

**Alternative Energy Promotion Centre
Clean Cooking Solution Project (CCS Project)
Mid-Baneshwor, Kathmandu**

Alternative Energy Promotion Centre (AEPC) is implementing Clean Cooking Solution (CCS) Project supported by Green Climate Fund (GCF) in the 22 districts of Terai region of Nepal. The CCS Project has envisaged Project Implementation Units (PIU in AEPC Office, Kathmandu). Similarly, there will be four- Provincial Project Management Units (PPMUs) covering 22 districts in four clusters. **Cluster-1** covers Saptari, Udayapur, Sunsari, Morang, Jhapa, Siraha; **Cluster-2** covers Sarlahi, Mahotari, Dhanusa, Parsa, Bara, Rautahat; **Cluster-3** covers Nawalparasi Paschim, Nawalparasi Purba, Chitwan, Kapilvastu, Rupandehi and **Cluster-4** covers Kanchanpur, Kailali, Bardiya, Banke, Dang districts. The PPMU candidate should specify the specific Cluster number while applying for the positions.

Terms of Reference (ToR) for each positions as following:

SN	Position	Education and Experience	Roles and Responsibilities
1	Financial Management Officer (Duty Station: PIU, Kathmandu)	<ul style="list-style-type: none"> • Master's degree in Management (Finance) or Chartered Accountant with minimum five years' experience in total and three years' experience in project financial management • Prior experience in finance and accounting at GoN and development partners funded programmes and projects is preferable. • Prior experience of working in I/NGO environment with experience of coordinating with international donors on accounting/financial management is preferable. • Demonstrated computerized financial management system experience • Experience of working with donor agencies like World Bank, ADB, and GCF 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. • Having excellent interpersonal, documentation and report writing skills. 	<ul style="list-style-type: none"> • Provision of support to the Project Coordinator in the conducting the FP172 activities as described by the logical framework and the work plans. Provision of support to the Project Coordinator in progress tracking. • Review invoicing from service providers and ensure that payment requests are supported and justified. Facilitate the approval and payment process while ensuring compliance. • Support to organize meetings/training events related to the FP172 activities and preparation of meeting minutes. • Provide operational support during workshops/training sessions/meetings, and • Keeping track of the records of activities and documentation of all activities under the FP172. • Ensure implementation of general principles of budgeting, accounting, auditing and procurement that is fully integrated into AEPC/GCF FP172. • Ensure that the financial management practices endorsed by 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. • 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.

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			<ul style="list-style-type: none"> • Ensure that all programs, components produce and manage semi-annual progress and financial reporting. • Organize annual audits in accordance with International Standards of Auditing and as advised by compliance unit. • Institutionalize and implement internal auditing practice. • Follow GoN (PPA/PPR) and FP172 procurement guidelines for all Technical Support Component activities and productive end use. • Follow CREF guidelines for procurement of all other activities. • 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. • Performance and Reporting Requirement (Periodic Deliverables) financial progress report, • Timely payment of staff salaries and expenditures and disbursement reports. • Any other task assigned by the Project Coordinator and the PMC.
2	Procurement Officer (Duty Station: PIU, Kathmandu)	<ul style="list-style-type: none"> • Bachelor's degree in Civil Engineering, Management, Business, Economics, Law or in any other relevant field with seven years of experience in procurement management or Master's degree with five years of experience in procurement management related to RE sector which must include at least four years 'proven track record of procurement experience • Experience and knowledge in budgeting and reporting. • Ported projects will be an added advantage. • Preferably fully conversant with Green Climate Fund procurement policies, Guidelines and procedures evidenced by her/his involvement in procurement functions under GCF financed projects. • Training certification in public procurement, anti-corruption and compliance is preferable. 	<ul style="list-style-type: none"> • Support AEPC/FP172 procurement unit for compliance with PPA/PPR and other guidelines of development partners including the procurement guideline of the GCF applicable to the implementation of the program; • Management of the administrative process including the document preparation for the procurement process, management of consultants and travel arrangements • Identify procurement activities under various categories in consultation with project management team, assist the project management team on deciding optimal procurement/ selection methods, including slicing and packaging, where necessary, and carry out market survey to prepare realistic cost estimates to carry out the identified activities; • Preparation General Procurement Notice (GPN), Procurement Plan, and update periodically; • The Consultant shall assist in uploading/ updating the procurement plan/documents and all procurement processes on the system on a real time basis; Assist PMT (Project Management Team) in proceeding with procurement activities including advertising, pre-qualifying and short listing etc.;

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		<ul style="list-style-type: none"> • Demonstrated computer skills in Microsoft Office applications including Word, Excel, PowerPoint, and Outlook • Output/result and teamwork oriented; • Strong written and oral presentation skills in English and Nepali are required. 	<ul style="list-style-type: none"> • Prepare procurement related documents such as Bidding Documents (SQ, NCB or ICB), Terms of Reference (ToR), Expression of Interest (EoI), Request for Proposals (RFP) required for the procurement of goods, works, non-consulting services, or consulting services; • Assist PMC to conduct pre-bid/pre-proposal meetings, prepare PMC response on queries sought from potential bidders, assist PMC in preparing and issuing clarification/ addendums, when necessary; • Assist PMC in receiving and opening of bids/proposals, evaluation of the bids/proposals (Technical, Financial and Combined) and preparation of evaluation reports; • Assist PMC in finalizing contract documents for approval and contract signing; • Prepare training materials for project staff and beneficiaries about procurement, and carry out training activities on procurement to concerned people (employee) of FP 172, beneficiaries and NSPs; • Support in monitoring to prepare quarterly progress reports to be submitted to FP 172 and Donor Agencies; • Coordinate with other on-going programs in Nepal that has direct and indirect implication with RE related; • Assist regarding issuing variation orders, contract extension and termination of contract; • Any other tasks assigned by the head of the procurement unit and project coordinator; • Manage different types of securities relating to the procurement (Bid Security, Performance Security, Advance Payment Securities, Retention and Professional Liability Insurance etc.); • Establish procurement documentation system; • The Consultant shall assist in maintaining records and other documentations required for audit, procurement post reviews and progress reporting purposes; • Assist FP172 in addressing/handling procurement related complaints; • Managing eProcurement system through eGP portal. • Prepare Monthly, Quarterly and Annual Progress Report. • Prepare and update the procurement plan • Any other task assigned by the Project Coordinator and the PMC.

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3	Energy Officer (Duty Station: PIU, Kathmandu)	<ul style="list-style-type: none"> • Bachelor's degree in Electrical/ Mechanical/ Civil/Agriculture/Electronics and Communication/ Industrial/Environment Engineering or relevant discipline with minimum three years' experience in renewable energy sector. • Demonstrated skills in CCS technology and coordination, energy plan preparation and demand supply measurement. • Knowledge of quality assurance mechanism, testing procedures and national and international technical standards of CCS technologies. • Demonstrated experience on working with different associations and LGs in Nepal would be an advantage. • Knowledge of specific gender issues in RE and sensitivity to local culture and traditions. • 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. 	<ul style="list-style-type: none"> • Reviewing the received application for CCS technology as aimed by GCF projects in line with the prepared evaluation guidelines. • Review the LGs selection criteria and identification and verify the LGs for proceed to MoU. • Checking of specifications of the CCS technology as mentioned in GCF FP172 and assure the quality of such product, bought out items including after sales services and budget estimates. • 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 Project Coordinator and the PMC.

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4	Province Coordinator (Duty Station: PPMU as per specified Cluster)	<ul style="list-style-type: none"> • Bachelor's degree in Electrical/ Mechanical/ Civil/ Agriculture/Electronics and Communication/ Industrial/ Environment Engineering or relevant discipline with minimum three years' experience in renewable and must have at least two years' track record of work experience on CCS technologies. • The candidate should also have demonstrated skills in CCS technology and coordination, energy plan preparation and demand supply measurement skill are required. • Demonstrated experience on working with different clean cooking associations and LGs in Nepal would be an advantage. • Knowledge of specific gender issues in renewable energy and sensitivity to local culture and traditions in Nepal. • Ability to build and maintain relationships, particularly interacting productively, proactively, and comfortably with municipality staff, community leaders, government agencies, NGOs, private sector groups. • 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. 	<ul style="list-style-type: none"> • Assist the Bioenergy section and the Provincial and Local Government in day-to-day activities related to CCS technology, beneficiary verification, and overall execution of activity plans related to respective province. • Beneficiary Screening and verification of LGs. • Regularly ensure adequate follow-up, monitoring and reporting of program activities with monitoring and reporting team at centre. • Regularly follow up and monitor the implementation progress of the on-going subprojects • Coordinate/facilitate the Project Coordinator and Monitoring Officers in implementing the project activities in their respective provinces. • Assist for Gender and Social Inclusion (GESI) mainstreaming; and climate and carbon. • Ensure GESI issues are addressed in executing program activities. • Work in close cooperation with other programs of AEPC and other rural energy programs/projects of AEPC and ensure teamwork and coordination. • Coordinate with other on-going programs in Nepal that has direct and indirect implication with clean cooking sector: general liaison for sector development; • Any other tasks assigned by Project coordinator and the PMC to support in CCS project implementation. Coordination, Supervision of provincial staffs. • Market development plan of LGs. • Outreach materials to attract Government entities like Province Entity, LGs, Ward office of LGs, etc. enhance of CCS technologies. • Advertisement and make province, LGs and beneficiary understandable about benefits of CCS Technologies. • MoUs, Memos and minutes. • Prepare training/orientation reports to CCS Program. • Prepare and submit provincial periodic progress reports and project completion reports • Prepare and submit financial verification reports • Plan/participate in relevant trainings/orientations • Any other task assigned by the Project Coordinator.

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5	Province Energy Officer (Duty Station: PPMU as per specified Cluster)	<ul style="list-style-type: none"> • Bachelor's degree in Electrical/ Mechanical/ Civil/Agriculture/Electronics and Communication/Industrial/Environment Engineering or relevant discipline with minimum three 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. 	<ul style="list-style-type: none"> • 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.