

Terms of Reference (ToR)

For the Selection of Individual Consultant

Title of the Position: Team Leader: 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 for the Green Climate Fund (GCF). 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 team leader to lead the of feasibility study of large scale municipal waste to energy projects and preparation of funding proposal.

3. Objectives

The objective of the Team Leader is to lead feasibility analysis of large scale municipal waste to energy project and preparation of a high-quality, submission-ready funding proposal aligned with international climate investment criteria and national priorities by reviewing the prescribed proposal template, requirements, and guidance, and ensuring that all sections are comprehensively and accurately completed. The Team Leader shall consolidate inputs from the technical, financial, environmental, social, institutional, and climate rationale components, ensure alignment with proposal investment criteria and AEPC's strategic priorities, and produce a high-quality proposal ready for submission. The finalized Full Funding Proposal shall be submitted to AEPC within the stipulated timeline and shall meet the standards required for successful appraisal by the international climate investment criteria.

4. Scope of Work

The Team Leader shall:

- Analyze the waste to energy potential in selected municipalities, including but not limited to availability of wastes, types, supply chains.
- Analyze the waste to energy technologies, their O&M requirements and recommend the appropriate technologies for Nepal
- Evaluate the end use of bio-methane and other bi-products of waste to energy projects such as organic manures and their market potential
- Evaluate the sustainability of the proposed waste to energy projects in Nepal, including, but not limited to, the availability of wastes, human resources, diversification of end use possibilities.
- Prepare strategy including key milestones to develop and deliver the funding proposal including the targeted submission.
- Review the Full Funding Proposal template, guidance notes, investment criteria, policies, and latest updates.
- Develop a detailed work plan, task allocation, and timeline for preparation and internal review of the proposal.
- Lead coordination with AEPC, and other development partners such as, but not limited to, World Bank/FAO support teams, GCF focal points, municipal stakeholders, and other relevant institutions as required.
- Ensure that all 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.

- Plan and coordinate all pre-submission activities, including preparation of the first full draft, internal review and clearance within AEPC, support for endorsement by the line ministry, and facilitation of formal no-objection and approval processes by the national designated authority, including preparation of required summaries, compliance statements, and confirmation of national alignment for submission to the financing entity's governing body.
- Conduct stakeholder mapping and prepare a comprehensive stakeholder engagement plan, including identification of key stakeholders (government agencies, local authorities, communities, private sector actors, and vulnerable groups), documentation of consultation methods, timing, and objectives during project preparation, and definition of mechanisms for ongoing engagement during implementation, covering information disclosure, feedback and grievance mechanisms, roles and responsibilities, and measures to ensure inclusiveness, transparency, and gender responsiveness.
- Coordinate with the AEPC officers and other technical experts in receiving the technical inputs for project design and all necessary annexes of the funding proposal.
- Present the funding proposal at the line ministry and the NDA in quest to obtain the NOL. Where required, revise the documents for further submission.
- Ensure submission readiness within the stipulated deadline.
- Other specific tasks beyond the above scope are mentioned in the annex 1.

5. Duration of Service

Estimated 105 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. Contract Type and 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

- At least a Master's degree, preferably Doctorate degree, in, Energy, Climate Change, Engineering, Economics or another related field
- Minimum of 15 years of demonstrated track record and successful work in designing, waste to energy projects, climate change mitigation or/and adaptation projects.
- Strong understanding of international funding Proposal 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 leading preparation of large-scale climate finance proposals, for the development partners, preferably GCF, GEF, Adaptation Fund or similar.
- Demonstrated experience in project design, climate rationale, theory of change, and investment justification
- Experience in coordinating multidisciplinary technical teams and managing complex assignments
- Strong understanding of proposal funding policies, 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
- 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 to be carried out by the consultant:

Responsibility for Writing and Finalizing Key Proposal Sections

The Team Leader shall be directly responsible for drafting and finalizing the following sections:

Section A – Project / Programme Summary

- Lead author.
- Develop a compelling and concise project summary, including objectives, beneficiaries, geographical coverage, rationale, and transformational intent.

Section B – Project / Programme Information

- Lead author, integrating inputs from other experts.
- Define project background, problem statement, climate rationale narrative, baseline conditions, project theory of change, and justification for intervention.
- Describe project components, activities, implementation arrangements, institutional roles, and execution modality.
- Ensure strong linkage between climate impacts, proposed interventions, and intended results.

Section C – Financing Information

- Lead author in coordination with the Climate Finance and Technical Design Specialist.
- Present project cost breakdown, financing sources, co-financing arrangements, justification of concessionality, and value-for-money narrative.

Section D – Expected Performance Against Investment Criteria

- Lead author with contributions from thematic specialists.
- Develop narrative demonstrating:
 - Climate impact potential
 - Paradigm shift potential
 - Sustainable development co-benefits
 - Needs of recipient country
 - Country ownership
- Efficiency and effectiveness

Section E – Logical Framework

- Oversight and quality assurance role (primary drafting by Results, M&E and Safeguards Specialist).
- Ensure alignment between logical framework, project design, climate rationale, budget, and activities.

Section F – Risk Assessment and Management

- Oversight role with inputs from Results, M&E and Safeguards Specialist.
- Ensure integration of technical, financial, environmental, social, institutional, and operational risks along with mitigation measures.

Section G – Best Practice Policies and Standards

- Provide oversight and final accountability to ensure full compliance with applicable environmental, social, and gender standards, including alignment with internationally recognized environmental and social safeguard frameworks, integration of gender-responsive measures, and adherence to all relevant policies and requirements of the targeted financing mechanism.

Section H – Annexes

- Review, consolidate, and finalize detailed feasibility studies and Annexes for the proposed interventions, incorporating technical, financial, environmental, and institutional inputs from AEPC, development partners, and stakeholders consulted during project development and validation workshops.
- Analyze and synthesize findings from relevant feasibility studies and comparable projects to identify underlying intervention costs and develop a detailed, evidence-based project cost structure and budget framework.
- Undertake economic and financial analysis of the proposed interventions, including assessment of capital and operational costs, revenue streams, and economic returns associated with projected project outcomes.
- Coordinate with relevant technical experts to quantify mitigation and adaptation benefits, and conduct cost–benefit and economic efficiency analyses, including calculation and interpretation of benefit–cost ratios and other key economic indicators.

Quality Assurance and Integration

- Lead the technical drafting of sections of the funding proposal template.
- Review the overall funding proposal, maintain coherence and check the adequacy of information.
- Ensure no duplication, internal consistency, and strong alignment across all sections.
- Convert technical content into strategic, policy-aligned narrative suitable for appraisal.
- Ensure all data, claims, and figures are evidence-based and referenced.

- Validate consistency between narrative sections, logical framework, financing, results framework, and safeguards.

Submission-Readiness and Support to AEPC

- Lead internal presentations and consultations with AEPC and development partners.
- Incorporate feedback and finalize the document.
- Prepare final submission-ready funding proposal package.
- Ensure compliance with file naming, submission guidelines, and communication protocols.