

Alternative Energy Promotion Centre

Mitigating Greenhouse Gas Emissions through Modern, Efficient and Climate-friendly Clean Cooking Solutions (CCS) Project

Terms of Reference (ToR)

<i>Position</i>	<i>: Clean Cooking Solutions (CCS) Mobilizer</i>
<i>Programme</i>	<i>: Clean Cooking Solutions (CCS) Project</i>
<i>Duty Station</i>	<i>: Respective Municipality with frequent travel in project areas</i>
<i>Report To</i>	<i>: Provincial Project Management Unit (PPMU)/CCS Project</i>

Introduction

Alternative Energy Promotion Center (AEPC) nodal agency of Government of Nepal under the purview of Ministry of Energy, Water resource and Irrigation for the promotion and development of renewable energy and energy efficiency in the country. AEPC is mandated for promotion of technologies relating to clean energy and climate change activities. It is also an Accredited Entity (AE) and Direct Access Entity (DAE) of Green Climate Fund (GCF), intending to open opportunities from national and international platforms to finance an overarching need of mitigation of emissions and adaptation to climate change in Nepal. GCF, a critical element of the historic Paris Agreement, is the world's largest climate fund, mandated to support developing countries to raise and realize their Nationally Determined Contributions (NDC) ambitions towards low-emissions, climate-resilient pathways.

Background

Government of Nepal, through Alternative Energy Promotion Centre with financial support from Green Climate Fund, is implementing the project "Mitigating Greenhouse Gas Emissions through Modern, Efficient and Climate-Friendly Clean Cooking Solutions (FP172)". Project aims to accelerate Nepal's transition toward low-emission and climate-resilient energy systems by promoting large-scale adoption of clean cooking technologies, including Tier 3+ Improved Cooking Stoves (ICS), Domestic Biogas Systems, and Electric Cooking Stoves (ECS). It targets approximately 1,000,000 households across 22 districts in the Terai region, with a major focus on enabling 500,000 households to shift from traditional fuelwood and LPG-based cooking to electric cooking solutions, thereby contributing to greenhouse gas emission reduction, reduced dependence on imported fossil fuels, and achievement of Nepal's climate commitments under its Nationally Determined Contributions (NDCs).

In this context, Clean Cooking Solutions (CCS) Mobilizers plays a crucial role in facilitating effective coordination, planning, and implementation of project activities across provincial and local levels. The role is responsible for ensuring smooth collaboration between AEPC, Local Governments (LGs), Beneficiaries and other stakeholders, facilitate in bottom up need assessment and in designing bespoke technical assistance and capacity development programme for LGs, mobilizing communities, verifying beneficiaries and overseeing both the timely distribution and post-deployment support of the technologies. The role also involves providing operational support to field-level activities, resolving implementation challenges, and ensuring alignment of local plans and budgets with project objectives.

Objective of the Assignment

Overall objective of engaging CCS Mobilizer is to facilitate effective implementation of the project at local level by generating demand, supporting beneficiary identification and verification, facilitating technology deployment and installation, and maintaining regular coordination among households, local governments, technology suppliers, and the project implementation team.

Scope of Work and Responsibilities

A. Community Mobilization and Awareness

- Conduct household-level awareness and outreach activities on CCS technologies
- Inform households about benefits, eligibility criteria, application procedures, and available support under the project.
- Identify potential beneficiaries and encourage adoption of clean cooking technologies.
- Address basic queries and concerns raised by households and local government regarding CCS technologies.

B. Demand Creation and Form Collection

- Support creation and collection of demand forms from eligible households.
- Assist beneficiaries in completing forms accurately and completely.
- Coordinate with local government representatives and community stakeholders during demand collection.
- Maintain records of collected forms and beneficiary information.

C. Beneficiary Verification

- Support household-level verification of submitted forms and beneficiary information.
- Support in verification of required documents and basic eligibility criteria
- Identify discrepancies, incomplete information, or duplicate applications and report them to the concerned supervisor.

- Support GPS/location tagging and photographic documentation where required.

D. Data Entry and MIS

- Support timely and accurate entry of demand, beneficiary and deployment-related information into designated MIS or other program information systems.
- Ensure that collected forms and supporting documents are properly organized for data entry and verification.
- Regularly update beneficiary, deployment, installation, payment-related and other information as assigned.
- Maintain confidentiality and accuracy of beneficiary data.

E. Technology Deployment and Installation Support

- Coordinate with local governments, suppliers, contractor, and beneficiaries during the deployment and installation of CCS technologies
- Support preparation of beneficiary lists for technology deployment.
- Facilitate communication with beneficiaries regarding deployment schedules and locations.
- Monitor deployment and installation process and report progress and issues to the concerned supervisor.
- Support verification of completed installations and operational status of technologies.

F. Monitoring and Follow-up

- Conduct regular household-level follow-up visits as required.
- Monitor the functionality and proper use of distributed/installed technologies, including measurement book of domestic biogas systems and other necessary forms and formats
- Record implementation progress, challenges, and beneficiary feedback.
- Report damaged, non-functional, incomplete, or improperly installed technologies to the concerned authority.
- Support field monitoring and verification visits conducted by the CCS project team, local government and third-party monitoring
- Liaise with beneficiaries and service center; support in after sales services and maintenance of CCS technology.

G. Coordination and Reporting

- Maintain regular coordination with local government, ward representatives, community groups, beneficiaries, suppliers, project team and other stakeholders.
- Participate in meetings, orientations, trainings, and workshops organized by project
- Prepare and submit periodic progress updates as required

- Report implementation challenges, grievances, and other significant issues to the concerned supervisor.
- Support the preparation of field visit reports and other program documentation.

Qualification and Experience

Candidate should preferably possess:

- Intermediate level education in any discipline with a minimum of two (2) years of relevant experience in community mobilization, awareness campaigns, or related field activities;
- Preference will be given to candidates with experience in renewable energy and clean cooking technologies
- Demonstrated computer skills in Microsoft Office Suite applications including Word, Excel, and PowerPoint etc;
- Ability to work at the community and household level;
- Willingness to travel within the assigned local government/project area;
- Ability to communicate effectively in the local language;
- Good communication, interpersonal and problem-solving skills;
- Prior experience working with local governments, NGO or development projects will be an advantage;
- Preference will be given to qualified women and candidates from Indigenous Peoples/community groups.