

Terms of Reference for Mini Hydro Expert (Full Time Individual Consultant)

1. Introduction:

Alternative Energy Promotion Centre (AEPC) is the apex government body under the Ministry of Energy, Water Resources and Irrigation (MoEWRI), established to promote the use of alternative/renewable energy technology to meet the energy needs in Nepal. The Private Sector Led Mini Grid Energy Access Project (MGEAP) was initially launched in April 2019 to promote sustainable and decentralized energy solutions in Nepal. Following a series of restructurings, the project's closing date has now been extended to September 30, 2026. The objective of the project is to increase electricity access and delivery from renewable energy mini-grids (solar, hydro, wind, and hybrid) and large biogas plants by mobilizing private Energy Service Companies (ESCOs) and developers. The project is designed to support RE mini-grids market by introducing conditions to gradually shift from heavily subsidized to commercial model. The project will support mobilization of credit from participating Banks (PBs) to ESCOs for the development of mini-grid subprojects.

Nepal is one of six countries identified for assistance under the Scaling-up Renewable Energy Program in Low Income Countries (SREP). As one of three programs under the Strategic Climate Fund, SREP aims to demonstrate the social, economic and environmental viability of low carbon development pathways in the energy sector. In particular, the objectives of SREP in Nepal are to: (i) leverage complementary credit and grant co-financing, (ii) bring about transformational impacts through scaling up energy access using renewable energy technologies (RETs), poverty reduction, gender and social inclusiveness and climate change mitigation, and (iii) ensure sustainable operations through technical assistance and capacity building. MoEWRI has designated the Alternative Energy Promotion Centre (AEPC) as the lead agency for SREP-related mini grids renewable energy initiatives and activities. SREP will support MGEAP to fulfill its objectives and target.

2. Background:

AEPC plays a pivotal role in expanding access to clean energy, especially in remote and underserved areas, through the promotion of sustainable and decentralized energy solutions. In line with this mandate, AEPC is currently implementing the World Bank-supported "Nepal: Private Sector-Led Mini-Grid Energy Access Project (MGEAP)". The primary objective of the project is to encourage and mobilize private sector investment in the country's renewable energy (RE) industry. The total cost of the project is US\$ 17.21 million, of which US\$ 6.11 million is financed by the Strategic Climate Fund (SCF). The

MGEAP is comprised of three main components. The first component focuses on establishing a credit facility to support renewable energy mini-grid subprojects. The second component provides technical assistance (TA) to stakeholders in the mini-grid and biogas sectors. This includes support for Energy Service Companies (ESCOs), private developers, partner financial institutions, and project management activities. The third component is dedicated to financing investments in large biogas subprojects to support the development and deployment of commercially viable biogas systems.

Project resources are being utilized to mobilize credit, provide technical support to project stakeholders, and strengthen project implementation and oversight mechanisms. Under the investment component, MGEAP supports both mini-grid-based subprojects (including mini hydro and solar systems) and large biogas subprojects.

Simultaneously, the biogas subprojects under the third component focus on supporting the construction and operation of large-scale biogas plants, contributing to clean energy generation, productive energy use, and the production of organic fertilizers, replacing chemical alternatives. Through the implementation of MGEAP, AEPC aims to enhance energy access, promote private sector participation, and advance the use of clean and sustainable energy technologies across Nepal.

3. Objective:

The Expert takes key responsibility for implementation support to reach the targets of implementing the Hydro Mini Grid subprojects of optimized design with better quality, comprising various new and innovative technologies, to benefit remote rural households, enterprises, communities and ESCOs particularly focusing on women, disadvantaged and marginalized group people leading to more equitable economic growth.

Project aspires to step up the rate of implementation of Micro and Mini Hydro mini grid, to optimize the size of mini grid to meet the demand and to improve sustainability and financial viability of schemes by taking a business approach. Each of these subprojects shall be linked with end use promotion; utilize the capacity available in a profitable and sustainable manner; improve the load factors and increase income from electricity sales for sustainable operation and maintenance. S/he will follow the rules and regulations of the AEPC/Project and reports to the Project Manager. S/he ensures that the AEPC is recognized as an effective, efficient and gender proactive institution for the promotion and development of the renewable energy sector in Nepal.

4. Scope of Service (Activities):

The Mini Hydro Expert will assist Project Management Team (PMT) for the implementation of Micro and Mini Hydro mini grid subproject through ESCOs under business model. The expert will support PMT, ESCOs and PBs in subproject selection, technical validation, survey, preparation of pre-feasibility and detail feasibility studies, the

bidding documents, proposals evaluations and supervision of subproject construction. The expert will also assist in the project management, administration and disbursement, providing guidance and training of staff members of AEPC, ESCOs and PBs on mini grid Micro and Mini Hydro systems. The expert will support the PMT to conduct, including but not limited to, the following tasks for Micro and Mini Hydro subprojects:

- Support AEPC and its outreach networks in identifying potential sites for Micro and Mini Hydro mini grid subprojects;
- Prepare guidelines, technical standards/specifications, forms, formats, check lists and other required documents for the Project;
- Support to AEPC and concerned stakeholders for PFS, DFS and DED of potential subprojects;
- Review the PFS, DFS and DED reports including implementation schedule, bill of quantity, technical specifications and cost estimates, submitted by ESCOs;
- Review detailed engineering design, including the power generation system, technical specifications, distribution system, detailed cost estimates, including the field visits;
- Appraisal of DFS and DED reports;
- Support PMT, ESCO to prepare EIA and ESIA reports;
- Initiate DFS and DED report approval from the Technical Review Committee (TRC);
- Support ESCO to prepare bidding packages and bidding documents with support from procurement expert;
- Review the proposals/bidding documents prepared by ESCOs for Micro and Mini Hydro subprojects with support from procurement expert;
- Support PMT and ESCOs (for mini grid systems) in evaluation of proposals/bids/quotations by turnkey contractors/ESCOs and preparation of proposal/bid/quotation evaluation reports (technical and financial);
- Support in the review of project detailed design, project implementation and disbursement schedule proposed by turnkey contractors/ESCOs for Micro and Mini Hydro systems and mini-grid systems;
- Assist PMT for subsidy and loan disbursements process;
- Provide orientation trainings to staffs hired by the ESCO;
- Provide orientation trainings to Contractors, Consulting firms hired by the ESCO;
- Undertake site visits as necessary for site supervision and monitor progress of individual subprojects;
- Provide technical backstopping to ESCO and Contractors;
- Support PMT in construction supervision and monitoring of the subprojects and prepare mini-grid Micro and Mini Hydro part of the quarterly progress reports to be submitted to AEPC/MGEAP and the World Bank; (a) a narrative description of progress made during the period; (b) changes in the implementation schedule; (c) problems or difficulties encountered; (d) work to be carried out in the next period, working closely with ESCO to complete the project; (e) visit the site and provide necessary guidance on project implementation; (f) trouble shoot any design and

- construction related issues; (g) supervise the construction related works; e)optimize the project schedule to ensure the timely completion of the project.
- Initiate and support PMT for payment process related to construction and installation works of the Subproject;
 - Support to formulation of the policy, and plan in Micro and Mini Hydro systems and Support PMT staff in other activities related to the development of Micro and Mini Hydro systems as required and capacity building in AEPC;
 - Ensure timely completion of subprojects;
 - Coordinate with the local government, stakeholders, community peoples;
 - Any other tasks assigned by the Project Manager.

5. Performance and Reporting Requirement (Deliverable):

The consultant shall prepare and submit the required periodic reports for the activities undertaken as defined under Scope of Services.

6. Duration of Service:

The duration of the Consultant's service shall be for **one year** from the date of signing of contract, subject to annual renewal upon Consultant's satisfactory performance and need for the project. The consultant is expected to work on **full time** at the office of AEPC with required frequent travels outside Kathmandu valley within Nepal at the sub-project sites on project related matters.

7. Type of Contract and Term of Payment:

The contract for the Consultant will be Time Based. The payment to the consultant will be made on monthly basis upon submission of payment request including invoice, required report(s) and time-sheets. The consultant should submit a monthly report including the task activities of daily works, and get it approved from Project Manager. If number of days are not justified with the progress, Project Manager will verify the actual progress and payment shall be made accordingly. The fee, other than remuneration of consultant, will be reimbursed based on actual expenses incurred for the task, within the ceiling specified in the Contract.

8. Consultant's required Qualification and Experience:

- Candidate should have minimum Master's Degree in Engineering (Civil/Electrical/Mechanical) with minimum 10 years of experience in total and minimum 7 years professional experience in the field of Hydropower Sector;
- Proven knowledge and experience of working in project selection, detailed feasibility study, design and evaluation of Micro and Mini Hydro systems;

- Support and Proven experience in preparation of technical specifications, and should have adequate knowledge of applicable standards of Micro & Mini Hydro system components;
- Proven experience of project design, implementation and supervision;
- Excellent communication skill, leadership quality and report writing skill;
- Working experience in projects funded by the World Bank, ADB or other similar multilateral development partners will be an added advantage;
Knowledge in power systems, preferably in the area of grid;
integration of distributed energy resources will be an added advantage;
- Excellent knowledge of the Nepali and English language (both spoken and written) and excellent communication skills;
- Participated relevant trainings;
- Experience in Organizing various technical trainings;
- The candidate should be able to legally work in Nepal.

9. Facilities and logistics to the consultant by the Client:

The consultant will be provided office space, computer, internet facilities, and office furniture. Necessary stationery, printing and copying facilities will also be provided by the Client. Additional benefits such as festival allowances, leave, gratuities etc. will not be provided. If consultant is absent, the respective remuneration for particular period will be deducted from the payments.

Terms of Reference

For

Waste to Energy & Sustainability Expert

(Full Time Individual Consultant)

1. Introduction

Alternative Energy Promotion Centre (AEPC) is the apex government body under the Ministry of Energy, Water Resources and Irrigation (MoEWRI), established to promote the use of alternative/renewable energy technology to meet the energy needs in Nepal. The Private Sector Led Mini Grid Energy Access Project (MGEAP) was initially launched in April 2019 to promote sustainable and decentralized energy solutions in Nepal. Following a series of restructurings, the project's closing date has now been extended to September 30, 2026. The objective of the project is to increase electricity access and delivery from renewable energy mini-grids (solar, hydro, wind, and hybrid) and large biogas plants by mobilizing private Energy Service Companies (ESCOs) and developers. The project is designed to support RE mini-grids market by introducing conditions to gradually shift from heavily subsidized to commercial model. The project will support mobilization of credit from participating Banks (PBs) to ESCOs for the development of mini-grid subprojects.

Nepal is one of six countries identified for assistance under the Scaling-up Renewable Energy Program in Low Income Countries (SREP). As one of three programs under the Strategic Climate Fund, SREP aims to demonstrate the social, economic and environmental viability of low carbon development pathways in the energy sector. In particular, the objectives of SREP in Nepal are to: (i) leverage complementary credit and grant co-financing, (ii) bring about transformational impacts through scaling up energy access using renewable energy technologies (RETs), poverty reduction, gender and social inclusiveness and climate change mitigation, and (iii) ensure sustainable operations through technical assistance and capacity building. MoEWRI has designated the Alternative Energy Promotion Centre (AEPC) as the lead agency for SREP-related mini grids renewable energy initiatives and activities. SREP will support MGEAP to fulfill its objectives and target.

The organic waste management and energy security - both have persisted to be challenging issues for Nepal. The large scale waste to energy systems have proven to be effective for handling large volume of waste on a daily basis while providing a viable alternative for cooking fuel. However, the larger benefits of the technology don't end with the waste management itself. Instead, the advent of this technology has transformed the perception towards waste. With the avenues unveiled in by Scaling-Up Renewable Energy Program – Extended Biogas Project, waste is now viewed as a resource that can generate revenue; that can in turn contribute to the national economy itself. The projects built under this project have demonstrated the technology's multiple scopes as follows:

- a) Biogas cylinder bottling units
- b) Biogas to household direct gas distribution unit via pipeline,
- c) Electricity generation unit
- d) Fertilizer production units.

Restructuring of the private sector led mini-grid project has allowed the continuation of the

large biogas sub-projects. Avenues to continue and commission the incomplete sub projects have been opened up via the restructuring of the private sector led mini-grid project.

2. Background

The MGEAP section is looking for a dynamic Waste to Energy & Sustainability Expert to help the program enhance the productive applications and create a proper market of large biogas plants in different commercial firms and municipalities. The Waste to Energy & Sustainability Expert shall lead the technical sector related to waste to energy in the project as well as guide the field level staff, developers and monitoring staff related to waste to energy.

The sustainability of large-scale biogas projects in Nepal lies in their ability to address multiple environmental, economic, and social challenges through locally available resources. By converting organic waste including agricultural residues, livestock manure, and municipal solid waste into clean, renewable energy, these systems significantly reduce greenhouse gas emissions and dependence on imported fossil fuels. Nepal's growing energy demand, especially in rural and peri-urban areas, makes biogas an attractive decentralized energy solution that supports national energy security. Moreover, the nutrient-rich slurry by-product enhances soil fertility, contributing to sustainable agriculture. With appropriate policy support, capacity building, and long-term financing mechanisms, large biogas plants can play a transformative role in Nepal's transition to a low-carbon and resilient economy.

Biogas promotion is seen as a comparatively successful and lucrative business in rural Nepal. In the urban and semi urban areas, a huge resource for biogas production is being wasted. Kathmandu city, for example, produces 660 g of solid waste per capita per day with 71% of organic waste. Landfill being the only destination of Municipal Solid Waste (MSW) in Kathmandu and most of the other big cities of Nepal, it is creating huge environmental problems. Production of biogas from municipal waste is an option to mitigate the ever growing demand for energy in Nepal. This waste has the potential to be converted into wealth by means of biogas which can contribute to energy production as a renewable energy source.

A sustainability expert plays a critical role in advancing waste-to-energy (WTE) initiatives in Nepal by ensuring that projects are environmentally sound, socially acceptable, and economically viable. His/her expertise is essential in evaluating the lifecycle impacts of WTE technologies, guiding the selection of appropriate feedstock, and ensuring compliance with national and international environmental standards. He/She should assess the potential for emissions reduction, resource efficiency, and circular economy integration while also addressing social dimensions such as community acceptance, health impacts, and equitable benefit sharing. In Nepal's context where waste management challenges are acute and renewable energy demand is rising. Sustainability expert bridges the gap between technical feasibility and long-term

sustainability, helping to design and implement projects that not only generate energy but also contribute to climate resilience and inclusive development.

3. Objectives

The objective of a Waste-to-Energy and Sustainability Expert in Nepal is to promote clean energy generation while addressing the country's growing waste management challenges. This involves identifying sustainable feedstock sources, supporting the adoption of low-emission technologies, and ensuring environmental compliance and resource efficiency. The expert also plays a key role in engaging communities, building institutional capacity, and advocating for supportive policies and financing. By aligning projects with national climate goals and development priorities, the expert helps ensure that WTE initiatives contribute meaningfully to Nepal's transition toward a low-carbon, resilient, and circular economy.

Sustaining the already installed large biogas plants in Nepal requires consistent technical maintenance, reliable feedstock supply, and strong operational management. Regular monitoring, timely repairs, and skilled workforce training are essential to maintain performance and prevent system failures. Equally important is ensuring a steady supply of organic waste and proper handling of the by-products like bio-slurry. Supportive policies, performance-based incentives, and access to finance for upgrades or expansions can further enhance long-term viability. Community engagement and collaboration with local governments also play a crucial role in keeping these plants functional and impactful.

4. Scope of Work (activities)

The scope of work shall include following, but shall not necessarily be limited to the following:

- Review the waste to energy proposal submitted by the Developers;
- Support in finalizing the project pre/feasibility studies, technical design, technology used, supply chain, waste sourcing, market assessment, financing modalities among others, for the sub-projects and recommend to AEPC for the uptake;
- Supervise the construction of the waste to energy sub-project;
- Work closely with ESCOs and Developers to finalize the project scheduling, construction plan, commissioning activities etc.;
- Work closely with the E&S consultant that necessary E&S guidelines are followed during the sub-project studies, design, and construction;
- Work closely with M&E consultant to monitor the sub-project performances including the monitoring of key project outputs and outcomes;
- Lead the technical sector on waste to energy especially large biogas including proposal writing, planning, budgeting and design execution of plans and activities within large biogas section of MGEAP;
- Train the various actors in technical aspects of large sized plants and overall bio-energy;

- Evaluate the long-term viability of WTE projects by assessing feedstock availability, operational efficiency, and financial sustainability;
- Integrate circular economy principles by promoting the reuse of by-products (e.g., bio-slurry, compost) and minimizing resource waste;
- Support development of sustainability strategies that align WTE initiatives with national climate goals, SDGs, and low-carbon development pathways;
- Monitor and report on sustainability performance focusing on energy generation, carbon offsets, and economic benefits over the project lifecycle;
- Facilitate institutional capacity-building through technical guidance, training, and tools for sustainable operations and scaling up of successful models;
- Work in close cooperation with other programs of AEPC and other energy programs/projects of AEPC and ensure teamwork and coordination;
- Coordinate with other on-going programs in Nepal that has direct and indirect implication with MGEAP activities in general and biogas activities in specific: general liaison for sector development; follow-up of the technological and other developments in the sector and providing inputs to improve the program;
- Support AEPC in implementing other clean cooking solutions related initiatives;
- Ensure timely completion of subprojects;
- Any other tasks assigned by the Project Manager.

5. Performance and Reporting Requirement (Deliverables)

The consultant shall prepare and submit the required periodic reports for the activities undertaken as defined under Scope of Services.

6. Duration of Service

The duration of the Consultant's service shall be for **one year** from the date of signing of contract, subject to annual renewal upon Consultant's satisfactory performance and need for the project. The consultant is expected to work on **full time** at the office of AEPC with required frequent travels outside Kathmandu valley within Nepal at the sub-project sites on project related matters.

7. Type of Contract and Term of Payment:

The contract for the Consultants will be Time Based. The payment to the consultant will be made on monthly basis upon submission of payment request including invoice, required report(s) and time-sheets. The consultant should submit a monthly report including the task activities of daily works, and get it approved from Project Manager. If number of days are not justified with the progress, Project Manager will verify the actual progress and payment shall be made accordingly. The fee, other than remuneration of consultant, will be reimbursed based on actual expenses incurred for the task, within the ceiling specified in the Contract

8. Consultant's required Qualification and Experience

Candidate should have minimum Master's degree in Chemical/Mechanical/Civil/ Agricultural/ Environmental Engineering or relevant discipline with minimum 10 years experience in total and minimum 7 years experience in project implementation, planning, networking and coordination in renewable energy sector. Preference shall be given to those candidates having proven track record of working experience on large biogas or waste management sector.

The candidate should also have:

- Demonstrated skills in biogas or waste management and coordination, business plan preparation and networking are required;
- Demonstrated experience on working with different associations, municipalities in Nepal would be an advantage;
- Prior relevant practical work experience in the field of converting waste to energy is an added advantage;
- Experience and knowledge in budgeting and reporting;
- Knowledge of specific gender issues in renewable energy and sensitivity to local culture and traditions in Nepal;
- Experience in designing and implementing private sector capacity building and in training national and sub-national staff;
- Ability to build and maintain relationships, particularly interacting productively, proactively, and comfortably with municipality staff, community leaders, government agencies, NGOs, private sector groups;
- Demonstrated strong written and oral communication, interpersonal and negotiation skills;
- Demonstrated computer skills in Microsoft Office Suite applications including Word, Excel, PowerPoint, and Outlook;
- Knowledge with SCADA system will be an added advantage.
- Output/result and team work oriented;
- Excellent knowledge of the Nepali and English language (both spoken and written) and excellent communication skills;
- Participated in relevant trainings;
- The candidate should be able to legally work in Nepal.

9. Facilities and logistics to the consultant by the Client:

The consultant will be provided office space, computer, internet facilities, and office furniture. Necessary stationery, printing and copying facilities will also be provided by the Client. Additional benefits such as festival allowances, leave, gratuities etc. will not be provided. If consultant is absent, the respective remuneration for particular period will be deducted from the payments.

Terms of Reference

For

Social Safeguard Expert

(Full Time Individual Consultant)

1. Introduction:

Alternative Energy Promotion Centre (AEPC) is the apex government body under the Ministry of Energy, Water Resources and Irrigation (MoEWRI), established to promote the use of alternative/renewable energy technology to meet the energy needs in Nepal. The Private Sector Led Mini Grid Energy Access Project (MGEAP) was initially launched in April 2019 to promote sustainable and decentralized energy solutions in Nepal. Following a series of restructurings, the project's closing date has now been extended to September 30, 2026. The objective of the project is to increase electricity access and delivery from renewable energy mini-grids (solar, hydro, wind, and hybrid) and large biogas plants by mobilizing private Energy Service Companies (ESCOs) and developers. The project is designed to support RE mini-grids market by introducing conditions to gradually shift from heavily subsidized to commercial model. The project will support mobilization of credit from participating Banks (PBs) to ESCOs for the development of mini-grid subprojects.

Nepal is one of six countries identified for assistance under the Scaling-up Renewable Energy Program in Low Income Countries (SREP). As one of three programs under the Strategic Climate Fund, SREP aims to demonstrate the social, economic and environmental viability of low carbon development pathways in the energy sector. In particular, the objectives of SREP in Nepal are to: (i) leverage complementary credit and grant co-financing, (ii) bring about transformational impacts through scaling up energy access using renewable energy technologies (RETs), poverty reduction, gender and social inclusiveness and climate change mitigation, and (iii) ensure sustainable operations through technical assistance and capacity building. MoEWRI has designated the Alternative Energy Promotion Centre (AEPC) as the lead agency for SREP-related mini grids renewable energy initiatives and activities. SREP will support MGEAP to fulfill its objectives and target.

2. Background:

The project will involve construction activities that bear potential risks to the physical, biological, social, and cultural environment of any area. Generally, the environmental and social risks triggered by construction include erosion, loss of forest land and biodiversity, effect on water sources due to sedimentation and waterlogging, displacement/damage of permanent assets, and loss of land. On the social front, the dysfunctional grievance mechanism, weak stakeholder consultations, and inadequate information disclosures may lead to social discontent

among project stakeholders and weaken community ownership of the project. Additionally, Indigenous peoples and other vulnerable groups could be exposed to different types of risks and levels of impacts due to project activity, including loss of identifying culture and customary livelihood. These problems are apparent not only during construction but also during the operation phase.

Hence, AEPC/MGEAP is looking for a Social Safeguard Expert to take the lead in implementing environmental and social activities at the subproject level implemented under MGEAP.

3. Objectives:

To support the implementation of ESIA's and ESMPs prepared for the subprojects under MGEAP, the Social Safeguard Expert will be responsible for the overall management, oversight, and monitoring of social safeguard measures during both the construction and operational phases of the subprojects

4. Scope of Services (Activities):

The Social Safeguard Expert be a part of the Project Management Team (PMT) and will be responsible for day-to-day activities related to the project. S/he should be responsible and take full ownership of the following scope of work:

- Take the lead in implementing ESIA's and ESMPs for subprojects under MGEAP, prepared in accordance with the Environmental and Social Management Framework (ESMF) of MGEAP;
- Support the PMT team in the assessment, development, and implementation of social safeguard activities incorporated in the ESMP;
- Prepare an annual plan for social safeguard training/orientation, get AEPC approval, and train/ orient the ESCOs/PBs and developer on the application of social safeguard activities;
- Coordinate with the PMT, ESS, and GESI section in AEPC, developers, and ESCOs to implement the gender actions plan and ensure gender targets and indicators of the project are achieved in a timely manner;
- Ensure access of diverse individuals and social groups (i.e. women, DAG, endangered ethnic groups, vulnerable communities, and the Indigenous people) to renewable energy based on the mini-grid developed by ESCOs under MGEAP;
- Coordinate with Monitoring Units for database management and support to all ESCOs to prepare a database on mini-grid beneficiaries, grievance redress mechanism, and other project components;
- Review and update ESIA, ESMPs, and BES, IEE & EIA Reports, if required, submitted by the ESCOs, ensure adequacy and quality as per approved ToR, and support AEPC in submitting the reports to the Ministry and the World Bank for approval;

- Provide support to developers and ESCOs in implementing ESMP (as per WB requirement) at subproject sites;
- Conduct consultative meetings with relevant stakeholders and community people to discuss site-specific social issues of sub-project and record the feedback from the participants to address it in a systematic manner;
- Ensure that the ESCOs and developers conduct periodic stakeholder consultations and disseminate project information to the project stakeholders as envisaged by the EMSPs
- Support and train ESCOs and developers to make the Grievance Redress Mechanism (GRM) functional at the subproject level based on ESIA, and prepare a GRM database in order to ensure that all registered complaints are addressed properly;
- Support the PMTs/ESCOs/PBs/Developer to ensure consultations with various project stakeholders, including community people, on project activities, mitigation measures, GRM, and other project components;
- Periodically carryout field visits and conduct social compliance monitoring of the subproject implemented under MGEAP;
- Any other tasks assigned by the Project Manager.

5. Performance and Reporting Requirement (Deliverables):

The consultant shall prepare and submit the required periodic reports for the activities undertaken as defined under the Scope of Services.

6. Duration of Service:

The duration of the Consultant's service shall be **one year** from the date of signing of the contract, subject to annual renewal upon the Consultant's satisfactory performance and need for the project. The consultant is expected to work **full time** at the office of AEPC with required frequent travels outside the Kathmandu valley and within Nepal at the sub-project sites on project-related matters.

7. Type of Contract and Term of Payment:

The Contract for the Consultants will be Time-Based. The payment to the consultant will be made on a monthly basis upon submission of payment request including invoice, required report(s), and time sheets. The consultant should submit a monthly report, including the task activities of daily work, and get it approved by the Project Manager. If number of days are not justified with the progress, the Project Manager will verify the actual progress, and payment shall be made accordingly. The fee, other than the remuneration of the consultant, will be reimbursed based on actual expenses incurred for the task, within the ceiling specified in the Contract.

8. Consultant's required Qualification and Experience:

Candidates should have minimum Master's degree in Social Science (Sociology, Rural development and any other related discipline) with minimum 7 years of experience in total and minimum 5 years professional experience in gender equality and social inclusion (GESI) and Social Safeguard.

The candidate should also have:

- Proven experience in implementing international social safeguards policies/standards (e.g. the World Bank, ADB etc.);
- Ability to build capacity and train various stakeholders;
- Knowledge and/or familiarity with the social dynamics in Nepal and/or of rural communities such as those where the subprojects may be located;
- Ability to work well with Government officials and community personnel;
- Strong and demonstrated capacity for organizational management with excellent reporting and coordination skills;
- Knowledge of specific gender issues in renewable energy and sensitivity to local culture and traditions in Nepal;
- Strong leadership, technical competence, and professional skills for timely implementation, coordination and management of activities;
- Ability to work in a team, develop synergies, and establish effective working relations with various stakeholders;
- Strong interpersonal and communication skills, resourcefulness, initiative, tact and ability to cope with any situation;
- Openness to change and ability to receive/integrate feedback;
- Excellent knowledge of the Nepali and English language (both spoken and written) and excellent communication skills;
- Participated in relevant training;
- The candidate should be able to legally work in Nepal.

9. Facilities and logistics to the consultant by the Client:

The consultant will be provided office space, computer, internet facilities, and office furniture. Necessary stationery, printing and copying facilities will also be provided by the Client. Additional benefits such as festival allowances, leave, gratuities etc. will not be provided. If consultant is absent, the respective remuneration for particular period will be deducted from the payments.

Terms of Reference

For

Environmental Expert

(Full Time Individual Consultant)

1. Introduction:

Alternative Energy Promotion Centre (AEPC) is the apex government body under the Ministry of Energy, Water Resources and Irrigation (MoEWRI), established to promote the use of alternative/renewable energy technology to meet the energy needs in Nepal. The Private Sector Led Mini Grid Energy Access Project (MGEAP) was initially launched in April 2019 to promote sustainable and decentralized energy solutions in Nepal. Following a series of restructurings, the project's closing date has now been extended to September 30, 2026. The objective of the project is to increase electricity access and delivery from renewable energy mini-grids (solar, hydro, wind, and hybrid) and large biogas plants by mobilizing private Energy Service Companies (ESCOs) and developers. The project is designed to support RE mini-grids market by introducing conditions to gradually shift from heavily subsidized to commercial model. The project will support mobilization of credit from participating Banks (PBs) to ESCOs for the development of mini-grid subprojects.

Nepal is one of six countries identified for assistance under the Scaling-up Renewable Energy Program in Low Income Countries (SREP). As one of three programs under the Strategic Climate Fund, SREP aims to demonstrate the social, economic and environmental viability of low carbon development pathways in the energy sector. In particular, the objectives of SREP in Nepal are to: (i) leverage complementary credit and grant co-financing, (ii) bring about transformational impacts through scaling up energy access using renewable energy technologies (RETs), poverty reduction, gender and social inclusiveness and climate change mitigation, and (iii) ensure sustainable operations through technical assistance and capacity building. MoEWRI has designated the Alternative Energy Promotion Centre (AEPC) as the lead agency for SREP-related mini grids renewable energy initiatives and activities. SREP will support MGEAP to fulfill its objectives and target.

2. Background:

The project will involve construction activities that bear potential risk on physical, biological, social and cultural environment of any area. Because of weak geology, rich biodiversity, high dependency of people on natural resources and widespread poverty, the social and environmental impacts are visibly significant, particularly when construction works are undertaken in sub-project areas.

Generally, the environmental and social risks triggered by construction include erosion, loss of forest, biodiversity and agricultural land; effect to water sources due to sedimentation and water logging, displacement/damage of permanent assets and loss of land. These problems

are apparent not only during construction but also during operation phase. Hence, proper consideration of all environmental and social factors during the MGEAP's design and implementation is of utmost concern. It is required to undertake environmental and social due diligence to assess the environmental and social implications of developing energy projects. The due diligence shall be conducted based on the National Regulations and the World Bank's safeguard requirement. To achieve these objectives, it is required to prepare relevant environmental and social documents to assess potential impacts.

Hence, AEPC/MGEAP is looking for an Environmental Expert to aid the AEPC/ MGEAP in the environment and social safeguard related activities.

3. Objectives:

To support the implementation of the Environmental and Social Management Framework (ESMF) for MGEAP. The Environmental Expert shall be responsible for overall environmental risk management of project's interventions, technical oversight and monitoring and reporting of implementation of environmental mitigation measures in the Private Sector Led Mini Grid Energy Access Project during implementation phase.

4. Scope of Services (Activities):

The Environmental Expert will be a part of Project Management Team (PMT) and will be responsible for day-to-day activities related to the project. S/he should be responsible and take full ownership for the following scope of work:

- Assist in implementing Environmental and Social Management Framework (ESMF) considering various types of subprojects (Large Biogas, Micro/Mini-hydro, Solar and Solar/Wind hybrid, grid interconnection);
- Support the environmental screening and categorization process for the subprojects developed by AEPC and proposed by the ESCOs/Developers;
- Review IEE or EIA, ESMP Reports submitted by the ESCOs, ensure adequacy and quality as per approved ToR, and support AEPC in submitting the reports to the Ministry and the World Bank for approval;
- Review the DFS/DPR as well as bid documents of each subproject and certify that environmental mitigation measures including their cost, recommended in screening, ESMP/ IEE/ EIA, are incorporated in the respective DFS/DPR;
- Provide support to ESCOs in preparing the ESIA (as per WB requirement) for each particular subproject;
- Review safeguards instruments prepared by ESCOs and consultants. Ensure mitigation measures and cost for environment risk management are integrated in the bidding documents, construction contracts, and subproject operations;
- Assist Project Manager and PMT in day-to-day activities related to the project including budgeting, planning and design and execution of activity plans;
- Assist in Green House Gas emission reduction calculation of Large Biogas, Micro/Mini-hydro, Solar and Solar/Wind hybrid, grid interconnection using clean

- development mechanism methodologies to develop carbon projects;
- Support PMT in integrating E&S safeguard aspects in its analytic, knowledge, and regulatory initiatives;
- Support on climate and carbon activities of AEPC as and when required;
- Assist in designing and delivering capacity building activities;
- Any other tasks assigned by the Project Manager.

5. Performance and Reporting Requirement (Deliverables):

The consultant shall prepare and submit the required periodic reports for the activities undertaken as defined under Scope of Services.

6. Duration of Service:

The duration of the Consultant's service shall be for **one year** from the date of signing of contract, subject to annual renewal upon Consultant's satisfactory performance and need for the project. The consultant is expected to work on **full time** at the office of AEPC with required frequent travels outside Kathmandu valley within Nepal at the sub-project sites on project related matters.

7. Type of Contract and Term of Payment:

The contract for the Consultants will be Time Based. The payment to the consultant will be made on monthly basis upon submission of payment request including invoice, required report(s) and time-sheets. The consultant should submit a monthly report including the task activities of daily works, and get it approved from Project Manager. If number of days are not justified with the progress, Project Manager will verify the actual progress and payment shall be made accordingly. The fee, other than remuneration of consultant, will be reimbursed based on actual expenses incurred for the task, within the ceiling specified in the Contract.

8. Consultant's required Qualification and Experience

Candidates should have minimum Master's degree in Environmental Science, Environmental Engineering, Environmental Management, Management with Engineering or environmental science background in bachelor's degree or related discipline with minimum 7 years of experience in total and minimum 5 years professional experience in the field of environmental assessments and management, conversant with bilateral/multilateral donor agency requirements on E&S safeguard effective implementation and their management.

The candidate should also have:

- Proven experience in implementing international environmental safeguards policies/standards (e.g. the World Bank, ADB etc.);

- Experience of working in the climate change and carbon project and knowledge of emission reduction calculation using internationally acceptable methodologies such as clean development mechanism methodologies for large biogas, mini grid and solar and solar/wind hybrid projects;
- Ability to build capacity and train various stakeholders;
- Familiarization with the ESMF document, its requirement and implementation during execution of Large Biogas, Mini Grid and Solar and Solar/Wind hybrid, grid interconnection Works or similar nature work in the past;
- Ability to work well with Government officials and community personnel;
- Strong and demonstrated capacity for organization, management with excellent reporting and coordination skills;
- Strong leadership, technical competence and professional skills for timely implementation, coordination and management of activities;
- Ability to work in a team, develop synergies and establish effective working relations with various stakeholders;
- Strong interpersonal and communications skills, resourcefulness, initiative, tact and ability to cope with any situation;
- Openness to change and ability to receive/integrate feedback;
- Excellent knowledge of the Nepali and English language (both spoken and written) and excellent communication skills;
- Participated in relevant trainings;
- The candidate should be able to legally work in Nepal.

9. Facilities and logistics to the Consultant by the Client:

The consultant will be provided office space, computer, internet facilities, and office furniture. Necessary stationery, printing and copying facilities will also be provided by the Client. Additional benefits such as festival allowances, leave, gratuities etc. will not be provided. If consultant is absent, the respective remuneration for particular period will be deducted from the payments.

Terms of Reference
For
Monitoring, Evaluation, Accountability & Learning Expert
(Individual Consultant: Intermittent)

1. Introduction:

Alternative Energy Promotion Centre (AEPC) is the apex government body under the Ministry of Energy, Water Resources and Irrigation (MoEWRI), established to promote the use of alternative/renewable energy technology to meet the energy needs in Nepal. The Private Sector Led Mini Grid Energy Access Project (MGEAP) was initially launched in April 2019 to promote sustainable and decentralized energy solutions in Nepal. Following a series of restructurings, the project's closing date has now been extended to September 30, 2026. The objective of the project is to increase electricity access and delivery from renewable energy mini-grids (solar, hydro, wind, and hybrid) and large biogas plants by mobilizing private Energy Service Companies (ESCOs) and developers. The project is designed to support RE mini-grids market by introducing conditions to gradually shift from heavily subsidized to commercial model. The project will support mobilization of credit from participating Banks (PBs) to ESCOs for the development of mini-grid subprojects.

Nepal is one of six countries identified for assistance under the Scaling-up Renewable Energy Program in Low Income Countries (SREP). As one of three programs under the Strategic Climate Fund, SREP aims to demonstrate the social, economic and environmental viability of low carbon development pathways in the energy sector. In particular, the objectives of SREP in Nepal are to: (i) leverage complementary credit and grant co-financing, (ii) bring about transformational impacts through scaling up energy access using renewable energy technologies (RETs), poverty reduction, gender and social inclusiveness and climate change mitigation, and (iii) ensure sustainable operations through technical assistance and capacity building. MoEWRI has designated the Alternative Energy Promotion Centre (AEPC) as the lead agency for SREP-related mini grids renewable energy initiatives and activities. SREP will support MGEAP to fulfill its objectives and target.

2. Background:

Monitoring is viewed as a tool that enables result-based management. Managing for results include planning for results, implementation, performance review and evaluation assessments to track long-term impact of the MGEAP. The results from the monitoring feed back into implementation, based on management corrective action. The Senior Monitoring and Evaluation Specialist acts as key player to ensure that achievement of planned activities is accomplished so as to reach the targets of accelerating the delivery with better quality, comprising various technologies, to ESCOs, commercial entities, enterprises and municipalities leading to more equitable economic growth.

MGEAP anticipates that monitoring of all the technical support will be part of the overall MGEAP monitoring system. Based on the indicators and set targets, the collected monitoring data will be processed and entered into the database management

system. Based on the information arising from the monitoring, regular and quality reporting will be ensured by AEPC to the World Bank.

The Senior Monitoring and Evaluation Specialist works following the rules and regulations of the AEPC. S/he reports to the Program Manager and works together to build capacity of related staff. S/he ensures that the AEPC is recognized as an effective, efficient institution for the promotion and development of the large biogas sector in Nepal.

3. Objective:

The objective of obtaining services of the Expert is to assist and take lead in monitoring and evaluation related activities of the Project. The specialist works following the rules and regulations of the AEPC/MGEAP. The Expert reports to the Program Manager and works together to build capacity of related staff.

The Expert will play a critical role in the successful implementation and management of the mini hydro subprojects, solar mini grid subprojects and large biogas subprojects. This role involves overseeing the project's progress, ensuring that the project objectives are met, and providing feedback for continuous improvement. The specialist will work closely with the project team, stakeholders, and external evaluators to ensure effective monitoring and evaluation processes are in place regarding mini hydro, solar mini grid and large biogas sub-projects.

4. Scope of Services (Activities):

The Monitoring, Evaluation, Accountability & Learning Expert will be a part of Project Management Team (PMT). The scope of service of the consultant shall include but shall not necessarily be limited to the following:

- Take the lead role in monitoring sub-projects implemented under MGEAP to ensure targets are achieved as planned and with desired quality, based on indicators and targets set in the MGEAP program document;
- Establish and operationalize mechanisms to collect relevant data/information from sites to track physical progress and implementation status of sub-projects during construction/installation phases;
- Conduct site visits to monitor implementation progress and engage with Developers/ESCOs to gather feedback and insights;
- Track sub-projects reaching preset construction/installation milestones and arrange for technical and financial verification of completed work at these milestones;
- Track sub-projects at the end of their warranty period to monitor operational status, warranty obligations, and after-sales service provided by the construction company;
- Ensure regular and adequate follow-up on ongoing sub-projects to expedite construction/installation work;

- Where necessary, verify the end-uses of generated/produced energy from completed sub-projects;
- Lead Technical/Financial Verification and Commissioning Testing of sub-projects, ensuring work quality and standards as stipulated in the respective DFS reports;
- Coordinate and supervise consulting firms selected for Technical Verification and Commissioning Testing to ensure timely and quality completion of tasks;
- Provide orientation, training, and technical input to third-party consulting firms and M&E-related capacity-building activities to provincial and local government staff as required;
- Ensure consultants properly follow testing and commissioning protocols during verification works;
- Appraise Technical Verification and Commissioning Testing reports submitted by independent third-party consultants;
- Assess end-of-warranty monitoring information regarding operational status, warranty fulfillment, and after-sales service requirements;
- Analyze and report data related to sub-project implementation progress and identify underlying causes of delays. Evaluate progress from multiple perspectives and produce outcome and impact information as required;
- Update the Project Result Framework as needed, with clear indicators to measure progress and outcomes;
- Prepare M&E reports, including findings, lessons learned, and recommendations;
- Integrate accountability findings into monitoring reports to inform project improvements and foster trust with stakeholders;
- Take a lead role in preparing trimester and monthly progress reports based on agreed milestones of sub-project implementation for submission to the World Bank;
- Document best practices, case studies, learnings, and success stories resulting from the project interventions;
- Share and discuss M&E findings and recommendations in meetings and workshops to foster a culture of learning and continuous improvement among project stakeholders;
- Orient and sensitize project staff on M&E methods and tools; provide ongoing support and guidance to ensure effective monitoring of project activities, including sub-project implementation;
- Facilitate and support PMT team members in monitoring compliance with environmental and social safeguard-related activities of the project;
- Provide professional input and advisory support to AEPC's Monitoring and Quality Assurance Unit in M&E activities, including upgrading the integrated M&E system, whenever required;

- Work in close cooperation with other AEPC programs and rural energy projects to ensure teamwork and coordination;
- Identify potential risks and challenges related to project implementation; facilitate the development and implementation of mitigation measures;
- When required, upgrade, update, or develop guidelines, checklists, forms, and reporting formats for technical verification, commissioning testing, and end-of-warranty monitoring of sub-projects. Develop/upgrade formats for tracking physical progress of sub-projects under implementation;
- Conduct an assessment of the installed large biogas subprojects to identify key challenges and contributing factors affecting the operation and utilization of the biogas plants, and develop recommendations for corrective measures to ensure their full-scale functionality;
- Contribute to the activities to be implemented for achieving sustainability of the installed large biogas subprojects;
- Ensure timely completion of subprojects;
- Any other tasks assigned by the Project Manager.

5. Performance and Reporting Requirement (Deliverables):

The consultant shall prepare and submit the required periodic reports for the activities undertaken as defined under Scope of Services.

6. Duration of Service:

The duration of the Consultant's service shall be for **one year** from the date of signing of contract, subject to annual renewal upon Consultant's satisfactory performance and need for the project. The consultant is expected to provide **Intermittent Input**. The expert is expected to be based in Kathmandu with frequent travel to the project sites. The estimated average input per month will be **10 days**.

7. Type of Contract and Term of Payment:

The contract for the Consultants will be Time Based. The payment to the consultant will be made on monthly basis upon submission of payment request including invoice, required report(s) and time-sheets. The consultant should submit a monthly report including the task activities of daily works, and get it approved from Project Manager. If number of days are not justified with the progress, Project Manager will verify the actual progress and payment shall be made accordingly. The fee, other than remuneration of consultant, will be reimbursed based on actual expenses incurred for the task, within the ceiling specified in the Contract.

8. Consultant's required Qualification and Experience

Candidate should have minimum Master's degree in Renewable

Energy/Engineering/Environment or related discipline with minimum 10 years overall experience and minimum 7 years professional experience in monitoring and evaluation of bilateral/multilateral development projects/programs. Candidate with proven experience in monitoring and evaluation of renewable energy technologies will be given preference.

The candidate should also have:

- Required basic technical knowledge on rural/renewable energy technologies in general and large biogas, solar PV and mini hydro technology in particular;
- Required knowledge and experience on commissioning testing protocols of large biogas plants, solar mini grid projects and mini hydro projects;
- Experiences of working with donor funded projects/programs, local governments (particularly Rural Municipalities/ Municipalities), NGOs, consulting firms/ biogas construction companies;
- Expert knowledge on result-based monitoring, reporting and impact study of rural/renewable energy interventions;
- Expert knowledge on designing & setting up Monitoring and Evaluation (M & E) System tailored to specific project requirement, capacity building, analysis and reporting of M & E results/information;
- Ability to build and maintain relationships with senior-level colleagues, particularly interacting productively, proactively, and comfortably with community leaders, government agencies, NGOs, private sector groups;
- Output/result and team work oriented;
- Demonstrated computer skills in Microsoft Office Suite applications including Word, Excel, PowerPoint and Outlook;
- Participated in relevant trainings;
- Excellent knowledge of the Nepali and English language (both spoken and written) and excellent communication skills;
- The candidate should be able to legally work in Nepal.

9. Facilities and logistics to the consultant by the Client:

The consultant will be provided office space, computer, internet facilities, and office furniture. Necessary stationery, printing and copying facilities will also be provided by the Client. Additional benefits such as festival allowances, leave, gratuities etc. will not be provided.

Terms of Reference
For
Financial Management Expert
(Individual Consultant: Intermittent)

1. Introduction:

Alternative Energy Promotion Centre (AEPC) is the apex government body under the Ministry of Energy, Water Resources and Irrigation (MoEWRI), established to promote the use of alternative/renewable energy technology to meet the energy needs in Nepal. The Private Sector Led Mini Grid Energy Access Project (MGEAP) was initially launched in April 2019 to promote sustainable and decentralized energy solutions in Nepal. Following a series of restructurings, the project's closing date has now been extended to September 30, 2026. The objective of the project is to increase electricity access and delivery from renewable energy mini-grids (solar, hydro, wind, and hybrid) and large biogas plants by mobilizing private Energy Service Companies (ESCOs) and developers. The project is designed to support RE mini-grids market by introducing conditions to gradually shift from heavily subsidized to commercial model. The project will support mobilization of credit from participating Banks (PBs) to ESCOs for the development of mini-grid subprojects.

Nepal is one of six countries identified for assistance under the Scaling-up Renewable Energy Program in Low Income Countries (SREP). As one of three programs under the Strategic Climate Fund, SREP aims to demonstrate the social, economic and environmental viability of low carbon development pathways in the energy sector. In particular, the objectives of SREP in Nepal are to: (i) leverage complementary credit and grant co-financing, (ii) bring about transformational impacts through scaling up energy access using renewable energy technologies (RETs), poverty reduction, gender and social inclusiveness and climate change mitigation, and (iii) ensure sustainable operations through technical assistance and capacity building. MoEWRI has designated the Alternative Energy Promotion Centre (AEPC) as the lead agency for SREP-related mini grids renewable energy initiatives and activities. SREP will support MGEAP to fulfill its objectives and target.

2. Background:

The Expert will aid the admin and finance team of AEPC to help with the MGEAP related activities. The Expert is responsible to support in overall financial management including budgeting, flow of funds, accounting, financial reporting and auditing to ensure corruption free availability of financial services to Mini-Grid Energy Access Project that target to accelerate the renewable energy service delivery with better quality, comprising various technologies, to remote rural households, enterprises and communities, to benefit men and women from all social groups, leading to more equitable economic growth.

3. Objectives:

The main objective of the position is to support in overall financial management system of the Project including planning and budgeting, accounting, internal controls, financial reporting, auditing, financial monitoring, funds flow and disbursement management in line with GoN regulations and the World Bank and other development partner's requirements, who are involved in the project.

4. Scope of Services (Activities):

The Financial Management Expert will be a part of Project Management Team (PMT) and will be responsible for day-to-day activities related to the project. S/he should be responsible and take full ownership for the following scope of work:

- Develop the project's annual cash flow plan based on the work plan and corresponding procurement schedule;
- Supporting in managing the designated project accounts project accounts for the MGEAP project, including processing payments to contractors, bidders, consultants, and service providers, while verifying and authorizing all disbursements related to project activities;
- Prepare both unaudited and audited project financial statements and Financial Monitoring Reports (FMRs) in compliance with donor and government requirements;
- Facilitating the training/orientation of PMT members and other stakeholders on GoN and World Bank policies and Procedures;
- Maintaining and reconciling the project bank accounts maintained at various banks, organizing the process of disbursements of amounts from the Grant account and replenishment;
- Provide comprehensive support in financial management functions, including budgeting, accounting, internal control systems, financial reporting, auditing, and funds flow management for the project;
- Ensure timely reconciliation of the designated account, Credit Vertical Unit (CVU) balances, and the Government of Nepal's reimbursable accounts, and promptly facilitate the quarterly fund release process;
- Ensure sound financial management and disbursement practices in line with accounting, budgeting, financial control, and audit standards acceptable to the GoN and World Bank;
- Ensuring that all project transactions are booked timely & accurately and preparation of all requests for payments;
- Carrying out control and filing of all documents related with financial activities, invoices and other documents relating to project transactions;
- Ensure that all documents are kept appropriately and are made available to the independent auditor and World Bank Supervision Missions for examination;

- Collaborate with the World Bank, Government of Nepal, and other partners to enhance project financial management, following up on action points stipulated in project legal documents and audit recommendations;
- Providing the Auditor with access to copies of all necessary documentation, information and supporting materials;
- Ensure implementation of general principles and policies of budgeting, accounting, auditing, internal controls and financial monitoring are fully complied in the Project;
- Support in institutionalizing and implementing effective internal controls and financial monitoring for the Project;
- Coordination with ESCOs and PBs related with financial activities;
- Review invoices, financial documents etc., submitted by the contractors, ESCOs. Developers etc. for the processing of payment;
- Any other tasks assigned by the Project Manager.

5. Performance and Reporting Requirement (Deliverables):

The Financial Management Expert shall prepare necessary periodic reports for the activities undertaken as defined under Scope of Services.

6. Duration of Service:

The duration of the Consultant's service shall be for **one year** from the date of signing of contract, subject to annual renewal upon Consultant's satisfactory performance and need for the project. The consultant is expected to provide **Intermittent Input**. The expert is expected to be based in Kathmandu with frequent travel to the project sites. The estimated average input per month will be **10 days**.

7. Type of Contract and Term of Payment:

The contract for the Consultants will be Time Based. The payment to the consultant will be made on monthly basis upon submission of payment request including invoice, required report(s) and time-sheets. The consultant should submit a monthly report including the task activities of daily works, and get it approved from Project Manager. If number of days are not justified with the progress, Project Manager will verify the actual progress and payment shall be made accordingly. The fee, other than remuneration of consultant, will be reimbursed based on actual expenses incurred for the task, within the ceiling specified in the Contract.

8. Consultant's required Qualification and Experience:

Candidates should have minimum Master's Degree in Business Administration or Business Studies or Chartered Accountant or any other related discipline with minimum 7 years

experience in total and minimum 5 years professional experiences in the field of financial management of bilateral/multilateral development projects/programs.

The candidate should also have:

- Demonstrated experience in financial management of projects funded by the World Bank (WB), Asian Development Bank (ADB) or other comparable multilateral or bilateral development institutions will be considered an added advantage
- Demonstrated ability to build capacity and provide training to diverse stakeholders;
- Familiarity with the country's geography and a willingness to travel or trek to remote project sites as required;
- Proven ability to collaborate effectively with government officials and community members;
- Strong organizational and management skills, with demonstrated excellence in reporting and coordination;
- Proven leadership, technical competence and professional competencies for effective and timely implementation, coordination, and management of project activities;
- Ability to work collaboratively within a team, foster synergies, and maintain productive relationships with a wide range of stakeholders;
- Excellent interpersonal and communication skills, coupled with resourcefulness, initiative, diplomacy, and the ability to handle challenging situations;
- Receptiveness to change and a positive attitude toward integrating feedback;
- Fluency in both Nepali and English, with excellent verbal and written communication skills;
- Participation in relevant training programs;
- Must be legally eligible to work in Nepal.

9. Facilities and logistics to the consultant by the Client:

The consultant will be provided office space, computer, internet facilities, and office furniture. Necessary stationery, printing and copying facilities will also be provided by the Client. Additional benefits such as festival allowances, leave, gratuities etc. will not be provided.

Terms of Reference

For

Procurement Expert

(Individual Consultant: Intermittent)

1. Introduction:

Alternative Energy Promotion Centre (AEPC) is the apex government body under the Ministry of Energy, Water Resources and Irrigation (MoEWRI), established to promote the use of alternative/renewable energy technology to meet the energy needs in Nepal. The Private Sector Led Mini Grid Energy Access Project (MGEAP) was initially launched in April 2019 to promote sustainable and decentralized energy solutions in Nepal. Following a series of restructurings, the project's closing date has now been extended to September 30, 2026. The objective of the project is to increase electricity access and delivery from renewable energy mini-grids (solar, hydro, wind, and hybrid) and large biogas plants by mobilizing private Energy Service Companies (ESCOs) and developers. The project is designed to support RE mini-grids market by introducing conditions to gradually shift from heavily subsidized to commercial model. The project will support mobilization of credit from participating Banks (PBs) to ESCOs for the development of mini-grid subprojects.

Nepal is one of six countries identified for assistance under the Scaling-up Renewable Energy Program in Low Income Countries (SREP). As one of three programs under the Strategic Climate Fund, SREP aims to demonstrate the social, economic and environmental viability of low carbon development pathways in the energy sector. In particular, the objectives of SREP in Nepal are to: (i) leverage complementary credit and grant co-financing, (ii) bring about transformational impacts through scaling up energy access using renewable energy technologies (RETs), poverty reduction, gender and social inclusiveness and climate change mitigation, and (iii) ensure sustainable operations through technical assistance and capacity building. MoEWRI has designated the Alternative Energy Promotion Centre (AEPC) as the lead agency for SREP-related mini grids renewable energy initiatives and activities. SREP will support MGEAP to fulfill its objectives and target.

2. Background:

Prior to the installation/construction of Mini grids and Waste to Energy both Municipal & commercial sub projects in Nepal, it is required that each and every sub project goes through feasibility and or a detailed feasibility study. There are legally registered Entrepreneurs for the construction of such sub-projects. In this backdrop, the sub-projects need to procure goods and services in different level of project cycle. However, the Entrepreneurs make their procurement following their best commercial practices to achieve value for money, for these activities; there is necessity for procurement assistance by the MGEAP. In addition, the project has to procure various goods, services and consultancy services its annual work plan and procurement plan. Hence AEPC/MGEAP is looking for a procurement expert to aid the procurement unit in procurement related activities.

3. Objectives:

The objective of obtaining services of procurement expert is to assist project in carrying out procurement functions for the implementation of the project. The input from the expert is to ensure adoption of proper procurement procedures with economy, efficiency, fairness and transparency as well as to implement procurement activities in a timely manner.

4. Scope of Services (Activities):

The Procurement Expert will be a part of Project Management Team (PMT) and shall work under the supervision of the Project Manager of the Project. The expert shall work closely with project staff related to the procurement activities. The expert will assist the project management team in implementing activities included in the Procurement Plan through the use of applicable procurement legislations, Guidelines/Manuals of the Government of Nepal, as well as Procurement Regulations of the 3World Bank where applicable. Scope of services shall include, but not necessarily be limited to the following:

- Support procurement unit for compliance with procurement guideline of Nepal and procurement guidelines of development partners including the procurement guideline of the World Bank applicable to the implementation of the project activities;
- Support to identify the procurement activities under various categories in consultation with PMT;
- Support the project management on deciding optimal procurement/selection methods, including slicing and packaging, where necessary, and carry out market survey to prepare realistic cost estimates to carry out the identified procurement activities;
- Support to prepare General Procurement Notice (GPN), PPSD, Procurement Plan, and update periodically as per the need;
- Support in updating and updating the procurement plan/documents and all procurement processes on the STEP system on a real time basis;
- Support for implementation of electronic procurement system through e-GP system of Nepal.
- Support in proceeding with procurement activities including advertising, pre-qualifying and short listing etc.;
- Support to prepare procurement related documents such as Bidding Documents (DP, SQ/Rfq, NCB and ICB), Terms of Reference (ToR), Request for Expression of Interest (REoI), Request for Proposals (RFP) required for the procurement of goods, works, non-consulting services, or consulting services;
- Support to conduct pre-bid/pre-proposal meetings, prepare response on queries sought from potential bidders/proponents, assist in preparing and issuing clarification/addendums, when necessary;
- Support in receiving and opening of quotations/bids/proposals, evaluation of the quotations/bids/proposals (Technical, Financial and Combined) and preparation of evaluation reports;
- Support in finalizing contract documents for approval and contract signing;

- Support to prepare training materials for project staff and beneficiaries about procurement, and carry out training activities on procurement to concerned person of project and its beneficiaries.
- Support in monitoring of procurement activities under the project;
- Support to prepare periodic progress reports to be submitted to Project Management and Development Partners;
- Support regarding contract management including issuing variation orders, price adjustment, contract extension, contract termination, imposing liquidated damage etc.;
- Support to manage different types of securities relating to the procurement (Bid Security, Performance Security, Advance Payment Securities, Retention and Professional Liability Insurance etc.);
- Support to establish procurement documentation system and ensure all procurement related documents for each procurement are kept in order in accordance with the established documentation system;
- Support in maintaining records and other documentations required for audit, procurement prior/post reviews and progress reporting purposes;
- Support project management in addressing/handling procurement related complaints and grievances;
- Support to ESCO and Developers related to procurement management;
- Ensure timely completion of procurement contracts;
- Any other tasks assigned by the Project Manager.

5. **Performance and Reporting Requirement (Deliverables):**

The consultant shall prepare and submit the required periodic reports for the activities undertaken as defined under Scope of Services.

6. **Duration of Service**

The duration of the Consultant's service shall be for **one year** from the date of signing of contract, subject to annual renewal upon Consultant's satisfactory performance and need for the project. The consultant is expected to provide **Intermittent Input**. The expert is expected to be based in Kathmandu with frequent travel to the project sites. The estimated average input per month will be **5 days**.

7. **Type of Contract and Term of Payment:**

The contract for the Consultants will be Time Based. The payment to the consultant will be made on monthly basis upon submission of payment request including invoice, required report(s) and time-sheets. The consultant should submit a monthly report including the task activities of daily works, and get it approved from Project Manager. If number of days are not justified with the progress, Project Manager will verify the actual progress and payment shall be made accordingly. The fee, other than remuneration of consultant, will be reimbursed based on actual expenses incurred for the task, within the ceiling specified in the Contract.

8. Consultant's required Qualification and Experience

Candidate should have minimum Master's Degree in Management, Business Studies, Business Administration, Economics, Law or Engineering or in any other relevant field with minimum 10 years experience in total and minimum 7 years professional experience in procurement management of bilateral/multilateral development projects/programs.

The candidate should also have:

- Relevant experience in projects funded by the World Bank, ADB or other similar multilateral development partners;
- Experience in STEP system of the World Bank and e-GP system of Nepal;
- Demonstrated skills in following procurement procedures, coordination, and networking are required;
- Demonstrated experience on working with different associations, municipalities/local levels in Nepal would be an advantage;
- Experience in designing and implementing private sector capacity building and in training national and sub-national staff in Procurement related activities;
- Ability to build and maintain relationships, particularly interacting productively, proactively, and comfortably with municipality staff, community leaders, government agencies, NGOs, private sector groups;
- Demonstrated strong written and oral communication, interpersonal and negotiation skills;
- Demonstrated computer skills in Microsoft Office applications including Word, Excel, PowerPoint, Outlook and online platforms etc.;
- Output/result and team work oriented;
- Excellent knowledge of the Nepali and English language (both spoken and written) and excellent communication skills;
- Participated in relevant trainings;
- The candidate should be able to legally work in Nepal.

9. Facilities and logistics to the consultant by the Client's:

The consultant will be provided office space, computer, internet facilities, and office furniture. Necessary stationery, printing and copying facilities will also be provided by the Client. Additional benefits such as festival allowances, leave, gratuities etc. will not be provided.