

**Term of Reference (ToR):**  
**Provincial Project Coordinator and Monitoring Officer**  
**for SREP-Supported Extended Biogas Project**

## **1. Introduction**

Nepal is one of six pilot countries identified for assistance under the Scaling-up Renewable Energy Program in Low Income Countries (SREP) by the SREP sub-committee. As one of three programs under the Strategic Climate Fund, SREP aims to demonstrate the social, economic and environmental viability of low carbon development pathways in the energy sector. In particular, the objectives of SREP in Nepal are to: (i) leverage complementary credit and grant co-financing, (ii) bring about transformational impacts through scaling up energy access using renewable energy technologies (RETs), poverty reduction, gender and social inclusiveness and climate change mitigation, and (iii) ensure sustainable operations through technical assistance and capacity building. The Government of Nepal (GoN) has designated the Ministry of Finance (MoF) and the Ministry of Energy, Water Resources and Irrigation (MoEWRI) as the focal points for SREP. MoEWRI has designated the Alternative Energy Promotion Centre (AEPC) as the lead agency for SREP-related activities. The Waste to Energy under SREP is considered a sub activity of Renewable Energy and hence the SREP supported projects are part of the Government's program activity, and is being implemented by AEPC.

The SREP- Supported Extended Biogas Project, one of the SREP components aims to promote large off-grid biogas energy generation in the country where sponsors are commercial enterprises or municipalities. SREP seeks to deliver two primary categories of benefits from the use of its financial support: (i) increased access to renewable energy and (ii) increased production of renewable energy. The project consists of two components; Technical Assistance and Financing of Investments.

## **2. Background**

In the current context of federalized Nepal, coordination needs to be done at provincial level and local level. The Bio energy section and the SREP require human resources to aid the process by creating demand up to one year guarantee check. Hence as a provincial SREP focal person, selected consultant shall facilitate to create demand, to conduct cluster level promotional workshops and do necessary due-diligence and ESMF verification at local level.

The AEPC/SREP is looking for a dynamic Province Consultant to help the program create a proper market and enhance the productive applications of large biogas plants dedicated to promotion in different commercial firms as well as Municipal waste to energy Plants. In case

of commercial biogas plants, promotional strategy and approach would be the preparation of various business models for various resource based industries as well as output as per the industries' need for instance thermal output or electricity output or mix. Accordingly, promotional workshops shall be conducted in every cluster/region/part of the respective provinces targeting to various industrial/commercial entities for catering their interest in installing large scale commercial biogas plants. Whereas promotional strategy for Municipal Solid Waste (MSW) to energy sub-projects involves meetings and interaction with concerned municipality which is a government entity and finding suitable private developer through appropriate procurement procedure as suggested by the bank. Additionally, the consultant shall support project by coordinating among various stakeholders (bridge between AEPC/SREP, provincial governments, developer and or Municipalities).

### **3. Objectives:**

The objective of this assignment is to support SREP-supported extended biogas project in respective province through increased demand generation and facilitation of converting demand into project commissioning stage in close coordination with center level SREP/PIU counterpart. In this regards, AEPC/SREP shall assign 1(one) Provincial Project Coordinator as a focal Person and he/she will be responsible for the affairs of all districts inside the Province. Similarly, the Provincial Project coordinator is also deputed to look affairs of monitoring for the respective province. **The AEPC will have right to deploy the selected consultant to the particular provinces as per the requirement. Interested candidates might submit their application mentioning the particular province of their preference along with EoI.**

### **4. Scope of Work (activities)**

The scope of Services shall include, but not necessarily be limited to the following

- Identify possible clients from commercial farms, hospitals, schools, hotels and municipalities etc. in respective province to promote large biogas in the municipal and commercial sector.
- Conduct promotional meetings, events, workshop etc. to attract municipal and commercial enterprises and industries to implement waste to energy activities.
- Assist the Bio energy section and the large biogas sector/team in day to day activities related to waste to energy including follow up for construction of large projects, ESMF verification, Testing and Commissioning and overall execution of activity plans related to that province.
- ESMF Screening and verification of large commercial and municipal plants.

- Regularly ensure adequate follow-up, monitoring and reporting of program activities through active coordination with monitoring and reporting team at center.
- Disseminate information to companies and other relevant organizations or individuals such as interested and or potential developers, BFIs, government authorities including municipalities.
- Assist in regular and general monitoring of the program activities, including Review of work and activity plans and report to the Project Manager or to the person designated by the Project Manager , work closely with staff related to monitoring and reporting;
- Assist for Gender and Social Inclusion (GESI) mainstreaming; and climate and carbon.
- Ensure GESI issues are addressed in executing program activities.
- Work in close cooperation with other programs of AEPC and other rural energy programs/projects of AEPC and ensure teamwork and coordination.
- Coordinate with other on-going programs in Nepal that has direct and indirect implication with SREP activities in general and biogas activities in specific: general liaison for sector development; follow-up of the technological and other developments in the sector and providing inputs to improve the program.
- Any other tasks assigned by Project Manager to support in SREP implementation.

## **5. Performance and Reporting Requirement (Deliverables)**

On this program, the respective Provincial Project Coordinator for AEPC/SREP takes key implementation responsibility and monitors the sub project/s of the respective province to reach the targets of accelerating the waste to energy projects service delivery with better quality, comprising various technologies to municipalities, enterprises, industries and commercial entities that benefit men and women from all social groups, leading to more equitable economic growth via promotion of waste to energy technologies. The deliverables shall be but not limited to the following:

- District wise livestock farm data and information as well as potential of MSW.
- Market development plan for large biogas and waste to energy technologies in that province.
- Outreach materials to attract commercial entities like farms, poultry, food industries etc. to install large biogas plants.
- Outreach activities conducted in major commercial clusters in that province.
- Advertisement materials that shall attract industries to invest in large biogas plants.
- Reports of potential clients of large biogas plants including MSW.
- Number of demand generated through online application
- Number of large biogas plants for bottling
- MOUs, Memos and minutes as and when deemed necessary

- Match making events between national/international technology providers and construction companies organized.
- Number of plants verified/monitored against: i) implementation of environment & social safeguard plan, ii) fulfillment of the warranty obligations and after sales service requirements, and iii) ad hoc monitoring including assisting technical/financial verification
- Number of training /orientation reports to farms/developers.
- Number of online demand application submitted
- Feasibility and Detailed FS reports
- ESMF verification report
- Testing and Commissioning reports
- Financial verification reports
- Participated in relevant trainings
- One year guarantee check reports

## **6. Duration of Service**

The Coordinator will be assigned for the project period, i.e. 31<sup>st</sup> August, 2021 with a provision of renew of contract, in case of satisfactory performance. The coordinator is expected to work full time during office hours at respective provincial office with required travels within respective province or areas within the scope on project related matters.

## **7. Coordinator's required Qualification and Experience**

Candidate should have at Bachelor's degree in engineering with minimum 3 years experience in total and 2 years experience in biogas field will be preferred.

## **8. Facilities and logistics to the expert by the Client:**

The Expert will be provided with the office space, computer with internet facilities, and office furniture. Necessary stationery, printing and copying facilities will also be provided by the Client.