

## **Terms of Reference**

### **Governance and Management Training for Managers and Executive Committee Members of Micro Hydro Plants in Bajura, Jajarkot, and West Rukum**

#### **1. Introduction**

The Renewable Energy for Resilient Agri-food System (RERAS) project operates across 3 provinces, 6 districts, and 16 local governments to empower farmers, including women, youth, and marginalized groups, by integrating renewable energy with climate-smart agricultural practices. It supports electricity-driven irrigation, machinery for post-harvest activities, and modernized farming techniques, ensuring food and nutrition security. Recently, RERAS has been implemented in earthquake-affected districts like Jajarkot and West Rukum to aid resilient recovery. The initiative focuses on deploying renewable energy for productive use, building local government capacity, and promoting women-led green enterprises through strengthened cooperatives and technological support.

#### **2. Background**

RERL has supported 20 MHPs in Bajura and Jumla for construction and/or rehabilitation. Similarly, 7 MHPs in Jajarkot and West Rukum are damaged by earthquakes and are being rehabilitated. All MHPs are rehabilitated by cooperatives for transition to sustainable, revenue-generating enterprises to ensure long-term viability and their governance and management need to be overhauled and strengthened. Current practices, such as minimal tariffs and poor management systems, fail to cover operational and maintenance costs, leading to system downtime, consumer dissatisfaction, and limited entrepreneurial engagement. Transparent governance, equitable decision-making, and financial accountability are critical to fostering community ownership and trust. Strengthening institutional and economic capacities through well-trained staff and capable executive committees is essential. Empowering these stakeholders with the skills and knowledge required for effective management will significantly enhance the efficiency, reliability, and sustainability of MHPs and similar renewable energy projects. Recently, the project conducted a needs assessment with plant managers and cooperative members in Bajura, identifying key issues such as inadequate managerial skills, low trust in governance, limited exposure to energy marketing, weak trust between executives and the community, insufficient business plan preparation skills, and a lack of teamwork among executives and management.

In this context, AEPC/CREF/RERAS intends to organize capacity-building training for Managers and Executive Committee Members to increase the efficiency of the personnel as well enhance managerial capacity of managers for efficient operation and management of the cooperative and ensure the sustainability of the MHPs.

#### **3. Objective of the Assignment**

The main objective of the assignment is to strengthen the capacity of the managers of micro hydro projects for efficient operation and management of the cooperatives to ensure more resilient and sustainability in Bajura, Jajarkot and West Rukum. The detail list of MHPs is in annex- 2.

#### **4. 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 and get approval from RERL
- The consultant shall conduct 2 (Two) events of management training of 5 days each in which one event for Bajura district selected MHPs and another event is for Jumla, Jajarkot and West Rukum selected MHPs. This event will be conducted separately.
- The proposed venue of the training are Surkhet or Nepalganj 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

## **5. 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.

## **6. 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 requirements 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.

## **7. Terms of Payment**

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

## **8. Selection/Evaluation Process**

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

## **9. Deliverables (output)**

The following will be suggested outputs of the assignment:

- Completion of 2 (two) training events in which each event will be 5 days
- Training completion report

## **10. 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.

## **11. Timing and budget**

The duration of this task shall be 2 months from the date of signing of the contract agreement with AEPC/RERL.

**12. 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. 2080/81
4	Latest Signed Resume of resource persons (as per ToR)
5	Financial Proposal with signed cover letter including VAT (as per given format)

*Note: The last date of submission of the proposal is 7 days after uploading it to the website of AEPC. Further Information Contact: subas.kunwar@aepc.gov.np*

**Capacity Development Training for Managers and Chairpersons in Bajura, West Rukum and Jajarkot for 2 events**

<b>1. Human Resource Cost</b>							
SN	Particular	Days	Unit	Quantity	Rate	Total	Remarks
1	Lead Trainer		Nos				
2	Co-Trainer		Nos				
3	Travel for Trainers		Nos				
4	Training content preparation and Reporting		Nos				
	<b>Overhead cost 5%</b>						
	<b>Total Training Cost</b>						
	Vat 13%						
	<b>Sub Total (1)</b>						
<b>2. Travel and DSA</b>							
SN	Particular	Days	Unit	Quantity	Rate	Total	Remarks
a	Travel for Resource Person		Nos			0	