

Terms of Reference (ToR): Financial Management Officer for SREP- Supported Extended Biogas Project

1. Introduction

Nepal is one of six countries identified for assistance under the Scaling-up Renewable Energy Program in Low Income Countries (SREP). 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. Government of Nepal had originally submitted the Nepal SREP Investment Plan to the SREP sub-committee in October 2011. 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 off grid renewable energy initiatives and activities. SREP will support AEPC to fulfill its objectives and target.

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

The Financial Management Officer will aid the admin and finance team of AEPC to provide expertise mainly with the SREP-Extended Large Biogas Project related activities, but should also support the admin and finance component of other projects/programs under AEPC as and when necessary.

Under AEPC/SREP, the admin and finance officer is responsible for operational elements of managing budgeting and flow of funds, accounting and auditing to ensure corruption free availability of financial services to the program and other AEPC's activities that target to

accelerate the renewable energy service delivery with better quality, comprising various technologies, to remote rural households, enterprises and communities, to benefit men and women from all social groups, leading to more equitable economic growth.

S/he will follow the rules and regulations of the GoN/SREP and reports to the project manager. S/he ensures that the AEPC is recognized as an effective, efficient and gender proactive institution for the promotion and development of the renewable energy sector in Nepal.

3. Objectives:

The objective of obtaining services of financial management officer is to assist AEPC/SREP in carrying out the financial management functions for the implementation of the project. The input from the officer is to ensure adoption of proper procedures with economy, efficiency, fairness and transparency as well as to implement admin and finance activities in a timely manner.

4. Scope of Services:

The admin and finance officer shall work directly under the supervision & instruction of AEPC Finance head and works together with other projects/programs of AEPC but dedicated especially to the activities related with World Bank related fund for SREP for ensuring smooth and risk free financial operation. S/he supports the AEPC Finance department with the annual work plan and budget formulation; preparing withdrawal application for Donors fund release; maintaining donors wise book of accounts and records; preparing monthly and annual financial statements according to Donors and GoN requirement; conducting internal and external audit; maintaining bank accounts and reconciliation with cash book and other book of accounts; keeping records of irregularities and settlement.

More in details, the main activities will include following, but not limited to:

• Related to Budgeting and Flow of funds:

- Ensure implementation of general principles of budgeting, accounting, auditing and procurement that is fully integrated into AEPC/NRREP.
- Ensure that the financial management practices endorsed by Central Renewable Energy Fund (CREF) are duly followed.
- Ensure availability of financial information for examination, assessment and review by donor partners.
- Ensure that ear-marked funds are used for explicitly stated purpose.
- Ensure vetting of payments by relevant managers and advisor.

- Establish consistency in financial planning and budgeting for all programs and components.
- Plan day to day work and activity level day to day implementation of financial resources.
- Ensure that all programs, components produce and manage semi-annual progress and financial reporting.

● **Related to accounting:**

- Comply with AEPC/SREP financial guideline

● **Related to auditing:**

- Organize annual audits in accordance with International Standards of Auditing and as advised by compliance unit.
- Institutionalize and implement internal auditing practice.

● **Related to procurement:**

- Follow GoN (Public Procurement Act/Regulation) and World Bank procurement guidelines (for consulting part) for all Technical Support Component activities and Productive End use activities.
- Follow CREF guidelines for procurement of all other activities.

● **Related to AEPC support:**

- Support AEPC financial report preparation and analysis in duly manner as per the standard practice
- Follow up and guide for tax deposit & VAT refund of AEPC related activities

5. Performance and Reporting Requirement (Deliverables)

- Quarterly financial progress report
- Half Yearly financial progress report
- Annual progress report
- Timely payment of staff salaries and expenditures
- Disbursement reports

6. Duration of Service

The **Officer** will be assigned for the project period, i.e. 31st August, 2021 with a provision of renew of contract, in case of satisfactory performance. The officer is expected to work full time during office hours within Kathmandu valley with required travels outside Kathmandu valley within Nepal on project related matters.

7. Officer's required Qualification and Experience

Master's degree in Management (Finance) or Chartered Accountant (member of ICAN) with minimum 5 years experience in total and 3 years experience in project financial management

- Prior experience in finance and accounting at International/National level organization or UN agencies and working with GoN is preferable.
- Prior experience of working in I/NGO environment with experience of coordinating with international donors on accounting/financial management is required.
- Demonstrated computerized financial management system experience such as Navision etc.
- Experience of working with donor agencies like World Bank, ADB is preferred.
- Skillful in explaining financial report to non-finance staff is a requirement.
- Prior experience that includes handling and processing high volume and high value financial transactions in international standards.
- Knowledge of specific Nepali rules and regulations regarding finance and accounting.
- Strong written and oral presentation skills in English and Nepali are required.
- Participated in relevant trainings
- Experience of working in renewable energy related environment will be an added advantage.

8. Facilities and logistics to the officer by the Client:

The Officer 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