

TERMS OF REFERENCE (ToR)

Communications Officer - HICAS

Project Title: Integrated Climate Adaptation Solution
for the Hindu Kush Himalaya Region (HI-CAS)

Strategic Group: Resilient Economies and
Landscapes

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 frontline 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](#).

Background

The Communications Officer is being hired under the Integrated Climate Adaptation Solutions for the Hindu Kush Himalaya Region (HI-CAS) project at ICIMOD, funded by Global Affairs Canada (GAC) – Department of Foreign Affairs, Trade and Development (DFATD). The project aims to improve climate-resilient, nature-positive livelihoods while strengthening the leadership and agency of rural women and Indigenous Peoples and Local Communities (IPLCs) in Bangladesh, Bhutan, and Nepal.

The project is housed under Strategy Group Resilient Economies and Landscapes which focuses on delivering environmentally sustainable, but economically viable and socially inclusive solutions for some of the world's most marginalised and vulnerable people. With a focus at both local and landscape levels, it builds understanding of the implications of rapid socio-economic, climate and environmental changes on mountain livelihoods and economies that are challenged by their remote, fragile, and hazard-prone settings. The project itself will be implemented through the adoption of gender-responsive and locally tailored climate adaptation solutions – grounded in feminist and human rights-based methodologies – that place the rights, agency, and leadership of IPLCs at the centre. These evidence-informed Integrated Adaptation Solution Packages (IASPs) will combine springshed management, renewable energy technologies to power irrigation systems, and agrobiodiversity practices. They will be complemented by capacity building and knowledge sharing to drive institutional policy and action. These initiatives will also help to attract sustainable investments in climate action and development –

particularly in the water, energy, and agrobiodiversity sectors – with a strong focus on women’s and IPLCs’ leadership.

The HI-CAS project will be implemented in two upazilas (sub-districts) in Bandarban and Khagrachari districts in the Chittagong Hill Tracts of Bangladesh; two gewogs (blocks) in Paro and Punakha dzongkhags in Bhutan; and two municipalities, Roshi and Dhankuta, in Nepal. Over its four-year duration, the project aims to benefit approximately 40,000 IPLCs and other vulnerable groups by reducing their exposure and sensitivity to climate change impacts while fostering ecosystem health and climate mitigation outcomes.

Position Overview

The Communications Officer will be responsible for boosting awareness of the outcomes and impact of the HI-CAS project by supporting the documentation and communication of the project results in line with the commitments ICIMOD has made in the HI-CAS Project Performance Measurement Framework, which is nested within our [Strategy 2030: Moving Mountains](#) and our [Medium-Term Action Plan V \(2023–2026\): Embracing Change and Accelerating Impact](#) and related Results Framework 2023-2026. It will also contribute to the wider communications efforts of ICIMOD’s Strategic Group: Resilient Economies and Landscapes, where the position sits.

ICIMOD’s Communications Officers are creative, result-driven and motivated professionals who are passionate about the power of amplifying impact and driving policy and practice change through strategic communications, influencing and engagement. Working under the direct supervision of the Senior Project Coordinator HI-CAS, and co-supervised by the Head of Communications, the post holder will work closely with communication staff in the Strategic Group (and its respective Action Areas and Interventions) teams, and with the ICIMOD central Communications Unit, to deliver communication and knowledge products for the HI-CAS project. The role holder will ensure communications facilitate access to knowledge and the ability for ICIMOD to use evidence-based advocacy and influencing messaging in policy dialogues. All efforts will be guided by a strong GESI commitment, rooted in a feminist approach that challenges power imbalances, promotes women’s leadership, and centres the rights, voices, and knowledge of IPLCs.

You will be focused on working directly with communities, partners, and ICIMOD staff to tell the story of HI-CAS through a variety of media. You will be tasked with amplifying community experiences and evidence generated by the project to inform wider advocacy efforts and drive the uptake of approaches used in the project. This is an exciting opportunity for someone who values delivering impact through written,

oral, and visual communication and engagement approaches and methods, is passionate and experienced in feminist solutions for mountains and people, and is committed to helping build a greener, more inclusive, climate-resilient Hindu Kush Himalaya as ICIMOD moves into its next Strategy 2030 period. It will require very close teamwork and strong collaboration skills. The ideal candidate should have knowledge of feminist methodologies, GESI-responsive communication strategies, and experience working with IPLCs.

Responsibilities

The Communications Officer 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 Communications Officer shall fulfil the following duties and responsibilities:

- Ensure strong adherence to ethical communication standards for publication and communication materials related to feminist, IPLC and human rights-based approaches in HI-CAS' storytelling.
- Develop and implement proactive inclusive strategies to ensure HI-CAS communications (ICIMOD and partners) and events are accessible to our stakeholders, e.g. translation, distribution sites, and accessible launch events.
- Prepare accurate high-quality, impactful features, blogs, impact stories, press materials, factsheets, newsletters, press/media kits, visual materials, social media content, Q&A documents, and policy briefs for media/partners and other target audiences related to the HI-CAS project to drive uptake of evidence and socialise HI-CAS success stories.
- Commission and oversee women and IPLC-led agencies, designers, and freelancers to produce creative media and communication content for the HI-CAS project.
- Support the HI-CAS team and partners in post-event documentation/summary of key messages and convening papers for flagship workshops and conferences.
- Work closely with the HI-CAS Senior Project Coordinator, HI-CAS MEL Specialist and other project staff to ensure that key learning and impacts of the project are identified and captured in ways that inform and influence HI-CAS's target audiences e.g. through supporting donor progress reports, internal project newsletters and partner/government communication products.
- Engage closely with HICAS team members, ICIMOD technical teams, partners, and government focal points to track, generate and facilitate access to the knowledge produced by the HI-CAS project. Through utilising different communication strategies, mediums, and forums, help ensure HI-CAS knowledge is leveraged to support project or organisational level advocacy and

policy dialogues that drive evidence-based policy change at a local, national and regional level.

- Enhance the potential of the HICAS project to influence governments, peer agencies, research institutes and donors through the deployment of a suite of communication, engagement and/or research for development approaches that effectively communicate the innovative approaches used in this project.
- Use communications and storytelling to influence and garner support for the scale-up and further funding for the HI-CAS project.
- Work with ICIMOD Central Comms, HI-CAS project team, and partners to ensure HI-CAS products align with ICIMOD Communications Guidelines and donor requirements.
- Collaborate with the Senior Communications Officer, Strategic Group: Resilient Economies and Landscapes, in building strong working relationships with colleagues within and across the Strategic Groups, Action Areas, Interventions, and the Central Communications Unit team.
- Maintain adherence to the key messages document for the Strategic Group.

Ways of working

- Work collaboratively with HI-CAS partners to deliver collective impactful communication products in line with donor and ICIMOD policies.
- Develop a good understanding of target audiences, implementing the narratives and the messages that engage with them, including media and social media preferences and language.
- Liaise with communication and engagement colleagues within the organisation to share and leverage knowledge and expertise, as well as network with communications professionals from other organisations for learning, knowledge-sharing, and staying up to date with the latest communications trends.
- Work closely and collaboratively with the ICIMOD central Communications Unit, as well as other Senior Communications and Communications Officers across ICIMOD.
- Provide support in the effective interface of teams (across Strategic Group, Action Areas, and projects) to foster a digital-first culture and positive working relationship between SG technical teams and the Communications unit.
- Live the GESI values of ICIMOD and ensure a human rights-based approach in all areas of work.

Person Specification/Competencies

ESSENTIAL

- Master's degree in journalism, marketing, research for development approaches, communications, or other relevant field with a minimum of 3 years of experience in a similar Communications role or bachelor's degree in

combination with four years of qualifying experience may be accepted in lieu of a master's degree.

- Understanding and experience of GESI-related issues and activities and how these can be effectively communicated. Awareness of indigenous people-centric communication methods and approaches.
- Exceptional written and verbal communication skills.
- Demonstrated ability to produce and edit various forms of content.
- Proficiency in using digital and social media platforms.
- Excellent organisational skills with the ability to manage multiple projects simultaneously.
- Proficiency in MS Office Suite, content management systems, and basic graphic design software.

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- Knowledge of the languages and cultures of the HKH region
- Experience working on multi-cultural, multi-country communication tasks
- Excellent interpersonal and time-management skills

Reporting and supervising

The Communications Officer will directly report to the Senior Project Coordinator, HI-CAS, with a co-supervisor line to the Head of Communications. The Communications Officer will work in close collaboration with Communications Officers in other Strategic Groups when needed, as well as with the Central Communications Unit team.

Location

You will be working in a cross-cultural, impact-oriented environment at ICIMOD's head office in Lalitpur, 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, white water rafting and safaris, combined with a rich culture and charming yet lively nightlife.

Duration

Two-year fixed-term project contract with a probation period of six months; possibility of extension subject to the availability of HI-CAS project funding, the need for the position, and the staff member's performance.

Remuneration

This is an international position at ICIMOD. The starting annual gross salary for this position is **USD 21,419/- (negotiable based on experience and qualifications)**. Gross salary comprises basic salary, provident fund, family/post adjustment allowance, and child/dependency allowances. Salaries and benefits at ICIMOD are competitive compared with other international organisations. We offer a comprehensive benefits package which includes insurances (medical, life and accidental), children's education grant for a maximum of two children below 18 years of age, severance pay, paid leave (30 holidays and 10 public holidays per year) and a daycare facility.

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 repatriation 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 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. 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 people, especially women, from all parts of the Hindu Kush Himalaya 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.

Method of application

Applicants are requested to apply online before **August 04, 2026** (11:59 PM Nepal Standard Time) through [International Centre for Integrated Mountain Development - Current Openings](#).

Only shortlisted candidates will be notified.