

Terms of Reference (ToR)
Operations & Liaison Officer – Clean Cooking Solutions (CCS) Project (Female)
(Individual Service Provider)

Location: Alternative Energy Promotion Center, Tahachal, Kathmandu, and occasional visits to the PPMU office.

Salary: as per National expert service (Tax will be deducted as GoN rule)

Contract: Full-time, initial fixed term of 12 months with the possibility of extension based on Performance and project requirements.

Responsible to: CCS Project Coordinator

1. Background

The Clean Cooking Solutions (CCS) project aims to promote sustainable and efficient cooking technologies to reduce indoor air pollution, enhance energy efficiency, and mitigate climate change impacts. The project is being implemented in partnership with key government agencies, private sector stakeholders, and development partners to improve access to clean cooking solutions at the national and provincial levels. The project will be implemented in 150 Local Levels of 22 districts of the Terai region, including some parts of the Churia. The project requires an Operations & Liaison Officer to support project execution, coordinate field-level activities, and engage with stakeholders and local governments.

2. Objective

The Operations & Liaison Officer will be responsible for ensuring smooth operational management, coordinating with stakeholders, and facilitating effective communication between project partners, government agencies, and other relevant entities. The officer will support project implementation, administrative tasks, and stakeholder engagement to achieve project goals efficiently.

3. Scope of Work

The Field Operations & Liaison Officer will be responsible for the following tasks:

a. Operations & Administration:

- Support day-to-day project operations, logistics, records, documentation and administrative tasks with PIU and PPMU.
- Lead on organizing and facilitate meetings, event, workshops, seminars and training sessions at central and regional levels.
- Effectively communicate with field level staffs for preparation the effective implementation of the project at field levels.
- Ensure compliance with project policies, financial regulations, and procurement procedures.

b. Stakeholder Coordination & Liaison:

- Act as the primary contact point and coordinates with Local Level, provincial government, government agencies, private sector actors and development partners.

- Coordinates with Province Government and Local Level focusing on conducting MoU and fund leverage to achieve project's goals and targets.
- Support engagement with regulatory bodies, policymakers and technical institutions.
- Develop productive working relationships with all relevant renewable energy stakeholders at the sub-national level and form strong partnerships toward delivery and impact.

c. Project Implementation Support:

- Assist in implementing project activities as per the work plan with logistical support for field visits and assessments.
- Monitor progress and contribute and Identify challenges, recommend solutions for effective project execution and of the project stakeholders like Local level, provincial governments, service providers, NGOs, private sectors etc.
- Monitor progress, identify challenges, and recommend solutions for effective project execution while engaging and addressing the needs of key stakeholders, including local and provincial governments, service providers, NGOs, private sector entities etc.
- Record and handle grievances by addressing stakeholder concerns promptly under GCF and AEPC's rules and regulations related to the project activities and ensuring transparent and efficient resolution mechanisms.
- Lead engagement with provincial and local governments to develop and deploy renewable energy policies, mechanisms, and institutional development strategies.
- Support market development and financial linkages at the provincial and local levels, including engagement with public and private sector entities.
- Perform any other tasks as assigned by the Project Coordinator to support the successful implementation and achievement of project objectives.

d. Communication & Outreach:

- Support and facilitate the development of communication materials, reports, and presentations, public awareness campaigns, media champions and stakeholder engagement initiatives.
- Guide experts to identify and analyze relevant renewable energy policies, guidelines, measures, and plans, including political economy aspects.
- Mobilize and coordinate with consultancy service providers to ensure timely and effective delivery of project-related studies, assessments, and technical support.
- Facilitate the smooth visit of GCF, Lotra, and other stakeholders by coordinating logistics, preparing documentation, organizing site visits, liaising with relevant stakeholders.

4. Deliverables

The Officer will be expected to deliver the following outputs:

- Monthly progress reports on operations, stakeholder engagement, and administrative tasks.
- Minutes and reports from meetings, workshops, and stakeholder consultations.
- Updated project documentation and records.
- Timely financial and administrative reports.
- Communication materials and outreach content.

5. Qualifications & Experience

The ideal candidate should possess:

- Bachelor's degree in Business Administration, Management, Public Administration, Development Studies. Master's degree in a relevant subject is highly advantageous.
- Minimum of 5 years of relevant experience in project management, field operations, stakeholder coordination, HR management preferably in renewable energy, climate change and donor funded development projects.
- Expertise in project management research, advocacy, and coordination, focusing on human rights, gender, and social inclusion.
- Ability to align HR strategies with project goals and ensure effective talent acquisition and employee development.
- Expertise in Development of research methodologies, data collection, research reports and presentations and analysis.
- Expertise in Development tailored training curricula and delivered training sessions on gender equality, women's rights, and gender justice.
- Experience in monitoring and evaluating project activities, documenting best practices, and preparing reports.
- Experience in coordination with local government representatives, stakeholders, and marginalized communities.
- Experience in event management and provided support in developing capacity-building frameworks for partners.
- Documented implemented activities and prepared reports on outcomes and lessons learned.
- Experience working with government agencies, NGOs, INGOs international bilateral organizations in the similar capacity will be advantageous.
- Extensive experience in drafting official documents, including letters, Memorandums of Understanding (MOUs), reports, and other formal communications, ensuring accuracy, clarity, and alignment with organizational standards and requirements.
- Possess strong organizational and multitasking abilities to efficiently manage multiple responsibilities, prioritize tasks, and ensure timely delivery of project objectives.
- Demonstrated excellent communication and interpersonal skills through effective stakeholder engagement, collaboration and clear professional information sharing in previous jobs.

- Proficiency in Microsoft Office packages, project management tools and other related computer software.
- Knowledge of clean cooking solutions, renewable energy governance, mechanisms, policies, and climate-related initiatives.
- Demonstrate a positive attitude, proactive approach and commitment to achieving tasks and deliverables of the project.
- Ability to work effectively under pressure, meet tight deadlines, and adapt to off-hours or demanding work schedules as needed.
- Excellent proficiency in English and Nepalese languages is essential.

6. Reporting & Supervision

The Field Operations & Liaison Officer will report to the CCS Project coordinator and work closely with relevant project team members and stakeholders.

- The consulting firm will be paid on a monthly basis against submitted invoices, supported by timesheets and progress reports from the deployed officer.
- Payments will be made upon approval of the deliverables by AEPC/CCS.

7. Payment Terms

- The individual service provider will be paid on a monthly basis against approved timesheets and attendance.
- Other benefits will be approved Project Finance and Administration Guideline of CCS project.

8. Contract Duration & Location

- The position will be a full-time contract for an initial period of 12 months, with the possibility of extension based on performance and project requirements.
- The officer will be based in CCS Project Implementation Unit, Kathmandu with frequent travel to project implementation districts as required.