

Terms of Reference for Executive Director of Alternative Energy Promotion Center (AEPC)

Post Title: Executive Director (ED)

Duty Station: Kathmandu with occasional field visits

Duration: 4 years

Background: AEPC is the apex body of GON/MOEWRI mandated to develop renewable energy in the country. Currently, AEPC is implementing National Rural Renewable Energy Programme (NRREP) under a single programme modality paving way for Sector Wide Approach (SWAP) to the development of renewable energy in the country.

Responsibilities: The Executive Director (ED) will be responsible for the overall management of the Alternative Energy Promotion Centre (AEPC) and execution of the National Rural Renewable Energy Programme. The ED will work under the guidance of the Alternative Energy Development Board (AEPC Board) and in close coordination with the Ministry of Energy, Water Resources and Irrigation (MoEWRI) and other concerned ministries, development partners and other stakeholders. More specific responsibilities include;

1. Act as the Executive Director of AEPC and member secretary to the AEPC board.
2. Prepare meeting minutes and implement the decisions made by AEPC board.
3. Prepare detailed Annual Work Plan with budget allocation for AEPC based on the Project Allocation and submit it to the AEPC board.
4. Undertake activities to encourage development partners, local level government, private sectors and beneficiaries to mobilize resources for renewable energy promotion in Nepal.
5. Ensure the timely mobilization and utilization of programme, personnel, subcontracts, training and equipments.
6. Exercise overall technical, financial and administrative oversight of all activities, including supervision of national and international personnel assigned to the programmes.
7. Carry out regular follow-up and monitoring of AEPC activities at the field level.
8. Ensure timely preparation and submission of required reports, including technical, financial, study tour/fellowship reports, etc.
9. Ensure close coordination among MOEWRI, NPC, Ministry of Finance, Ministry of Forest and Environment, provinces, local level, DOED, NEA, DCC, Rural/Urban Municipalities, Line Agencies, Development Partners and other stakeholders.
10. Prepare periodic plans and implement activities for capacity enhancement of AEPC and other stakeholders involved in renewable energy sector.
11. Undertake activities related to carbon emission reduction, clean development mechanism and carbon financing.
12. Ensure gender equality and social inclusion in all programmes.
13. Contribute in national policy formulation in the field of renewable energy.
14. Implement AEPC strategic and organization development plan.
15. Implement Central Renewable Energy Fund (CREF) as a mechanism to channel subsidy and credit to renewable energy projects and productive energy uses by broadening its outreach in rural areas.
16. Actively engage in developing proposal, donor coordination and fund raising.
17. Implement government's energy sector program related to RE.
18. Undertake research and development activities related to RE in collaboration with academic institutions and other relevant stakeholders.
19. Develop and implement programmes related to Energy Efficiency and Conservation.
20. Carryout other works as directed by the line ministry.