

## **Technical officer- Outreach and Coordination Officer**

**Duty Station:** Biratnagar/Dhangadi

**Responsible To:** Executive Director, AEPC

**Reports To:** National Programme Manager, RERA through provincial head

**Working Relationship:** RERA team, provincial offices, concern (rural) municipalities, Renewable Energy (RE) stakeholders, regional technical service provider (RTSP)

### **Context:**

Alternative Energy Promotion Center (AEPC) is the national focal point entity established in 1996 for the promotion, development and expansion of Renewable Energy Technologies (RETs) in Nepal. It is currently constituted under the Ministry of Population and environment with unifying mission of making renewable energy a mainstream resource through increased access nationwide. With the consent of policy and plan formulation, technology innovation, resource mobilization, co-ordination and quality assurance in place, it is, and further aims at improving living standard, increasing employment opportunities and reducing dependency on traditional energy for attaining sustainable development.

Adoption of federalism in Nepal on 20 September, 2015 (Schedule 4 of the New Constitution of Nepal) provides the division of country into 7 provinces which implies that provinces are responsible for translating and implementing policy and guidelines into the regional context developed by Ministry in National context. In this backdrop, Alternative Energy promotion Center (AEPC) and Deutsche Gesellschaft Für Internationale Zusammenarbeit GmbH (GIZ) on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) are jointly implementing the 'Renewable Energy for Rural Areas (RERA) programme. The programme supports the decentralized/alternative renewable energy sector and AEPC to transit to federalization and the newstate structure with a vision to ensure efficient and effective service delivery of decentralized renewable energy through improved outreach and enhanced local cooperation in the federal republic of Nepal.

As agreed under the RERA programme, two project support offices in Province 1 and 7 (Biratnagar and Dhangadhi) will be emplaced and operationalized for stimulating the use of renewable/alternative energy and meeting targets for the production of renewable energy by improving service delivery of decentralized renewable energy. To achieve this, AEPC and RERA will support the newly established municipalities in planning, promoting and implementing Renewable Energy Technologies through the project support offices.

In this regard, AEPC is seeking an Outreach and Coordination Officer stationed in the project office to support the execution of tasks as identified in the ToR below. S/he will work under direct supervision of project office head, in close coordination with RERA team and different technical and non-technical units of AEPC, provincial officials and concerned (rural) municipalities.

## **Overall Purpose:**

The Outreach and Coordination Officer will be held responsible for coordinating and collaborating with stakeholders (provincial officials, (rural) municipalities, RTSP, civil societies, private sector and other relevant organizations). S/he will be responsible for all communication and outreach activities that will be undertaken by the project office and will work closely with local partners to ensure synergy and effective implementation of the communication and outreach strategy. S/he will follow the rules and regulations of AEPC and reports to Project Office Head.

## **Main Tasks:**

The Outreach and Coordination Officer works together with AEPC, RERA team, (rural) municipalities, provincial officials/offices for improving the federalized service delivery of the GoN in regards to renewable energy. The main tasks are as follows:

- Map and finalize the stakeholders in the targeted (rural) municipalities. Coordinate and collaborate with the identified stakeholders for implementing strategies and activities to smoothen the service delivery of decentralized renewable energy in an effective manner.
- Assist in conducting stakeholders' analysis and support (rural) municipalities to elaborate plans facilitating decentralize service model.
- Support to establish the functional linkage between (rural) municipalities, project office of AEPC, provincial government agencies, and service providers in coverage regions. Prepare framework and conduct baseline assessment for project activities in line with decentralized service delivery.
- Facilitate the stakeholders (province level, (rural) municipalities) in overcoming the challenges they are encountering to improve service delivery of decentralized renewable energy.
- Oversee the development of communication and outreach materials such as brochure, flyers, posters, factsheet, info-graphs and other relevant materials.
- Ensure that communications and PR activities, promote an accurate image of the organization and its programmes amongst media and other targeted audience
- Systematically incorporate RETs section in local level planning by involving and capacitating provincial, , municipal and local officials in areas of planning, resource mobilization, M&E and networking.
- Document renewable energy development in the target municipalities for future replication and expansion.
- Work in close cooperation and coordinate with different sections of AEPC and other programs of AEPC in the province to ensure teamwork and coordination to leverage synergies.
- Ensure the streamlining of GESI approaches and principles in and through the AEPC outreach structures, as well as on the local level.
- Any other tasks assigned by senior managers to support RERA implementation.

## **Qualifications and Experience**

- Bachelor degree in Engineering with 3 years of relevant experience.
- Sound understanding of energy sector regulation, policies and laws together with current issues and challenges.
- Minimum 3 years of demonstrated ability to develop and co-ordinate with community outreach programmes.
- Knowledge of working and interacting with (rural) municipalities, district and provincial offices.
- Effective communicator with a wide range of actors and partners, successful negotiator, cross cultural facilitator and active learner.
- Demonstrated analytical ability and understanding of local and regional context, with the ability to develop activities to achieve objectives and delivering good quality work.
- Computer literacy in Microsoft Office Suite applications including Word, Excel, Powerpoint and Outlook.
- Demonstrated report writing skills and knowledge.
- Familiarity on GESI related issues in renewable energy, including women and disadvantage group will be an additional advantage.

**Duration:**

Annual contract with possibility of extension based on performance