Nepal Renewable Energy Programme

Terms of Reference (ToR)

Position Title: Investment Officer - SECF

Full/Part-Time: Full Time Position

Reports to: NREP Fund Manager

Primary Position Location: Kathmandu

Duration of Contract: November 2023 – March 2024 with the possibility of extension

Programme Background

The Nepal Renewable Energy Programme (NREP) is a Government of Nepal programme funded by the British Embassy-Kathmandu (BE-K) aiming to transformational change in Sustainable Energy development in Nepal through increased private investment resulting in low-carbon economic growth and sustainable energy access for all. NREP operates in three Provinces: Madhesh, Lumbini, and Karnali. The Programme is implemented by the Alternative Energy Promotion Centre (AEPC) with Technical Assistance from the DAI Global UK Consortium— including DAI, Winrock International, Policy Entrepreneurs Inc., and Samriddha Pahad.

Briefly, NREP has been designed to increase private sector investment to develop distributed renewable energy markets, primarily in commercial, institutional, and industrial market sectors; increase universal energy access, and a corresponding higher quality of life, to Nepali citizens living in remote regions and facilitate a policy, planning, legal construct, and regulatory environment conducive to both enabling and sustaining progress in RE market development and universal energy access.

NREP has also supported the design and implementation of the viability gap-based fund called Sustainable Energy Challenge Fund (SECF) to increase private sector investment to develop distributed renewable energy markets. The SECF is embedded with Central Renewable Energy Fund (CREF) the financial mechanism of AEPC. SECF provides both financial and technical assistance to the distributed sustainable energy projects to ensure their financial viability and sustainable operation. The SECF is designed to attract private sector investments into the RE sector either in the form of equity and credit. SECF will de-risk investments into near commercial viability from the projects.

Scope of work of Investment Officer

The Investment Officer will directly work under the SECF Fund Manager and support CREF to operationalize SECF.

The Investment Officer will be responsible to:

SECF operationalization

- Facilitate the SECF application process as per CREF operational manual and SECF guidelines in close collaboration with SECF Fund Manager
- Support and collect required data for preparing market and industry analysis
- Support and collect data for conducting financial analysis and financial forecast for project developers
- Support to conduct business and financial analysis of the proposed projects and prepare presentation for investment case.
- Support SECF grantees, where appropriate, in effective and efficient implementation of the selected projects
- Support SECF Fund manager in SECF project assessment and data analysis in MIS and Power BI, as requested by Fund Manager and in collaboration with MEL Specialist.
- Support to track monthly and quarterly progress of milestone of funded projects and maintain MIS system with CREF.
- Explore potential working relationships with public and private sector including civil society to scale up the SECF.
- Co-ordinate and mobilise relevant experts from NREP, AEPC and other stakeholders to provide specific technical assistance and capacity development inputs to project developers and SECF project implementers.
- Support to ensure that the gender mainstreaming and women's economic empowerment initiatives are adequately covered in all SECF applications and projects throughout the programme.
- Support CREF in the areas of financial management and planning.
- Contribute to NREP's programme planning, implementation, monitoring and evaluation with specific inputs on SECF. This will include preparation of high-quality detailed reports including quarterly/trimester and annual reports.
- Support to ensure that all NREP related milestones are captured in the agreement signed between SECF and NREP grantees.
- Regularly analyse data and information on SECF, NREP contributions and produce evidence papers for policy and markets.

Provincial support

- Extend necessary support to the NREP Provincial Coordinators in Province Madhesh, Lumbini and Karnali to oversee the SECF projects in their areas.
- Obtain necessary reports from all Provincial Coordinators and prepare relevant analytical reports

Client and other stakeholder relationship management

- Develop productive working relationships with beneficiary representatives to ensure effective delivery of specific outputs.

Qualification and experience:

- At least a master’s degree in management preferably in Finance
- At least 3 years work experience in finance/investment
- Experience in international development partner (bi-lateral partners and/or development finance institutions) challenge fund or similar private sector fund management would be an added advantage.
- Experience working in developing/emerging markets especially identification of solutions within local context
- Experience investing in RE projects is a plus.
- Experience in designing and implementing challenge fund modalities is an added advantage