

<p style="text-align: center;">Terms of Reference (ToR): Procurement Expert (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 (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. MoEWRI has designated the Alternative Energy Promotion Centre (AEPC) as the lead agency for SREP-related mini grids renewable energy initiatives and activities. SREP will support MGEAP to fulfill its objectives and target.

2. Background:

Prior to the construction of mini-grids sub projects in Nepal, it is required that each and every sub project goes through feasibility and or a detailed feasibility study. There are ESCOs for the construction of mini-grids sub projects. In this backdrop, the sub-projects need to procure goods and services in different level of project cycle. For these activities, there is necessity for procurement procedures to be followed. Hence AEPC/MGEAP is looking for a procurement expert to aid the procurement unit in procurement related activities.

3. Objectives:

The objective of obtaining services of procurement expert is to assist AEPC/MGEAP in carrying out procurement functions for the implementation of the project. The input from the expert is to ensure adoption of proper procurement procedures with economy, efficiency, fairness and transparency as well as to implement procurement activities in a timely manner.

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4. Scope of Services (Activities):

The Expert shall work under the supervision of head of the procurement team and shall work closely with project staff related to the procurement team. The expert will assist the project management team in implementing activities included in the Procurement Plan through the use of applicable procurement legislations, Guidelines/ Manuals of the Government of Nepal, as well as the World Bank Guidelines where applicable. Scope of services shall include, but not necessarily be limited to the following:

- Support AEPC/MGEAP procurement unit for compliance with PPA/PPR and other guidelines of development partners including the procurement guideline of the World Bank applicable to the implementation of the program;
- 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 as per the need;
- The Consultant shall assist in uploading/ updating the procurement plan/documents and all procurement processes on the STEP system on a real time basis; Assist PMT in proceeding with procurement activities including advertising, pre-qualifying and short listing etc.;
- 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 PMT to conduct pre-bid/pre-proposal meetings, prepare PMT response on queries sought from potential bidders, assist PMT in preparing and issuing clarification/ addendums, when necessary;
- Assist PMT in receiving and opening of bids/proposals, evaluation of the bids/proposals (Technical, Financial and Combined) and preparation of evaluation reports;
- Assist PMT 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 AEPC/MGEAP, beneficiaries and NSPs;
- Support in monitoring to prepare quarterly progress reports to be submitted to AEPC/MGEAP and Donor Agencies;
- Coordinate with other on-going programs in Nepal that has direct and indirect implication with Renewable Energy related;
- Assist regarding issuing variation orders, contract extension and termination of contract;
- Any other tasks assigned by the head of the procurement unit and program manager to support in procurement related activities;
- Manage different types of securities relating to the procurement (Bid Security, Performance Security, Advance Payment Securities, Retention and Professional Liability

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- Insurance etc);
- Establish procurement documentation system and ensure all procurement related documents for each procurement are kept in order in accordance with the established procurement documentation system;
 - The Consultant shall assist in maintaining records and other documentations required for audit, procurement post reviews and progress reporting purposes;
 - Assist AEPC/ MGEAP in addressing/handling procurement related complaints;
 - Managing eProcurement system through eGP portal.
 - Any other tasks assigned by Project Manager to support in MGEAP implementation.

5. Performance and Reporting Requirement (Deliverables):

The Expert shall prepare and submit the reports within the timeframe as indicated below:

- Monthly Progress Report: within five days of the end of the month
- Quarterly (or Trimester) progress Report: within seven days of the end of the quarter (or trimester) month and
- Annual Report: within one months of the end of fiscal year and project completion period
- Prepare and update the procurement plan in the WB system (STEP).

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 consultant 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:

- Minimum Master degree in Management, Business, Economics, Law, Commerce Engineering or in any other relevant field;
- Should have minimum 7 years' experience in development sector and 5 years' experience in procurement management
- Proven working experience of The World Bank or ADB or other multilateral/bilateral development partners supported projects will be an added advantage;
- Preferably fully conversant with World Bank procurement policies, Guidelines and procedures evidenced by her/his involvement in procurement functions under World Bank financed projects.
- Certification in public procurement is preferable.
- Demonstrated computer skills in Microsoft Office applications including Word, Excel, PowerPoint, and Outlook;

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- Output/result and team work oriented;
- 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.