Partnerships and Business Development. The Senior Specialist will also work in close collaboration with the Directors, Strategic Group Heads, the Programme Finance Unit, Core Finance Unit, Communications Unit, and other relevant teams. They will manage a small BDRM team, including proposal development consultants.

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 the staff's performance and ICIMOD's future funding levels.

REMUNERATION

This is an international position at ICIMOD. The starting annual gross salary for this position is USD **67,845/-** (negotiable based on experience and qualifications). Gross salary comprises of basic salary, provident fund, family/post adjustment allowance. Salaries and benefits at ICIMOD are competitive compared with other international organisations. We offer a comprehensive compensation package which includes a basic salary, provident fund, family/post adjustment allowance, 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 a daycare facility.

Expatriate (non-Nepali national) staff are entitled to housing allowance, annual home leave ticket, shipment of personal effects, and an installation and repatriation allowance.

For expatriates, there is a tax exemption in Nepal; they are responsible for their home country's tax payments.

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

Applicants are requested to apply online before **June 18, 2026** (11:59 PM Nepal Standard Time) through [ICIMOD Vacancy Application Portal](#).

Only shortlisted candidates will be notified.

