

Terms of Reference (ToR)

For the Selection of Individual Consultant

Title of the Position: Climate Finance Advisor & Economic and Financial Analyst for Full Funding Proposal Development for an International Climate Finance Facility – Waste-to-Energy Program

1. Introduction

The Alternative Energy Promotion Centre (AEPC) is a Government of Nepal institution established on 3 November 1996 and currently operates under the Ministry of Energy, Water Resources and Irrigation. AEPC is mandated to promote renewable energy, energy efficiency, and climate change-related interventions in Nepal. The Centre has extensive experience in the formulation, implementation, and management of climate mitigation and adaptation programs, including carbon-related initiatives and results-based financing mechanisms.

The World Bank has been supporting in the areas of waste to energy in Nepal since 2014, The World Bank has already supported establishment of few wastes to energy projects through the Scaling up Renewable Energy Program (SREP) and Private Sector Led Minigrid Support Program (MGEAP).

2. Background

International climate finance mechanisms provide concessional and grant-based resources to support developing countries in implementing transformative climate mitigation and adaptation programs. In this context, AEPC intends to prepare a comprehensive Full Funding Proposal for scaling up waste-to-energy interventions across selected municipalities in Nepal.

In this context, AEPC prepared a concept note for a large-scale waste to energy initiative, to proceed to the full funding proposal stage. The proposed program intends to promote development of large biogas and waste-to-energy systems across selected municipalities in Nepal. To support this, Detailed Feasibility Studies (DFS) are required for twelve municipalities. Of these, one DFS is being supported by the Food and Agriculture Organization (FAO), while the World Bank will support the DFS for the remaining eleven municipalities.

Building on its long-standing partnership with AEPC, the World Bank will assist in preparing high-quality technical, financial, environmental, and institutional assessments necessary for formulation of a robust Full Funding Proposal. In this backdrop, AEPC now intends to proceed with preparation of the Full Funding Proposal in accordance with International Climate Finance Facility – Waste-to-Energy Program requirements and is looking for a suitable expert/specialist on the climate finance and international climate finance process to assist in preparation of the funding proposal.

3. Objectives

The primary objective of the Climate Finance & Technical Design Specialist Advisor is to assist the team leader on climatic background, climate finance information and project technicalities, international climate finance process and other climate and carbon document preparation relevant for the preparation of the international climate finance Full Funding Proposal as per the provided proposal template, requirements, and guidance, and ensuring that all sections are comprehensively and accurately completed. The Climate Finance Advisor & economic and financial Specialist shall look after all the documents/reports related to technical, financial, environmental, social, institutional, and climate rationale components, and check its alignment with the international climate investment funding proposal template, and support the team leader in produce a high-quality proposal ready for submission. The Climate Finance Advisor shall work closely with the team leader on finalizing the Full Funding Proposal to be submitted to AEPC within the stipulated timeline and shall meet the standards required for successful appraisal by the international climate finance agency.

4. Scope of Work (activities)

In general, Climate Finance Advisor shall undertake the following tasks:

- Analyze cost/revenues requirements and detailed budget plans of the Waste to energy projects.
- Prepare economic and financial analysis in spreadsheet format
- Prepare implementation timetable and plan including key project/program milestones
- Prepare term sheet including a detailed disbursement schedule and if applicable, repayment schedule
- Working closely with the team leader and waste to energy specialist determine; marketability; supply chains; O&M requirements; etc of the proposed municipal waste to energy projects
- Provide its input to all the section related to the climate and carbon issues, and analyze all the annexes prepared as per the funding proposal requirement, international climate finance policies investment criteria and update the funding proposal as per any latest updated (If any) .
- Support team leader on developing a detailed work plan, task allocation, and timeline for preparation and internal review of the proposal.
- Provide the feedbacks to the team leader on the potential issues for coordination with AEPC, World Bank/FAO support teams, focal points, municipal stakeholders, and other relevant institutions as required.
- Review and provide inputs on all the proposal sections are consistent, coherent, evidence-based, and aligned with AEPC's strategic priorities and Nepal's national climate policies.
- Ensure high-quality English writing, technical clarity, and persuasive justification throughout the proposal.
- Support the Team leader to meet the submission deadline of the funding proposal.

- Review of all the climate and carbon related national and international documents that is aligned with this projects and international climate finance process
- Develop the climate rational in context of project implementation and baseline scenario
- Prepare the detail theory of change and Log framework as per the requirement of international climate finance guidelines
- Prepare the other applicable documents such as but not limited to:
 - Document 1: Map(s) indicating the location of proposed interventions,
 - Document 2: Assessment of GHG emission reductions and their monitoring and reporting (for mitigation and cross cutting-projects)
 - Any other additional annex documents related to climatic information, technologies and project implementation.

5. Duration of Service

Estimated **60 person days** intermittent input is required to deliver the proposed task. The consultancy shall be completed within about 7 months, commencing on February 2026 until September end 2026. The task largely involves the activities that can be delivered remotely unless the consultant is required to attend meetings at AEPC office or undertake field visit. Therefore, the project will not provide a separate working space, computer and other facilities to the consultant.

6. Reporting:

The consultant will directly report to the AEPC's focal point for regular progress and work under his/her strategic guidance and supervision. The consultant should submit the required deliverables and reports to AEPC.

Deliverables:

The consultant will be responsible for producing the following deliverables:

Milestone	Date
Inception Report (with all ToR, detailed workplan)	February 2026
Specific chapters with the proposal <ul style="list-style-type: none"> • Strategic design and alignment • Results framework, outcomes and activities • Executive summary and coherence 	March, 2026
Draft funding request proposal	June 2026
Revised and improved draft after feedback from AEPC and other stakeholders	July, 2026
Feedback incorporation and final proposal submission including all annexes and calculation sheets	August- September 2026

Any revisions or rework required must be completed to the satisfaction of the designated reviewing and approving authorities to ensure that all deliverables meet the highest quality standards.

7. Type of Contract and Term of Payment:

The contract with the selected consultant will be made under AEPC/MGEAP. The Consultants' contract will be Time Based, linked to the progress of the task. Payment to the consultant will be contingent upon the submission of a payment request, which must include an invoice, required report(s), and time-sheets, based on progress of the task with intermittent input. The consultant is required to submit a periodic report detailing the activities related to the tasks performed, which must be approved by the Project Manager. The calculation of Person Days worked will be conducted through mutual consultation between the parties involved. Should the number of days not align with the progress made, the Project Manager will assess the actual progress, and payment will be adjusted accordingly. Fees, aside from the consultant's remuneration, will be reimbursed based on the actual expenses incurred for the task, within the limits specified in the Contract. The Consultant is permitted to carry out the assigned tasks remotely without the necessity of being present in the office. The payment for the consultant shall be normally on a monthly basis.

8. Consultant's required Qualification and Experience

- Minimum Master's degree, preferably Doctorate degree, in Climate Change/Energy/Environment Science/Environment Management/ Environmental Engineering or other related field
- Minimum of 10 years of demonstrated track record and successful work in designing climate change mitigation or/and adaptation projects.
- Strong understanding of International climate finance process, AEPC's accreditation requirements and impact quantification methodologies and national/international climate change legislation/policies/guidelines.
- Familiar with Nepal's federal governance system

The candidate should also have:

- Proven experience of preparation of climate finance proposals, preferably to International climate finance, GEF, Adaptation Fund or similar related to the renewable energy projects
- Demonstrated experience in preparing feasibility studies and analysis of large scale waste to energy projects
- Demonstrated experience in international climate finance project design, climate rationale, theory of change, and investment justification
- Experience in coordinating multidisciplinary technical teams and managing complex assignments
- Strong understanding of international climate finance policies, climatic information/rational, national climate change legislation/policies/guiding documents, investment criteria, and funding modalities

- Familiarity with environmental and social safeguards, gender integration, and monitoring and evaluation frameworks
- Experience working with governments, development partners, and international financing institutions
- Excellent analytical ability and high-quality proposal writing skills in English
- Good in team work, communication, and stakeholder coordination skills
- Knowledge of Nepal's climate and energy context is an advantage
- Ability to deliver quality outputs within tight deadlines

9. Confidentiality

AEPC expects the highest degree of confidentiality and professionalism in this task not to disclose or share any information about the proposal to any individuals and agencies without the written consent from AEPC management.