

## **Technical Officer- Planning and Capacity Development Officer**

**Duty Station:** Biratnagar/Dhangadi

**Responsible To:** Executive Director, AEPC

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

**Working Relationship:** AEPC, RERA team, provincial offices, (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 new state 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 regards, AEPC is seeking a Planning and Capacity Development Officer to support the execution of tasks as identified in the ToR below. S/he will work under direct supervision of Project Head of project support office, in close coordination with RERA team and different

technical and non-technical units of AEPC, provincial officials and concerned (rural) municipalities.

**Overall Purpose:**

The Planning and Capacity Development Officer will be responsible for providing professional expertise and assistance in planning and progressively developing and implementing capacity development strategy for provincial office and RE stakeholders. S/he will provide technical support to concerned stakeholders in planning process, formulation of capacity development strategy and plans and contribute to implement them for improving the decentralization of renewable energy service delivery in effective and efficient way. S/he will follow the rules and regulations of AEPC and reports to Head of the provincial Project Office.

**Main Tasks:**

The Planning and Capacity Development Officer works together with the project office team, AEPC, RERA team, (rural) municipalities and province level officials for improving the federalized service delivery of the GoN in regards to renewable energy. The main tasks are as follows:

- Facilitate a process with project head, local governments and other stakeholders to map and review the existing renewable energy frameworks and projects currently in place.
- Support (rural) municipalities in energy planning and annual planning to implement RE projects.
- Conduct capacity need assessment (CNA) and Training need assessment (TNA) of provincial, (rural) municipality local government and local partners (CSO, private sector) to scale up RE.
- Prepare a capacity development plan and measures, and support its implementation. This includes training, mentoring, coaching, and other methodologies.
- Provide support to prepare a well-prioritized and realistic annual work plans and progress report of the office as deemed necessary. This includes periodic reporting related to capacity building.
- Conduct a network analysis of the local partners and support their activities for organizational development
- Support to transfer technical knowhow to provincial offices and local governments
- Design and conduct orientation/sensitization programme to the municipalities, private sectors including financial institutions
- Ensure delivery of customized capacity development-related activities in diverse areas of development such as resource mobilization, feasibility, after-sale-service, monitoring and evaluation, good management practices). Facilitate policy review meetings to track progress in implementing new policies, identify corrective actions to speed implementation and develop tools to assess impact.

- Ensure proper administration of logistical aspects related to capacity development activities.
- Remain up-to-date with latest methodologies, best practices to ensure that capacity development results are consistent with the best practices of renewable energy sector.
- Ensure the mainstreaming of GESI approaches in capacity development strategy and plan.
- Any other tasks assigned by senior managers to support in RET's implementation.

### **Qualifications and Experience**

- Bachelor's degree in Engineering with at least 3 years of experiences in the energy sector including development of training modules and strategies.
- Sound understanding of energy sector regulation, policies and laws together with current issues and challenges.
- Minimum of 3 years of professional experience in implementing technical and organizational capacity building activities of renewable energy programme.
- Professional work experience in programme development and implementation including planning and monitoring and evaluation of activities
- Effective communicator with a wide range of actors and partners, successful negotiator, cross cultural facilitator and active learner.
- Substantial demonstrated experience with community based organization and networks with ability to work independently, take initiative and manage a variety of activities concurrently.
- 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