

Terms of Reference

For

Project and Contract Management Specialist

(Full Time Individual Consultant)

1. Introduction:

Alternative Energy Promotion Centre (AEPC) is the apex government body under the Ministry of Energy, Water Resources and Irrigation (MoEWRI), established to promote the use of alternative/renewable energy technology to meet the energy needs in Nepal. The Private Sector Led Mini Grid Energy Access Project (MGEAP) was initially launched in April 2019 to promote sustainable and decentralized energy solutions in Nepal. Following a series of restructurings, the project's closing date has now been extended to September 30, 2026. The objective of the project is to increase electricity access and delivery from renewable energy mini-grids (solar, hydro, wind, and hybrid) and large biogas plants by mobilizing private Energy Service Companies (ESCOs) and developers. The project is designed to support RE mini-grids market by introducing conditions to gradually shift from heavily subsidized to commercial model. The project will support mobilization of credit from participating Banks (PBs) to ESCOs for the development of mini-grid subprojects.

Nepal is one of six countries identified for assistance under the Scaling-up Renewable Energy Program in Low Income Countries (SREP). As one of three programs under the Strategic Climate Fund, SREP aims to demonstrate the social, economic and environmental viability of low carbon development pathways in the energy sector. In particular, the objectives of SREP in Nepal are to: (i) leverage complementary credit and grant co-financing, (ii) bring about transformational impacts through scaling up energy access using renewable energy technologies (RETs), poverty reduction, gender and social inclusiveness and climate change mitigation, and (iii) ensure sustainable operations through technical assistance and capacity building. MoEWRI has designated the Alternative Energy Promotion Centre (AEPC) as the lead agency for SREP-related mini grids renewable energy initiatives and activities. SREP will support MGEAP to fulfill its objectives and target.

2. Background

The primary objective of the project is to encourage and mobilize private sector investment in the country's renewable energy (RE) industry. The total cost of the project is US\$ 17.21 million, of which US\$ 6.11 million is financed by the Strategic Climate Fund (SCF). The MGEAP is comprised of three main components. The first component focuses on establishing a credit facility to support renewable energy mini-grid subprojects. The second component provides technical assistance (TA) to stakeholders in the mini-grid and biogas sectors. This includes support for Energy Service Companies (ESCOs), private developers, partner financial institutions, and project management activities. The third component is dedicated to financing investments in large biogas subprojects to support the development and deployment of commercially viable biogas systems.

Project resources are being utilized to mobilize credit, provide technical support to project stakeholders, and strengthen project implementation and oversight mechanisms. Under the investment component, MGEAP supports both mini-grid-based subprojects (including mini hydro and solar systems) and large biogas subprojects.

Simultaneously, the biogas subprojects under the third component focus on supporting the construction and operation of large-scale biogas plants, contributing to clean energy generation, productive energy use, and the production of organic fertilizers, replacing chemical alternatives. Through the implementation of MGEAP, AEPC aims to enhance energy access, promote private sector participation, and advance the use of clean and sustainable energy technologies across Nepal.

3. Objectives:

The objective of obtaining consultancy services of Project and Contract Management Specialist is to assist project for managing the contract functions for the implementation of the project. The input from the Specialist is to ensure the managing the contracts with developers and ESCO for completion of task maintaining quality and implement the activities in a timely manner.

4. Scope of Services (Activities):

The consultant shall work under the supervision of the Project Manager of the Project. The Specialist shall work closely with project staff related to the contractual activities. The Specialist will assist the project management team and ESCO/Developers in implementing activities included in the signed contract between AEPC and ESCO/Developers. Further to the above objectives, the Project and Contract Management Specialist will focus on the following activities, but not limited to:

- Review and Monitoring of signed contracts with ESCO and Developers for development of mini grids and large biogas plants;
- Review and reporting on the work outputs done by ESCO, Developers, external consultant, contractors, suppliers earlier selected by AEPC, Developers and ESCOs for development/construction of Solar/MH Mini Grids and Large Biogas;
- Prepare and Implement the performance indicators within the framework of signed contracts related to sub-projects;
- Review the contracts for the works and the engineer and ensure the integrity and consistency of the contract terms;
- Ensure the terms of contracts in terms of timely completion of the tasks;
- Ensure the quality of work performed by ESCO/Developers and Contractors/Suppliers selected by the ESCO and Developers;
- Prepare project & contract management plan and periodic progress reports to be submitted to Project Management and Development Partners;
- Support regarding issuing variation orders, contract extension and termination of contract;
- Finalize measurement book of works and recommend for payment to the contractors and ESCOs/Developers;

- Support in maintaining records and other documentations required for audit and progress reporting purposes;
- Act as the focal point and liaison for the contracted agency (ESCOs., Developers and Contractors/Suppliers of ESCOs/Developers) for MGEAP Project;
- Organize and conduct periodic progress review meetings with the contracted agencies;
- Take the lead in preparing a template/checklist to standardize quarterly and annual progress review meetings with contracted agencies, assessing technical and financial reporting, progress towards indicators, and overall performance;
- Review financial data submitted by the ESCOs/Developers/Contractors in support of the Finance Person of the Project;
- Any other tasks assigned by the Project Manager.

5. Performance and Reporting Requirement (Deliverable):

The consultant shall prepare and submit the required periodic reports for the activities undertaken as defined under Scope of Services.

6. Duration of Contract

The duration of the Consultant's service shall be for **one year** from the date of signing of contract, subject to annual renewal upon Consultant's satisfactory performance and need for the project. The consultant is expected to work on full time at the office of AEPC with required frequent travels outside Kathmandu valley within Nepal at the sub-project sites on project and contract management related matters. It is expected about 50% of time is required for field visit.

7. Type of Contract and Term of Payment

The contract with the Consultant will be Time Based. The payment to the consultant will be made on monthly basis upon submission of payment request including invoice, required report(s) and time-sheets. The consultant should submit a monthly report including the task activities of daily works, and get it approved from Project Manager. If no of days are not justified with the progress, Project Manager will verify the actual progress and payment shall be made accordingly. The fee, other than remuneration of consultant, will be reimbursed based on actual expenses incurred for the task, within the ceiling specified in the Contract.

8. Consultant's required Qualification and Experience

Candidate should have minimum Master's Degree in Project/Contract Management, Engineering, Management or in any other relevant field with minimum 7 years of experience in total and minimum 5 years relevant experience in project and contract management.

The candidate should also have:

- Working experience related to project and contract management in projects funded by the World Bank, ADB or other similar multilateral development partners will be an added

advantage;

- Demonstrated skills in coordination and networking are required;
- Demonstrated strong written and oral communication, interpersonal and negotiation skills;
- Output/result and team work oriented;
- Participated in relevant training;
- Familiar with electronic project and contract management tools and programs such as Primavera, Ms Project etc.;
- Strong written and oral presentation skills in English and Nepali are required.

9. Facilities and logistics to the consultant by the Client:

The consultant will be provided office space, computer, internet facilities, and office furniture. Necessary stationery, printing and copying facilities will also be provided by the Client. Additional benefits such as festival allowances, leave, gratuities etc. will not be provided. If consultant is absent, the respective remuneration for particular period will be deducted from the payments.