

Terms of reference (ToR) Project Coordinator

Project Coordinator 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 Nepal Renewable Energy Program (NREP) /Central Renewable Energy Fund (CREF). Reporting to the management of SKBBL/ Project Implementation Unit (PIU), the Project Coordinator (PC) shall carry out all the activities required to achieve the project goals and outputs. The following are the key activities that the PC shall undertake under this contract.

Scope of the Work

- Assist SKBBL/Renewal Energy Expert (REE) in procuring services of TTSP to conduct training activities as planned in the project.
- Provide technical inputs on the session plan, handouts, presentation slides prepared by TTSP and support for organizing regional level workshop at Area Office Butwal and Nepalgunj
- Support to prepare the MoU/agreement to be signed with the partner SFACLs for selling e-cooking and get approval from the management of SKBBL
- Prepare final list of SFACLs with e-cooking product selling targets based on the signed MoU during regional level workshop
- Provide inputs and make necessary arrangement to print promotional /ICT materials about e-cooking products
- Recommend SKBBL to pay the service fee of TTSP based on output/s target (e-cooking product/s sold and others) achieved.
- Collect data and prepare database of project beneficiaries who purchase and use e-cooking product/s
- Coordinate with the Area Offices and SFACLs to collect data of project activities.
- Prepare/obtain report of trainings/ seminars/workshops conducted by TTSPs
- Coordinate with SFACLs, Area Offices, different divisions of SKBBL and other stakeholders for smooth operation of the project and achieve project target.
- Make necessary arrangements to release budget from AEPC/NREP
- Maintain project account and other record as required for project accounting and reporting
- Conduct regular reconciliation of project account and maintain complete records of project assets
- Conduct regular review of project budget and ensure that project expenses are within budget.
- Prepare project budget vs actual expenses report on monthly basis and submit to SKBBL
- Conduct annual audit of the expenditure of the project and submit to AEPC/NREP as agreed.
- Participate in the activities, training, seminars conducted by TTSPs as per the requirement of the project and ensure that activities are performed as per the required standard
- Prepare all documents required for the verification of milestones as per PBA
- Support REE to prepare and submit Quarterly and Final Reports (Financial and Technical as per AEPC/NREP requirement and submit them to AEPC/NREP and SKBBL.
- Carry out other required activities to achieve project goals.
- Carry out any other tasks reasonably requested by the management of SKBBL

Duty Station

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