

Terms of Reference (ToR)

For the Selection of Individual Consultant

Title of the Position: Results, M&E, and Environment and Social Safeguards Specialist for Full Funding Proposal Development for Project Entitled Enhancing Energy Access by Generating Energy from Waste for Mitigating Climate Change

1. Introduction

Alternative Energy Promotion Centre (AEPC) is a government institution established on 3 November 1996, under then Ministry of Science and Technology with the objective of developing and promoting renewable and alternative energy technologies in Nepal. Currently, it is under the Ministry of Energy, Water Resources and Irrigation. AEPC is mandated for the promotion of renewable energy, energy efficiency and related climate change activities. It is also a prime actor and has good experience in formulation of the climate change and carbon related projects in Nepal.

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 waste 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 support the preparation of comprehensive technical, financial, environmental & social and institutional assessments. These assessments will form the foundation for a robust Full Funding Proposal, enabling AEPC to engage and secure appropriate development partners for its initiatives. 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 and is looking for a Result, Monitoring, and

Evaluation (M&E) and Environment and Social Safeguard (E&S) Specialist to provide the advisory service for the preparation of proposal.

3. Objectives

The general objective of the assignment is to provide advisory support in thematic area of Result Management, M&E and Safeguards in drafting full funding proposal on waste to energy solutions. The specific objectives of the tasks are as follows:

- To contribute to the development of the Funding Proposal for AEPC's Large Biogas Program by ensuring that national and international safeguard requirements are fully addressed, and by facilitating effective stakeholder consultation and engagement processes.
- To design and establish robust monitoring and evaluation (M&E) Environment and Social Safeguard (E&S) mechanisms that are fully aligned with the investment frameworks and standards of the international climate finance institutions. These mechanisms will ensure systematic tracking of progress, measurement of outcomes, and accountability in line with global best practices.
- To undertake the stakeholder consultation with the potential partner municipalities, ministries and other actors involved in the waste to energy value chain.
- To prepare associated and supporting documents as required by the funding proposal.

4. Scope of Work

The Specialist shall specifically undertake the following tasks:

Results Management, M&E, and Safeguards

- Conduct a comprehensive review of relevant project documents, policies, project design, and advice on logical framework, indicators, and baseline data and safeguards instruments of AEPC, WB and climate funding organization and national requirement.
- Develop result framework, M&E plan including data collection tools, reporting formats, and evaluation schedules.
- Ensure how the project integrates environmental and social considerations into its decision making and operations to effectively manage environmental and social risks and impacts and improve outcomes.
- Perform risk screening and develop mitigation measures that comply with AEPC, WB and other relevant of international's Environmental and Social Policy.
- Support in stakeholder engagement and ensure participatory monitoring and inclusion of vulnerable groups.
- Prepare reporting templates for periodic progress reports and independent evaluations.
- Support in institutionalizing and implementing effective internal controls and monitoring for the Project.
- Preparation of the funding proposal regarding to result, M&E and safeguards in align to supporting annexes.
- Work in close coordination with AEPC and stakeholders to validate conclusions and secure alignment with requirements full funding proposal.

- Other specific tasks beyond the above scope are mentioned in the annex 1.

5. Duration of Service

The advisory service shall have an estimated duration for 60 person days intermittent input, to be delivered over a period of about 7 months, concluding on 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 other facilities to the consultant.

6. Reporting

The consultant will report to the Team Leader 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 as mentioned in ToR.	March, 2026
Revised and improved draft after feedback from AEPC and other stakeholders	July, 2026
Feedback incorporation from GCF and support for 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 with intermittent input. 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. 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 degree in environmental science, Environmental Engineering, Development Studies or relevant discipline.
- Minimum of 10 years of demonstrated track record and successful work in Result, M&E, Environment and Social Safeguards and climate change mitigation or/and adaptation projects.
- Strong understanding of GCF process, AEPC's accreditation requirements, and impact quantification methodologies.
- Familiar with Nepal's federal governance system

The candidate should also have:

- Proven experience in large scale waste to energy projects feasibility studies, design, and implementation.
- Proven experience in the national and international environmental and social safeguard policies/standards requirement (WB, IFC GCF, and ADB etc.) and well conversant with Government of Nepal (GoN) environmental and social related policies and regulations;
- Proven experience in environmental and social safeguards, gender integration, stakeholder engagement/consultations and monitoring & evaluation frameworks;
- Demonstrated work experience with various stakeholders in the government as well as development partners;
- Proven experience of large-scale climate finance proposals;
- Strong understanding of climate funding policies, investment criteria, ESS and gender requirements and funding modalities;
- Experience working with governments, development partners, and international financing institutions;
- Excellent analytical ability and high-quality proposal writing skills in English;
- Strong leadership, 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.

ANNEX 1: Specific Tasks for the Consultant

Further to the tasks outlined in the scope the following work also should be done by the consultant.

Responsibility for Writing and Finalizing Key Sections of Funding Proposal

The Specialist shall primary responsibility for drafting, refining, and finalizing the designated sections of the Funding Proposal as below. In addition, the Specialist will provide technical support to ensure the effective integration of M&E frameworks and safeguards across other relevant sections of the proposal;

Section E: Logical Framework

- Map project objectives, outcomes, outputs, and activities to Integrated Results Management Framework (IRMF) indicators;
- Ensure consistency with impact areas including mitigation, adaptation, paradigm shift (Apply the three assessment dimensions—scale, replicability, and sustainability) and detailing how project activities contribute to transformational change in line with the theory of change and sustainable development;
- Prepare the Project Result Framework with clear indicators to measure progress and outcomes;
- Develop a monitoring, evaluation, and learning plan consistent with requirements funding proposal;
- Identify quantitative and qualitative indicators aligned with relevant frameworks of funding proposal;
- Integrate co-financing contributions into the overall results chain;
- Ensure that monitoring, reporting and evaluation arrangements are in place.

Section F: Risk Assessment and Management

- Comprehensive Risk Identification and Classification that includes examination of financial, technical, operational, and prohibited practice risks that could hinder project objectives, and classify each by probability (High/Medium/Low) and impact (High/Medium/Low) to establish a clear risk profile;
- Formulate and document robust preventive and corrective mitigation measures (e.g., contingency budgeting, compliance checks, due diligence, stakeholder engagement, whistleblower protection). Integrate risk factors and mitigation strategies into the Funding Proposal's logical framework, budget, and implementation plan, ensuring alignment with institutional safeguards and monitoring systems;
- Establish a structured mechanisms for risk monitoring, periodic reviews, and transparent reporting aligned with requirements of funding proposal. Ensure transparency and accountability in documenting risk events, progress on mitigation, and adherence to standards against prohibited practices;
- Support team leader in identification of barriers; specifically, the legal, institutional, and capacity related barriers for the municipalities and the private sector;

- Support to develop co-financing framework and secure co-financing commitments as per template annexed in funding proposal.

Section G: POLICIES AND STANDARDS OF FUNDING PROPOSAL

- Conduct screening to assign the appropriate environmental and social risk category with clear rationale; prepare and finalize relevant instruments (e.g., ESIA, ESMF, ESMP, ESMS, audits- *as per Annex: 6 of Funding proposal*) and summarize key outcomes of these instruments to ensure alignment with relevant international Environmental and Social Safeguard (ESS) standards;
- Identify and document key environmental and social risks and impacts across preparation, implementation, and operation stages; design and integrate measures to avoid, minimize, and mitigate adverse impacts, including due diligence and management plans for financial intermediations, with oversight and supervision arrangements;
- Assess and strengthen the capacity of Executing Entities (EEs) to implement ESMP/ESMF; establish compliance monitoring, supervision, and reporting systems; operationalize project-level grievance redress mechanisms to ensure accountability and responsiveness;
- Lead, participate and collate information based on a series of consultations with municipal authorities and engagement activities with the stakeholders and summarize multi-stakeholder consultations (*Annex: 7 of funding proposal*) undertaken; outline Accredited Entity (AE) and Executing Entities (EE) plans for continued engagement throughout implementation; ensure timely disclosure of safeguards reports in line with Information Disclosure Policy and Environmental and Social Policy of funding agency for the proposed waste-to-energy project;
- Identify potential impacts on indigenous peoples; prepare and implement an Indigenous Peoples Plan (if required); ensure meaningful consultation processes that lead to free, prior, and informed consent in accordance with Indigenous Peoples Policy;
- Ensure existence of a gender assessment and project -level gender action plan (*as per Annex: 8 of Funding Proposal*), summarize the process used to develop documents as per the requirements of Gender Policy of funding agency;
- Present findings on gender vulnerabilities (who is vulnerable and why) and outline recommendations to address these vulnerabilities based on gender assessment that ensure equal participation and equitable access to project benefits;
- Define gender-related results and measurable targets; describe implementation arrangements established by the Accredited Entity (AE) to ensure delivery of activities.

Section H: ANNEXES

Ensure submission of all required annexes including feasibility studies, letters of support, technical assessments, ESS documentation, gender assessments and gender action plan, economic and financial analysis, and implementation arrangements as annexed in the funding proposal.