

## Terms of Reference

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### Training on Management of Cooperatives for Managers

#### 1. Introduction

AEPC/RERL has been actively engaged in offering technical support technical support for the promotion of Micro/Mini -hydro and large-scale solar mini-grid projects in Nepal. To ensure the sustainability of these Mini/Micro-Hydro and Solar Mini-grid projects, there is a critical need to strengthen both their institutional and economic capacities. RERL firmly believes that well-trained staff members, when adequate capacity, can effectively impart their knowledge and skills, resulting in more efficient and effective operation and management of these systems.

Sustainable management of a micro-hydro power project involves implementing practices and strategies that ensure the efficient, environmentally responsible, and socially beneficial operation of the project over its lifecycle. This includes considering aspects such as resource management, environmental impact, community engagement, and economic viability.

However, it has come to our attention that the existing capacity of the project managers falls short of what is required for proper system management, necessitating a concerted effort to enhance their skills and knowledge. This empowerment of staff members will be instrumental in enabling these projects to run sustainably over the long term.

Furthermore, establishing a transparent and institutionally responsive management system within the cooperatives is imperative. Such a system will ultimately serve as a catalyst for efficient management and operation of these institutions fostering their long-term viability and success.

In this context, AEPC/RERL intends to organize capacity-building training to Managers to increase the efficiency of the personal as well enhance managerial capacity of managers for efficient management of the cooperative and ensure the sustainability.

#### 2. Objectives of the Assignment

The main objective of the assignment is to strengthen the capacity of the managers of mini/micro-hydro and solar mini-grid projects for efficient operation and management of the cooperatives to ensure more competitive and sustainable.

#### 3. Scope of Work

The Consultant will undertake, but not limited to, the following activities to complete the task.

- ❖ The consultant shall be responsible for designing appropriate training course get approval from RERL
- ❖ The consultant shall focus on communication skill, negotiation, conflict resolution/management, conduct meeting, minute and report writing, concept of VAT, tariff setting, simple accounting procedure, record keeping/filing, safety measures and productive energy uses.
- ❖ Conduct 7 days training for the managers on sustainable management of cooperative from selected projects
- ❖ The purpose venue of the training will be Surkhet or Nepalgunj which will be decided later.
- ❖ Provide hands out and other related documents to the participants if required.
- ❖ Coordinate with AEPC/RERL to conduct the training and logistics management
- ❖ Prepare and submit the training completion report to RERL

#### **4. Inputs from AEPC/RERL**

The following inputs will be made available for completing the assignment:

- ❖ Budget to carry out the assignment,
- ❖ Inputs to assist the consultant in different stages of the assignment from AEPC/RERL.

#### **5. Human Resource Requirement**

The selected consulting firm will manage and outsource the expert as per the required content of the training. The resource persons should have at least 10 years extensive knowledge of management and skill of adult training techniques with at least a master's degree in any subject and experience to deliver similar types of management training. Preference will be given to knowledge and experience in the micro/mini hydro sector and its management.

The co-trainer can be hired as per the requirement of the consulting firm. The qualification of the co trainer should have at least a bachelor's degree in any subject with at least 8 years' experience in conducting training on management in cooperative.

#### **6. Terms of Payment**

The payment will be provided after completion of training and submission of completion report to RERL.

#### **7. Selection/Evaluation Process**

The selection process will be followed on Least Cost Based Selection (LCBS).

## 8. Deliverables (output)

The following will be suggested outputs of the assignment:

- Completion of 7 days training
- Training completion report

## 9. Duties and Taxes

The consultant firm shall pay all tariffs, duties, other taxes, or charges levied by the GoN at any stage during the execution of the work.

## 10. Documents to be submitted by the Firm ( Eligibility Criteria )

SN	Documents
1	Copy of Company/Firm Registration Certificate with updated renewal
2	Copy of VAT Registration Certificate
3	Copy of TAX Clearance Certificate of F. Y. 2078/79
4	Latest Signed Resume of resource persons (as per ToR)
5	Financial Proposal with signed cover letter including VAT (as per given format)

## 11. Acceptance of Proposal

All rights are reserved with AEPC/RERL either to approve or disapprove any proposal without giving any reasons whatsoever. If needed, the consultant will be asked for modifications and presentations of the proposal before approval.

### Tentative Cost for Managers Training for Cooperative Sustainability

SN	Remuneration for Resource Persons	No./ Unit	Person Days	Number	Unit Rate (NPR)	Total Amount (NPR)
1	Lead Trainer	Days	8	1		
1.1	Co-Trainer	Days	8	1		
2	Training preparation and report writing	Days	3	1		
3	Transportation Cost for Resource Persons	2	1	2		
	<b>Sub-total</b>					
	<b>Overhead 5%</b>					
<b>A. Total</b>						
<b>B. VAT 13%</b>						
<b>Grand Total</b>						

Note: All logistic cost of the participants will be managed by RERL