

Terms of Reference

Training on Basic Account Keeping to Micro Hydro Project Managers in Jajarkot and West Rukum Districts

1. Background

The energy component of the Renewable Energy for Resilient Agri-Food System (RERAS) project is being implemented by the Central Renewable Energy Fund (CREF) within the Alternative Energy Promotion Centre (AEPC), with technical assistance from Renewable Energy for Rural Livelihood (RERL)—a joint initiative of UNDP and the Government of Nepal. CREF and RERL have signed an MoU to provide technical support to CREF in achieving RERAS project goals, including ensuring reliable electricity supply, agricultural mechanization, and the promotion of productive end-uses of agricultural products.

AEPC/RERL has been providing technical support for the promotion of mini-hydro and large-scale solar mini-grid projects in Nepal. To ensure their sustainable management, these projects require institutional and financial capacity building. However, many micro-hydro project managers and accountants have limited financial management skills, affecting their ability to maintain proper accounts. Additionally, User Committees play a critical role in ensuring transparency and institutional accountability in project management.

In this context, CREF/RERL plans to organize Basic Account Keeping Training for micro-hydro project managers in the earthquake-affected districts of Jajarkot and West Rukum to enhance their financial management skills and improve overall project sustainability.

2. Objectives of the Assignment

The objective of this initiative is to enhance the financial management capacity of micro-hydro project managers by providing Basic Account Keeping Training in the earthquake-affected districts of Jajarkot and West Rukum. This training aims to:

- Strengthen Financial Management – Equip micro-hydro managers with essential accounting skills for transparent and effective financial management.
- Ensure Sustainability – Enable micro-hydro projects to operate efficiently and sustainably by improving institutional and financial governance.
- Enhance Transparency & Accountability – Train project managers on proper financial record-keeping to promote transparency within User Committees.
- Support Project Goals – Align with RERAS objectives by improving the economic and operational sustainability of renewable energy projects.
- Empower Local Management – Build the capacity of local personnel to manage finances independently, reducing dependency on external support.

3. Scope of Work

The Consultant will undertake, but not be limited to, the following activities:

- Design and develop training courses based on RERL's approval before implementation.
- Conduct a 5-day residential training in Jajarkot or West Rukum (venue to be finalized based on participant convenience).
- Train 8-10 participants on basic account keeping and cooperative education.
- Provide training materials such as handouts and other relevant documents as needed.
- Coordinate with AEPC/RERL for training execution and logistics management.
- Submit a final report on the training outcomes to RERL.

4. Inputs from AEPC/RERL

The following support will be provided:

- Budget for conducting the assignment.
- Technical and logistical support from AEPC/RERL at different stages.
- Human Resource Requirement

The proposed team must include:

Trainer – 1

- Responsible for successfully conducting cooperative management training.
- Must have at least a bachelor's degree in business management or relevant fields.
- Minimum 10 years of experience in the cooperative sector, particularly in cooperative education, management, and savings & credit activities.
- Strong training skills and expertise in cooperative accounting systems.
- Preference for trainers with extensive experience in cooperative management.

5. Terms of Payment

Payment will be made after training completion and submission of the final report to RERL.

6. Selection/Evaluation Process

The selection will follow the Least Cost-Based Selection (LCBS) method.

7. Deliverables (Outputs)

- Complete 5-day basic account-keeping training
- Training completion report

8. Duties and Taxes

The consultant is responsible for all taxes, duties, and charges levied by the Government of Nepal.

9. Document to be submitted by Consultant

Documents to be Submitted by the Consultant

- CV of the consultant (signed).
- Cost breakdown of the assignment, as detailed in the cost estimate.

10. Acceptance of Proposal

AEPC/RERL reserves the right to approve or reject any proposal without providing any justification. If necessary, the consultant may be requested to make modifications or present the proposal before approval.

Annex-1 Purpose Budget

Below is the cost estimate for the 5 Days Basic Account Keeping Training in Jajarkot and West Rukum Districts, along with a note on the consultant fee calculation:

Expense Item	Unit	Quantity	Rate (NPR)	Total Cost (NPR)
Consulting Fee	Man per day	5		
Preparation & Reporting	Lump sum			
Trainer's Travel Cost	Lump sum			
Total Cost NPR				

Date: 27 February 2025