

<p style="text-align: center;">Terms of Reference (ToR): Business Development Officer (Full Time) for Nepal: Private Sector Led Mini Grid Energy Access Project (MGEAP)</p>
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1. Introduction:

Alternative Energy Promotion Centre (AEPC) is the apex government body under the Ministry of Energy, Water Resources and Irrigation (MoEWRI), established to promote the use of alternative/renewable energy technology to meet the energy needs in Nepal. The Business Model for Private Sector Led Mini Grid Energy Access Project (NGEAP), supported by the World Bank, will be implemented by AEPC from February 2019 (tentative). The objective of the project is to increase electricity access and delivery from renewable energy mini-grids (solar, hydro, wind, and hybrid) by mobilizing private Energy Service Companies (ESCOs). The project is designed to support RE mini-grids market by introducing conditions to gradually shift from heavily subsidized to commercial model. The project will support mobilization of credit from participating Banks (PBs) to ESCOs for the development of mini-grid subprojects.

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.

2. Background:

After the intervention of electricity in the project implementing area from MGEAP, energy will be used for different types of electricity based enterprises. For the establishment of different potential enterprises/business an effective business plan and business development training are required. Hence, AEPC/MGEAP is looking for a Business Development Officer for better business development strategies, plan analyzing current & future market prospect and rapid assessment of the enterprises as demanded by entrepreneurs in subproject area.

3. Objectives:

The objective of Business development officer is to conduct the assessment of potential enterprises and help to develop the business plan and other business related activities to the stakeholders in the sub- project area in coordination with other technical staff and PIU of MGEAP.

4. Scope of Services (Activities):

The Business Development Officer will be a part of PIU team and will be responsible for day-to-day activities related to the project. S/he should be responsible and take full ownership for the following scope of work:

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- Prepare business development framework and implement in MGEAP;
- Conduct Business Opportunity Assessment (BoA) process as per MSMEs strategy guidelines of AEPC/PEUC;
- Develop business proposal for existing & new entrepreneurs.
- Collect demand from entrepreneurs for establishing/upgrading of the enterprises/businesses;
- Conduct assessment for the feasibility of establishing or upgrading MSMEs in the sub-project areas;
- Carry out rapid assessment and mapping of existing enterprises to identify appropriate livelihood opportunities for women's energy based enterprises development in each sub-project site;
- Coordinate with Technical Support Team for DFS and DED to establish RET for operation of enterprise/business;
- Entrepreneurs will be provided required services, such as business management trainings, linkages with appropriate technology providers, after sales service and linkages with BDS providers, creating access to finance and market;
- Collaborate with potential partners and relevant stakeholders to support entrepreneurs/enterprises;
- Any other tasks assigned by Project Manager to support in MGEAP implementation;

5. Performance and Reporting Requirement (Deliverables):

The Business Development Officer shall prepare monthly, quarterly, semiannual and annual report that should incorporate to the Specific Business Assessment monitoring and capacity building activities.

6. Duration of Service:

The Officer will be assigned for MGEAP project with a provision of renew of contract each year and possibilities of further extension, 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. The contract will be effective only after the effective date of the project.

7. Business Development Officer's required Qualification and Experience:

Candidates should have a bachelor degree in Business Administrative, Business Studies, Engineering and any other related discipline. At least 5 years of experience in the field of RE sector and proven experience in business development and assessment sector.

The candidate should also have:

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- Excellent knowledge of the English language (both spoken and written) and excellent communication skills;
- Knowledge of gender issues and sensitivity to local culture and traditions in Nepal;
- Ability to build capacity and train various stakeholders;
- Knowledge and/or familiarity with the country's geography and willing to travel/trek to the project sites located in remote part of the country;
- Ability to work well with Government officials and community personnel;
- 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.

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

The Business Development Officer shall be provided with the office space, computer with internet facilities, and office furniture. Necessary stationery, printing and copying facilities shall also be provided by the Client.