

TERMS OF REFERENCE (ToR)

Air Pollution Mitigation Analyst

Intervention 2: Air Pollution Mitigation

Action Area: Air

Strategic Group: Climate and Environmental Risks

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

The Air Pollution Mitigation Analyst will be housed within the Air Pollution Mitigation Intervention, Action Area (AA): Air under Strategic Group: Climate and Environmental Risks. This AA focuses its attention on the significant impacts of air pollution on human health, economic development, climate, and the environment. Air pollution levels are high across the HKH, and air pollutants travel without respecting borders. At the same time, there are significant gaps between the current air quality outcomes in the HKH region and regional and international goals and targets.

The AA is configured around two interrelated work areas/Interventions:

1. Air Quality Monitoring: Strengthening institutional capabilities for policymaking, air pollution monitoring, and targeting the most polluting activity sectors to improve air quality.
2. Air Pollution Mitigation: Encouraging the adoption of cleaner and socially responsible solutions and investments for the effective reduction of air pollutants, including short-lived climate forcers (SLCFs) and greenhouse gases.

The Air Pollution Mitigation Analyst will primarily contribute to Intervention 2: Air Pollution Mitigation.

Responsibilities

The Air Pollution Mitigation Analyst will be responsible for supporting the delivery of 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](#), and related [Results Framework 2023-26](#). The analyst will be responsible for on-the-job learning to effectively deliver the assigned duties.

The analyst will support the Intervention Manager (IM) – Air Pollution Mitigation, and Action Area Lead under their direct supervision and in close coordination with internal and external stakeholders. The analyst will be responsible for the following activities:

1. Support development and implementation of the National Action Plans

- Contribute to the formulation and execution of the national action plans for RMCs of ICIMOD.
- Contribute towards sectoral policy uptake by the governments, developed under the National Action Plan of respective RMCs of ICIMOD.
- Ensure the plan is contextualised to local socio-economic conditions, environmental priorities, and sectoral needs.
- Gender equality and social inclusion (GESI) and communications aspects are integrated at every level of this work.

2. Contribute to biomass utilisation and waste management frameworks

- Assist in the institutionalisation of ICIMOD's work related to bio-energy in government-led policies for Nepal and any other RMCs of ICIMOD as required.
- Assist in designing and refining strategies and frameworks for biomass utilisation and waste management.
- Align these frameworks with sustainable management of agricultural practices, forest residues, and regional resource availability and the National priorities of ICIMOD's Regional Member Countries (RMCs).
- Support with the implementation of pilots for air pollution mitigation.

3. Facilitate the work related to forest fire management

- Assist in forest fire-related works.
- Develop partnerships for knowledge transfer on forest fires.

4. Facilitate sustainable value chain development

- Strengthen linkages across production, processing, and market access within biomass and waste sectors.
- Support development of inclusive, sustainable value chains that promote equitable sectoral growth.

5. Capacity building and partnership

- Design awareness and training programs tailored to the stakeholders we are working with.
- Maintain good relationships with our Government and Non-Government partners.

6. Support with funding opportunities

- Support the team in identifying novel and new funding opportunities in the interventions area of work.
- Identify partners and donors for co-funding opportunities.
- Support with drafting of proposals

7. Government engagement

- Maintain regular engagement with the designated government RMCs to build strong relationships with key stakeholders and facilitate progress on agreed initiatives.

8. Other Responsibilities:

- Undertake additional tasks as assigned by the Intervention Manager to support the successful implementation of the Air Pollution Mitigation Intervention activities and contribute to broader institutional objectives. Work as a team player within ICIMOD to support other activities and promote institutional goals aligned with the results framework.

Person specification

ESSENTIAL

- A master's degree in environmental science, economics, energy, engineering, or a related field with 5 years of relevant experience.
- Proven ability to engage diverse stakeholders and build partnerships with the government, research institutes, the private sector, and others.
- In-depth knowledge of the biomass energy sector, along with practices, and mitigation of open burning.
- Good knowledge of players working in this field across the region.
- Strong secondary data collection skills along with synthesis and appraisal for policy and program development.
- Strong verbal and written communication skills.

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- Demonstrated experience in developing national-level strategies and technical guidelines.
- Proven record in managing and developing biomass-related frameworks at the national and regional levels.
- Record of supporting the national action plan work within ICIMOD's RMCs.
- Experience in promoting diversified uses of forest and crop residue biomass resources for energy, livelihood and value-added products such as biochar, bio-fertiliser, suppressing open burning.
- Practical experience with renewable and alternative energy, such as densified biomass fuels, and deploying them as substitutes for fossil fuels in industries and other sectors through best available technology integration.
- Good knowledge of technologies and practices to reduce air pollution from various sources.

Reporting and supervising

The analyst will report to the Intervention Manager – Air Pollution Mitigation and work under the overall guidance of the Action Area Air Lead.

Location

You will be working in a cross-cultural, impact-oriented environment at ICIMOD's head office in Kathmandu, Nepal. Occasional 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

Two years fixed term, with a six-month probation period. There is a possibility of extension, subject to 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 16,651/-** (negotiable based on experience and qualifications). Gross salary comprises basic salary, provident fund, and family/post adjustment allowance. Salaries and benefits at ICIMOD are competitive compared with those of other international organisations. We offer a comprehensive benefits package which includes child/dependency allowances, insurances (medical, life and accidental), children's education grant for a maximum of 2 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 paying their home country's taxes. 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

Our core values are integrity, neutrality, relevance, inclusiveness, openness, and ambition. These values express 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 applicants' qualifications and competence. 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 **03 August 2026** (11:59 pm, Nepal Standard Time, UTC+05:45) through the [ICIMOD Vacancy Application Portal](#).

Only shortlisted candidates will be notified.