

Alternative Energy Promotion Centre

Terms of Reference (ToR) of Consultant Administrative Officer (6th Level)

- Assist in preparing ToR for the pre-qualification of companies, assist in conducting meeting and prepare meeting minutes and tippani for approval from management.
- Check the pre-qualification document of the companies and assist in pre qualification process.
- Prepare contract documents of pre-qualification and assist in signing with private sector.
- Assist in conducting orientation programme for the pre-qualified companies.
- Coordinate with the rural municipalities and municipalities for the demand of RE technologies
- Demand compilation and demand verification in coordination with local levels.
- Conduct field visit for demand verification and post installation monitoring.
- Develop and review the subsidy processing documents including forms, formats, templates, checklists as well as other supporting documents required to implement the RE Projects
- Prepare memo, minute, tippani for different stages for the execution of RE technologies.
- Collect the agreement of user committees and companies. Verify the agreement with necessary supporting document and prepare work order letter to the companies.
- Prepare approval letter for the RE projects after approval from Technical Review Committee.
- Prepare database and support for monitoring of the installed system.
- Review the monitoring reports and verify them with completion reports.
- Disseminate information to companies and other relevant stakeholders or individuals.

Qualifications

- Bachelor's Degree in any discipline.