

GCF Readiness and Preparatory Support Programme: Readiness support for enhancing the capacity of NDA and other stakeholders for project pipeline development in Nepal

### 1. Background

AEPC is the nodal agency of the Government of Nepal - under the purview of Ministry of Energy, Water Resources and Irrigation - for the promotion and development of renewable energy and energy efficiency in the country. AEPC is mandated for the promotion of renewable energy, energy efficiency and related climate change activities. AEPC is also experienced in the formulation of the climate change and carbon related projects in Nepal. It is also an Accredited Entity (AE) or a Direct Access Entity (DAE) of the GCF intending to open opportunities from national and international windows to finance the overarching need of climate change in Nepal. Green Climate Fund (GCF) was adopted as a financial mechanism of the UN Framework Convention on Climate Change (UNFCCC) since 2011 AD. It aims to contribute to attaining the mitigation and adaptation goals for the achievement of ultimate objective of the UNFCCC. The fund expects to make paradigm shift towards low-emission and climate-resilient development pathways by supporting developing countries to reduce their GHG emissions and adapt impacts of climate change keeping their needs at center. The fund will be an important financing mechanism to implement the Paris Agreement. GCF supports the developing country through the establishment of National Designated Entity (NDA) and Direct Access Entity (DAE) by accrediting the national entities against the GCF's standards and flow the funds through them.

# 2. Introduction

As a technical support to DAEs, the GCF Readiness Programme provides resources for strengthening the institutional capacities of National Designated Authorities/focal points (NDAs) and DAEs to effectively engage with the Fund. It also assists countries in undertaking adaptation planning and developing programming frameworks to build out their long-term climate action agenda. Under the GCF Readiness Program, AEPC is implementing "The GCF Readiness and Preparatory Support Programme: "Readiness support for enhancing the capacity of NDA and other stakeholders for project pipeline development in Nepal" as the delivery partner of the GCF with UNOPS as the fiduciary agent of the GCF. This readiness support aims to enhance the capacities and knowledge of NDA, DAEs, sectoral ministries, other stakeholders, including local governments, civil society organizations (CSOs), representing indigenous communities and women and other minority groups, and private sector actors. It also aims to identify and develop a strategic project pipeline, reflecting the country's priorities and addressing the needs of the community to bring about the necessary paradigm shift in accessing, implementing and safeguarding climate finance in Nepal.

### Position Title: Project Manager

**Project:** Readiness support for enhancing the capacity of National Designated Authority (NDA) and other stakeholders for project pipeline development in Nepal.

Responsible and Report To: Alternative Energy Promotion Centre (AEPC), International Economic Cooperation Coordination Division (IECCD) of the Ministry of Finance (MoF) (NDA), United Nations Office for Project Services (UNOPS) and the Green Climate Fund (GCF)

**Duration of Contract:** 18 months

### 1. Responsibilities:

- Day-to-day management of GCF Readiness activities, including the coordination of consultants to ensure timely delivery of deliverables. Development and implementation of detailed work plans. Conduct the activities of the project as per the implementation and procurement plan. Prepare documents including the terms of references, expression of interest, request for proposals and finalize the procurement of service providers.
- Coordinate with federal and provincial level ministries, municipalities, non-government entities, private sector, vulnerable communities, academia, research institutions, regional and international organizations (including IAEs) for delivery of the work plan. Liaise with thematic experts to ensure effect execution of the project.
- Assist the Climate Finance Technical Committee (CFTC) and Climate Finance Steering Committee (CFSC) under the NDA to formalize the decision-making process (i.e., concept notes, funding proposals, and direct access entity applications).
- Conduct activities and fulfill the deliverables as per the logical framework of the approved GCF readiness proposal. Coordination and monitoring of project activities in collaboration with the Climate and Carbon Section
- Support in generating innovative, evidence-based climate change mitigation and adaptation centred programme/project concept notes and proposals. Support DAEs with their ongoing process with the Green Climate Fund in terms of accreditation, concept note development and project proposal development. Monitoring of progress to ensure the timely delivery of outcomes and outputs;
- Preparation and submission of progress report, project completion report and financial audited report on the use of Grant funds to UNOPS. Ensure Compliance with the reporting requirements. Synthesis reports to prepare the country readiness need assessment in order to request for the multiple year strategic readiness implementation.
- Oversee the project's activities, which will administer milestone-based targets in the capacity building of the NDA, DAEs and other stakeholders contributing to improved resilience of communities and ecosystem reduced GHG emissions.

• Make periodic visits to the organizations and institutions that are supported by the project.

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### 2. Qualification and Experience:

- Master's Degree in climate, energy, environment, engineering, management or other related subjects with at least seven years of experience, of which five years should be in climate finance/renewable energy.
- Working knowledge and experience on procedures required for accreditation and accessing fund from the Green Climate Fund (GCF). Strong understanding of the GCF standards and criteria relating to Fiduciary Standards (basic and specialized), Environment and Social Safeguards, Gender and Social Inclusion with proven track
- Working knowledge of the GCF policies and procedures and updates but not limited to Country Programming Manual, Integrated Results Management Framework, Prohibited Practices, Environment and Social Safeguards. Knowledge of the GCF project approval and post approval cycle.
- Experience in fulfilling compliance requirement and developing innovative project proposal to access international climate finance for implementing climate change/environment/renewable energy projects in Nepal. Experience in the development of theory of change, fund flow mechanism, budget/procurement/implementation plan, incentive schemes and cost-benefit analysis.
- An understanding of cross-sectoral aspects of adaptation and mitigation, with compliance, economic, social, environmental, and gender dimensions.
- An understanding of the institutional and policy environment around climate change related policies and programming in Nepal.
- Demonstrated teamwork skills and ability to work independently
- Excellent analytical and writing skills
- Experience working with government and regional and international development agencies
- Excellent written and verbal communication skills in English is required, including the ability to clearly prepare, present, discuss complex reports/briefs/papers.

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- Expertise in the design and use of accountability mechanisms is an advantage.
- Understanding of management information system, database management is desirable

### Position Title: Project Officer

**Project:** Readiness support for enhancing the capacity of NDA and other stakeholders for project pipeline development in Nepal.

Responsible and Report To: Project Manager, Alternative Energy Promotion Centre (AEPC)

**Duration of Contract: 18 months** 

### 1. Responsibilities:

- Provision of support to the Project Manager in the conducting the Readiness activities as described by the logical framework and the work plans. Provision of support to the Project Manager in progress tracking;
- Support the Periodic on-site reviews and spot checks of financial records by UNOPS or its representatives; Monitoring of activities following UNOPS standards and guidelines for site visits and field monitoring;
- Support on the preparation of interim progress report, financial audited report, project completion report and final audited financial report on the use of Grant funds.
- Management of the administrative process including the document preparation for the procurement process, management of consultants and travel arrangements
- Review invoicing from service providers and ensure that payment requests are supported and justified. Facilitate the approval and payment process while ensuring compliance.
- Support to organize meetings/training events related to the readiness activities and preparation of meeting minutes;
- Provide operational support during workshops/training sessions/meetings; and
- Keeping track of the records of activities and documentation of all activities under the proposed Readiness support.

## 2. Qualification and Experience:

- Bachelor's Degree in management, engineering, environment or other related subjects with at least three years of experience in climate change or ecosystems and ecosystem services or renewable energy or other similar areas related to climate change mitigation and adaptation.
- Having knowledge and experience on working on government/donor funded projects and programs
- Knowledge on GCF related projects will be advantageous.
- Having excellent interpersonal, documentation and report writing skills.
- Good command of English in writing and speaking.

