

## **Terms of reference (ToR) Renewal Energy Expert (REE)**

Renewal Energy Expert (REE) shall be the key person for the implementation of the Clean Cooking Solutions Project in Lumbini Province funded by Alternative Energy Promotion Centre Nepal under Renewal Energy Program (NREP) /Central Renewable Energy Fund (CREF). Reporting to the management of SKBBL/ Project Implementation Unit (PIU), the REE shall carry out all the activities required to achieve the project goals. The following are the key activities that the REE shall undertake under this contract.

### **Scope of the Work**

- Organize project start-up meeting of SKBBL and AEPC/NREP team
- Prepare Request for Quotation (RFQ) document, evaluate applications, recommend to SKBBL to select responsive Technical Training Service Provider (TTSP) and make necessary arrangement to sign contract with TTSP to conduct training and technical supports activities of the project.
- Prepare MoU/agreement to be signed with the partner SFACLs/cooperatives
- Obtain action plan from TTSP and review the progress in line with the action plan
- Listing of e-cooking products complying the standard approved by AEPC/NREP
- Provide technical input to TTSP for developing MoU to be signed between e-cooking suppliers/exporters /manufactures and SFACLs
- Prepare awareness/ICT materials about e-cooking products
- Provide inputs on the session plan, handouts, prepared by TTSP for regional level workshop
- Organizing regional level workshop at Area Office Butwal and Nepalgunj and facilitate signing MoU with SFACLs during regional workshop
- Facilitate the development of new e-cooking loan product
- Prepare/obtain report of trainings/ seminars/workshops conducted by TTSPs
- In consultation with TTSP, identify local retailers for the supply of e-cooking and develop e-cooking package (e-cooking/induction and cooking utensils)
- Prepare activities plan, contains and events for conducting demonstration/social marketing of using e-cooking at community/inter-groups level of SFACLs
- Conduct/ mobilize TTSP to conduct awareness/marketing campaign at different community or working areas of SFACLs and discuss about electrical safety, proper use of e-cooking, wiring requirement, benefits of e-cooking over LPG, after sales services and other matters
- Mobilize TTSP to conduct all activities mentioned in the contract and implement required interventions to achieve the project targets.
- Identify household that need to upgrade wiring and MCP for installing e-cooking
- Coordinate with different divisions and Area offices of SKBBL, AEPC, NREP and other stakeholders for smooth operation the project and accomplish target within the stipulated time
- Mobilize SFACLs to coordinate with local governments/NEA for the promotion of e-cooking
- Monitor the progress of TTSP in line with approved plan and contract and recommend the payment based on outputs (e-cooking product/s sold and other).
- Conduct regular review of the project activities so as to achieve the target within project period
- Visit Area Office and SFACLs to review the activities performed by TTSP, identify and address project implementation issues and carry out any other required activities to achieve project goals.
- Prepare and submit Quarterly and Final Reports (Financial and Technical) as per AEPC/NREP requirement and submit them in scheduled time
- Carry out any other tasks reasonably requested by the management of SKBBL

### **Duty Station:**

The REE shall be stationed at the Central Office of SKBBL with frequent visit to project districts and area offices as required.