

### Terms of Reference (ToR) for M&E Expert:

Position: Monitoring and Evaluation (M&E) Expert  
Supported by POSTED/GIZ  
No of Positions: Two (2)  
Duty Station: AEPC Office, Mid Baneshwor, Kathmandu with frequent travel to project sites  
Responsible To: Section head, Solar and Wind Section, AEPC  
Working Relationship with: Executive Director, Section Head

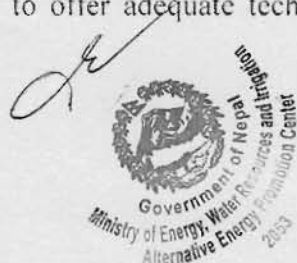
#### Context:

Government of Nepal (GoN) established Alternative Energy Promotion Centre (AEPC) on November 3, 1996 as a focal agency for the promotion and development of renewable energy technologies (RETs) in the country. The development objective of the Alternative Energy Promotion Centre (AEPC) is to improve the living standard, increase employment opportunities and productivity of rural women and men as well as reduce dependency on traditional energy and attain sustainable development through integrating renewable energy with socio-economic activities people in rural as well as urban communities.

The Promotion of Solar Technologies for Economic Development (POSTED) is a Technical Cooperation (TC) project of the Government of Nepal and the Federal Republic of Germany and is jointly implemented by the Alternative Energy Promotion Centre (AEPC) and Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH with the support of the consulting firm *Integration*. The POSTED project aims to improve the enabling environment for disseminating solar technologies such as solar mini-grids, solar irrigation pumps and solar rooftops (on-grid and off-grid) in selected provinces of Nepal.

#### Purpose of the Position:

AEPC together with various development partners implements various off-grid RE-solutions. Experience shows that such technologies present a promising solution for providing energy access for remote communities, but their functionality needs to be monitored to find out and solve the problems that occur during all project steps from detailed feasibility studies to the start of operation. It is necessary to verify and assure the implementation of its technical standards and guidelines within every step of project realization and to offer adequate technical support to





installers. Similarly, conditions for a reliable long-term operation of supported PV systems (SMG, SWP, SRT) need to be improved.

Hence, additional monitoring and evaluation expert is required to assure that the companies responsible for installation and eligible for subsidies comply with all set standards and regulations. The monitoring expert will be working from AEPC's Kathmandu office. However, the expert will regularly travel to project sites and provide the necessary support.

#### **Scope of the Works:**

The duties and responsibilities of the Monitoring and Evaluation Expert during the contract period include but are not limited to the following:

- Review demand and prepare baseline status of projects.
- Review detailed feasibility studies of at least 10 solar mini-grid, 40 solar irrigation and 10 solar rooftops and assure compliance with APEC's quality standards
- Support to prepare and review 5 to 8 procurement documents per year.
- Support for financial closure, preparation of bid document and contract award of 5 solar mini-grid, 20 solar irrigation and 5 solar rooftops will be awarded
- Conduct under-construction monitoring, verify proper installation of components, and comply with technical standards. Support to conduct at least monitoring/Testing and Commissioning (T&C) of 12 project
- Verify continuous operation of the system after one year from installation and give recommendations towards disbursement of final subsidies. Review of 5 solar mini-grid, 20 solar irrigation and 5 solar rooftops and submit to Subsidy Review Committee.
- Conduct post-installation monitoring and evaluation, review the status on operation and management of the project and prepare the report.
- Aggregate findings from all monitoring activities at the end of the contract phase and summarize in one report, highlighting the most frequent errors and best-practice examples, and suggest measures/regulations how to improve long-term project quality from AEPC's side.
- Coordinate and cooperate with AEPC's staff in the field and at the local level with regard to all mentioned relevant monitoring activities

#### **Qualification and Experience**



- Masters' degree in relevant field with Bachelors' degree in Civil/Electrical/Mechanical Engineering.
- Seven (7) years of professional work experience responsible for supervision, monitoring and evaluation activities of solar PV projects or renewable energy projects.
- Understanding of solar energy technologies' status and implementation challenges in Nepal.
- Demonstrate strong written and oral communication in English and Nepali language.
- Professional work experience with the private, bilateral and multilateral organizations in the field of solar energy.
- Good understanding of the Nepal government's procurement process will be advantageous.
- Excellent interpersonal and communication skills.
- Experience and knowledge of Microsoft Office tools and solar PV system modelling tools.
- Willing to travel to remote areas.

**Duration:**

Initially for up to December 2023 with the possibility of further extension based on performance, requirement and resource availability.

