

<b>Terms of Reference (ToR):</b> <b>Financial Management Expert (Full Time) for Nepal: Private Sector Led Mini Grid Energy Access Project (MGEAP)</b>
--

## **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 Private Sector Led Mini-Grid Energy Access Project (MGEAP), 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:**

The Expert will aid the admin and finance team of AEPC to help with the MGEAP related activities. The Expert is responsible to support in overall financial management including budgeting, flow of funds, accounting, financial reporting and auditing to ensure corruption free availability of financial services to Mini-Grid Energy Access Project 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.

## **3. Objectives:**

To support in overall financial management system of the Project including planning and budgeting, accounting, internal controls, financial reporting, auditing, financial monitoring, funds flow and disbursement management in line with GoN regulations and the World Bank requirements.

<p style="text-align: center;"><b>Terms of Reference (ToR):</b> <b>Financial Management Expert (Full Time) for Nepal: Private Sector Led Mini Grid Energy Access Project (MGEAP)</b></p>
--

#### **4. Scope of Services (Activities):**

The Financial Management Expert 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:

- Prepare project's annual cash flow plan on the basis of work plan and related procurement plan.
- Support on maintaining and operating the MGEAP projects designated account and making payments to contractors, bidders, consultants and service providers and verifying and authorizing payments for all activities under the project;
- Preparation of unaudited and audited Project Account and FMR of the project;
- Facilitating the training/orientation of PIU members and other stakeholders on GoN and World Bank policies and Procedures;
- Maintaining the project bank accounts, organizing the process of disbursements of amounts from the Grant account and replenishment;
- Providing required support to the Project on overall financial management including planning and budgeting, accounting, internal controls, financial reporting, auditing and funds flow management;
- Ensuring a proper management and disbursement of projects funds following a sound accounting, budgeting, financial control and audit procedures acceptable to the GoN and the World Bank;
- Ensuring that all project transactions are booked timely & accurately and preparation of all requests for payments;
- Carrying out control and filing of all documents related with financial activities, invoices and other documents relating to project transactions;
- Ensure that all documents are kept appropriately and are made available to the independent auditor and World Bank Supervision Missions for examination;
- Cooperating with World Bank, Government of Nepal and other partners to improve project financial management, particularly in terms of following up the action points agreed in the project legal documents during the World Bank supervision and the recommendations of external auditors;
- Providing the Auditor with access to copies of all necessary documentation, information and supporting materials;
- Ensure implementation of general principles and policies of budgeting, accounting, auditing, internal controls and financial monitoring are fully complied in the Project;
- Support in institutionalizing and implementing effective internal controls and financial monitoring for the Project;
- Coordination with ESCOs and PBs related with financial activities;
- Any other tasks assigned by Project Manager to support in MGEAP implementation.

<p style="text-align: center;"><b>Terms of Reference (ToR):</b> <b>Financial Management Expert (Full Time) for Nepal: Private Sector Led Mini Grid Energy Access Project (MGEAP)</b></p>
--

**5. Performance and Reporting Requirement (Deliverables):**

The Financial Management Expert shall prepare necessary periodic reports for the activities undertaken as defined under Scope of Services.

**6. Duration of Service:**

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

**7. Expert's Qualification and Experience:**

Candidates should have a Master Degree in Business Administration or Business Studies with specialization in Finance and any other related discipline and at least 7 (Seven) years of professional experiences in the field of financial management.

The candidate should also have:

- Proven experience in financial management in projects funded by World Bank, ADB or other similar multilateral institutions will be an added advantage;
- Excellent knowledge of the English language (both spoken and written) and excellent communication skills;
- 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 expert by the Client:**

The Expert 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.