

Terms of Reference (ToR): Senior Monitoring and Evaluation Expert 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 Irrigations (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

Monitoring is viewed as a tool that enables result-based management. Managing for results include planning for results, implementation, performance review and evaluation assessments to track long-term impact of the SREP Extended biogas project. The results from the monitoring feed back into implementation, based on management corrective action. The Senior Monitoring and Evaluation expert acts as key player to ensure that achievement of planned activities is accomplished so as to reach the targets of accelerating the large biogas service delivery with better quality, comprising various technologies, to commercial entities, enterprises and municipalities leading to more equitable economic growth.

SREP anticipates that monitoring of all the technical support will be part of the overall SREP monitoring system to be established at the beginning of SREP implementation. Based on the

indicators and targets set for the SREP Component, the collected monitoring data will be processed and entered into the SREP database management system. Based on the information arising from the monitoring, regular and quality reporting will be ensured by AEPC to the World Bank.

The Senior Monitoring and Evaluation Expert works following the rules and regulations of the AEPC. S/he reports to the Program Manager and works together to build capacity of related staff. S/he ensures that the AEPC is recognized as an effective, efficient institution for the promotion and development of the large biogas sector in Nepal.

3. Objective

The objective of the Senior Monitoring and Evaluation Expert is to assist and take lead in monitoring and evaluation related activities of SREP – extended biogas project. The Senior Monitoring and Evaluation Expert works following the rules and regulations of the AEPC/SREP. She/he reports to the Program Manager and works together to build capacity of related staff. She/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 particularly large biogas in Nepal.

4. Scope of Work (activities)

The scope of service of Senior Monitoring and Evaluation Expert shall include but shall not necessarily be limited to the following:

- Take lead role in monitoring the large biogas sub-projects under the SREP– Extended Biogas Project to ensure that the set targets have been achieved as planned with desired quality. Carry out monitoring and evaluation based on the indicators and targets set in the SREP program document.
- Take lead role in carrying out Technical/Financial Verification and Commissioning Testing of commercial and municipal large biogas plants with due consideration in meeting the desired quality of work and safety standards as stipulated in the respective Detailed Feasibility Study Report .
- Provide orientation/training and required technical input to the third-party consulting firms selected for Technical/Financial Verification and Commissioning Testing on carrying out technical verifications and commissioning tests of large biogas plants as per the relevant guidelines. Similarly, provide proper M & E related capacity building activities to provincial and local government staff to carry out monitoring of large biogas plant implementation process.
- Coordinate and supervise the work of the consulting firm (or consultants) selected for Technical Verification and Commissioning Testing to ensure timely completion and quality of the assigned task.

- Establish and operationalize proper mechanism to collect relevant information/data from the sites to track physical progress of the large biogas sub-projects which are in the construction/installation phase.
- Track the sub-projects reaching a pre-set milestone of construction/installation work, and arrange to carry out technical & financial verification of the completed work at that particular milestone.
- Track the sub-projects which approached the end of warranty period, and arrange monitoring of those sub-projects to evaluate their operational status, fulfillment of warranty obligations and after sales service requirements by the concerned construction company.
- Ensure that the consultants have properly followed the large biogas commissioning protocols while carrying out the testing/verification works.
- Carry out appraisal of Technical Verification and Commissioning Testing reports submitted by the independent third-party consultant.
- Carry out assessment of end-of-warranty monitoring information regarding operational status of the plant, fulfillment of warranty obligation & after sales service requirements by the concerned construction company; and provide appropriate recommendation to the management regarding release of the retained subsidy amount.
- Ensure regular and adequate follow up of the on-going large biogas sub-projects to expedite the construction/installation work.
- Develop/upgrade required Guidelines, Checklists, Forms and Reporting Formats for technical verification, commissioning testing and end of warranty monitoring of the large biogas sub-projects.
- Develop/upgrade required formats for tracking the physical progress of the under-implementation large biogas sub-projects.
- Carry out required analysis of the project implementation information/data to evaluate the project progress and present the progress in various perspectives. Produce outcome and impact information as and when required.
- Provide professional input and advisory support to AEPC's Monitoring and Quality Assurance Unit in monitoring and evaluation related activities including up-gradation of the integrated M & E system.
- Provide professional input to design reporting format tailored to specific requirements of the result framework of SREP Extended Biogas Project; and contribute to preparation of Monthly, Quarterly and Annual Progress Reports of the project.
- Work in close cooperation with other programs of AEPC and other rural energy programs/projects of AEPC and ensure teamwork and coordination.
- Any other tasks assigned by the Project Manager to support in SREP implementation.

5. Performance and Reporting Requirement (Deliverables)

The Senior Monitoring and Evaluation Expert takes key implementation responsibility for all SREP related monitoring activities including the activities under the technical assistance component within SREP as well as monitoring of large biogas service delivery with better quality technologies to enterprises and municipalities. The deliverables shall be but not limited to the following:

- Operational Monitoring and Evaluation system of SREP including Technical/Financial Verifications and Commissioning Testing of the large biogas sub-projects
- Progress tracking mechanism is in place and operational
- Regular follow-up mechanism to expedite the on-going construction/installation work is in place
- Monitoring reports submitted by third-party consultants are assessed
- End-of-warranty monitoring information are assessed and appropriate recommendation is made to the management regarding release of the retained subsidy amount
- Information/data related to project implementation are assessed/evaluated
- Upgraded monitoring framework/guidelines for AEPC/SREP Extended Biogas Project
- Professional input to prepare Monthly, Quarterly and Annual Progress Reports including monitoring results is provided

6. Duration of Service

The Expert 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 expert 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. Senior Expert's required Qualification and Experience

Candidate should have at least master's degree in Renewable Energy/Engineering/Environmental Science/Management/Economics/Sociology or related discipline with minimum 7 years experience in total and 5 years experience in monitoring and evaluation of bilateral and multilateral development projects/programs. Candidate with proven experience in monitoring and evaluation of large biogas plant will be given preference.

The candidate should also have:

- Required basic technical knowledge on rural/renewable energy technologies in general and large biogas technology in particular
- Required knowledge and experience on commissioning testing protocols of large biogas plants
- Experiences of working with donor funded projects/programs, local governments (particularly Rural Municipalities/ Municipalities), NGOs, consulting firms/ biogas construction companies
- Expert knowledge on result based monitoring, reporting and impact study of rural/renewable energy interventions
- Expert knowledge on designing & setting up Monitoring and Evaluation (M & E) System tailored to specific project requirement, capacity building, analysis and reporting of M & E results/information
- Ability to build and maintain relationships with senior-level colleagues, particularly interacting productively, proactively, and comfortably with community leaders, government agencies, NGOs, private sector groups
- Ability to work in a team
- Output/result and team work oriented
- Demonstrated computer skills in Microsoft Office Suite applications including Word, Excel, PowerPoint and Outlook
- Participated in relevant trainings
- Strong written and verbal communication and reporting skills in English and Nepali

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.