



Alternative Energy Promotion Center Nepal Energy Efficiency Program (NEEP); Supported by GIZ Terms of Reference (ToR) for Energy Efficiency Expert

1. Introduction/ Background:

Alternative Energy Promotion Center (AEPC) is focal agency to promote renewable energy in country. The development objective of AEPC to improve the living standard, increase employment and productivity of rural women and men as well as reduce dependency on traditional energy and attain sustainable development through integrating the alternative energy with socio-economic activities of women and men in rural and urban communities. AEPC has received mandate of implementing energy efficiency in country. With its new mandate in energy efficiency, AEPC is working to support the Government in achieving its Sustainable Development Goal 7.3, which is doubling the rate of energy efficiency improvement by 2030 which ultimately will support the goal of universal access to clean, sustainable and reliable energy as saved energy through energy efficiency measures.

GoN has approved activities for energy efficiency for the fiscal year 2076/77 and AEPC intends to hire **Energy Efficiency Expert** to execute these activities in country.

2. Objectives:

The objective of obtaining services of Energy Efficiency Expert is to support AEPC in carrying out the approved activities related to Energy Efficiency following energy efficiency strategy. The input from the expert is also expected to ensure adoption of proper technical assistance to implement Energy Efficiency activities as defined by the recent technical cooperation established between AEPC and NEEP/GIZ in a timely manner.

3. Scope of Work (Activities):

The Expert will be a part of Energy Efficiency Section team and will be responsible for day-to-day activities related to EE. The expert will support to conduct, including but not limited to, the following tasks for EE activities.



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- Work in close coordination with the team, under the direct supervision and guidance of the section head to improve the regulatory framework and enabling environment for EE activities.
- Support to identify capacity need assessment of AEPC to roll out EE activities.
- Support to conduct pilot energy audits; prepare energy audit reports and their implementation for different industries and business entities.
- Support to prepare ToR for Energy Efficiency related activity
- Support for prepared a roadmap and business plan for AEPC to streamline EE functions and activities.
- Support to organize stakeholder consultation, review, workshop, exhibitions and energy efficiency awareness building activities.
- Support to prepare Guidelines, Forms, Formats, Technical Standards, Specifications, Manuals and other required documents for EE.
- Support in establishing energy efficiency Knowledge Management System (KMS) at AEPC
- Support AEPC staffs in technical matters on EE technologies.
- Conduct General Orientation to relevant AEPC staffs on EE.
- Conduct technical training for AEPC staffs on EE
- Support in organizing and conducting Energy Auditors technical training
- Support on preparation of Energy Data Sheet and Energy Management System (EnMS) of Nepal.
- Develop and nurture relationships with other donors, government counterparts, private sector actors and others in the region who share the NEES goals.
- Review and analyze smart incentives and other enabling environment issues related to Energy sector policy, laws and regulations that impact the scaling of EE activities in the country.
- Suggest options for supporting improved policies and regulations to be undertaken or revised in EE activities.



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- Any other tasks assigned by Section head to support EE activities implementation.

4. Performance and Reporting Requirement (Deliverables):

The Expert shall prepare monthly and quarterly report that should incorporate the specific EE activities.

5. Timing:

The contract shall be for the **9 months** period subject to satisfactory performance. The contract will be effective only after signing the contract.

6. Energy Efficiency Expert's Qualification and Experience:

Candidates should have at least Masters Degree in Energy, Power System, Industrial Engineering, Renewable Energy, Process Engineering, and Environmental Engineering with Bachelor degree in Electrical, Electronics, Industrial, Chemical or Mechanical Engineering. Candidate must have 5 years' experience in the field of Energy related (engineering design, policy development and management) sector out of which at least 2 years proven experience on energy audit or energy efficiency with thorough understanding of concepts of energy audit, energy efficiency and energy management. The candidate must have taken energy auditors training course.

The candidate should also have:

- Knowledge and experience in preparation of energy efficiency planning documents and guidelines.
- Proven experience in projects on energy efficiency financed by International Organizations or working for reputed National/International organizations in the field of energy efficiency.
- Experience in organizing and conducting trainings in the field of energy audit, energy efficiency and energy management
- Carried out walk through and investment grade energy audits in past
- Ability to build and maintain relationships, particularly interacting productively,



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proactively, and comfortably with municipality staff, community leaders, government agencies, private sector groups, development partners;

- Knowledge and/or familiarity with the country's geography and willing to travel/trek to the project sites located in different parts of the country;
- Excellent knowledge of the English language (both spoken and written) and excellent communication skills;
- Strong and demonstrated capacity for organization, management with excellent reporting and coordination skills;
- Strong leadership, technical competence and professional skills for timely implementation, coordination and management of activities;
- Ability to work in a team, develop synergies and establish effective working relations with various stakeholders;
- Strong interpersonal and communications skills, resourcefulness, initiative, tact and ability to cope with any situation;
- Openness to change and ability to receive/integrate feedback;
- The candidate should be able to legally work in Nepal.

7. Facilities and logistics to the expert by the Client:

The Expert shall be provided with the monthly remuneration, office space, and computer with internet facilities, and office furniture. Necessary stationery, printing and copying facilities shall also be provided by the Client. The duty station will be AEPC Khumaltar.