

Terms of Reference (ToR): Municipal Waste to Energy Project Coordinator for SREP- Supported Extended Biogas Project

1. Introduction

Nepal is also 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

AEPC, with assistance from various donors, GoN, and national service providers has been able to install more than 400,000 small scale domestic biogas plants in Nepal. However, a huge potential in the Municipal, commercial and industrial sector of Nepal awaits installation of biogas plants. Commercial entities like farms, poultries, diaries and industries like sugar, food, paper, alcohol has a lot of bio waste. Likewise Municipal waste is the good sources for the bio energy. Utilizing the bio-waste enables the municipalities, company/industries to take

proper waste management practices as well as produce energy from their waste. More and more these entities are getting attracted to installation of large biogas.

Although, the production of biogas from biodegradable waste for heating and electricity generation to feed into the grid has become common practice in developed countries, such practice could be transferred to low income countries like Nepal as well. This will be the larger size of the plants as AEPC has some experience with the private sector entities and communities. But due to lack of adequate skill, technology and resources, AEPC has not been able to accelerate such plants in desired manner. The current and future waste treatment is greatly affected not only by population growth and consumption patterns, but also by the policies of the government, applicable funding from private and public sectors and community social awareness. The wastes from municipal with various industries such as sugar factory, paper factory and brewery etc. could be used in biogas plants.

A set of guidelines for conduction of feasibility study and detailed feasibility study for commercial, institutional, community and municipal biogas plants have been prepared. Similarly, reporting formats for feasibility studies for all the four categories have been prepared.

The Bio-energy section is looking for a dynamic **Municipal Waste to Energy Project Coordinator** to help the program create a proper market and enhance the productive applications of large biogas plants dedicated to promotion in different municipal and commercial firms. In case of commercial biogas plants, promotional strategy and approach would be the preparation of various business models for various resource based industries as well as output as per the industries' need for instance thermal output or electricity output or mix. Accordingly, promotional workshops shall be conducted in every region/part of the country targeting to various industrial/commercial entities for catering their interest in installing large scale commercial biogas plants. Whereas promotional strategy for Municipal Solid Waste (MSW) to energy sub-projects involves meetings and interaction with concerned municipality which is a government entity and finding suitable private developer through appropriate procurement procedure as suggested by the bank. Hence these two cases are entirely different and need different approach and officer having different background and qualities.

3. Objectives

Create a market of large biogas in the municipal, commercial and industrial sector of Nepal, thereby promoting the productive end uses of large biogas.

4. Scope of Work (activities)

The scope of work shall include following, but shall not necessarily be limited to the following,

- Prepare content for promotional materials including business models for large scale commercial and municipal biogas plants,
- Regular and rigorous communications with municipal authorities to aboard WtE projects in the municipalities and support them to bring project in the Municipality.
- Business development, promotion and marketing plans and activities including planning, budgeting and design execution of plans and activities for commercial and municipal entities.
- Prepare short, medium and longer term plan and strategy for the Market Development of Biogas and Waste to Energy portfolio development in Nepal focusing on commercial/industrial and municipal entities of Nepal.
- Identify possible clients from commercial farms, hospitals, schools, hotels etc. to promote large biogas in the commercial sector.
- Work in close coordination and cooperation with Municipal authorities of Nepal.
- Conduct promotional meetings, events, workshop etc. to attract commercial enterprises and industries to implement waste to energy activities.
- Assist the Bioenergy section and the large biogas sector/team in day to day activities related to waste to energy including budgeting, planning and design and execution of activity plans.
- Regularly ensure adequate follow-up, monitoring and reporting of program activities through active coordination with monitoring and reporting team.
- Disseminate information to companies and other relevant organizations or individuals.
- Assist in regular and general monitoring of the program activities, including Review of work and activity plans, and budget and work closely with staff related with monitoring and reporting; 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 SREP activities in general and biogas activities in specific: general liaison for sector development; follow-up of the technological and other developments in the sector and providing inputs to improve the program.
- Any other tasks assigned by Project Manager to support in SREP implementation.

5. Performance and Reporting Requirement (Deliverables)

On this program, the **Municipal Waste to Energy Project Coordinator** takes key implementation responsibility to reach the targets of accelerating the waste to energy projects service delivery with better quality, comprising various technologies to enterprises, industries

and commercial entities that benefit men and women from all social groups, leading to more equitable economic growth via promotion of waste to energy technologies. The deliverables shall be but not limited to the following:

- Market development plan for large biogas and waste to energy technologies.
- Outreach materials to attract commercial entities like municipal waste, farms, poultry, food industries etc. to install large biogas plants.
- Outreach activities conducted in major commercial clusters in Nepal.
- Advertisement materials that shall attract industries to invest in large biogas plants.
- Reports of potential clients of large biogas plants.
- Promotional materials for large biogas and waste to energy technologies.
- Memos and minutes as and when deemed necessary
- Match making events between national/international technology providers and pre-qualified companies organized.

6. Duration of Service

The Coordinator 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 coordinator 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. Coordinator's required Qualification and Experience

Candidate should have at least Masters in Business Administration/ Studies/Management or with minimum 3 years experience in total and 2 years experience in marketing, business development and outreach promotion in the private sector.

- Demonstrated skills in practical marketing and coordination, business plan preparation and networking are required.
- Demonstrated experience on working with different associations in Nepal would be an advantage.
- Prior relevant practical work experience in the field of converting waste to energy; is an added advantage.
- Experience and knowledge in budgeting and reporting.
- Knowledge of specific gender issues in renewable energy 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 groups.
- Demonstrated strong written and oral communication, interpersonal and negotiation skills.

- Demonstrated computer skills in Microsoft Office Suite applications including Word, Excel, PowerPoint, and Outlook.
- Output/result and team work oriented
- Participated in relevant trainings
- Strong written and oral presentation skills in English and Nepali are required.

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