



## ***Terms of Reference for the Consultant (Expert) to undertake the Green Climate Fund (GCF) Readiness Activities under DAE and Country Window***

### **1. Introduction**

Alternative Energy Promotion Centre (AEPC) is a Government institution established on 3 November 1996 under the Ministry of Energy, Water Resources and Irrigation with the objective of developing and promoting renewable and alternative energy technologies in Nepal. AEPC is mandated for the promotion of renewable energy, energy efficiency and climate change activities. AEPC is also the first accredited Direct Access Entity (DAE) to the Green Climate Fund (GCF) in Nepal and has extensive experience in the formulation and implementation of climate change and carbon-related projects in Nepal.

AEPC has been implementing various programmes with the mission to make renewable energy a mainstream resource through increased access, knowledge and adaptability, contributing to improved living conditions of the people and with the vision to develop into an institution recognized as a regional/international example of promoting large-scale use of sustainable renewable energy and a national focal point for resource mobilization.

The GCF Readiness and Preparatory Support Programme (RPSP) is a key instrument for strengthening institutional capacities, governance mechanisms, and planning frameworks to help countries and entities effectively access climate finance. The programme has recently adopted a new 2024–2027 strategy which operates through two main modalities: the Country Window and the DAE Window.

### **2. Background**

AEPC established a dedicated Climate and Carbon Section in 2010. This section is responsible for coordinating renewable energy and energy efficiency related climate change mitigation and adaptation activities at national and local levels. The section works to identify and develop climate finance opportunities and support the development of project concepts and proposals for GCF and other international climate funds.

Nepal has made significant progress in accessing GCF readiness support. Through its National Designated Authority (NDA) – the Ministry of Finance – Nepal can access up to USD 4 million over four years through the Country Window of the GCF Readiness Programme for integrated climate planning and investment pipeline development. Additionally, AEPC as an accredited DAE can access up to USD 1 million under the DAE Window of the Readiness Programme to strengthen its institutional capacities, fiduciary systems, environmental and social safeguards, and project development capabilities.

The first green climate fund readiness program titled: *"Readiness Support for Enhancing the Capacity of the NDA and Other Stakeholders for Project Pipeline Development in Nepal"* (NPL-RS-003) was successfully completed by AEPC. Strengthened institutional and technical capabilities of Nepal's NDA and local stakeholders to manage climate finance effectively, developed paradigm-shifting climate projects to expand GCF's investment portfolio and enhanced and standardized strategic frameworks to facilitate better climate programming were among the key achievements of the NPL-RS-003 programme.

AEPC's accreditation as a DAE and its successful implementation of GCF-supported projects position it well to leverage the Readiness Programme for institutional strengthening and pipeline development. Furthermore, as an accredited DAE, AEPC has the capacity to develop a pipeline of projects and effectively implement GCF-funded activities.

### **3. Objectives**

The main objective of hiring the Consultant is to support AEPC in planning, developing, and implementing activities under the GCF related activities, especially focusing on Readiness and Preparatory Support Programme for both the DAE Window (institutional strengthening of AEPC as a Direct Access Entity) and the Country Window (supporting the NDA in climate investment planning and pipeline development), thereby enhancing AEPC's and Nepal's access to GCF climate finance.

### **4. Scope of Work**

The scope of service of the Consultant-Expert shall include but not necessarily be limited to the following:

- Support implementation of GCF Readiness and Preparatory Support Programme activities under the DAE Window and Country Window, under the GCF New Strategy 2024–2027.
- Support the development and review of concept notes, readiness proposals, funding proposals, work plans and related reports.
- Support coordination with the National Designated Authority (NDA), GCF Secretariat, development partners and relevant stakeholders.
- Support AEPC in preparing responses to queries/questions/clarifications from GCF and other agencies.
- Support preparation of Terms of Reference, cost estimation and procurement related documents for readiness activities.
- Coordinate with provincial and local governments, consultants and stakeholders for implementation of readiness activities.
- Support organization of meetings, consultations, workshops and capacity building activities.
- Support monitoring, reporting and documentation of readiness programme activities.
- Support integration of gender, environmental and social safeguards and climate rationale in project documents.
- Support preparation of presentations, briefing notes and technical reports related to GCF readiness activities.
- Support the Climate and Carbon Section in overall management of GCF activities.
- Support AEPC in strengthening institutional capacity, fiduciary systems, governance frameworks, and environmental and social safeguards to maintain GCF accreditation standards.
- Support the NDA in conducting climate investment planning, including identifying, prioritizing, and structuring mitigation and adaptation projects aligned with Nepal's NDC and long-term climate goals.
- Support AEPC in developing and maintaining a pipeline of bankable climate projects suitable for GCF funding, including the Simplified Approval Process (SAP) and regular project cycles.
- Regularly track and update the database of GCF Readiness activities, project pipelines, and funding proposals.
- Execute any other relevant tasks assigned by the supervisors.

### **5. Performance and Report Requirement (Deliverables)**

The consultant shall provide regular support to AEPC on GCF related activities including monthly progress reports, technical inputs for concept notes and proposals, reports of meetings/workshops/consultations, updated activity tracking and documentation, and any other reports as required by AEPC. All deliverables shall be submitted in accordance with a quarterly work plan agreed with the supervisor, and the consultant shall also provide an end-of-assignment

report consolidating achievements and forward-looking recommendations upon completion of the contract period.

## **6. Duration of Services**

The initial contract period will be given for one year and will be extended based on the satisfactory performances of the consultant and recommendation of the supervisor.

## **7. Expert required qualification**

### **Basic Qualification**

- Master's degree in Renewable Energy Engineering, Environment Engineering/Science/Management, Climate Change or energy economics.
- Minimum 5 years of total professional experience in climate change mitigation, carbon markets, or international climate finance.

### **Specific Experience & Competencies**

- Experience in GCF readiness programme, project development or climate finance related activities.
- Experience in GCF project management.
- Knowledge of GCF policies, readiness programme and project cycle.
- Knowledge of climate change adaptation and mitigation, renewable energy and international climate finance.
- Experience working with government organizations, development partners and donor funded projects.
- Strong data analysis, reporting and communication skills.
- Strong computer skills including MS Word, Excel, PowerPoint and presentation skills.

### **Advantageous**

- Work experience in government organization.
- Familiarity with AEPC programmes and renewable energy sector.
- Experience in stakeholder coordination and training/capacity building activities.

## **8. Reporting**

The consultant/expert shall work under direct supervision of the Head of Climate and Carbon Section of AEPC.