Annex-1: ToR and Job Description of Human Resources

SN	Position	Nos.	Education and Experience	Roles and Responsibilities
1	Province Energy Officer (PPMU)	4 (Female)	• Bachelor's degree in Electrical/ Mechanical/Civil/Agriculture/ Electronics and Communication/ Industrial/ Environment Engineering or relevant discipline with minimum two years' experience in renewable energy sector. • Demonstrated skills in CCS technology and coordination, energy plan preparation and demand supply measurement skill are required. • Prior experience on working with different associations, municipalities would be an advantage. • Knowledge of specific gender issues in RE and sensitivity to local culture and traditions in Nepal. • Experience in designing and implementing private sector capacity building and in training national and sub-national staff. • Ability to build and maintain relationships, particularly interacting productively, proactively, and comfortably with municipality staff, community leaders, government agencies, NGOs, private sector. • Demonstrated strong written and oral communication, interpersonal and negotiation skills. • Demonstrated computer skills in MS office applications including Word, Excel, PowerPoint, and Outlook. • Output/result and teamwork oriented • Participated in relevant trainings. • Strong written and oral presentation skills in English and Nepali are required.	• Reviewing the received application for CCS technology as aimed by the project in line with the prepared evaluation guidelines. • Review the LGs selection criteria and identification and verify the LGs for proceed to MoU. • Maintain a track record of the individual LGs and administer the projects for subsidy proceedings when the documentation is complete. • May need to visit the field/site to verify the parameters mentioned in the CCS request form of respective LGs for selected program. • Maintain proper documentation of the CCS technologies, database and other associated activities. • Liaise with the PPMU and concerned stakeholders as and when necessary. • Assist in organizing training and capacity building activities. • Any other task assigned by the Provincial Coordinator, Project Coordinator and province coordinator.
2	Clean Cooking Solutions Mobilizers (Local Level)	37 Open and 37 Female	• Intermediate degree in any discipline with minimum of two years' experience in community mobilization/campaign and renewable energy will be given priority consideration and Priority given to women and for indigenous community group. • Demonstrated computer skills in Microsoft Office Suite applications including Word, Excel, and PowerPoint etc. • Output/result and teamwork oriented • Participated in relevant trainings. • Strong written and oral presentation skills in English and Nepali are required. • Fluent Local language skills.	• Advocacy of health and socio-economic benefits with good understanding of the possibilities & tactics for influencing decision • Ability to communicate effectively with a wide range of audiences at local, provincial and national levels • Build and maintain relationships with partner agencies (government, Private sector, NGO and civil society). • Assist LGs in beneficiary identification • Record keeping and data management

Annex-2: List of Working Stations (Local Levels) for CCS Mobilizers

SN	Name of Local Government	Province	District	Cluster
1	Buddhashanti Rural Municipality	Koshi	Jhapa	Cluster 1
2	Gauradaha Municipality	Koshi	Jhapa	Cluster 1
3	Kankai Municipality	Koshi	Jhapa	Cluster 1
4	Haldibari Rural Municipality	Koshi	Jhapa	Cluster 1
5	Belbari Municipality	Koshi	Morang	Cluster 1
6	Milkajung Rural Municipality	Koshi	Morang	Cluster 1
7	Urlabari Municipality	Koshi	Morang	Cluster 1
8	Sundarharaicha Municipality	Koshi	Morang	Cluster 1
9	Ramdhuni Municipality	Koshi	Sunsari	Cluster 1
10	Duhabi Municipality	Koshi	Sunsari	Cluster 1
11	Gadhi Rural Municipality	Koshi	Sunsari	Cluster 1
12	Dharan Sub-Metropolitan City	Koshi	Sunsari	Cluster 1
13	Dewangunj Rural Municipality	Koshi	Sunsari	Cluster 1
14	Belaka Municipality	Koshi	Udayapur	Cluster 1
15	Triyuga Municipality	Koshi	Udayapur	Cluster 1
16	Agnisair Krishnasawaran Rural Municipality	Madhesh	Saptari	Cluster 1
17	Kanchanrup Municipality	Madhesh	Saptari	Cluster 1
18	Chinnamasta Rural Municipality	Madhesh	Saptari	Cluster 1
19	Rupani Rural Municipality	Madhesh	Saptari	Cluster 1
20	Aurahi Rural Municipality	Madhesh	Siraha	Cluster 1
21	Hariwan Municipality	Madesh	Sarlahi	Cluster 2
22	Baragadhi Rural Municipality	Madhesh	Bara	Cluster 2
23	Kalaiya Sub-Metropolitan City	Madhesh	Bara	Cluster 2
24	Jitpursimara Sub-Metropolition City	Madhesh	Bara	Cluster 2
25	Karaiyamai Rural Municipality	Madhesh	Bara	Cluster 2
26	Bideha Municipality	Madhesh	Dhanusha	Cluster 2
27	Ekdara Rural Municipality	Madhesh	Mahotari	Cluster 2
28	Manara Sisawa Municipality	Madhesh	Mahotari	Cluster 2
29	Samsi Rural Municipality	Madhesh	Mahotari	Cluster 2
30	Pipara Rural Municipality	Madhesh	Mahotari	Cluster 2
31	Pokhariya Municipality	Madhesh	Parsa	Cluster 2
32	Paterwa Sugauli Rural Municipality	Madhesh	Parsa	Cluster 2
33	Thori Rural Municipality	Madhesh	Parsa	Cluster 2
34	Chandrapur Municipality	Madhesh	Rautahat	Cluster 2
35	Dewahi Gonahi Municipality	Madhesh	Rautahat	Cluster 2
36	Maulapur Municipality	Madhesh	Rautahat	Cluster 2
37	Paroha Municipality	Madhesh	Rautahat	Cluster 2
38	Durga Bhagawati Rural Municipality	Madhesh	Rautahat	Cluster 2
39	Lalbandi Municipality	Madhesh	Sarlahi	Cluster 2
40	Bharatpur Metropolitan City	Bagmati	Chitwan	Cluster 3
41	Hupsekot Rural Municipality	Gandaki	Nawalparasi Ba.Su. Purba	Cluster 3
42	Devchuli Municipality	Gandaki	Nawalparasi Ba.Su. Purba	Cluster 3
43	Kawaswoti Municipality	Gandaki	Nawalparasi Ba.Su. Purba	Cluster 3
44	Madhybindu Municipality	Gandaki	Nawalparasi Ba.Su. Purba	Cluster 3
45	Rapti Rural Municipality	Lumbini	Dang	Cluster 3
46	Mayadebi Rural Municipality	Lumbini	Kapilbastu	Cluster 3
47	Shivaraj Municipality	Lumbini	Kapilbastu	Cluster 3
48	Banganga Municipality	Lumbini	Kapilbastu	Cluster 3
49	Bijayanagar Rural Municipality	Lumbini	Kapilbastu	Cluster 3

SN	Name of Local Government	Province	District	Cluster
50	Sunawal Municipality	Lumbini	Nawalparasi Ba.Su.Pachhim	Cluster 3
51	Ramgram Municipality	Lumbini	Nawalparasi Ba.Su.Pachhim	Cluster 3
52	Dev Daha Municipality	Lumbini	Rupandehi	Cluster 3
53	Tilottama Municipality	Lumbini	Rupandehi	Cluster 3
54	Kanchan Rural Municipality	Lumbini	Rupandehi	Cluster 3
55	Rohini Rural Municipality	Lumbini	Rupandehi	Cluster 3
56	Siyari Rural Municipality	Lumbini	Rupandehi	Cluster 3
57	Butwal Sub Metropolitan City	Lumbini	Rupandehi	Cluster 3
58	Khajura Rural Municipality	Lumbini	Banke	Cluster 4
59	Kohalpur Municipality	Lumbini	Banke	Cluster 4
60	Janaki Rural Municipality	Lumbini	Banke	Cluster 4
61	Thakurbaba Municipality	Lumbini	Bardiya	Cluster 4
62	Basgadhi Municipality	Lumbini	Bardiya	Cluster 4
63	Laljhadi Municipality	Sudurpachhim	Kachanpur	Cluster 4
64	Belauri Municipality	Sudurpachhim	Kachanpur	Cluster 4
65	Suklaphanta Municipality	Sudurpachhim	Kachanpur	Cluster 4
66	Dodhara Chandani Municipality	Sudurpachhim	Kachanpur	Cluster 4
67	Bhimdatta Municipality	Sudurpachhim	Kachanpur	Cluster 4
68	Bedkot Municipality	Sudurpachhim	Kachanpur	Cluster 4
69	Krishnapur Municipality	Sudurpachhim	Kachanpur	Cluster 4
70	Janaki Rural Municipality	Sudurpachhim	Kailali	Cluster 4
71	Mohanyal Rural Municipality	Sudurpachhim	Kailali	Cluster 4
72	Dhangadhi Sub-Metropolitan City	Sudurpachhim	Kailali	Cluster 4
73	Bhajani Municipality	Sudurpachhim	Kailali	Cluster 4
74	Gauriganga Municipality	Sudurpachhim	Kailali	Cluster 4