



UNITED NATIONS DEVELOPMENT PROGRAMME
Government of Nepal
Budget Revision

Project Number: NEP/02/001

Project Title: Rural Energy Development Programme Programme - (Phase II)

Source of Funds: TRAC: 01 and 07

Management arrangement: National Execution

Designated institution: Alternative Energy Promotion Centre/ Ministry of Science and Technology

Revision Code: B (01)
Revision Code: A (07)

Revision Reason: Substantive / Extension

Project Sites: Kathmandu and 25 districts

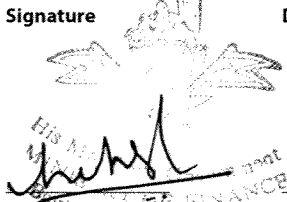
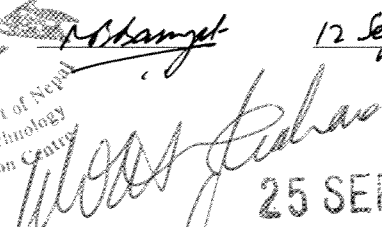
Operational start date: 1 April 2002 (TRAC 01)
 1 July 2003 (TRAC 07)
 1 May 2003 (BCPR TTF)

Field work completion date: 16 July 2006 (TRAC 01)
 30 June 2004 (TRAC 07)
 30 April 2005 (BCPR TTF)

Financial completion date: 16 July 2007 (TRAC 01)
 31 My 2005 (TRAC 07)
 31 March 2004 (BCPR TTF)

Initial/Revised Input	
UNDP TRAC 01/ 2	
Previous Revision "C"	\$ 344,510
Revised Revision "D"	1,111,112
Input Increase/(decrease)	\$ 766,602
TRAC 1.1.3 (07)	
Existing Input-Rev "A"	\$ 100,000
BCPR TTF (NB)	
Existing Input-Rev "A"	\$ 150,000
Total	\$ 1,361,112
Gov's Parallel funding (through IDA, WB)	\$ 5,500,000

Brief Description: This substantive budget revision has been prepared to support extension of the programme until mid July 2006 as per the agreement while signing the REDP bridging document and the provision made in the PDP document. This action will enter into a full fledged REDP-II Phase and will subsume the bridging arrangements. The full project document is attached. The UNDP contribution in the REDP-II includes existing allocation of US\$344,510 and additional commitment amounting to US\$766,602. With this increase the total approved budget from UNDP/TRAC 1&2 amounts to \$1,111,112 which exceeds the originally agreed matching fund of US\$800,000 with the HMG/N (IDA/WB) funding. Additionally, the project has also secured the additional US\$100,000 funding from UNDP/TRAC3 and US\$150,000 from UNDP/BCPR resources as well. Therefore the total UNDP funding for the REDP-II project covering the period from 2002-2006 stands at US\$1,361,112.

On behalf of:	Signature	Date	Name/Title
Government: MoF		25 Sep 2003	Mr. K. Karki Under Secretary UNDER SECRETARY
Designated Institution: AEPC/MoST		12 Sept 2003	Dr. Madan Bahadur Bhatnagar/E.S. EXECUTIVE DIRECTOR Matthew Kahane Resident Representative

His Majesty's Government of Nepal

United Nations Development Programme

Rural Energy Development Programme (REDP) - NEP/02/001

Brief Description: The Rural Energy Development Programme (REDP-II), NEP/02/001, is a joint programme of HMG/N, UNDP and the World Bank. It is built on the successes and achievements of REDP (NEP95/016) and envisages replicating the successes in more districts. The focus of the REDP-II will be to support the local level activities, resource mobilization, planning and management, and to provide policy inputs to HMG/N for the promotion of decentralized rural energy development initiatives and replication of the successes. This is a full-fledged project document covering a period up to 16 July 2006 from 1 April 2002.

UNDP has allocated a total of US\$ 1,111,112 for providing technical assistance for up-scaling the local level activities, decentralized rural energy development policy formulation and the establishment and operation of institutions. HMG/N, with the support from the World Bank, has allocated US\$5.5 million for this programme as provisioned under the micro-hydro rural electrification component of the Power Development Project (PDP) for three years. This WB fund will be utilized for up-scaling district and community level activities to cover 150 VDCs in the 25 programme districts.

Initially it was envisaged to implement this joint project from 1 April 2002. However, it could not be materialized due to some delays in formalization of PDP agreement between HMG/N and the WB. Therefore, a bridging programme was signed by HMG/N and UNDP for the duration from 1 April 2002 to 31 December 2003 to ensure the continuity of the field level activities. As stated in the bridging document, this full-fledged document will subsume all past arrangements and will come into force upon signature by HMG/N, Designated Institution (AEPC) and UNDP.

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PART Ia SITUATION ANALYSIS

Nepal's energy supply is overwhelmingly dependent on bio-mass resources - firewood, agriculture residues and animal wastes. Of the total energy consumption (285 GJ or 6.5 million tons of oil equivalent), only 8% come from commercial sources such as electricity (<1%), petroleum products and coals. This pattern of energy use is adversely affecting lives of people. The high rate of forest cover depletion (2.1% per annum) has immensely endangered the fragile hill eco-system as well as increased the burden on people; particularly time for collecting firewood and fodder and fetching water for women has increased tremendously. Women have to travel further in search of fodder, firewood and water, which has implications in their security. On the other hand, the high rate of population growth (2.27%, Census 2001) has been exerting pressure on forest for firewood and arable lands which potentially cause ecological instability, loss of bio-diversity, and affect on hydrological regimes. These serious environmental consequences will continue unless corrective interventions are made.

A closer look at the energy consumption pattern in Nepal reveals that most of the energy is consumed in rural households for cooking, animal feed preparation and lighting. The excessive burning of firewood in rural kitchens is both adversely affecting the health, especially of women and children, and contributing to global green house gas emission.

Among others, harnessing energy from the enormous water resource in the country is the key to reverse the negative environmental consequences and promote economic growth. However, most of the energy development efforts in Nepal are through large-scale hydropower focusing on service provision to urban and accessible areas. The people of remote areas are beyond the reach of such large power system and will continue to remain in the same situation until decentralized energy systems based on local resources are developed. The rural energy technologies including micro-hydro, solar energy and biogas are the viable alternatives for ensuring accessibility of energy (need/demand focused) to remote, rural and poor sector of the community in a reasonably cost effective manner. The access to electricity can in turn enhance economic activities targeted to poverty alleviation. This has been successfully demonstrated by the Rural Energy Development Programme (REDP), a joint initiative of His Majesty's Government of Nepal (HMGN) and United Nations Development Programme (UNDP), which was initiated in August 1996 as a pilot phase. The REDP approach begins with social capital building through community mobilization that instills the sense of ownership of the local people and local authorities from its early stage. Promotion of cottage and small industries and micro-enterprises is considered an integral part of rural energy systems development. Building capacities to plan and manage rural energy system at the local levels, promotion of economic activities, institution building and strengthening at district and village levels for energy development planning in line with the Local Self-governance Act 1999, and facilitating government to pursue important policy lessons are components of the holistic approach of the programme. The lessons from the implementation of REDP reveal that the installation and operation of rural energy systems has positive impacts on the fragile hill environment and provides tremendous potential to enhance rural economy.

As of June 2003, REDP has supported the communities of 100 Village Development Committees (VDCs) of 15 districts to install 120 micro hydro schemes, 1524 solar home systems, 2953 toilet attached biogas plants and 7200 improved cooking stoves, resulting in more than 10,000 new rural households having access to electricity. Utmost importance has to be given to bring the benefits of rural energy to larger populace that is deprived of participating in holistic development. REDP's success demonstrates that rural energy is an effective entry point for sustainable development for poverty alleviation. However, for the sustainability of rural energy systems a holistic development approach is required and community mobilization is the key for harnessing people's potential, mainstreaming women and marginalized groups and ensuring equity. For the wide scale promotion of rural energy in Nepal, decentralized institutional framework and implementation modalities are required. Independent evaluation of REDP undertaken by various institutions and individuals state REDP as one of the most effective delivery models in rural hills of Nepal.

The difficult topography coupled with scattered settlement is a major constraint to cost effective development and provision of energy services in Nepal. There is also a lack of institutional mechanism both at the central and local levels to take up energy in its multifaceted form and as a cross-sectoral issue. Based upon the lessons learned from implementation of REDP, some of the major issues related to the development of rural energy in Nepal can be elicited as follows and up scaling of REDP model will have a direct positive bearing on them:

- a) Need for refinement in policies for support and implementation of micro-hydro and other decentralized rural energy technologies;
- b) Lack of a coherent institutional mechanism at all levels – community, district and central;

- c) Weak coordination among stakeholders;
- d) Lack of technical and managerial skills for operation and maintenance of RES among the rural populace;
- e) Inadequate information dissemination.

Based on lessons learnt and the high potential of the sector to link sustainable development with poverty reduction, HMGN, the World Bank and UNDP have agreed to launch a joint programme for expansion of the REDP model. Micro-Hydro Village Electrification component of the World Bank supported Power Development Project would focus on expanding the district and community level activities to cover 150 VDCs of 25 districts. UNDP's Technical Assistance would focus on capacity building of local level institutions to plan, implement and manage rural energy systems, establishment and operationalization of a central level rural energy development institution and providing policy inputs to the government based on the lessons learnt through the implementation of REDP.

The programme will be launched in twenty-five hill districts, 15 on-going REDP districts (Baitadi, Dadeldhura, Achham, Bajura, Dailekh, Pyuthan, Baglung, Myagdi, Parbat, Tanahun, Kavrepalanchok, Sindhupalchok, Dolakha, Okhaldhunga and Terathum) and ten new districts (Darchula, Bajhang, Doti, Humla, Kaski, Dhading, Bhojpur, Sankhuwasava, Panchthar and Taplejung) The ten new districts are selected on the basis of water resources availability, grid coverage, population and regional balancing (details in Annex 1, District Selection). VDCs will be selected by the respective District Development Committees (DDCs) as per the Micro Hydro Implementation Guidelines developed by REDP (Annex 2).

The target beneficiaries of this programme are foremost the communities, especially women, of several Village Development Committees of selected hill districts. In addition to the communities, the followings are important beneficiaries of the programme.

- (1) The government will benefit from an enhanced development of rural energy as the vehicle to promote better livelihoods and local economic development for poverty alleviation. Policy inputs from action research will better adjust government policy towards increasing electricity access to remote areas. The formation and operationalization of a central level institution dedicated to rural energy will lead to the sustenance of the programme activities and help mobilize resources for the sector from varied sources (donors and private sector) in the future.
- (2) Local elected bodies (DDCs and VDCs) will benefit from the enactment of decentralized rural energy development planning and programming processes, establishment of sectoral unit within the DDC and fund mobilization through the District Energy Fund.
- (3) Local NGOs will benefit from enhanced capacity in community mobilization.
- (4) Private sector will benefit from an enhanced market and sustained business opportunity.
- (5) Research and training institutions will benefit from increased demand for the services.

PART Ib STRATEGY

The production and consumption of energy will have a considerable impact on the local environment and economy through the promotion of non-farm activities. Analyses have shown that energy is instrumental for sustainable human development for both women and men and eradication of poverty only when it is directed deliberately and specifically towards the needs of the poor. Further, there is a need for a **holistic approach** to the rural energy problems. The programme intends to achieve its objectives through promotion of **decentralized rural energy systems** that benefit villagers who have no hope of being linked to the national electricity grid in near future.

The overarching goal of the 10th Plan of HMGN is poverty alleviation. The Plan intends to promote renewable energy to reduce consumption of fossil fuels and firewood as well as to provide better forms of energy to the rural population for poverty alleviation. The Agricultural Perspective Plan of HMGN recognizes the need of rural energy to enhance agriculture production and processing of agro-produce. The 10th Plan highlights the linkage between low energy use and the prevalence of poverty and puts emphasis on the promotion of decentralized, renewable energy systems for holistic development in the rural areas.

A three pronged strategy has been set for the Programme to promote an integrated approach to have positive impacts in rural development, improved quality of life for women and children, promotion of end-uses, including non-farm activities and restoration of the natural environment. This strategy is consistent to policy/strategies of HMGN, UNDP and The World Bank, and has been based on the learning from the REDP experience and other innovative approaches:

- (1) At the central level, conducive policy environment and institutional mechanisms to promote decentralized rural energy development;
- (2) At the decentralized levels, promotion and up-scaling of REDP model and strengthening of the local institutional capabilities; and
- (3) Research and development for appropriate energy technologies and sustainable approaches.

AT THE CENTRAL LEVEL:

The Programme will focus on assimilating lessons learnt from the field for pursuing conducive policy environment for the promotion of decentralized rural energy development on a wider scale. This will have linkage with the on-going policy work through the UNDP TTF funded project entitled "National Policy Frameworks on Rural Energy for Sustainable Development and Poverty Reduction in Nepal - NEP/02/M03". The Programme will place priority on the documentation and dissemination of all information, including field and research experiences, to the public. Information resulting from action-research will also support the central agencies to develop community-oriented development policies and programmes. The Programme will pursue institutional development at the centre for long-term policy, planning and facilitation of rural energy systems development in the country. The Programme will support the implementation of the recommendations made by the project NEP/03/M03.

AT THE DECENTRALIZED LEVEL:

Integrated Rural Energy Development Package

The community will prepare integrated rural energy development package, which will focus on the multiple use of water resources such as micro hydro, drinking water and irrigation and electricity, including non-farm enterprises. Emphasis will also be given to reduction in the use of fuelwood through the promotion of toilet-attached bio-gas and improved cooking stoves wherever applicable. Focus will also be given for mobilizing resources from community as well as other donor agencies for integrating drinking water and irrigation activities with micro-hydro schemes.

Decentralized Management

District institutions: The programme will work to enhance decentralized planning and management of rural energy development. Support will be provided to establish and strengthen Rural Energy Development Section (REDS), District Energy Committee (DEC) and District Energy Fund (DEF) under the umbrella of the District Development Committee in all programme districts.

Community Mobilization: The programme will support the communities of potential VDCs to plan and implement rural energy systems and natural resources management activities through community mobilization. Formation of community organizations and decision-making will be done with the participation of, at least, a male and female members of each beneficiary household. It is mandatory for 99% of the households to participate in the decision-making process.

Environment and Natural Resource Management: Emphasis will be given to preservation of the watershed in the micro hydro area to ensure perennial flow of water and for the provision of firewood for cooking needs. Support will be provided to the communities to establish nursery, reforestation, bioengineering, multi-layer plantation, agro-forestry and health and sanitation activities.

Human Resource Development: Primary emphasis will be given to the development of skilled human resources within the community and the district to manage and implement rural energy programmes. The training package will focus on operation and management of micro hydro schemes and other rural energy technologies, establishment of rural energy service centre, and environment and natural resources management activities. Training will be provided to the communities also on institutional development, income generating activities and other relevant areas. Capacity building will also include central and district level institutions. Especial emphasis will be given to women's participation.

RESEARCH AND DEVELOPMENT:

Support will be provided to test innovative technologies, especially ones affecting the load-factor, efficiency improvement, cost reduction, and firewood and fossil fuel replacement. Improvement of the quality of Nepalese expertise as well as activities to promote end uses will be given priority.

PART II PROJECT RESULTS FRAMEWORK

Outcome addressed (as in SRF):

1. A comprehensive approach to environmentally sustainable development integrated in national development planning and linked to poverty reduction.
2. Improved capacity of selected institutions for integrated management of energy and natural resources that respond to the needs of poor women and men.
3. Effective regulatory, legal and policy framework for decentralization and local capacity to plan and manage rural energy development.
4. Poor communities exercise their right to self-organization and to build alliance.
5. Responsiveness of national and local policies and plans to gender issues.

Indicators:

1. Decentralized Rural Energy Policy for Holistic Development promulgated by HMG.
2. Rural Energy Development Fund Board established and operationalized as a coordinating body responsible for implementation of rural energy activities in the country.
3. Rural Energy Development Section, District Energy Fund and District Energy Committee operationalized in 25 districts.
4. Increased capacities of local authorities and communities to plan programme, budget and manage rural energy development activities.
5. Community Organizations and Functional Groups formed by women and men of 150 VDCs to undertake rural energy, environment, and natural resources management activities.
6. Private sector involved and come-up strongly as rural energy technology support services providers.

Partnership:

Promotion of decentralized rural energy systems with holistic approach has been proven as a 'best practice' for enhancing rural livelihoods in Nepal. This requires concerted efforts of all development partners by bringing together the government (central, district and village levels), NGOs, CBOs, private sector and donors. UNDP has been supporting the government in institutionalizing rural energy development activities at all levels and the communities to install, operate and manage rural energy systems since 1996 through REDP. UNDP is helping the government to coordinate the efforts of various donors in this sector.

The REDP has been supporting the DDCs of 15 hill districts to establish Rural Energy Development Section (DDC:REDS) to undertake decentralized energy planning, District Energy Committee (DEC) for coordination and linkages and District Energy Fund (DEF) for mobilization and channeling financial resources. The programme activities will be extended into 10 new districts making a total of 25 districts under the partnership of HMG, UNDP and the World Bank (WB) from 2003 onward till 2006. REDP's supports are also in providing policy inputs in the rural energy sector, including institutional options.

Ministry of Science and Technology (MoST) will be the lead partner as the executing agency, it will designate Alternative Energy Promotion Centre (AEPC) for the purpose. National Planning Commission (NPC) and Ministry of Local Development (MoLD) as government bodies and DENET¹, ADDCN² and NAVIN³ will play key roles as members of Programme Management Committee (PMC) in planning, management and integration of experiences into national policy. DDCs and VDCs will play role in bottom-up planning and sharing experiences among different districts. At the district level, DDC will be the focal agency for implantation of the programme through DDC:REDS. District level line agencies will provide critical linkages for preparation and implementation of integrated rural energy package and human resource development activities. Private sector as supplier and installer of rural energy systems and local NGOs as support organization in mobilizing the communities will have crucial roles to play.

At the community level, VDC and DDC will support the Community Organizations (COs) in resource mobilization through investment in micro hydro schemes. Self-governing Functional Groups formed by communities will be the implementing agency.

The Ministry of Finance (MOF) as the government cooperating agency will help to channelize the IDA loan funding of the World Bank through AEPC to support the district and community level rural energy activities and UNDP will provide technical assistance for implementation.

¹ DENET stands for District Energy Network of DDC Chairpersons for REDP programme districts.

² ADDCN stands for Association of District Development Committees of Nepal.

³ NAVIN stands for National Association of VDCs in Nepal.

Intended Outputs	Output Target	Activities
1. Policy and regulatory framework for Rural Energy developed	<p>1. Rural Energy Policy mainstreamed in the 10th Plan 2003</p> <p>1.1 The holistic rural energy policy for poverty alleviation finalized</p> <p>2004-06</p> <p>1.2 Operationalization of Rural Energy Development Sectoral Policy</p>	<p>1.1.1 Organize workshops, seminars and consultative meetings to refine rural energy policy document</p> <p>1.1.2 Finalize RE policy document</p> <p>1.2.1 Facilitate adoption of RE policy by the government</p>
2. Institutional structure and operating procedures in support of Rural Energy established	<p>2. Rural Energy institutions established and operational at the central and decentralized level to plan and manage rural energy development activities</p> <p>2003-06</p> <p>2.1 Rural Energy Development Agency established at the Centre</p> <p>2003-06</p> <p>2.2 Rural Energy Development Section (REDS), District Energy Fund (DEF), Community Energy Fund (CEF) and District Energy Committee (DEC) a) established in 10 new programme districts and strengthened, and b) strengthened in 15 existing REDP districts</p> <p>2003-04</p> <p>2.3 District Energy Network (DENET) institutionalized as a specialized wing of ADDCN</p> <p>2003-04</p> <p>2.4 NAVIN strengthened for internalizing rural energy and capacity building.</p> <p>2004-06</p> <p>2.5 Decentralized Energy Planning Process institutionalized and preparation of District Rural Energy Master Plan in 25 districts.</p> <p>2003-06</p> <p>2.6 Financial resource flow mechanism from AEPC to DEF of all programme district for implementation of micro hydro, other rural energy systems, environment and human resource development, capacity building and other activities at the district and community levels operationalized</p>	<p>2.1.1 Finalize the Institutional Mechanism for Rural Energy Development Agency (NEP/02/M03)</p> <p>2.1.2 Organize workshops, seminars, and consultative meetings with concerned agencies and stakeholders and finalize the institutional mechanism based upon the feedback and comments.</p> <p>2.1.3 Submit the document to HMG</p> <p>2.1.4 Support HMG in operationalization</p> <p>2.2.1 Support to recruit Energy Development Officer and other staff for REDS</p> <p>2.2.2 Organize meetings of line agencies and form DEC under DDC</p> <p>2.2.3 Facilitate local government bodies and communities to establish DEF and CEF</p> <p>2.3.1 Facilitate the DENET processes such as meetings, workshops, discussions, etc.</p> <p>2.3.2 Support the ADDCN in strengthening its newly established NaREE</p> <p>2.4.1 Support the NAVIN to prepare guidelines and networking for internalization of the rural energy</p> <p>2.5.1 Support DDCs in preparation of District Energy Situation Report</p> <p>2.5.2 Support DDCs in preparation of Rural Energy Masterplan</p> <p>2.5.3 Support DDCs in preparation of Annual Rural Energy Plan and Programmes</p> <p>2.6.1 Prepare Annual Rural Energy Plans and Programmes</p> <p>2.6.2 Compile Plans and Programmes of all districts and prepare annual workplan</p> <p>2.6.3 Submit Annual Workplan to PMC for approval</p> <p>2.6.4 Support DDCs to sign MoU with AEPC for Funding support</p>

Intended Outputs	Output Target	Activities
<p>3. Joint programme of HMG (with funding from WB) and UNDP implemented for up-scaling rural energy systems</p>	<p>2003-06 3.1 Women and men of 150 VDCs organized into various Community Organizations (COs) and Functional Groups (FGs) for integrated rural energy systems.</p> <p>3.2 Micro hydro schemes (3 MW installed capacity) and micro watershed management activities undertaken by communities of 150 VDCs</p> <p>2003- 04 50 Micro-hydro schemes and as many as possible/need based toilet attached biogas plants and solar home system installed..</p> <p>2004 - 05 50 Micro-hydro schemes and as many as possible/need based toilet attached biogas plants and solar home system installed.</p> <p>2005-06 50 Micro-hydro schemes and as many as possible/need based toilet attached biogas plants and solar home system installed.</p> <p>2003-06 3.3 Women and men of 150 VDCs implement environment and natural resources management activities.</p>	<p>3.1.1 Identify Support Organization (SO) for organizing people into various groups.</p> <p>3.1.2 Create awareness among the people about rural energy systems and multiple use of water resources.</p> <p>3.1.3 Organize people into various functional groups including micro-hydro, income generation, environment management, natural resource management, etc.</p> <p>3.2.1 Support communities of programme VDCs in identification and study of micro hydro schemes and preparation of detailed project report</p> <p>3.2.2 Appraise technical and financial viability of MH schemes submitted by DDC:REDS</p> <p>3.2.3 Support the communities to install micro hydro schemes</p> <p>3.2.4 Support the communities to mobilize HMG subsidy for installing toilet attached biogas plants</p> <p>3.2.5 Support the communities to mobilize HMG subsidy for installing solar home systems (SHS)</p> <p>3.2.6 Support communities for micro-watershed management activities</p> <p>3.3.1 Support the communities of programme VDCs to undertake Environment Assessment Report for MH schemes</p> <p>3.3.2 Support the communities to establish and operate botanical resource centre (nursery)</p> <p>3.3.3 Support the communities in plantation</p> <p>3.3.4 Support the communities in health and sanitation activities</p> <p>3.3.5 Support in launching environment and health and sanitation awareness campaigns at district and community levels</p> <p>3.3.6 Support the communities to install and operate ICS</p>

Intended Outputs	Output Target	Activities
4. Capacities of community, district and central level institutions developed for rural energy systems development and implementation.	<p>2003-06</p> <p>4.1 Human resource development packages for enhancing the capacities at community, district and central levels developed and implemented, and women and men of 150 VDCs trained on sustainable operation and management of rural energy systems.</p>	<p>4.1.1 Develop or adapt existing training manuals to produce master trainers from among the community men and women for identified training.</p> <p>4.1.2 Organize training on : Community Mobilization for mobilizers, institution development for COs, account and bookkeeping for COs, MH Operator, MH Manager, MH operator's refresher, MH manager's refresher, agro-processing mill operator, MH manufacturer, improved Cooking Stove, RESC personnel, nursery establishment and management, agro-forestry, entrepreneur development for COs, income Generation, Gender orientation and mainstreaming gender issues for CO/VDC/DDC/DEC, in-service training for programme personnel</p> <p>4.1.3 Organize in-country study tours for CO/FG members and DDC/VDC/DEC Personnel and external tour</p> <p>4.1.4 Organize workshops on : quarterly programme review at regional level, half yearly programme review and tripartite review at national level, decentralized energy planning at district and illaka levels and successful programme approaches at national and regional levels</p>
5. Rural energy support services established with the involvement of private sectors	<p>2003-06</p> <p>5.1 Rural Energy Service Centres established and strengthened in all programme districts</p>	<p>5.1.1 Identify private sector mechanical workshop or entrepreneurs to establish RESC in the district</p> <p>5.1.2 Provide training to local mechanical workshop holders in repair and maintenance of micro-hydro and other rural energy technologies</p> <p>5.1.3 Provide technical as well as financial support to establish RESC in new districts and strengthen in all districts</p>
6. Lessons learned on efficiency of the rural energy technology and impacts on women and men.	<p>2003-06</p> <p>6.1 Efficient renewable energy technology and end-uses technologies developed.</p> <p>6.2 Lessons documented on impacts of rural energy on women and men, their socio-economic wellbeing and their environment</p>	<p>6.1.1 Support R&D on renewable energy</p> <p>6.1.2 Support R&D on end-uses</p> <p>6.2.1 Undertake monitoring activities involving communities, local government bodies, central government</p> <p>6.2.2 Conduct impact and evaluation studies</p> <p>6.2.3 Conduct gender assessment and audit exercises</p> <p>6.2.4 Undertake financial and public audits</p> <p>6.2.5 Publish and disseminate lessons</p> <p>6.2.6 Establish documentation units in all programme districts and at the centre.</p>

Note: Annual Work Plans described under Annex 3.

PART III MANAGEMENT ARRANGEMENTS

AEPC under MoST will be the National Executing Agency (NEA) and the Executive Director (ED) will be the National Programme Director (NPD) for the REDP. The Alternative Energy Promotion Board (AEPB) will provide support for strengthening inter-Ministerial coordination and linkages, and pursuing policy matters related to rural energy development. Representation from MoLD, District Energy Network (DENET) and civil society in the AEPB will be pursued. It is expected that the AEPB holds a meeting on REDP at least once a year.

CENTRAL LEVEL MANAGEMENT ARRANGEMENTS

A Programme Management Committee (PMC) will be constituted under the leadership of the ED of AEPC for making decisions on programme implementation including the development of necessary implementation guidelines (Job description is given in Annex 4). The PMC will have representation from various institutions as follows:

- i) Joint Secretary, Ministry of Local Development (MLD) as Vice-Chair
- ii) National Planning Commission (NPC), Member
- iii) Ministry of Finance (MOF), Member
- iv) DENET, Member
- v) ADDCN, Member
- vi) NAVIN, Member
- vii) UNDP, Member
- viii) Representative of a local NGO, observer
- ix) NPM of REDP, Member Secretary

A Working Committee (WC) will be constituted with NPD, NPM and PO of UNDP for day-to-day decisions making and actions in support of the implementation of programme activities.

The National Programme Manager (NPM) will be in-charge of the PMU. The job descriptions of the NPM and all staff are given in Annex 4 and an organizational chart is given in Annex 5. It is intended that the existing REDP management unit and its current staffing, given their satisfactory performance, will be retained and expanded to provide the programme support services.

DISTRICT LEVEL MANAGEMENT ARRANGEMENTS

DDC is the focal agency in the district. A Rural Energy Development Section (DDC:REDS) will be established under the DDC and an Energy Development Officer (EDO) will be hired in each programme district. For policy directions at the district level, coordination, planning, resource mobilization and implementation of rural energy activities following committees and funds will be created (details in Annex 2, DDC:REDS Operation Guidelines):

- i) District Energy Committees (DECs)
- ii) District Rural Energy Management Committee (DREMC), and
- iii) District Energy Fund (DEF)

In addition, Regional Energy Advisors (REAs) will provide advisory services to the districts as well as will conduct monitoring of activities. The REA will also play the role of linking districts with the centre. REAs will be located in one of the programme districts of their respective region.

COMMUNITY LEVEL MANAGEMENT ARRANGEMENTS

REDP activities are mainly focused on community level activities. Main community level entities will be self-governing Community Organizations (COs) and Functional Groups (FGs) formed through the community mobilization process. At least one male and one female from each beneficiary household will be members of the COs. All the decisions of the COs and FGs will be consensus based.

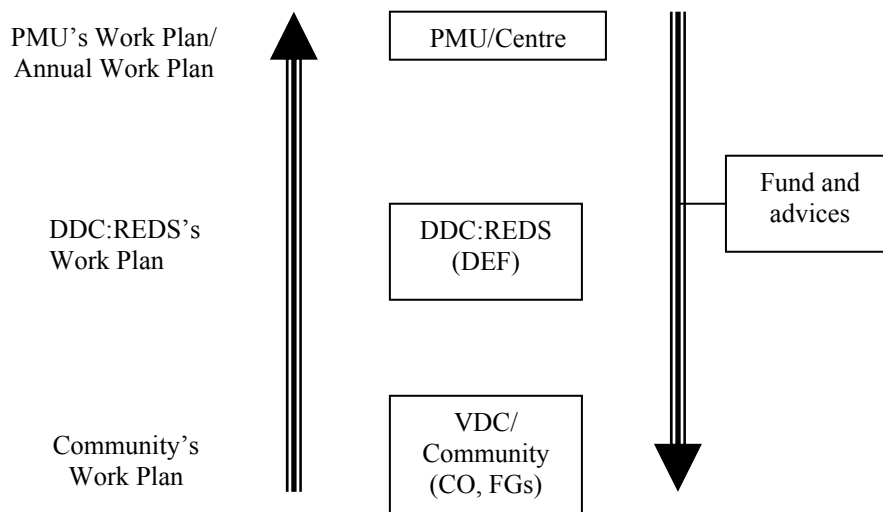
A qualified local NGO will be sub-contracted as the Support Organization (SO) by the DDC for community mobilization in the programme VDCs. The SOs will be trained according to the 'Community Mobilization Guidelines' produced by REDP (REDP Publication 02/98).

DDC:REDS will provide technical as well as financial support. The DDC will enter into Memorandum of Understanding (MOU) with respective FGs outlining the approved activities and budget, implementation modalities, monitoring and evaluation, reporting, financial management and auditing.

The FG will sub-contract pre-qualified private sector companies arrangements for supply and installation of electro-mechanical equipment of micro-hydro plants and other rural energy systems. After six months of commissioning of micro-hydro schemes, the management will be converted into micro-hydro cooperative where appropriate.

BOTTOM-UP PLANNING AND IMPLEMENTATION OF PROGRAMME ACTIVITIES

Bottom-up planning and implementation of activities will be ensured according to the ‘District Energy Planning and Implementation Guidelines, July 1999’. A simplified flow diagram of activity planning and fund-flow will be presented as follows:



All the micro hydro schemes identified by DDCs for implementation will be subjected to thorough technical and financial assessments by Technical Review Committee (TRC) represented by micro-hydro experts from REDP, AEPC, Agricultural Development Bank and United Mission to Nepal.

FUND SOURCES AND FUND FLOW MECHANISM

The main sources of fund for the programme will be UNDP and IDA/World Bank. The programme will follow the HMGN's policy on Subsidy for Renewable Energy (2000). UNDP will provide grant technical assistance which will be directly channeled through the PMU. The World Bank's fund will be channeled through AEPC. The flow of fund is based on the approval of Annual Work Plan by PMC. For UNDP's fund, the PMU will prepare a quarterly plan according to the NEX modality which will be approved by the NPD. Based on the approved quarterly work plan, the NPM will request UNDP for quarterly advances. Yearly advance of IDA/WB fund will be delivered as a grant to DEF upon the approval of PMC. For channeling of fund from AEPC to DEF, the AEPC and the respective DDC will sign a Memorandum of Understanding (MOU) based on the approved work plan. Similarly, the budget for activities to be implemented directly by REDP Kathmandu Office will be released by AEPC to the REDP account based on the approval of the PMC.

The allocation for the operation of DDC:REDS (salary and allowances, operation and maintenance, etc.) will be directly transferred to the account of DDC:REDS. The EDO and Finance/Administrative Assistant will be the signatories for the operation this account.

At the district level, the fund will flow from DEF to the accounts of the SO and FGs under MOUs between DDC and concerned parties. EDO and Coordinator of SO will be the signatories of SO account. Similarly, the EDO and Chairperson or Manager of FG will be the signatories of FG accounts.

COORDINATION AND LINKAGES

During the REDP Phase-I, in order to seek expert advice, disseminate experiences, resource mobilization, undertake coordinated efforts and avoid duplication, the following informal mechanism were developed which will be furthered continued in this Phase:

- i) Technical Review Committee
- ii) Consultative Forum among all RE related stakeholders
- iii) District Energy Network (DENET) of programme DDCs
- iv) Micro Hydro Promoters' Group among donors
- v) Micro-hydro Manufacturers/Suppliers Network
- vi) Solar PV Suppliers Network

It is to be noted that ADDCN has institutionalized the DENET as a mechanism to up-scale rural energy activities in other districts. REDP will also participate in forums of similar kinds to learn as well as contribute to them.

MONITORING AND EVALUATION

In order to assess the programme performance at all levels, PMC, PMU, WB and UNDP will carry out regular monitoring. The monitoring will be a coordinated, consultative and participatory exercise involving the DDCs, VDCs and the local communities. The results of the monitoring will serve as inputs for the regular and mandatory programme review and evaluation. The PMU will prepare an exclusive monitoring plan every year that will also include quarterly regional review of programme activities.

The PMU will prepare an Annual Programme Report (APR) every year and a Tri-partite Review will be conducted if necessary. The programme will be subject to a mid-term evaluation by independent evaluators during the third year of operation.

MANAGEMENT AND FINANCIAL AUDIT

Management and financial audits will be performed as per NEX guidelines. In addition, public audit will be carried out at the community level.

PART IV LEGAL CONTEXT

This programme document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between His Majesty's Government of Nepal and the United Nations Development Programme. The host country implementing agency shall, for the purpose of the Standard Basic Assistance Agreement, refer to the government cooperating agent described in that Agreement.

The following types of revisions may be made to this programme document with the signature of the UNDP Resident Representative only:

- a. Revisions in, or addition of, any of the annexes of the programme document;
- b. Revisions which do not involve significant changes in the immediate objectives, outputs, or activities of a programme, but caused by the rearrangement of inputs already agreed to or by cost increases due to inflation;
- c. Mandatory annual revisions which rephrase the delivery of agreed programme inputs or increased expert or other costs due to inflation or take into account agency expenditure flexibility.

PART V INPUTS

Community Inputs

Experience from Rural Energy Development Programme (NEP/95/016) shows that about 20% of inputs for installation of micro hydro can be mobilized from the communities. The 20% figure should not be generalized and used in a fixed manner since situations will vary from place to place. The community inputs will be primarily in the form of loan required for the installation of micro hydro and other rural energy systems as well as voluntary labour for energy and environmental activities.

Government Inputs

This programme will not burden the government significantly and limit government inputs primarily to the services of NPD and support required from various government agencies including subsidy for solar home system and bio-gas plant based on the community demand. The local government bodies i.e., DDC and VDC will allocate resources in DEF to provide fund as investment for installation of micro hydro schemes from their development budget. Resources of VDC will also be mobilized for supporting community mobilization activities. It is expected that the combined contribution of the local bodies will be approximately 10 % of the non-local cost of a micro hydro scheme.

The World Bank has agreed to provide grant of US\$ 5.5 million to HMG through IDA funding for Micro-Hydro Village Electrification component of Power Development Project for the first three years with a vision of next five years. In addition to micro-hydro, the support will also be for end-uses promotion, environment and natural resources management activities, community mobilization, capacity building at centre, district and the community levels, preparation and implementation of benefit monitoring and evaluation systems.

UNDP Inputs

UNDP inputs will be a total of US \$ 1,111,112 for the period from 1 April 2002 to Mid-July 2006 with a vision for extending the support to match the World Bank's funding. The fund will be primarily utilized for providing technical assistance to the programme and technical innovations.

The flow mechanism is presented in Annex 6.



United Nations Development Programme
NEP/02/001 - REDP-II
Budget - Revision "D"

Main Source of Funds: 01 - UNDP-IPF / TRAC - (Trac 1.1.1 & 1
Executing Agency: NEX - National Execution

SBLN	Description	Implementing	Funding		Total	2002	2003	2004	2005	2006
010.	PERSONNEL									
013.	Administrative Support									
013.01	Admin/Finance Associate	NEX		Net Amount	30,901	4,099	6,692	7,400	8,200	4,510
				W/M	51.0	9.0	12.0	12.0	12.0	6.0
				Total	30,901	4,099	6,692	7,400	8,200	4,510
013.02	GIS Associate	NEX		Net Amount	20,651	2,753	4,500	4,950	5,450	2,998
				W/M	51.0	9.0	12.0	12.0	12.0	6.0
				Total	20,651	2,753	4,500	4,950	5,450	2,998
013.03	Secretary	NEX		Net Amount	23,723	3,209	5,160	5,676	6,244	3,434
				W/M	51.0	9.0	12.0	12.0	12.0	6.0
				Total	23,723	3,209	5,160	5,676	6,244	3,434
013.04	Drivers - 4	NEX		Net Amount	68,693	9,060	15,000	16,500	18,150	9,983
				W/M	132.0	36.0	48.0	12.0	12.0	24.0
				Total	68,693	9,060	15,000	16,500	18,150	9,983
013.05	Messenger	NEX		Net Amount	15,971	1,926	3,107	3,418	3,760	3,760
				W/M	51.0	9.0	12.0	12.0	12.0	6.0
				Total	15,971	1,926	3,107	3,418	3,760	3,760
013.99	Line Total			Net Amount	159,939	21,047	34,459	37,944	41,804	24,685
				W/M	336.0	72.0	96.0	60.0	60.0	48.0
				Total	159,939	21,047	34,459	37,944	41,804	24,685
015.	Monitoring and Evaluation									
015.01	Duty Travel -Project Staff	NEX		Net Amount	17,100	2,600	7,000	3,000	3,000	1,500
				Total	17,100	2,600	7,000	3,000	3,000	1,500
015.02	Duty Travel - UNDP Staff	UNDP		Net Amount	5,328	374	954	1,500	1,500	1,000
				Total	5,328	374	954	1,500	1,500	1,000
015.99	Line Total			Net Amount	22,428	2,974	7,954	4,500	4,500	2,500
				Total	22,428	2,974	7,954	4,500	4,500	2,500
017.	National Consultants									
017.01	National Prog Manager	NEX		Net Amount	107,364	15,645	22,200	25,700	28,270	15,549
				W/M	51.0	9.0	12.0	12.0	12.0	6.0
				Total	107,364	15,645	22,200	25,700	28,270	15,549
017.02	Dy Prog Manager	NEX		Net Amount	41,486	7,208	2,900	11,600	12,760	7,018
				W/M	42.0	9.0	3.0	12.0	12.0	6.0
				Total	41,486	7,208	2,900	11,600	12,760	7,018
017.03	Energy Dev. Advisor	NEX		Net Amount	40,669	6,342	8,635	9,498	10,448	5,746



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Executing Agency: NEX - National Execution

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SBLN	Description	Implementing	Funding	Total	2002	2003	2004	2005	2006
017.03	Energy Dev. Advisor	NEX	W/M	51.0	9.0	12.0	12.0	12.0	6.0
			Total	40,669	6,342	8,635	9,498	10,448	5,746
017.04	Sustainable Dev. Advisor	NEX	Net Amount	36,810	2,483	8,635	9,498	10,448	5,746
			W/M	27.0	9.0	12.0			6.0
			Total	36,810	2,483	8,635	9,498	10,448	5,746
017.05	HRD Advisor	NEX	Net Amount	18,665		1,625	6,500	6,800	3,740
			W/M	33.0		3.0	12.0	12.0	6.0
			Total	18,665		1,625	6,500	6,800	3,740
017.06	Gender cum Information Specialist	NEX	Net Amount	18,665		1,625	6,500	6,800	3,740
			W/M	33.0		3.0	12.0	12.0	6.0
			Total	18,665		1,625	6,500	6,800	3,740
017.07	Distt Energy Advisors -6	NEX	Net Amount	65,572	32,610	32,962			
			W/M	108.0	54.0	54.0			
			Total	65,572	32,610	32,962			
017.08	Regional Energy Advisor - 5	NEX	Net Amount	124,287		10,987	42,000	46,000	25,300
			W/M	69.0		15.0	12.0	12.0	30.0
			Total	124,287		10,987	42,000	46,000	25,300
017.99	Line Total		Net Amount	453,518	64,288	89,569	111,296	121,526	66,839
			W/M	414.0	90.0	114.0	72.0	72.0	66.0
			Total	453,518	64,288	89,569	111,296	121,526	66,839
019.	PROJECT PERSONNEL TOTAL		Net Amount	635,885	88,309	131,982	153,740	167,830	94,024
			W/M	750.0	162.0	210.0	132.0	132.0	114.0
			Total	635,885	88,309	131,982	153,740	167,830	94,024
020.	CONTRACTS								
022.	Contract B								
022.01	Technical support DDC.REDSs	NEX	Net Amount	221,615		19,615	87,000	85,000	30,000
			Total	221,615		19,615	87,000	85,000	30,000
022.99	Line Total		Net Amount	221,615		19,615	87,000	85,000	30,000
			Total	221,615		19,615	87,000	85,000	30,000
023.	Contract C								
023.01	Office premises/security	NEX	Net Amount	39,677	6,138	7,539	10,000	10,000	6,000
			Total	39,677	6,138	7,539	10,000	10,000	6,000
023.99	Line Total		Net Amount	39,677	6,138	7,539	10,000	10,000	6,000
			Total	39,677	6,138	7,539	10,000	10,000	6,000



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Main Source of Funds: 01 - UNDP-IPF / TRAC - (Trac 1.1.1 & 1
 Executing Agency: NEX - National Execution

SBLN	Description	Implementing	Funding		Total	2002	2003	2004	2005	2006
085.	Exchange Differential									
085.01	Exchange Differential	NEX		Net Amount	1,677	-223	400	500	500	500
				Total	1,677	-223	400	500	500	500
085.99	Line Total			Net Amount	1,677	-223	400	500	500	500
				Total	1,677	-223	400	500	500	500
089.	MISCELLANEOUS TOTAL			Net Amount	1,677	-223	400	500	500	500
				Total	1,677	-223	400	500	500	500
099.	BUDGET TOTAL			Net Amount	1,111,112	107,997	239,934	297,902	309,737	155,542
				W/M	750.0	162.0	210.0	132.0	132.0	114.0
				Total	1,111,112	107,997	239,934	297,902	309,737	155,542



United Nations Development Programme
NEP/02/001 - REDP-II
Budget - Revision "D"

Main Source of Funds: 01 - UNDP-IPF / TRAC - (Trac 1.1.1 & 1
Executing Agency: NEX - National Execution

SBLN	Donor	Funding		Total	2002	2003	2004	2005	2006
999.	<i>NET CONTRIBUTION</i>		Net Contrib.	1,111,112	107,997	239,934	297,902	309,737	155,542
			Total	1,111,112	107,997	239,934	297,902	309,737	155,542



United Nations Development Programme
 NEP/02/001 - REDP-II
 Budget - Revision "A"

Main Source of Funds: 07 - TRAC-Dev. in CTYs w/ special situ
 Executing Agency: NEX - National Execution

SBLN	Description	Implementing	Funding		Total	2002	2003	2004	2005
010.	PERSONNEL								
013.	Administrative Support								
013.02	Support Staff	NEX		Net Amount	1,500		629	871	
				W/M	18.0		6.0	12.0	
				Total	1,500		629	871	
013.99	Line Total			Net Amount	1,500		629	871	
				W/M	18.0		6.0	12.0	
				Total	1,500		629	871	
015.	Monitoring and Evaluation								
015.01	Duty Travel-Prog. Staff	NEX		Net Amount	1,500		500	1,000	
				Total	1,500		500	1,000	
015.02	Duty Travel - UNDP	NEX		Net Amount	1,000		500	500	
				Total	1,000		500	500	
015.99	Line Total			Net Amount	2,500		1,000	1,500	
				Total	2,500		1,000	1,500	
017.	National Consultants								
017.03	Profession Staff	NEX		Net Amount	3,300		1,574	1,726	
				W/M	18.0		6.0	12.0	
				Total	3,300		1,574	1,726	
017.99	Line Total			Net Amount	3,300		1,574	1,726	
				W/M	18.0		6.0	12.0	
				Total	3,300		1,574	1,726	
019.	PROJECT PERSONNEL TOTAL			Net Amount	7,300		3,203	4,097	
				W/M	36.0		12.0	24.0	
				Total	7,300		3,203	4,097	
020.	CONTRACTS								
021.	Contract A								
021.01	Support to DDC: REDS	NEX		Net Amount	78,500		78,500		
				Total	78,500		78,500		
021.99	Line Total			Net Amount	78,500		78,500		
				Total	78,500		78,500		



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Main Source of Funds: 07 - TRAC-Dev. in CTYs w/ special situ
 Executing Agency: NEX - National Execution

SBLN	Description	Implementing	Funding		Total	2002	2003	2004	2005
024.	Contract D								
024.01	Support to Comm/Comm Mobilisation	NEX		Net Amount	4,700		1,700	3,000	
				Total	4,700		1,700	3,000	
024.99	Line Total			Net Amount	4,700		1,700	3,000	
				Total	4,700		1,700	3,000	
029.	SUBCONTRACTS TOTAL			Net Amount	83,200		80,200	3,000	
				Total	83,200		80,200	3,000	
030.	TRAINING								
032.	Other Training								
032.01	Training for Capacity Building	NEX		Net Amount	3,500		800	2,700	
				Total	3,500		800	2,700	
032.99	Line Total			Net Amount	3,500		800	2,700	
				Total	3,500		800	2,700	
039.	TRAINING TOTAL			Net Amount	3,500		800	2,700	
				Total	3,500		800	2,700	
040.	EQUIPMENT								
045.	Equipment								
045.01	Expendable Supplies	NEX		Net Amount	500		200	300	
				Total	500		200	300	
045.02	Operation and Maintenance	NEX		Net Amount	500		200	300	
				Total	500		200	300	
045.99	Line Total			Net Amount	1,000		400	600	
				Total	1,000		400	600	
049.	EQUIPMENT TOTAL			Net Amount	1,000		400	600	
				Total	1,000		400	600	



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Main Source of Funds: 07 - TRAC-Dev. in CTYs w/ special situ
 Executing Agency: NEX - National Execution

SBLN	Description	Implementing	Funding		Total	2002	2003	2004	2005
050.	MISCELLANEOUS								
052.	Reporting Costs								
052.01	Reporting Documentation	NEX		Net Amount	1,500			1,500	
				Total	1,500			1,500	
052.99	Line Total			Net Amount	1,500			1,500	
				Total	1,500			1,500	
053.	Sundries								
053.01	Sundries	NEX		Net Amount	500		200	300	
				Total	500		200	300	
053.02	CO Office Mgmt. Cost (3%)	NEX		Net Amount	3,000			3,000	
				Total	3,000			3,000	
053.99	Line Total			Net Amount	3,500		200	3,300	
				Total	3,500		200	3,300	
059.	MISCELLANEOUS TOTAL			Net Amount	5,000		200	4,800	
				Total	5,000		200	4,800	
080.	MISCELLANEOUS								
085.	Exchange Differential								
085.01	Exchange Differential	NEX		Net Amount					
085.99	Line Total			Net Amount					
089.	MISCELLANEOUS TOTAL			Net Amount					
099.	BUDGET TOTAL			Net Amount	100,000	0	84,803	15,197	0
				W/M	36.0	0.0	12.0	24.0	0.0
				Total	100,000	0	84,803	15,197	0



United Nations Development Programme
NEP/02/001 - REDP-II
Budget - Revision "A"

Main Source of Funds: 07 - TRAC-Dev. in CTYs w/ special situ
Executing Agency: NEX - National Execution

SBLN	Donor	Funding	Total	2002	2003	2004	2005
999.	NET CONTRIBUTION	Net Contrib.	100,000	0	84,803	15,197	0
		Total	100,000	0	84,803	15,197	0



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Main Source of Funds: NB - CPR: Transition Recovery
Executing Agency: AEPC/MOST - Alternative Energy Promotion C

SBLN	Description	Implementing	Funding		Total	2003	2004
010.	PERSONNEL						
015.	Monitoring and Evaluation						
015.01	Monitoring Project Staff	NEX		Net Amount	1,100	600	500
				Total	1,100	600	500
015.02	Monitoring UNDP Staff	UNDP		Net Amount	875	375	500
				Total	875	375	500
015.99	Line Total			Net Amount	1,975	975	1,000
				Total	1,975	975	1,000
017.	National Consultants						
017.01	Unspecified Consultant	NEX		Net Amount	4,000	4,000	
				Total	4,000	4,000	
017.99	Line Total			Net Amount	4,000	4,000	
				Total	4,000	4,000	
019.	PROJECT PERSONNEL TOTAL			Net Amount	5,975	4,975	1,000
				Total	5,975	4,975	1,000
020.	CONTRACTS						
022.	Contract B						
022.01	Support to DDC: REDS	NEX		Net Amount	119,272	53,046	66,226
				Total	119,272	53,046	66,226
022.99	Line Total			Net Amount	119,272	53,046	66,226
				Total	119,272	53,046	66,226
024.	Contract D						
024.01	Support to SOs for Com. Mobilisatin	NEX		Net Amount	10,900	5,500	5,400
				Total	10,900	5,500	5,400
024.99	Line Total			Net Amount	10,900	5,500	5,400
				Total	10,900	5,500	5,400



Main Source of Funds: NB - CPR: Transition Recovery
 Executing Agency: AEPC/MOST - Alternative Energy Promotion C

SBLN	Description	Implementing	Funding		Total	2003	2004
027.	Contract G						
027.01	GIS Mapping	NEX		Net Amount	1,000	1,000	
				Total	1,000	1,000	
027.99	Line Total			Net Amount	1,000	1,000	
				Total	1,000	1,000	
029.	SUBCONTRACTS TOTAL			Net Amount	131,172	59,546	71,626
				Total	131,172	59,546	71,626
050.	MISCELLANEOUS						
052.	Reporting Costs						
052.01	Reporting	NEX		Net Amount	3,100	1,800	1,300
				Total	3,100	1,800	1,300
052.99	Line Total			Net Amount	3,100	1,800	1,300
				Total	3,100	1,800	1,300
053.	Sundries						
053.01	Communication and Sundry	NEX		Net Amount	2,610	1,500	1,110
				Total	2,610	1,500	1,110
053.99	Line Total			Net Amount	2,610	1,500	1,110
				Total	2,610	1,500	1,110
059.	MISCELLANEOUS TOTAL			Net Amount	5,710	3,300	2,410
				Total	5,710	3,300	2,410
099.	BUDGET TOTAL			Net Amount	142,857	67,821	75,036
				Total	142,857	67,821	75,036



Main Source of Funds: NB - CPR: Transition Recovery
Executing Agency: AEPC/MOST - Alternative Energy Promotion C

SBLN	Donor	Funding	Total	2003	2004
999.	<i>NET CONTRIBUTION</i>				
		Net Contrib.	142,857	67,821	75,036
		Total	142,857	67,821	75,036

Annex 1
District Selection

Development	Shorlisted Districts	Population ¹	MH Potential ²	Proximity to REDP districts ³	Grid Coverage ⁴	Lack of other MH Promoters ⁵	HDI ⁶	Total Stars	10 stars & more Districts	Excluding Highly Affected ⁷	Regional Balance ⁸
	Udayapur	***	*	**	*	**	*	10	Udayapur	Udayapur	
	Dhankuta	**	*	***	*	**	*	10	Dhankuta	Dhankuta	
	Sankhuwasabha	**	***	**	***	*	*	12	Sankhuwasabha	Sankhuwasabha	Sankhuwasabha
	Khotang	***	**	**	**	*	*	11	Khotang	Khotang	
	Taplejung	**	***	**	***	**	*	13	Taplejung	Taplejung	Taplejung
	Bhojpur	***	***	*	***	*	*	12	Bhojpur	Bhojpur	Bhojpur
	Panchthar	***	***	**	***	**	*	13	Panchthar	Panchthar	Panchthar
	Solukhumbu	**	*	**	***	*	*	10	Solukhumbu	Solukhumbu	
	Rasuwa	*	*	*	**	*	***	9			
	Dhading	***	***	**	**	*	**	13	Dhading	Dhading	Dhading
	Ramechhap	***	**	**	**	**	*	12	Ramechhap		
Central	Sindhuli	***	*	**	**	**	**	12	Sindhuli		
	Makawanpur	***	*	**	*	**	*	10	Makawanpur	Makwanpur	
	Nuwakot	***	*	*	*	**	*	9			
	Gorkha	***	***	**	**	*	*	12	Gorkha		
	Lamjung	**	*	**	*	*	*	8			
	Palpa	***	*	*	*	**	*	9			
	Gulmi	***	*	*	*	*	*	9			
	Arghakhanchi	***	*	*	*	*	*	8			
Western	Syangja	***	*	*	*	*	*	8			
	Manag	*	**	*	***	*	*	9			
	Mustang	*	*	**	**	*	*	8			
	Kaski	***	*	***	*	*	*	10	Kaski	Kaski	Kaski
	Rolpa	***	***	***	**	*	**	14	Rolpa		
	Salayan	***	***	*	**	*	***	13	Salyan		
	Jajarkot	**	***	**	***	*	***	14	Jajarkot		
	Dolpa	*	**	*	***	*	***	12	Dolpa		
Mid Western	Surkhet	***	*	***	*	**	*	11	Surkhet		
	Humla	*	***	*	***	*	***	13	Humla	Humla	Humla
	Kalikot	**	***	**	***	*	***	14	Kalikot		
	Mugu	*	***	*	***	*	***	13	Mugu		
	Rukum	**	***	*	***	*	***	13	Rukum		
	Doti	***	**	***	**	**	***	15	Doti	Doti	Doti
Far Western	Bajhang	**	***	***	***	*	***	15	Bajhang	Bajhang	Bajhang
	Darchula	**	***	***	***	*	**	15	Darchula	Darchula	Darchula

- (1) Population less than 100,000 -> *, 100,001 -200,000 -> **, more than 200,000 -> ***
- (2) Based on geophysical situation (less to inner Terai and more to Mountain) and Access to Electricity (less to extensive grid coverage and MH covered),
- (3) Easily accessible from REDP districts -> ***, Adjacent to REDP districts -> **, Not adjacent to REDP district -> *
- (4) 33 kV line and extensive rural electrification ->* 33 kV line in district but not extensive rural electrification -> **, 33 kV line in adjacent districts -> ***, Far away from 33 kV lines -> ****
- (5) Either RADC, ACAP, Area Center of AEPC, BPC or other energy related promoters present in the district -> *, not present -> **
- (6) HDI less than 0.250 -> ***, between 0.251 and 0.299 -> **, more than 0.300 -> *
- (7) Districts highly affected by Insurgency are excluded
- (8) Regional Balance -> Including at least one district in each development region

Annex 2

DDC: REDS OPERATION GUIDELINES

1 CONCEPT AND FRAMEWORK

1.1 Background

REDP is a joint initiative of HMG/N and UNDP with the goal of enhancing rural livelihoods through intervention in energy sector. The main thrust of the REDP is to develop community managed RE systems for holistic development and supporting policy and institutions at all levels.

Field level activities of REDP are mainly with the communities to plan, install, operate and manage rural energy systems. At the district level, DDC is the focal agency to coordinate activities. The REDP activities needs to be facilitated through a set of guidelines in order to achieve the targeted goals. Following this guidelines, District energy Committee (DEC), Rural energy Development Section (DDC:REDS), District Rural Energy Management Committee (DREMC) and District Energy Fund (DEF) will be constituted. In addition, other mechanisms like Support Organization and Rural Energy Services Centres (RESCs) will be made functional. All these arrangements are consistent with the Local Self Governance Act, 1999. This guideline is subject to revision along with the changing paradigm.

1.2 District Selection

Selection of REDP district are made based of set of criteria such as micro-hydro potential, coverage of national grid, and conducive environments for launching project activities. For the purpose of selecting new districts for replication is described in the Annex 1. For the final selection, the following commitments are necessary from the short listed districts in writing:

- a. Incorporation of energy as a distinct sector in the District Development Plan and Programmes.
- b. Establishment of Rural Energy Development Section as a sectoral office under the umbrella of the DDC.
- c. Formation of a District Energy Fund from its own resources to prove financial assistance to community owned MH schemes.
- d. Establishment and operation of District Energy Committee, under the Chairmanship of the DDC Chairman, with representatives from related line agencies in the district. The Committee will act as the fifth sectoral committee in participatory planning process.
- e. Provision of office premises, physically separate from the DDC premises, with at least four rooms to DDC:REDS at DDC's cost. This arrangement will exist for the entire programme period.
- f. Provision of paying 25 %, 50 %, 75 % and 100 % of the basic salary of the Energy Development Officer during the second, third, forth and fifth year onwards from DDC's annual budget. The post of EDO will be internalized in DDC and will be endorsed by District Council.
- g. Assurance of abstention from politically influencing decisions on selection of programme VDCs, Support Organization, DDC:REDS Support Staff, etc.

1.3 Institutional Framework

Establishment of DDC:REDS and formation of the DEC, DEF and DREMC will be endorsed by the District Council.

DDC:REDS

DDC:REDS will be the authoritative agency in the rural energy sector in the district. Besides supporting the DDCs and VDCs in preparation of decentralized rural energy plans and programmes and facilitating implementation rural energy systems and related activities, REDS will also act as the rural energy Technology Promotion Centre and Information Documentation and Dissemination Centre. It will also be the advisory body for DDC on rural energy.

District Energy Committee (DEC)

For the purpose of providing policy direction to the programme activities at the district level, providing critical linkages and coordination in preparation and implementation of integrated rural energy development package at the community level and decentralized district energy plans and programmes, DES will be formed in each programme districts with the following representations in each programme districts:

- | | | |
|---|---|------------------|
| (1) DDC Chairperson | - | Chairperson |
| (2) DDC Member looking after energy sector | - | Member |
| (3) VDC Chairmen of one programme VDCs | - | Member |
| (4) District Forest Officer | - | Member |
| (5) Manager of the ADB/N district level office | - | Member |
| (6) Chief, District Small & Cottage Industry Office | - | Member |
| (7) Local Development Officer | - | Member |
| (8) Chief, Women Development Section | - | Member |
| (9) Energy Development Officer, DDC:REDS | - | Member-secretary |

If necessary, DDC can enlarge membership DEC by adding other relevant agencies.

District Energy Fund (DEF)

DEF will be created in each programme district to channel financial resources for rural energy development. DDC will work actively to mobilize resource for DEF from different sources. DEF resources will be primarily expended for supporting the communities and private entrepreneurs to install and operate micro- hydro schemes and other rural energy technologies. DEF could also support establishment of Rural Energy Service Centre (RESC). Operation and management of DEF will be carried out by DDC:REDS as per the DEF Constitution and Operational Guidelines prepared by REDP. EDO and one from either DDC Chairperson or Local Development Officer will be the signatories of DEF bank account. DDC:REDS will be the secretariat of DEF.

District Rural Energy Management Committee (DREMC)

For day to day operation of DDC:REDS a DREMC will be formed under the Chairmanship of the DDC Chairperson. Local Development Officer (LDO) of the DDC will be the member and EDO will be the Member-secretary of DREMC. All the decisions of the DREMC meeting will be minuted. The decisions of the DREMC have to be endorsed by the following full DCC meeting.

Support Organization (SO)

Locally registered NGO will be selected and promoted as the Support Organization (SO) to undertake Community Mobilization activities in the programme VDCs. NGO with experience in rural energy and environment, community mobilization and women empowerment will be given preference.

Rural Energy Service Centre (RESC)

Private sector will be promoted as RESC to provide technical backstopping to micro-hydro and other rural energy technologies within the district. Existing mechanical/electrical workshop will be given preference. If there is no workshop in the district, DDC:REDS will solicit proposals from interested individual with experience in mechanical and/or electrical technologies and support the best candidate to establish RESC. Programme support for RESC will be primarily in human resource development. Credit up to Rs. 150,000 can also be provided through DEF, if necessary.

Community Level Institutions

Community Organizations (COs) Functional Groups (FGs) will be formed at the community level as per the 'Community Mobilization Guidelines' developed by REDP. The FG will be solely responsible for implementation of the respective programme activities at the community level with advisory and technical support from DDC:REDS.

1.4 Logo, Letterhead and Signboard

As approved by District Energy Network (DENET), the logo of the District Development Committee will be placed on the left top corner and District Development Committee, Rural Energy Development Section, and the name of the district will be written at the top of the Letterhead in English and Nepali languages. DDC:REDS will be the formal acronym of the Rural Energy Development Section of District Development Committee.

The office signboard should have red lettering on a white background. The DDC logo should be on the top left corner. The following should be written on the signboard in Nepali and English.

*District Development Committee
Rural Energy Development Section
[Name of District Headquarter], [Name of District]
[Year of Establishment]*

2 Programming and Fund Flow

2.1 Annual Rural Energy Development Plan and Fund Flow

DDC:REDS will support the DDC in preparation of Annual Rural Energy Development Plan and Programmes based on the decentralized District Energy Planning and Implementation Guidelines developed by REDP (NEP/95/016). Based on Annual Rural Energy Development Plan, DDC will prepare annual workplan prioritizing activities and outlining timeframe, responsibilities and budget allocation and fund requirement. The annual workplan will be forwarded to REDP Central Office for submission to Programme Management Committee of REDP for final approval. The PMC approved Annual Rural Energy Development Plan will be cleared for implementation and will be forwarded to Alternative Energy Promotion Center for fund transfer.

Technical Review Committee subjects all micro hydro schemes identified, studied and selected by DDC for implementation to technical and financial assessment. Only the schemes approved by TRC will be incorporated in the annual work plan of the DDC and submitted for programme funding.

AEPC and DDC will sign a Memorandum of Understanding (sample MoU is attached) for implementation of the annual plan. Upon the signing of the MoU, AEPC will transfer the allocated budget to District Energy Fund.

Budget allocated for energy, end-uses and environmental activities will be transferred from DEF to the account of the Functional Group – Community Energy Fund in case of energy related activities – upon signing of a MoU between the DDC and the FG. All FGs will open bank account in their name. The signatories of the bank account will be EDO of DDC:REDS and one from either the chairperson or manager of the Functional Group. Budget will be released only upon receipt of written request from chairperson/manager of FG with a copy of the decisions signed by all members of the FG, verification of completed activities by the supervising technician and assessment of the activities by DDC:REDS.

SO will open a separate account for REDP supported activities and Community Mobilization Coordinator (CMC) or one of Community Mobilizers, in case there is no CMC, and EDO will be the joint signatories of the account. Budget allocated for Community Mobilization will be transferred to the above mentioned Support Organization account from DEF upon signing of MoU between the DDC and the SO.

Budget allocated for Rural Energy Service Center will be transferred to the account of the enterprise from DEF upon signing of MoU between the DDC and the enterprise.

Budget allocated for operation of DDC:REDS, including salary, allowances, operations costs, other costs and miscellaneous costs, will be transferred to DDC:REDS account from DEF upon receipt of allocated budget from AEPC. Similarly, budget allocated for human resource development activities will be transferred to DDC:REDS account upon receipt from DEF. The budget for HRD activities will be expended by DDC:REDS only upon DDC's endorsement of Terms of Reference (ToR) of individual activity and approval from REDP.

In all cases the unused portion of the allocated budget will be refunded to DEF account or will be expended as per the written instruction of the PMC.

2.2 Support for Energy Schemes

Micro Hydro: Besides the technical and advisory support, financial support for micro hydro schemes will be provided as per the government subsidy rules. DDC and VDC will provide 5 % of the non-local costs of the scheme as investment in micro hydro scheme.

REDS will only provide technical and advisory support for the installation of peltric-sets (schemes with less than 3 kW installed capacity). Government subsidy will be mobilized.

End-uses: DEF will provide additional support of Rs. 10,000 per kilowatt for promotion of productive end-uses. However, the financial support for end-uses will not exceed Rs. 250,000. The interested entrepreneur has to submit a business plan endorsed by MHFG to DDC:REDS within six month's of the commissioning of the scheme to be eligible for the support. MHFG will provide credit financing to the entrepreneurs.

The programme support for micro hydro and productive end-uses may change in consequence of change in government policy and decisions of the PMC.

Biogas: REDP will only provide technical support to install toilet attached biogas plants. Government subsidy will be mobilized.

Solar Home System: REDP will only provide technical support to install solar home systems. Government subsidy will be mobilized.

Improved Cooking Stove: REDP will provide technical assistance and support to develop humanpower for wide scale dissemination of ICS in the district. There will be no financial support for installation of ICS.

2.3 Support for Human Resource Development

REDP emphasizes human resource development at the central, district and VDC level. REDP's support at the district levels will be build up the capacity of DDC to plan and manage rural energy development programme, Support Organization for community mobilization and private sector for technical backstopping for rural energy systems. At the community level, REDP support will be for enhancing capability of the communities to plan, implement and manage energy and environment related activities.

REDP will support the DDC:REDS to organize orientation and sensitization programmes and workshops for DDC, VDC and line agency officials on decentralized energy planning process. Training will be provided to persons selected by the communities on operation and management of micro hydro schemes and end-use facilities, establishment of nursery and botanical resource centers and community forestry management. REDP will also support the communities in institution development and management through training on leadership, group dynamics, accounting and booking and gender mainstreaming. Besides, REDP will support the communities to enhance their capabilities in income generating activities. Refer Community Mobilization Guidelines for selection of training programmes and trainees.

Training Costs

The total cost for one training organized by DDC:REDS will not exceed Rs. 25,000. Justification will be required for expenditures above the limit. The cost for one in-country study tour will not exceed Rs. 50,000.

Venue

Depending upon the scope and type of the training, DDC:REDS will organize the programme either at the district headquarters or particular VDC.

Sessions

There will be three sessions in a day of 2 hours each in training programmes organized by DDC:REDS.

Resource Persons

DDC or DDC:REDS staff will be the resource persons as far as possible. Otherwise, local resource persons will be given preference. Up to Rs. 500 and Rs. 300 will be provided to officer level and assistant level external resource persons for a session. The resource person will have to give clearly written or printed handouts.

Allowances:

Subsistence allowances will be provided to participants at the following rates.

Training Venue	Daily Subsistence Allowance in Rs.	
	District Level Personnel	VDC Level Personnel
In VDC	300	150*
In District	300	150
Outside	500	200

* Only refreshment of Rs. 20/person/day for domiciled trainees

Transportation

There will be no allowances for travelling on foot. For participating in training programme within and outside the district public bus will be used and transportation cost as per the actual will be reimbursed by DDC:REDS upon submission of tickets. For in-country study tours, a public bus will be rented remaining within the budget limit. For air transportation, pre-approval is required.

2.4 Support for Environment and Natural Resource Management

Environment Mitigation Measures

REDP's support environment mitigation measures will be as per the cost estimation in Detail Project Report, including Environment Assessment Report.

Nursery Establishment

REDP will support the communities in selected VDCs to establish a botanical resource center (nursery). REDP's financial support will be Rs. 20,000 for the establishment of a new nursery and Rs. 5,000 to up grade existing nursery to a botanical resource center.

Seedling Production and Plantation

For community tree plantation, REDP will support Rs. 2 per seedling. The Nursery Naika will get Rs. 1.50 per seedling and Rs. 0.50 will be deposited in Forest Functional Group's revolving fund. For private tree plantation, REDP will support Re. 1 per seedling and the beneficiary will pay Rs. 0.50 per seedling to Nursery Naika.

Fruit and Fodder Tree Plantation

For Fruit and Fodder tree, REDP will support 50 percent of the cost or Rs. 10, which ever is less and the remaining has to be borne by the beneficiary. One household will be eligible for only 10 fruit trees.

Community Forest Hand Over

REDP will support in Community Forest Hand over. A total amount not exceeding Rs 5000/- (five thousand) will be supported by REDP in REDP VDCs to prepare forest management operation plan and to facilitate the hand-over process.

Health and sanitation

For health and sanitation activities no financial support will be given. Awareness programmes coordinating with other organizations will be carried out.

Environment Day Celebration

Programme activities and budget will be based on the approval of the ToR of individual district. The budget may not exceed more than Rs 5000.

2.5 Support for Community Mobilization

DDC will sub-contract a local non-governmental organization (registered in the district) as the Support Organization (SO) for undertaking community mobilization activities in the program VDCs. The support organization will be selected on the basis of the following criteria.

- a. Experience in community mobilization.
- b. Experience in energy and environment related activities.
- c. Experience in women empowerment activities.
- d. Priority will be given to NGO's familiar with REDP's approaches and community mobilization package.

The program will provide the salary and allowances of community mobilizers and operation costs. Support for a Community Mobilization Coordinator will be provided only if the program is directly supporting the communities of four or more VDCs.

A Recruitment Committee will be formed by DDC:REDS for selection of Community Mobilizers (CM) and Community Mobilization Coordinator (CMC). The committee will have representation from DDC, DDC:REDS and the Support Organization. The support Organization will give appointments to the selected candidates. All appointments will be subjected to a period of assessment lasting three months.

The program will provide the following support for community mobilization activities

Support to Support Organization (SO)

S.N.	Particulars	Rate	Remarks
1	Remuneration		
	Community Mobilizer	Rs. 6000 per month	Annual increment of Rs. 500
	Community Mobilization Coordinator	Rs. 8000 per month	Annual increment of Rs. 500
2	Daily Subsistence Allowances	Rs. 200 per day	for upto 3 days/month for CM* For upto 7 days/month for CMC
3	Operation Cost**		
	Office Rent	Upto Rs 2000 per month for office at district headquarters and upto Rs 300 per month for office in each program VDC	
	Utilities	Rs 500 per month	
4	Stationery	Rs. 500 per month	

* Could be less depending upon the distance of the VDC from district headquarters

** Will be as per actual but not exceeding the rate

Support to Community Organization (CO)

Rs. 1500 per CO for stationery, calculator and a trunk.

2.6 Monitoring, Evaluation and Reporting

DDC will be responsible for monitoring, evaluation and reporting of programme implementation, impacts and benefit and fund flow. SO and DDC:REDS will prepare monthly report on programme activities and financial statement and submit them to DDC. DDC:REDS will submit quarterly report to the Regional Office of REDP.

Both DDC:REDS and SO will produce the monthly progress in the prescribed formats and newsletters, preferably in different languages. Functional Group will also be encouraged to publish wall newsletter to disseminate information about its activities.

3 Management Arrangement

3.1 Premises

DDC will provide office premises with at least four room for DDC:REDS. DDC will be responsible to pay for the rent of the office building and will support the DDC:REDS in providing telephone lines, electricity, water and other utilities. Expenses for utilities will be borne by DDC:REDS.

In the districts where Regional Energy Advisors will be stationed, the DDC will provide an extra room for REA's office in the same building.

The office should have at least four rooms allocated for the following purpose.

- EDOs Office,
- Technical Office (for TO and A/FO),
- Reception cum Administrative Assistant's office, and
- Meeting room cum Documentation Center

Flooring and furnishing of DDC:REDS office will be procured locally keeping within the budget limits. If good quality furniture is not available locally, DDC:REDS may order furniture from the nearest town or city.

3.2 Personnel

REDP will support the DDC in establishment and operationalization of DDC:REDS through management support. REDP will provide the following personnel to man DDC:REDS office in the district. The programme will provide salary and allowances of the DDC:REDS personnel through sub-contract arrangement. DDC will give appointment to all DDC:REDS staff.

- (1) Energy Development Officer (EDO)
- (2) Technical Officer (TO)
- (3) Agriculture/Forest Officer (A/FO)
- (4) Administrative/Finance Assistant (A/FA)
- (5) Messenger

The roles and responsibilities of all the professionals will be as per the job description given in the Project Document.

3.3 Recruitment

- a. EDO, TO, A/FO: A Recruitment Committee will be formed by REDP Central Office. REDP will solicit applications from qualified persons on behalf of DDC and will make the selection of the personnel on free competition basis. REDP will send a letter to DDC recommending appointment on contract basis as DDC:REDS staff.
- b. AA, Messenger: A Recruitment Committee with a representative from DDC and EDO of DDC:REDS and a representative of an appropriate institution will be formed at the district. The committee will make the selection on competitive basis. The selected person will be appointed as DDC:REDS staff on contract basis by the DDC. Only in the case when there is no qualified inhabitant of the district for the post, alien

resident will be given appointment. Preference will be given to women for the post of Administrative Assistant.

All recruitment will be subjected to a probation period lasting three months. The contracts will be for one year with possibility for extension based on personal performance.

3.4 Attendance

DDC:REDS will maintain an attendance register of all its personnel. EDO will be responsible to oversee the attendance of all staff and proper maintenance of the register. EDO will submit a copy of the monthly-signed attendance sheet to the REA by the 7th day of the following month.

3.5 Leave

EDO can take annual leave only after pre-approval from REA. The EDO will be responsible to approve the leave of TO, A/FO, A/FA and Messenger.

a. Annual Leave (per annum)

EDO/TO/A/FO	18 days (1.5 days per month)
A/FA/Messenger	30 days (2.5 days per month)

b. Sick Leave (per annum)

EDO/TO/A/FO	3 days on full salary and 3 days on half salary
A/FA/Messenger	7 days

c. Festival Leave

Festival leave for all DDC:REDS personnel will be as per DDC Rule.

EDO/TO/A/FO are not granted sick leave for a period of more than three consecutive working days without providing the REA a certificate from a duly qualified medical practitioner. If any DDC:REDS personnel is absent for more than the approved leave period, salary and allowance for the period will be deducted. There will be no financial benefit for accrued leave. The accrued leave will not be carried over to the following year.

3.6 Termination of Contract

- a. EDO, TO and A/FO can terminate the recruitment contract with DDC with one month's written notice. In case of A/FA and Messenger, 15 days' written notice will be enough to terminate the recruitment contract.
- b. The programme and DDC reserve the right to terminate the contract of any DDC:REDS personnel absent from office for more than one week without written notice.
- c. Any DDC:REDS personnel indulging in any activities unbecoming of his/her position will be discontinued from service with 15 days' written notice by DDC:REDS. Furthermore, financial irregularities will be dealt with as per the rule of land.

4 Financial Matter

Grant from AEPC will be transferred to District Energy Fund (DEF). The budget allocated for operation and management of DDC:REDS, including salary and allowances and operation costs, will be transferred to DDC:REDS account upon receipt from DEF. DDC:REDS account will be managed and operated by DDC:REDS. EDO and Administrative/Finance Assistant will be joint signatories of DDC:REDS account.

4.1 Petty Cash

PC advances may be made up to NRs. 5,000/- for the operation of DDC:REDS. EDO shall keep cash in safe custody. PC transactions shall be recorded in a separate PC Book that shall be reconciled with the main cash book on at least weekly regular basis.

4.2 Bills

Any single bill charged must not exceed Rs 1,000. Each bill should contain details of date, name of the buyer, name of the supplier, amount, signature and stamp of the supplier where possible. EDO and Administrative/Finance Assistant must sign each bill.

DDC:REDS will use the standard vouchers approved by DDC.

4.3 Operation Costs

The monthly operation costs for DDC:REDS should not exceed the amount given in the table below for each item. DDC:REDS personnel will be liable for penalty in case the expenditures exceed the approved amounts.

S.N.	Particulars	Amount
1	Postage, Telephone, fax and email	2,000
2	Water, electricity and utilities	500
3	Stationery	1,000
4	Fuel	500
5	Others	500*
6	Miscellaneous for each quarter for emergency matters	5,000**

* For very remote and remote districts the amount will be Rs. 2,000 and Rs. 1,000 respectively. Refer Annex for list of very remote, remote and other districts.

** Prior approval of REA will be required for incurring expenditure under this heading.

4.4 Maintenance of Accounts

The system of accounting and record keeping will include the advance received, and disbursements made by all parties on behalf of DDC:REDS. All financial records shall be kept up to date with all ledgers and journals closed at the end of each month.

Cash book will be maintained by Administrative/Finance Assistant and will be updated and reconciled with the bank statements on a regular basis, at least monthly.

4.5 Monthly Financial Statement

DDC:REDS will prepare monthly financial statement outlining income and expenditure for each budget heading. The monthly financial statement will be presented in the DDC meeting and a copy will be forwarded to REDP.

4.6 Audit

EDO will directly accountable for the fund use. DDC:REDS will carry out an audit exercise annually through certified auditor selected by DDC of both DDC:REDS and DEF accounts. Both audit reports will be presented in DDC meeting and forwarded to REDP central office.

5 Transportation

- Mode of Transportation: EDO shall use airplane and bus while traveling to and from the duty station. Staff will not be paid for traveling by foot or for mileage.
- Taxi: For long distance taxi use, pre-approval from REA will be required. Taxi/Tempo may be used as local transport not exceeding NRs. 200 for one trip.
- Programme Vehicle: One motorcycle will be provided to each DDC:REDS in accessible district for official use. Office vehicles are not allowed for personal use. Only EDO, TO, A/FO and A/FA holding valid driving license are eligible for driving motorcycle. Motorcycle users must wear helmet when riding. Four-wheel vehicle of programme may be made available to the DDC:REDS for official use on advance booking.

- d. Log Book: Daily logbook shall be maintained for using the vehicles. The fuel and maintenance record must be kept in logbook.

6 Procurement Procedures

Evaluation of quotations from three authorized suppliers is mandatory for procurement exceeding Rs. 5,000.

7 Inventory Management

Information on each item of equipment acquired by DDC:REDS and on disposition of equipment will be recorded in the ledger. Quarterly updates of the inventory ledger will be submitted to REA.

8 Miscellaneous

- a. Long Distance Calls: All long distance call must be recorded in the register daily. All personal calls have to be paid for personally by the concerned person as per the recorded bill.
- b. Fax/e-mail/postage: All fax bills and e-mail and postage expenses must be recorded properly.
- c. Tea and Khaja: Tea and Khaja not exceeding Rs. 15 per person will be provided in DEC and DEF meetings.
- d. Premises Security: It will be responsibility of EDO and all DDC:REDS staff collectively to ensure security of DDC:REDS premises. Administrative/Finance Assistant will be solely responsible for handling of expendable and non-expendable assets. Messenger will be responsible to guard the premises after office hours.
- e. NRs. 150 per day will be provided for 5 days during Dasain and 2 days during Tihar to the person ensuring security of DDC:REDS premises.
- f. Other: No other expenditure shall be borne without the pre-approval of the NPM.

9 District Categorization

S.N.	Category	Districts
1	Very Remote	Darchula, Bajhang, Bajura, Humla, Sankhuwasaba, Taplejung
2	Remote	Baitadi, Achham, Dadeldhura, Doti, Dailekh, Pyuthan, Okhaldhunga, Bhojpur, Terathum, Panchthar
3	Others	Baglung, Tanahun, Myagdi, Parbat, Kaski, Dhading, Kavrepalanchok, Sindhupalchok, Dolakha

District categorization will be subjected to annual review by Programme Management Committee.

Annex 3

WORKPLAN FOR YEAR 2002

ACTIVITY DESCRIPTION	INPUTS DESCRIPTION	BUDGET LINE	BUDGET (US\$)	
1.1 Support HMG to mainstream Rural Energy Development Sectoral Policy and institutional framework <ul style="list-style-type: none"> • Finalize draft rural energy development policy paper 	National Consultant	17.01 (15 %)	2347	
		17.02 (20 %)	1442	
	<ul style="list-style-type: none"> • Organize workshops, seminars, and consultative meetings with concerned agencies and stakeholders and finalize the policy document based upon the feedback and comments. • Support the government to formalize rural energy development policy 		17.03 (10 %)	441
		Sundries	17.04 (10 %)	441
		53.01 (10 %)	165	
Total for output 1 (US\$)			4836	
2.1 Assist AEPC in finalizing rural energy development project pertaining to WB and UNDP supported programme.	National Consultant	17.01 (20 %)	3129	
		17.02 (25 %)	1802	
		17.03 (15 %)	662	
		17.04 (15 %)	662	
		Admin. Associate	13.01 (10 %)	410
		Secretary	13.03 (100 %)	3209
		Driver	13.04 (100 %)	9060
		Messenger	13.05 (100 %)	1926
		Office Premises	23.01 (100%)	6138
		Equipment	45.99 (100 %)	5194
	Sundries	53.01 (90 %)	1485	
	Duty Travel	15.01 (10 %)	260	
	Duty Travel	15.02 (50 %)	187	
				34124
2.2 Support on strength Rural Energy Development Section (REDS), District Energy Fund (DEF), District Energy Committee (DEC) and Community Energy Fund (CEF) in the programme districts. Support institutionalizing District Energy Network (DENET) as a specialized unit in ADDCN	National Consultant	17.01 (10 %)	1565	
		17.02 (5 %)	360	
		17.03 (10 %)	441	
		17.07 (20 %)	6523	
	Admin. Associate	13.01 (5 %)	205	
	Duty Travel	15.01 (5 %)	130	
	Support to ADDCN	24.01 (100 %)	4800	
			14024	
2.3 Institutionalize Decentralized Energy Planning Process in the programme districts and support preparation of District Rural Energy Master Plan. <ul style="list-style-type: none"> • Update DDCs in preparation of District Energy Situation Report • Support DDCs in preparation of Annual Rural Energy Plan and Programmes 	National Consultant	17.01 (10 %)	1564	
		17.02 (10 %)	721	
		17.03 (5 %)	221	
		17.04 (5 %)	221	
		17.07 (10 %)	3261	
	GIS Associate	13.02 (50 %)	1377	
	Duty Travel	15.01 (10 %)	260	
			7625	

<p>2.4 Support communities for installation and operation of micro-hydro and rural energy system and promote end uses.</p> <ul style="list-style-type: none"> • Support communities in identification and study of micro hydro schemes and preparation of detailed project report • Appraise technical and financial viability of MH schemes submitted by DDC:REDS • Support the communities to install micro hydro schemes with total installed capacity of 1 MW • Support the communities to identify and install end-uses of micro hydro • Support the communities to install toilet attached biogas plants 	National Consultant	17.01 (10%)	1564
		17.02 (15 %)	1081
		17.03 (50 %)	2205
		17.04 (15 %)	662
		17.07 (30 %)	9783
		13.01 (25%)	1024
	Duty Travel	15.01 (30 %)	780
Duty Travel (UNDP)	15.02 (50 %)	187	
		17286	
<p>2.5 Support communities to implement environment and natural resource management activities.</p> <ul style="list-style-type: none"> • Support the communities to undertake Environment Assessment Report for MH schemes • Support the communities to establish and operate botanical resource centre (nursery) • Support the communities in plantation • Support the communities in health and sanitation activities • Support in launching environment and health and sanitation awareness campaigns at district and community levels • Support the communities to install and operate ICS 	National Consultant	17.01 (5 %)	782
		17.04 (40 %)	1764
		17.07 (10 %)	3261
	Duty Travel	15.01 (10 %)	260
			6067
<p>2.6 Develop and implement human resource development packages for enhancing the capacities of local authorities and communities</p> <ul style="list-style-type: none"> • Develop or adapt existing training manuals to produce master trainers from among the community men and women for identified training. • Organize training on : Community Mobilization for mobilizers, institution development for COs, account and bookkeeping for COs, MH Operator, MH Manager, MH operator's refresher, MH manager's refresher, agro-processing mill operator, MH manufacturer, improved Cooking Stove, RESC personnel, nursery establishment and management, agro-forestry, entrepreneur development for COs, income Generation, Gender orientation and mainstreaming gender issues for CO/VDC/DDC/DEC, in-service training for programme personnel 	National Consultant	17.01 (5 %)	782
		17.04 (5 %)	221

<ul style="list-style-type: none"> Organize in-country study tours for CO/FG members and DDC/VDC/DEC Personnel and external tour Organize workshops on : quarterly programme review at regional level, half yearly programme review and tripartite review at national level, decentralized energy planning at district and illaka levels and successful programme approaches at national and regional levels 	TA to DDC:REDS	17.07(10 %)	3261
	Fellowship	15.01 (10 %)	260 4524
2.7 Support research and development for enhancing efficiency as well as reducing the cost of development and operation of the Rural Energy System and differentiate impact on women and men for overcoming gender gaps. <ul style="list-style-type: none"> Support R&D on renewable energy Support R&D on end-uses Gender Assessment Studies 	National Consultant	17.01 (5 %)	782
	Duty Travel	17.02 (5 %)	360
		17.07 (5 %)	1630
		15.01 (5 %)	130 2902
2.8 Communication, Reporting and Documentation <ul style="list-style-type: none"> Publish: quarterly newsletters in Nepali and English, annual report, success stories, manual and guidelines Strengthen documentation centre in all districts and central office Undertake photo and video documentation 	National Consultant	17.01 (10 %)	1565
	Admin. Associate GIS Associate Reporting Costs	17.02 (10 %)	721
		17.03 (5 %)	221
		17.04 (5 %)	221
		17.07 (10 %)	3261
		13.01 (10 %)	410
		13.02 (50 %)	1376
		52.01 (100 %)	2129 9904
2.9 Monitoring <ul style="list-style-type: none"> Establish and operationalize participatory monitoring and evaluation system. Undertake research on different programme activities Undertake impact studies on men and women Undertake independent evaluation Undertake financial audit at community, district and central levels Gender audit of community level activities 	National Consultant	17.01 (10 %)	1565
	Admin. Associate Duty Travel	17.02 (10 %)	721
		17.03 (5 %)	221
		17.04 (5 %)	221
		17.07 (5 %)	1630
		13.01 (50 %)	2050
		15.01 (20 %)	520 6928
Total for output 2 (US\$)			108220
NEX Management	NEX Mgmt.	53.02	
Exchange Differential		85.01	-223
Grand Total			107997

WORKPLAN FOR YEAR 2003

ACTIVITY DESCRIPTION	INPUTS DESCRIPTION	BUDGET LINE	BUDGET (US\$)	
1.1 Support HMG to formulate Rural Energy Development Sectoral Policy and institutional framework	National Consultant	17.01 (10 %)	2220	
		17.02 (10 %)	290	
<ul style="list-style-type: none"> • Finalize draft rural energy development policy document • Organize workshops, seminars, and consultative meetings with concerned agencies and stakeholders and finalize the policy document based upon the feedback and comments. • Support the government to formalize rural energy development policy 	Conference Meeting	17.03 (10 %)	863	
		17.04 (10 %)	863	
		17.05 (10 %)	163	
		34.01 (50 %)	6000	
		24.04(100%)	8500	
Total for output 1 (US\$)			18899	
2.1 Support HMG in formation of Rural Energy Development Fund Board as the Steering Committee.	National Consultant	17.01 (10 %)	2220	
		17.02 (10 %)	290	
	<ul style="list-style-type: none"> • Finalize the Institutional Mechanism for Rural Energy Development Fund Board • Organize workshops, seminars, and consultative meetings with concerned agencies and stakeholders and finalize the institutional mechanism based upon the feedback and comments. • Submit the document to HMG • Support HMG in operationalization 	Conf./ Meeting	17.03 (10 %)	863
			17.04 (10 %)	863
			17.05 (10 %)	163
			34.01 (50 %)	6000
		10399		
2.2 Assist AEPC in implementation of rural energy development activities pertaining to HMG, WB and UNDP supported programme.	National Consultant	17.01 (10 %)	2220	
		17.02 (5 %)	145	
	<ul style="list-style-type: none"> • Provide information for the negotiation and agreement between HMG and world Bank on the Power Development Fund (PDF) • Prepare Operation Guidelines <ul style="list-style-type: none"> • Financial Manual • VCDP/IPP Document • Baseline Data Collection 	Admin. Associate	17.03 (5 %)	432
			17.04 (5 %)	432
			17.05 (5%)	81
			13.01 (10 %)	669
			13.03 (100 %)	5160
	<ul style="list-style-type: none"> • Driver • Messenger • Office Premises • Equipment • Sundries • Duty Travel 	<ul style="list-style-type: none"> Secretary Driver Messenger Office Premises Equipment Sundries Duty Travel 	13.04 (100 %)	15000
			13.05 (100 %)	3107
			23.01 (100%)	7539
			45.99 (100 %)	16500
			53.01 (100 %)	4893
			15.01 (10 %)	700
			15.02 (50 %)	477
		57354		

2.3 Establish and strength Rural Energy Development Section (REDS), District Energy Fund (DEF), District Energy Committee (DEC) and Community Energy Fund (CEF) in the programme districts. Support institutionalizing District Energy Network (DENET) as a specialized unit in ADDCN	National Consultant	17.01 (5 %)	1110
		17.02 (5 %)	145
		17.03 (10 %)	863
		17.07 (10 %)	3296
	TA to DDC:REDS	22.01 (20 %)	3923
	Admin. Associate	13.01 (5 %)	335
	Duty Travel	15.01 (5 %)	350
	Support to ADDCN	24.01 (100 %)	3200
	Support to SOs	24.02 (100 %)	18469
			31691
2.4 Institutionalize Decentralized Energy Planning Process in the programme districts, Support NAVIN in rural energy in its plan and programme. <ul style="list-style-type: none"> • Support DDCs in preparation of District Energy Situation Report • Support DDCs in preparation of Annual Rural Energy Plan and Programmes 	National Consultant	17.01 (10 %)	2220
		17.02 (10 %)	290
		17.03 (5 %)	432
		17.04 (5 %)	432
		17.05 (5%)	81
		17.07 (10 %)	3296
		17.08 (10 %)	1099
		24.03 (100 %)	3860
	TA to DDC:REDS	22.01 (20 %)	3923
	GIS Associate	13.02 (50 %)	2250
	Duty Travel	15.01 (10 %)	700
			18583
2.5 Support channeling financial resources from AEPC to DEF of all programme districts for implementation of micro hydro, rural energy systems, environment and human resource development, community mobilization, capacity building and other activities at the district and community levels <ul style="list-style-type: none"> • Prepare Annual Rural Energy Plans and Programmes • Compile Plans and Programmes of all districts and prepare annual workplan • Submit Annual Workplan to PMC for approval • Support DDCs to sign MoU with AEPC for Funding support 	National Consultant	17.01 (5 %)	1110
		17.02 (10 %)	290
		17.03 (5 %)	432
		17.04 (5 %)	432
		17.05 (5 %)	81
		17.07 (5 %)	1099
		17.08 (8 %)	1648
	TA to DDC:REDS	22.01 (10 %)	1961
	Admin. Associate	13.01 (25 %)	1673
2.6 Implement BCPR Pilot Project in Pokhari Chauri VDC through DDC:REDS Kavre <ul style="list-style-type: none"> • Prepare action plan • Support SO and Community to carryout project activities • Organized Training • Monitoring and Reporting 		17.01 (10%)	2220
		17.02 (10 %)	290
		17.03 (10%)	864
		17.04 (10%)	864
		17.05 (5 %)	81
		17.07 (5%)	1648
			5967
2.7 Implement BCPR QIP through DDC:REDS Achham and DDC:REDS Dailekh in four VDCs <ul style="list-style-type: none"> • Prepare action plan • Support SO and Community to carryout project activities • Monitoring and Reporting 		17.01 (5%)	1110
		17.02 (10 %)	290
		17.03 (10%)	863
		17.04 (10%)	863
		17.07 (5%)	1648
			4774

<p>2.8 Support communities for installation and operation of micro-hydro and rural energy system and promote end uses.</p> <ul style="list-style-type: none"> • Support communities of 50 VDCs in identification and study of micro hydro schemes and preparation of detailed project report • Appraise technical and financial viability of MH schemes submitted by DDC:REDS • Support the communities to install ongoing MH schemes with total installed capacity of 500 kW • Support the communities to identify and install end-uses of micro hydro • Support the communities to install toilet attached biogas plants • Support the communities to mobilized HMG subsidy for installing solar home systems (SHS) 	National Consultant	17.01 (5 %)	1110
		17.02 (25 %)	725
		17.03 (25 %)	2159
		17.04 (10 %)	863
		17.05 (10 %)	163
		17.07 (25 %)	8240
		17.08 (20 %)	2197
	TA to DDC:REDS	22.01 (25 %)	4904
Duty Travel	15.01 (30 %)	2100	
	15.02 (50 %)	477	
			22938
<p>2.9 Support communities to implement environment and natural resource management activities.</p> <ul style="list-style-type: none"> • Support the communities of 50 VDCs to undertake Environment Assessment Report for MH schemes • Support the communities to establish and operate botanical resource centre (nursery) • Support the communities in plantation • Support the communities in health and sanitation activities • Support in launching environment and health and sanitation awareness campaigns at district and community levels • Support the communities to install and operate ICS 	National Consultant	17.01 (5 %)	1110
		17.04 (20 %)	1727
		17.05 (40 %)	650
		17.07 (10 %)	3296
		17.08 (20 %)	2197
	TA to DDC:REDS	22.01 (5 %)	981
	Duty Travel	15.01 (10 %)	700
			10661
<p>2.10 Develop and implement human resource development packages for enhancing the capacities of local authorities and communities</p> <ul style="list-style-type: none"> • Develop or adapt existing training manuals to produce master trainers from among the community men and women for identified training. • Organize training on : Community Mobilization for mobilizers, institution development for COs, account and bookkeeping for COs, MH Operator, MH Manager, MH operator's refresher, MH manager's refresher, agro-processing mill operator, MH manufacturer, improved Cooking Stove, RESC personnel, nursery establishment and management, agro-forestry, entrepreneur development for COs, income Generation, Gender orientation and mainstreaming gender issues for CO/VDC/DDC/DEC, in-service training for programme personnel • Organize in-country study tours for CO/FG members and DDC/VDC/DEC Personnel and external tour 	National Consultant	17.01 (5 %)	1110
		17.04 (5 %)	432
		17.07(10 %)	3296
	TA to DDC:REDS	17.08 (10 %)	1099

<ul style="list-style-type: none"> Organize workshops on : quarterly programme review at regional level, half yearly programme review and tripartite review at national level, decentralized energy planning at district and illaka levels and successful programme approaches at national and regional levels 	Duty Travel	22.01 (5 %)	981
	Fellowship	15.01 (10 %)	700
			7618
2.11 Support research and development for enhancing	National Consultant	17.01 (5 %)	1110
		17.07 (5 %)	1648
		17.08 (10 %)	1099
	TA to DDC:REDS	22.01 (5 %)	981
	Duty Travel	15.01 (5 %)	350
			5188
2.12 Communication, Reporting and Documentation <ul style="list-style-type: none"> Publish: quarterly newsletters in Nepali and English, annual report, success stories, manual and guidelines Establish documentation centre in all districts and central office Undertake photo and video documentation 	National Consultant	17.01 (5 %)	1110
		17.02 (5 %)	145
		17.03 (5 %)	432
		17.04 (5 %)	432
		17.05 (5%)	81
		17.06 (100%)	1625
		17.07 (10 %)	3296
		17.08 (10%)	1099
	TA to DDC:REDS	22.01 (5 %)	981
	Admin. Associate	13.01 (10 %)	669
GIS Associate	13.02 (50 %)	2250	
Reporting Costs	52.01 (100 %)	5999	
			18119
2.13 Monitoring <ul style="list-style-type: none"> Establish and operationalize participatory monitoring and evaluation system. Undertake research on different programme activities Undertake impact studies on men and women Undertake independent evaluation Undertake financial audit at community, district and central levels Public audit of community level activities Gender audit of community level activities 	National Consultant	17.01 (10 %)	2220
		17.02 (5%)	145
		17.03 (5 %)	432
		17.04 (5 %)	432
		17.05 (5%)	81
		17.07 (5 %)	1648
		17.08 (10 %)	1099
	TA to DDC:REDS	22.01 (5 %)	981
	Admin. Associate	13.01 (50 %)	3346
Duty Travel	15.01 (20 %)	1400	
			11784
Total for output 2 (US\$)			232557
NEX Management	NEX Mgmt.	53.02	6977
Exchange Differential			400
Grand Total			239934

WORKPLAN FOR YEAR 2004

ACTIVITY DESCRIPTION	INPUTS DESCRIPTION	BUDGET LINE	BUDGET (US\$)	
1.1 Support HMG to operationalize Rural Energy Development Sectoral Policy <ul style="list-style-type: none"> Support the government to operationalize rural energy development policy 	National Consultant	17.01 (10 %)	2570	
		17.02 (10 %)	1160	
		17.03 (10 %)	950	
		17.04 (10 %)	950	
		17.05 (10 %)	650	
		34.01 (50 %)	1000	
Total for output 1 (US\$)			7280	
2.1 Support HMG in operation of Rural Energy Development Fund Board as the Steering Committee. <ul style="list-style-type: none"> Support HMG in operationalization Support in fund mobilization 	National Consultant	17.01 (10 %)	2570	
		17.02 (10 %)	1160	
		17.03 (10 %)	950	
		17.04 (10 %)	950	
		17.05 (10 %)	650	
		34.01 (50%)	1000	
			7280	
2.2 Assist AEPC in implementation of rural energy development activities pertaining to HMGN, WB and UNDP supported programm <ul style="list-style-type: none"> Carryout mid-term evaluation 	National Consultant	17.01 (10 %)	2570	
		17.02 (10 %)	1160	
		17.03 (15 %)	1424	
		17.04 (5 %)	475	
		17.05 (5 %)	325	
		17.08(20 %)	8400	
		Admin.Associate		
		Secretary	13.01 (10 %)	740
		Driver	13.03 (100 %)	5676
		Messenger	13.04 (100 %)	16500
		Office Premises	13.05 (100 %)	3418
		Equipment	23.01 (100%)	10000
		Equipment	45.99 (100 %)	14000
		Sundries	53.01 (100 %)	7000
Duty Travel	15.01 (10 %)	300		
Duty Travel	15.02 (50 %)	750		
			72738	
2.3 Support ADDCN and NAVIN to strengthen NaREE, DENET and VENET	National Consultant	17.01 (10 %)	2570	
		17.02 (10 %)	1160	
		24.01 (100 %)	5000	
		24.03 (100 %)	3000	
			11730	
2.4 Implement BCPR Pilot Project in Pokharichauri VDC through DDC:REDS Kavre <ul style="list-style-type: none"> Support SO and Community to carryout planned activities Support 5 new VDCs for replication 		17.01 (5 %)	1285	
		17.02 (10 %)	1160	
		17.03 (10 %)	950	

<ul style="list-style-type: none"> Monitoring and reporting Prepare project completion report 		17.04 (10 %) 17.05 (5%) 17.08 (5%) 13.01 (10%)	950 325 2100 740 7510
2.5 Implement BCPR QIP through DDC:REDS Achham and Dailekh in four VDCs <ul style="list-style-type: none"> Support to carryout QIP activities Monitoring and reporting Prepare project completion report Prepare proposal for extension 		17.01 (5 %) 17.02 (5 %) 17.03 (10 %) 17.04 (10 %) 17.05 (5%) 17.08 (5%)	1285 580 950 950 325 2100 6190
2.6 Institutionalize Decentralized Energy Planning Process in the programme districts and support preparation of District Rural Energy Master Plan. <ul style="list-style-type: none"> Support DDCs in preparation of Rural Energy Master plan Support DDCs in preparation of Annual Rural Energy Plan and Programmes 	National Consultant TA to DDC:REDS GIS Associate Duty Travel	17.01 (10 %) 17.02 (10 %) 17.03 (5 %) 17.04 (5 %) 17.05 (5 %) 17.08 (10%) 22.01 (20 %) 13.02 (50 %) 15.01 (10 %)	2570 1160 475 474 325 4200 17400 2475 300 29379
2.7 Support channeling financial resources from AEPC to DEF of all programme districts for implementation of micro hydro, rural energy systems, environment and human resource development, community mobilization, capacity building and other activities at the district and community levels <ul style="list-style-type: none"> Prepare Annual Rural Energy Plans and Programmes Compile Plans and Programmes of all districts and prepare annual workplan Submit Annual Workplan to PMC for approval Support DDCs to sign MoU with AEPC for Funding support 	National Consultant TA to DDC:REDS Admin. Associate	17.01 (5 %) 17.02 (10 %) 17.03 (5 %) 17.04 (5 %) 17.05 (5 %) 17.08(5 %) 22.01 (10 %) 13.01 (15 %)	1285 1160 475 474 325 2100 8700 1110 15628
2.8 Support communities for installation and operation of micro-hydro and rural energy system and promote end uses. <ul style="list-style-type: none"> Support communities of 50 new VDCs in identification and study of micro hydro schemes and preparation of detailed project report 	National Consultant	17.01 (5 %) 17.02 (5 %)	1285 580

<ul style="list-style-type: none"> Appraise technical and financial viability of MH schemes submitted by DDC:REDS Support the communities to install micro hydro schemes with total installed capacity of 1 MW Support the communities to identify and install end-uses of micro hydro Support the communities to install toilet attached biogas plants Support the communities to mobilized HMG subsidy for installing solar home systems (SHS) 		17.03 (25 %)	2374
		17.04 (10 %)	950
		17.05 (15 %)	975
		17.08 (15 %)	6300
	TA to DDC:REDS	22.01 (30 %)	26100
	Duty Travel	15.01 (30 %)	900
	Duty Travel	15.02 (50 %)	750
			40214
<p>2.9 Support communities to implement environment and natural resource management activities.</p> <ul style="list-style-type: none"> Support the communities of 50 VDCs to undertake Environment Assessment Report for MH schemes Support the communities to establish and operate botanical resource centre (nursery) Support the communities in plantation Support the communities in health and sanitation activities Support in launching environment and health and sanitation awareness campaigns at district and community levels Support the communities to install and operate ICS 	National Consultant	17.01 (5 %)	1285
		17.04 (20 %)	1900
		17.08 (10 %)	4200
	TA to DDC:REDS	22.01 (10 %)	8700
	Duty Travel	15.01 (10 %)	300
			16385
<p>2.10 Develop and implement human resource development packages for enhancing the capacities of local authorities and communities</p> <ul style="list-style-type: none"> Develop or adapt existing training manuals to produce master trainers from among the community men and women for identified training. Organize training on : Community Mobilization for mobilizers, institution development for COs, account and bookkeeping for COs, MH Operator, MH Manager, MH operator's refresher, MH manager's refresher, agro-processing mill operator, MH manufacturer, improved Cooking Stove, RESC personnel, nursery establishment and management, agro-forestry, entrepreneur development for COs, income Generation, Gender mainstreaming for CO/VDC/DDC/DEC, in-service training for programme personnel Organize in-country study tours for CO/FG members and DDC/VDC/DEC Personnel and external tour 	National Consultant	17.01 (5 %)	1285
		17.04 (5 %)	475
		17.05 (30 %)	1950
	TA to DDC:REDS	17.08(10 %)	4200

<ul style="list-style-type: none"> Organize workshops on : quarterly programme review at regional level, half yearly programme review and tripartite review at national level, decentralized energy planning at district and illaka levels and successful programme approaches at national and regional levels 	TA to DDC:REDS	22.01 (5 %)	4350
	Admin. Associate Duty Travel	13.01 (5 %) 15.01 (10 %)	370 300 12930
2.11 Support research and development for enhancing efficiency as well as reducing the cost of development and operation of the Rural Energy System and differentiate impact on men and women for overcoming gender gaps <ul style="list-style-type: none"> Support R&D on renewable energy Undertake independent impact study 	National Consultant	17.01 (5 %)	1285
		17.02 (5 %)	580
		17.08 (5 %)	2100
	TA to DDC:REDS	22.01 (10 %)	8700
	Duty Travel	15.01 (5 %)	150 12812
2.12 Communication, Reporting & Documentation <ul style="list-style-type: none"> Publish: quarterly newsletters in Nepali and English, annual report, success stories, manual and guidelines Establish documentation centre in all districts and central office Undertake photo and video documentation 	National Consultant	17.01 (5 %)	1285
		17.02 (10 %)	1160
		17.03 (5 %)	475
		17.04 (5 %)	475
		17.05 (5 %)	325
		17.06 (100 %)	6500
		17.07 (10 %)	
		17.08 (10 %)	4200
	TA to DDC:REDS	22.01 (5 %)	4350
	Admin. Associate	13.01 (10 %)	740
	GIS Associate	13.02 (50 %)	2475
Duty Travel	15.01 (5 %)	150 22135	
2.13 Monitoring <ul style="list-style-type: none"> Establish and operationalize participatory monitoring and evaluation system. Undertake research on different programme activities Undertake impact studies Undertake independent evaluation Undertake financial audit at community, district and central levels Public audit of community level activities Gender audit of community level activities 	National Consultant	17.01 (10 %)	2570
		17.02 (5 %)	580
		17.03 (5 %)	475
		17.04 (5 %)	475
		17.05 (5 %)	325
	TA to DDC:REDS	17.08 (5%)	2100
		22.01 (10 %)	8700
	Admin. Associate	13.01 (50 %)	3700
	Reporting Costs	52.01 (100 %)	7000
	Duty Travel	15.01 (20 %)	600 26525
Total for output 2 (US\$)			288740
NEX Management	NEX Mgmt.	53.02	8662
Exchange Differential			500
Grand Total			297902

WORKPLAN FOR YEAR 2005

ACTIVITY DESCRIPTION	INPUTS DESCRIPTION	BUDGET LINE	BUDGET (US\$)	
1.1 Support HMG to operationalize Rural Energy Development Sectoral Policy <ul style="list-style-type: none"> Support the government to operationalize rural energy development policy 	National Consultant	17.01 (10 %)	2827	
		17.02 (10 %)	1276	
		17.03 (10 %)	1045	
		17.04 (10 %)	1045	
		17.05 (10 %)	680	
		34.01 (50 %)	1000	
Total for output 1 (US\$)			7873	
2.1 Support HMG in operation of Rural Energy Development Fund Board as the Steering Committee. <ul style="list-style-type: none"> Support HMG in operationalization Support in fund mobilization 	National Consultant	17.01 (10 %)	2827	
		17.02 (10 %)	1276	
		17.03 (10 %)	1045	
		17.04 (10 %)	1045	
		17.05 (10 %)	680	
		34.01 (50%)	1000	
			7873	
2.2 Assist AEPC in implementation of rural energy development activities pertaining to HMG, WB and UNDP supported program	National Consultant	17.01 (10 %)	2827	
		17.02 (10 %)	1276	
		17.03 (15 %)	1567	
		17.04 (5 %)	522	
		17.05 (5 %)	340	
		17.08(20 %)	9200	
		Admin.Associate	13.01 (10 %)	820
		Secretary	13.03 (100 %)	6244
	Driver	13.04 (100 %)	18150	
	Messenger	13.05 (100 %)	3760	
	Office Premises	23.01 (100%)	10000	
	Equipment	45.99 (100 %)	14500	
	Sundries	53.01 (100 %)	7000	
	Duty Travel	15.01 (10 %)	300	
	Duty Travel	15.02 (50 %)	750	
			77257	
2.3 Support to ADDCN and NAVIN for capacity building to provide staffs	National Consultant	17.01 (5 %)	1414	
		17.02 (5 %)	638	
		24.01 (100 %)	4000	
		24.03 (100 %)	3000	
			9052	
2.4 Implement replication in 5 VDCs <ul style="list-style-type: none"> Support Community to carryout activities Monitoring and reporting Study for lesson learn Incorporate in REDP implementation process and guideline 		17.01 (10 %)	2827	
		17.02 (10 %)	1276	
		17.03 (10 %)	1045	
		17.04 (10 %)	1045	
		13.01 (10%)	820	
			7013	
2.5 Develop partnership for resource mobilization <ul style="list-style-type: none"> Prepare proposal for QIP activities Prepare proposal for other 		17.01 (5 %)	1414	
		17.02 (10 %)	1276	
		17.03 (10 %)	1045	

		17.04 (10 %)	1045
		17.08 (10%)	4600
			9379
2.6 Institutionalize Decentralized Energy Planning Process in the programme districts and support implementation of District Rural Energy Master Plan.	National Consultant	17.01 (5 %)	1414
<ul style="list-style-type: none"> • Support DDCs in review of Rural Energy Master plan • Support DDCs in preparation of Annual Rural Energy Plan and Programmes 		17.02 (5 %)	638
		17.03 (5 %)	522
		17.04 (5 %)	522
		17.05 (5 %)	340
		17.08 (10%)	4600
	TA to DDC:REDS	22.01 (20 %)	17000
	GIS Associate	13.02 (50 %)	2725
	Duty Travel	15.01 (10 %)	300
			28061
2.7 Support channeling financial resources from AEPC to DEF of all programme districts for implementation of MH, rural energy systems, environment and HRD, community mobilization, capacity building and other activities at the district and community levels	National Consultant	17.01 (5 %)	1414
<ul style="list-style-type: none"> • Prepare Annual Rural Energy Plans and Programmes • Compile Plans and Programmes of all districts and prepare annual workplan • Submit Annual Workplan to PMC for approval • Support DDCs to sign MoU with AEPC for Funding support 		17.02 (10 %)	1276
		17.03 (5 %)	522
		17.04 (5 %)	522
		17.05 (5 %)	340
		17.08(5 %)	2300
	TA to DDC:REDS	22.01 (10 %)	8500
	Admin. Associate	13.01 (15 %)	1230
			16104
2.8 Support communities for installation and operation of micro-hydro and rural energy system and promote end uses.	National Consultant	17.01 (5 %)	1414
<ul style="list-style-type: none"> • Support communities of 50 new VDCs in identification and study of micro hydro schemes and preparation of detailed project report • Appraise technical and financial viability of MH schemes submitted by DDC:REDS • Support the communities to install micro hydro schemes with total installed capacity of 1 MW • Support the communities to identify and install end-uses of micro hydro • Support the communities to install toilet attached biogas plants 		17.02 (5 %)	638
		17.03 (25 %)	2612
		17.04 (10 %)	1045
		17.05 (15 %)	1020
		17.08 (15 %)	6900

<ul style="list-style-type: none"> Support the communities to mobilized HMG subsidy for installing solar home systems (SHS) 	TA to DDC:REDS	22.01 (30 %)	25500
	Duty Travel	15.01 (30 %)	900
	Duty Travel	15.02 (50 %)	750
			40778
<p>2.9 Support communities to implement environment and natural resource management activities.</p> <ul style="list-style-type: none"> Support the communities of 50 VDCs to undertake Environment Assessment Report for MH schemes Support the communities to establish and operate botanical resource centre (nursery) Support the communities in plantation Support the communities in health and sanitation activities Support in launching environment and health and sanitation awareness campaigns at district and community levels Support the communities to install and operate ICS 	National Consultant	17.01 (5 %)	1414
		17.04 (20 %)	2090
		17.08 (10 %)	1600
	TA to DDC:REDS	22.01 (10 %)	8500
	Duty Travel	15.01 (10 %)	300
			16903
<p>2.10 Develop and implement human resource development packages for enhancing the capacities of local authorities and communities</p> <ul style="list-style-type: none"> Develop or adapt existing training manuals to produce master trainers from among the community men and women for identified training. Organize training on : Community Mobilization for mobilizers, institution development for COs, account and bookkeeping for COs, MH Operator, MH Manager, MH operator's refresher, MH manager's refresher, agro-processing mill operator, MH manufacturer, improved Cooking Stove, RESC personnel, nursery establishment and management, agro-forestry, entrepreneur development for COs, income Generation, Gender mainstreaming for CO/VDC/DDC/DEC, in-service training for programme personnel Organize in-country study tours for CO/FG members and DDC/VDC/DEC Personnel and external tour Organize workshops on : quarterly programme review at regional level, half yearly programme review and tripartite review at national level, decentralized energy planning at district and illaka levels and successful programme approaches at national and regional levels 	National Consultant	17.01 (5 %)	1414
		17.04 (5 %)	522
		17.05 (40 %)	2720
	TA to DDC:REDS	17.08(10 %)	4600
		22.01 (5 %)	4250
	TA to DDC:REDS	13.01 (5 %)	410
	Admin. Associate	15.01 (10 %)	300
	Duty Travel		
			14616

2.11 Support research and development for enhancing efficiency as well as reducing the cost of development and operation of the Rural Energy System and differentiate impact on men and women for overcoming gender gaps <ul style="list-style-type: none"> • Support R&D on renewable energy • Undertake independent impact study 	National Consultant	17.01 (5 %)	1414
		17.02 (5 %)	638
		17.08 (5 %)	2300
	TA to DDC:REDS	22.01 (10 %)	8500
	Duty Travel	15.01 (5 %)	150
			13002
2.12 Communication, Reporting & Documentation <ul style="list-style-type: none"> • Publish: quarterly newsletters in Nepali and English, annual report, success stories, manual and guidelines • Establish documentation centre in all districts and central office • Undertake photo and video documentation 	National Consultant	17.01 (10 %)	2827
		17.02 (10 %)	1276
		17.03 (5 %)	522
		17.04 (5 %)	522
		17.05 (5 %)	340
		17.06 (100 %)	6800
		17.08 (10 %)	4600
	TA to DDC:REDS	22.01 (5 %)	4250
	Admin. Associate	13.01 (10 %)	820
	GIS Associate	13.02 (50 %)	2725
	Reporting	52.01 (100 %)	6500
Duty Travel	15.01 (5 %)	150	
		31333	
2.13 Monitoring <ul style="list-style-type: none"> • Establish and operationalize participatory monitoring and evaluation system. • Undertake research on different programme activities • Undertake impact studies • Undertake independent evaluation • Undertake financial audit at community, district and central levels • Public audit of community level activities • Gender audit of community level activities 	National Consultant	17.01 (10 %)	2827
		17.02 (10 %)	1276
		17.03 (5 %)	522
		17.04 (5 %)	522
		17.05 (5 %)	340
		17.08 (5%)	2300
	TA to DDC:REDS	22.01 (10 %)	8500
	Admin. Associate	13.01 (50 %)	4100
	Duty Travel	15.01 (20 %)	600
			20988
Total for output 2 (US\$)			300230
NEX Management	NEX Mgmt.	53.02	9007
Exchange Differential			500
Grand Total			309737

WORKPLAN FOR YEAR 2006

ACTIVITY DESCRIPTION	INPUTS DESCRIPTION	BUDGET LINE	BUDGET (US\$)
1.1 Support HMG to mainstream Rural Energy Development Sectoral Policy and institutional framework <ul style="list-style-type: none"> • support the government for study and feedback on rural energy development policy. 	National Consultant	17.01 (15 %)	2332
		17.02 (20 %)	1404
		17.03 (10%)	575
		17.04(10%)	575
		17.05(10%)	374
		34.01(50%)	3000
Total for output 1 (US\$)			8260
2.1 Support HMG in strengthening of Rural Energy Development Fund Board as the Steering Committee. <ul style="list-style-type: none"> • Support HMG in operationalization • Carry out policy study for feedback. 	National Consultant	17.01 (15 %)	2332
		17.02 (15 %)	1053
		17.03 (10 %)	575
		17.04 (10 %)	575
		17.05 (10%)	374
		34.01 (100%)	3000
Total for output 2.1 (US\$)			7909
2.2 Assist AEPC in implementation of Rural Energy Development activities pertaining to WB to UNDP supported programme. <ul style="list-style-type: none"> • prepare project completion report • prepare proposal for project extension 	National Consultant	13.01 (10%)	451
		13.03 (100%)	3434
		13.04 (100%)	9983
		13.05 (100%)	3760
		15.01 (10%)	150
		15.02 (50%)	500
		17.01 (10 %)	1555
		17.02 (10 %)	702
		17.03 (15 %)	862
		17.04 (5%)	287
		17.05 (5%)	187
		17.08 (20%)	5060
		23.01 (100%)	6000
		45.02 (100%)	2000
45.03 (100%)	4000		
53.0 (100%)	3250		
Total for output 2.2 (US\$)			42181
2.3 Support to NAVIN for capacity building and strengthening of supports to VDCs.	National Consultant	13.01 (5%)	226
		17.01 (5 %)	778
		17.02 (5 %)	351
		17.08 (5%)	21265
		24.03(100%)	2000
Total for output 2.3 (US\$)			4620
2.4 Institutionalize Decentralized Energy Planning Process in the programme district and support implementation of District Rural Energy Master Plan. <ul style="list-style-type: none"> • Support DDCs in preparation of Rural Energy Master plan. • Support DDCs in preparation of Annual Rural Energy Plans and Programmes. 		13.02 (50%)	1499
		15.01 (10%)	150
		17.01 (10%)	1555
		17.02 (10%)	702
		17.03 (5%)	287
		17.04 (5%)	287
		17.05 (5%)	187
		17.08(10%)	2530
		22.01 (20%)	6000
Total for output 2.4 (US\$)			13197

<p>2.5 Support channeling resources from AEPC to DEF of all programme districts for implementation of MH, rural energy systems, environment and human resource development, community mobilization, capacity building and other activities at the district and community level..</p> <ul style="list-style-type: none"> • Prepare annual Rural Energy Plans and programmes. • Compile plans and programmes of all districts and prepare annual work plan. • submit annual workplan to PMC for approval • Support DDC to sign MoU with AEPC for funding support. 	National Consultant	13.01 (20%) 17.01 (5 %) 17.02(10%) 17.03(5%) 17.04 (5%) 17.05(5%) 17.08(5 %) 22.01 (10%)	902 778 702 287 287 187 1265 3000
Total for output 2.5 (US\$)			7408
<p>2.6 Support communities for installation and operation of micro hydro and rural energy system and promote end uses.</p> <ul style="list-style-type: none"> • Support communities of 50 VDCs in identification and study of MH schemes and preparation of detailed project report. • Appraise technical and financial viability of MH schemes submitted by DDC: REDS. • Support the communities to install MH schemes with total installed capacity of 1 MW. • Support the community to identify and install end uses of MH. • Support the communities to install toilet-attached biogas. • support the communities to mobilized HMG subsidy for installing Solar Home Systems (SHS) 		15.01 (30%) 15.02(50%) 17.01(5%) 17.02(5%) 17.03(45%) 17.04(10%) 17.05(15%) 17.08(20%) 22.01(30%)	450 500 777 351 2586 575 561 5060 9000
Total for output 2.6 (US\$)			19860
<p>2.7 Support communities to implement environment and natural resources management activities.</p> <ul style="list-style-type: none"> • Support the communities of 50 VDCs to undertake environment Assessment Report for MH schemes. • Support the communities to establish and operate botanical resources center (nursery) • Support the communities in plantation. • Support the communities in health and sanitation activities. • Support in launching environment and health and sanitation awareness campaigns at district and community level. • support the communities to install and operate ICS. 		15.01 (10%) 17.01(5%) 17.04(40%) 17.08(10%) 22.01(10%)	150 778 2298 2530 3000
Total for output 2.7 (US\$)			8756
<p>2.8 Develop and implement human resource development packages for enhancing the capacities of local authorities and communities</p> <ul style="list-style-type: none"> • Develop or adapt existing training manuals to produce master trainers from among the community men and women for identified training. 	National Consultant TA to DDC:REDS	13.01 (5 %) 15.01(10%) 17.01(5%) 17.04(5%) 17.05(40%) 17.08(10%) 22.01(5%)	226 150 778 287 1496 2530 1500

<ul style="list-style-type: none"> Organize training on: Community Mobilization for mobilizers, institution development for COs, account and bookkeeping for COs, MH Operator, MH Manager, MH operator's refresher, MH manager's refresher, agro-processing mill operator, MH manufacturer, improved Cooking Stove, RESC personnel, nursery establishment and management, agro-forestry, entrepreneur development for COs, income Generation, Gender orientation and mainstreaming gender issues for CO/VDC/DDC/DEC, in-service training for programme personnel . Organize in-country study tours for CO/FG members and DDC/VDC/DEC personnel and external tour. Organize workshops on : quarterly programme review at regional level, half yearly programme review and tripartite review at national level, decentralized energy planning at district and Ilaka levels and successful programme approaches at national and regional levels. 			
Total for output 2.8 (US\$)			6966
<p>2.9 Support research and development for enhancing efficiency as well as reducing the cost of development and operation of the Rural Energy System and differentiate impact on women and men for overcoming gender gaps.</p> <ul style="list-style-type: none"> Support R&D on renewable energy Support R&D on end-uses Gender Assessment Studies 	<p>Duty Travel National Consultant</p>	<p>15.01 (5 %) 17.01(5%) 17.02(5%) 17.08(5%) 22.01(10%)</p>	<p>75 778 351 1265 3000</p>
Total for output 2.9 (US\$)			5468
<p>2.10 Communication, Reporting and Documentation</p> <ul style="list-style-type: none"> Publish: quarterly newsletters in Nepali and English, annual report, success stories, manual and guidelines Strengthen documentation centre in all districts and central office Undertake photo and video documentation 	<p>Admin. Associate GIS Associate National Consultant Reporting Costs</p>	<p>13.01(10%) 13.02(50%) 15.01(5%) 17.01 (10 %) 17.02 (10 %) 17.03 (5 %) 17.04 (5 %) 17.05(5%) 17.06(100%) 17.08 (10 %) 22.01 (5 %) 52.01 (100 %)</p>	<p>451 2499 75 1555 702 287 287 187 3740 2530 1500 3250</p>
Total for output 2.10 (US\$)			16063

2.11 Monitoring		13.01(50%)	2255
• Establish and operationalize participatory monitoring and evaluation system.	Duty Travel	15.01 (20%)	300
• Undertake research on different programme activities	National	17.01 (10 %)	1555
• Undertake impact studies on men and women	Consultant	17.02(10%)	702
• Undertake independent evaluation		17.03 (5 %)	287
• Undertake financial audit at community, district and central levels		17.04 (5 %)	287
• Gender audit of community level activities	Admin. Associate	17.05(5%)	187
		17.08(5%)	1265
		22.01 (10 %)	3000
Total for output 2.11 (US\$)			9838
Total for output 2 (US\$)			150526
NEX Management	NEX Mgmt.	53.02	4516
Exchange Differential		85.01	500
Grand Total			155542

Annex 4
Terms of Reference

Programme Management Committee

Background

The programme will be guided by the decisions of the Programme Management Committee (PMC) constituted under the leadership of the Executive Director of AEPC. The members of PMC are as described under 'Management Arrangements' Section of the programme document. The members of PMC are the principal representatives of their respective institutions and they are responsible for implementation of the decisions of PMC as appropriate to their respective institutions and for facilitating the implementation of the activities related to their institutions and the objective of this programme.

Besides the above, the PMCs will be responsible for the following:

1. Approval of the guidelines and implementation modalities for different aspects of programmes.
2. Approval of Annual Plans and Programmes, including budgetary matters. PMC will review the Annual Rural Energy Development Plans and Programmes prepared by the DDCs of the programme districts and submitted for approval by National Programme Manager (NPM) for implementation. Based on the approval of the PMC, AEPC will sign Memorandum of Understanding with each DDC and release the budget to District Energy Fund, which is managed by the Rural Energy Development Section of the DDC. Similarly, AEPC will release budget to REDP Account for implementation of activities as approved by PMC.
3. Review, monitor and evaluate programme activities on quarterly basis and provide overall guidance to programme implementation. The PMC will provide necessary support and guidance to the NPM in the preparation of review and evaluation reports.
4. The PMCs will be responsible for linking the activities of the programme in the districts and villages with macro-level policy formulations at the central level.
5. The PMC will be responsible for facilitating in formation and operationalization of Rural Energy Development Fund Board (REDFB) at the central level. PMC will be involved in preparation of policy paper, institutional arrangement and operational modalities regarding the Fund and the Board.
6. The PMC will ensure coordination among member organizations and other stakeholders as related to implementation of this programme.
7. The PMC, together with the PMU, will oversee the activities related to the programme as appropriate.

Post Title: National Programme Manager (NPM)

Duty Station: Kathmandu with frequent travel to the districts

Duration: Post valid for the whole period of the programme. Service contract to be issued on an annual basis, with possibilities of extension.

General Responsibilities:

The primary function of the NPM is to implement the programme activities approved by the Programme Management Committee (PMC). The NPM will be responsible for managing the implementation of the programme in accordance with NEX Guidelines, which includes personnel, subcontracts, training, equipment, administrative support and financial reporting. The NPM will be appointed by HMG/UNDP in accordance with NEX guidelines.

Specific Responsibilities:

1. Participate in the Programme Management Committee (PMC) meetings as the member-secretary.
2. Prepare Annual Work Plan with budget allocation based on the Annual Plans of the DDCs and submit it to PMC for approval.
3. Ensure the timely mobilization and utilization of programme personnel, subcontracts, training and equipment inputs, whether these are procured by the Programme itself or by other agents;
4. Exercise overall technical, financial and administrative oversight of the programme, including supervision of national and international personnel assigned to the programme;
5. Ensure timely preparation and submission of required reports, including technical, financial, study tour/fellowship reports.

Besides, the NPM will specifically also provide support as follows:

1. Based on a consultative process with all concerned, the NPM will provide support in developing the conceptual and methodological framework for the implementation of programme activities.
2. The NPM will ensure that the programme works through Regional Energy Advisor (REA) and Energy Development Officers (EDO) to mobilize the DDCs, line agencies, organizations of the private sector, NGOs and civic society organizations to successfully institutionalize the REDP.
4. The NPM will provide advisory support for human resources development, community mobilization and mobilization of the private sector, NGOs, community organizations and women.
5. The NPM will maintain close cooperation with member organizations represented in PMC and UNDP and The World Bank in implementing the programme activities and assist in the coordination of programme efforts with the DDCs, VDCs, private sector organizations, NGO and other agencies.
6. The NPM will be responsible for the preparation of the Individual Performance Plans and the Performance Appraisal Reports of all staff.
7. The NPM will participate and encourage the participation of programme staff in different forums that may be organized by various agencies related to rural energy, local development, governance, poverty alleviation and SHD related subjects.
8. The NPM will also play a lead role in networking meetings amongst the Members of the PMC and other related government and donors agencies.
9. The NPM will perform all other tasks, as required, to make the programme a success.

The functions of the NPM will be fulfilled within the rules and regulations applicable to UNDP/World Bank-funded programmes.

Qualifications:

The candidate must have a minimum of Master's degree in energy development, water resources development, administration or similar field. The candidate should have at least 15 years of working experience in rural energy and local development efforts in Nepal. The candidate should have positive experiences of working with agencies such as the VDCs, DDCs, AEPC, NPC, MLD and financial institutions. The candidate must be an expert in the participatory planning, monitoring and evaluation and rural energy development and must be computer literate. Working experience with UNDP/WB will be an added advantage. Proven abilities in English writing is required.

Post Title: Deputy Programme Manager (DPM)

Duty Station: Kathmandu, with frequent visit to the districts.

Duration: Post valid for the whole period of the programme. Service contract to be issued on an annual basis, with possibilities of extension.

Responsibilities:

The DPM will work under the supervision of and report to the NPM. The DPM will be mainly responsible for supporting the NPM in fulfilling the outputs as appropriate and EDA, SDA, HRDA, GIS, GISA, REAs and EDOs to achieve outputs related to the programme objective and to facilitate the flow of advisory, innovative experiences, training and other inputs to the districts. More specifically the DPM will:

1. Work on action research, support in developing policies and guidelines. Specific emphasis is to be placed on different innovative technology development related to micro-hydropower development, end-use facilities and multi-sectoral linkages of energy development with the other sectors to make an impact on poverty alleviation, employment generation, women empowerment and environment.
2. Be responsible for preparation of Annual Rural Energy Plans and Programmes of the districts for submission to the Programme Management Committee.
3. Support the DDCs and VDCs of the programme districts in implementation of Decentralized Energy Planning Process.
4. Assist NPM to prepare reports, guidelines and operational modalities on rural energy development, social mobilization, mobilization of the private sector, NGOs and women groups. Provide advisory support through the REAs and EDOs, or as required, to support the DDCs in providing inputs from the organizations of the private sector, NGOs and women's organizations.
5. Provide support to monitor and document the process of the rural energy development programmes implemented in the districts.
6. Work as a trainer and resource persons in the training organized by the programme for various categories of participants.
7. Provide support in identification of areas requiring further research and development in the rural energy field and appropriate institutions to undertake R&D. Supervise the R&D activities subcontracted to different institutions, document the process and prepare the report and disseminate the results and findings. For this liaison with line agencies, NGOs, private sector, civic society organizations, research institutions and others are required.
8. Prepare a quarterly progress report on all activities being done for rural energy development and document the implementation of all programme activities.
9. Undertake the roles and responsibilities of NPM in his/her absence.
10. Provide additional support as requested by the NPM and as required to make this programme a success.

Qualifications:

The candidate must possess a Master's degree in an energy-related subject. The candidate must have 10 years extensive experiences of working in rural energy development projects. The DPM must possess research, report writing and computer skills. The candidate must have practical experience of planning and implementing the participatory rural energy development programmes at the local level as well. Experiences and skills on conflict issues will be the added advantages. Working experience with UNDP/WB will be an added advantage. Proven abilities in English writing is required.

Post Title: Energy Development Advisor (EDA)

Duty Station: Kathmandu, with frequent visit to the districts.

Duration: Post valid for the whole period of the programme. Service contract to be issued on an annual basis, with possibilities of extension.

Responsibilities:

The EDA will work under the supervision of the NPM. The EDA will be responsible for supporting the NPM in fulfilling the outputs as appropriate, of objective to support the REAs and EDOs to achieve outputs related to objective and to facilitate the flow of advisory, innovative experiences, training and other inputs to the districts. More specifically the EDA will:

1. Be responsible for providing technical and managerial supports to DDC:REDS to carryout the functions as a sectoral unit for planning and management of rural energy development in the district.
2. Work on action research, support in promoting micro hydro and other rural energy systems development to promote SHD. Specific emphasis is to be placed on development of micro hydro schemes, end-use facilities and multiple use of water to make an impact on poverty alleviation, employment generation, women empowerment and environment conservation.
3. Develop guidelines for micro hydro development as well as provide support in the standardization of micro hydro related technology and equipment.
4. Prepare reports based on detailed feasibility studies of Micro Hydro Scheme and present in the Technical Review Committee for endorsement to implement.
5. Be responsible for training and orientation of REAs and EDOs on survey, design, costing, installation supervision of micro hydro schemes, end-uses and other rural energy technologies in the districts.
6. Work as a trainer and resource persons in the training organized by the programme for various categories of participants.
7. Supervise and monitor the district level operations and ensure corrective measures on time.
8. Provide support to DDC:REDS to monitor and document the process and achievements.
9. Prepare a quarterly progress report on all activities being done and document the implementation of all programme activities.
10. Work as the Gender Focal Person of the programme.
11. Provide additional support as requested by the NPM and as required to make this programme a success.

Qualifications:

The candidate must possess a Master's degree in an energy related subject and must have five years' experience of working in the rural energy sector, preference will be given to candidate with practical experience in micro hydro development. The EDA must possess research, report writing and computer skills. The candidate must have practical experience of implementing the participatory development programmes at the local level as well. Working experience with UNDP/WB will be an added advantage. Proven abilities in English writing is required.

Post Title: Sustainable Development Advisor (SDA)

Duty Station: Kathmandu, with frequent visit to the districts.

Duration: Post valid for the whole period of the programme. Service contract to be issued on an annual basis, with possibilities of extension.

Responsibilities:

The SDA will work under the supervision of and report to the NPM. The SDA will be responsible for supporting the NPM in fulfilling all the outputs related to environment and natural resources management and community mobilization. The SDA will provide support to the REAs and EDOs on innovative experiences, training and other inputs to the districts, as related to energy-environment nexus based on community mobilization approach. More specifically the SDA will:

1. Work on action research, support in developing policies and guidelines on energy-environment nexus to promote Sustainable Human Development agenda. Specific emphasis is to be placed on the environmental aspects related to holistic rural energy development.
2. Be responsible for supporting the programme in preparing the ENRM and Community Mobilization packages.
3. Be responsible for training and orientation of REAs and EDOs on their work in the districts, concerning energy-environment linkages and community mobilization.
4. Based on the advice of the NPM, liaise with the concerned government to develop environment and community mobilization related guidelines linked to micro hydro and other rural energy technologies.
5. Prepare inception reports on environment preservation and conservation as related to rural energy development and management of natural resources.
6. Provide advisory support through the REAs and EDOs, or as required, to support the DDCs in the management of the environment.
7. Provide support to monitor and document the process of the environmental preservation work implemented in the districts.
8. Work as a trainer and resource persons in the training organized by the programme for various categories of participants.
9. Supervise and monitor district level activities and prepare a quarterly progress report on all activities being done on ENRM and Community Mobilization and document the implementation of related programme activities.
10. Provide additional support as requested by the NPM and as required to make this programme a success.

Qualifications:

The candidate must possess a Master's degree in an environmental related subject, with special emphasis on natural resource management and energy-environment linkages. The candidate must have extensive experiences of working with environment-related projects for five years. The SDA must possess research, report writing and computer skills. The candidate must have practical experience of implementing the participatory development programmes at the local level as well. Preference will be given to candidate with working experience with UNDP/WB. Proven abilities in English writing is required.

Post Title: Human Resource Development Advisor (HRDA)

Duty Station: Kathmandu, with frequent visit to the districts.

Duration: Post valid for the whole period of the programme. Service contract to be issued on an annual basis, with possibilities of extension.

Responsibilities:

The HRDA will work under the supervision of and report to the NPM. The HRDA will be responsible for supporting the NPM in human resource development and rural enterprise promotion related activities. More specifically the HRDA will be responsible for:

1. Action research, support in developing policies and guidelines on human resource development for sustainable rural energy systems to promote SHD.
2. Supporting the programme in preparing the human resource development package concentrating on training on energy technology and management, end-uses, micro enterprises and income generating activities, environment and natural resources management, institution development and management.
3. Training and orientation of REAs and EDOs on their work in the districts, concerning human resource development and micro enterprise development.
4. Liaising with the concerned government agencies to develop end-uses and micro-enterprise development guidelines.
5. Preparing inception reports on human resource development, end-uses and micro enterprises and income generating activities. Provide advisory support through the REAs and EDOs, or as required, to support the DDCs in human resource development and enterprise development.
6. Supporting monitoring and documentation of the process and achievements of human resource development and enterprise development activities in the districts.
7. Work as a trainer and resource persons in the training organized by the programme for various categories of participants.
8. Prepare a quarterly progress report on all activities being done on human resource development, micro enterprises, end-uses and income generating activities and document the implementation of related programme activities.
9. Providing additional support as requested by the NPM and as required to make this programme a success.

Qualifications:

The candidate must possess a Bachelor's degree in social science, business administration or engineering with specialization in human resource development. The candidate must have extensive experiences of working on rural energy, human resource development, enterprise development and research and development (R&D) for 10 years. The working experiences at the district and community levels will be added advantages. The candidate must have practical experience of working at the local level as well. The HRDA must possess research, report writing and computer skills. He/She must be computer literate. Preference will be given candidates with working experience with UNDP/WB. Proven abilities in English writing is required.

Post Title: Gender cum Information Specialist (GIS)

Duty Station: Kathmandu, with frequent visit to the districts.

Duration: Post valid for the whole period of the programme. Service contract to be issued on an annual basis, with possibilities of extension.

Responsibilities:

The GIS will work under the supervision of the NPM and will support in gender and information related matters of the programme activities. Specific responsibilities are:

1. Supporting to formulate work plans from the gender perspectives.
2. Assisting HRDA to design and organize various training, workshops, study tours incorporating gender concerns and issues related to the programme.
3. Preparing reports and lessons learned from the programme activities to disseminate gender related information and successes.
4. Producing a quarterly progress report in English and Nepali in the form of a newsletter and a wall newsletter respectively. The newsletter will inform all concerned on the (a) activities being implemented, progress made, problems encountered (b) what and how other activities are being planned (c) innovative ideas and work being done at the district level (d) summary of research outputs and (e) any other topics of interest.
5. Assisting NPM in the preparation of annual report and occasional papers on the relevant topics.
6. Undertaking works related to the documentation and dissemination of the information pertaining to progress and process on all activities being done for the rural energy development and the programme activities implemented in the districts.
7. Preparing audio-visual materials on the progress and process of the programme, including maintenance of internet site of the programme.
8. Disseminating information on successful initiatives of the programme through local media and other means of mass communication.
9. Editing the reports in English and Nepali prepared by programme staff.
10. Additional support as requested by the NPM and as required to make this programme a success.

Qualifications

The candidate must possess a Masters degree in gender and communication, journalism or other related fields. He/She should have practical experiences of working in the field of gender development and communication for five years. Preference will be given to the person with training and experiences on participatory rural development and rural energy development. The GIS must possess skills on report writing, analysis, internet and others as required in the field of communication. Proven abilities in English and Nepali writing is required. Must be proficient in desktop publishing. Working experience with UNDP/WB will be an advantage.

Post Title: Regional Energy Advisors (REAs) - 5 positions

Duty Station: A programme district, with required travel to Kathmandu and the rural areas of the district.

Duration: Post valid for the whole period of the programme. Service contract to be issued on an annual basis, with possibilities of extension.

Responsibilities:

The REAs will work under the guidance of and report to the NPM. The REAs will, under advice of the NPM, receive guidance and assistance from the DPM, EDA, SDA, HRDA, GIS, GISA and AO. The REA will be responsible to ensure achieving all the outputs at the district level by working with the DDC:REDSs. All the work of the REA will be done through the DDC:REDS. Specifically, the Regional Energy Advisor will be responsible for the followings.

1. The REA will work with the DDCs to establish/strengthen Rural Energy Development Section, District Energy Fund and District Energy Committee in programme districts.
2. Providing technical backstopping to DDC:REDS and EDOs of the region to effectively and efficiently prepare participatory and decentralized energy development package in the districts, prepare annual plans and programme and submit them to REDP, implement the approved activities.
3. The REA will be responsible to support EDOs for implementation, consolidation, improvement and institutionalization of rural energy development package including community mobilization, human resource development and implementation of energy and environment related activities.
4. Developing DDC:REDS office as a professionally oriented organizational. REA will be responsible for advisory support and will play a major role in the recruitment of staff for the DDC:REDS (as part of the management support and community mobilization programme).
5. Be responsible for monitoring the programme activities: progress, achievements, effects and impacts including the optimal utilization of the programme resource.
6. Produce quarterly progress and monitoring on all activities being done at the local level and will document the implementation of all programme activities.
7. The REA in association with the HRDA of REDP will be responsible for supporting the DDC:REDS in preparing the human resource development package and for implementing orientation programmes on REDP for the DDCs, VDCs, line agencies, NGOs, private sector, civic society organizations and others as required at the local level. Act as a resource person for DDC, VDC, LAs, and professional in rural energy development, decentralized energy planning, community mobilization and other appropriate training programmes.
8. Publish newsletters, success stories, best practices and problematic issues related to rural energy development.
9. The REA will provide adequate liaison to NPM in all action research programmes related to rural energy development initiatives
10. Organize quarterly meetings of EDOs of the region. REA will train the professional staff of the DDC:REDS to carry out their duties.
11. The REA will participate and encourage the participation of the DDC staff in different forums that may be organized by various agencies related to energy development and environmental preservation/conservation at the district and regional levels.
12. Perform other duties as assigned by the programme management.

Qualifications:

REA is expected to have a Master's degree in an energy or water resources development field with a bachelor's degree in engineering and at least 5 years' practical experience of working with the VDCs, DDCs and line agencies in the energy sector in Nepal. REA must have knowledge of poverty-energy-environment issues and must be able to give expert advises and backstopping on the energy sector at district and community levels. REA must possess practical skills on analysis, monitoring and evaluation, planning and management and coordination and networking and must be computer literate. A REA must be a trainer and a facilitator. Proven abilities in English writing is required. Preference will be given to candidates who have working experience with UNDP/WB.

Post Title: Energy Development Officers (EDOs)-25 Positions

Duty Station: District Headquarters, with required travel to rural areas of the district.

Duration: Post valid for the whole period of the programme. Service contract to be issued on an annual basis, with possibilities of extension.

Responsibilities:

The EDO will work directly under the supervision of NPM and REA. EDO will be responsible to ensure achieving all the outputs at the district and the community level through DDC:REDS. The EDO will work under the guidance of and report to the REA. The EDO will, under advice of the NPM, receive guidance and assistance from the DPM, EDA, SDA, HRDA, GIS, REA, GISA and AO. Specifically, the EDO will :

1. Be responsible for the management, programming, implementation and institutionalization of the participatory and decentralized energy development package in the district. The EDO is responsible to manage the database, planning, monitoring, implementation management and finance management related to rural energy development programmes. Expected outputs are the information system, published databases, planning outputs, monitoring results, examples of programme implemented with the Community Organizations and Functional Groups oriented concepts, appropriate filing system in the DDC:REDS and others - as related to rural energy development.
2. Be responsible to work with the DDCs to establish a Rural Energy Development Section, District Energy Fund and District Energy Committee at the district level.
3. Be responsible for preparation and implementation of the human resource development package as required at the district and community levels.
4. Be responsible for encouraging villagers on preservation of the environment through interventions in rural energy development. The EDO will provide inputs on linking environment management in correlation to energy development programmes.
5. Assist the DDCs to experiment innovative ideas to get inputs from private sector, NGO and Women's Organization for rural energy development.
6. Assist in DDC in selection of a local NGO as Support Organization and support in implementation or Community Mobilization package in programme VDCs.
7. Assist DDC in identification of a private sector workshop to provide technical backstopping for rural energy technologies at the district level.
8. Work as a trainer and resource person in the training organized by the programme for various categories of participants.
9. Prepare a quarterly progress report on all activities being done at the local level and will document the implementation of all programme activities.
10. Provide adequate liaison to NPM in all action research programmes related to rural energy development initiatives.
11. Participate and encourage the participation of the DDC staff in different forums that may be organized by various agencies related to energy development and environmental preservation/conservation at the district and regional levels.
12. Provide other services, primarily related to the rural energy development package, as required by the Programme Management.

As mentioned, the EDO is expected to work under DDC, train the professional staff of the DDC and carry out his duties. The EDO will manage the district component of this programme.

Qualifications:

The EDO is expected to have a bachelor's degree in engineering and at least 3 years' experience of working with the VDCs, DDCs and line agencies in energy or water resources sector in Nepal. EDO must have knowledge of all the major sectoral issues and must be able to give professional advice on the energy sector, particularly micro hydro. EDO must possess analytical skills in planning and management of energy development and must be computer literate. EDO must be a trainer and a facilitator. Preference will be given to candidates with working experience with UNDP/WB.

Post Title: GIS Associate

Duty Station: Kathmandu, with regular travel to districts.

Duration: Post valid for the whole period of the programme. Service contract to be issued on an annual basis, with possibilities of extension.

Responsibilities:

The GISA will work directly under the supervision of NPM and will be responsible to ensure installation and operation of Geographical Information System. The GISA will, under advice of the NPM, receive guidance and assistance from the DPM, EDA, SDA, HRDA, GIS and REA. Specifically, the GISA will :

1. Identify and develop an appropriate GIS for central and district level offices of REDP.
2. Create a database system compatible with PDDP/LGP's GIS system.
3. Install a GIS system in REDP Office.
4. Undertake data entry and prepare consolidated quarterly progress reports.
5. Develop a system for linking-up REDP GIS system with district office and train REDP personnel at Kathmandu and District Offices on handling the system.
6. Operate the GIS system and support DDC:REDS in preparation of rural energy plans.
7. Support the programme in installation and operation of Management Information System, including tools for monitoring and evaluation.
8. Support the programme in documentation and supervise the operation of Documentation Center.
9. Undertake any other task, as assigned by NPM.

Qualifications:

The GIS Associate should have a Bachelor's degree in a relevant field with work experience of 5 years. GIS Associate must be proficient in Arc view, Arc info and other GIS related software. He/she should have practical experience in data entry and analysis. Proven abilities in English writing is required. Previous experience of working with UNDP/WB will be an advantage.

Post Title: Administrative/Finance Associate (AFA)

Duty Station: Kathmandu, with regular travel to districts.

Duration: Post valid for the whole period of the programme. Service contract to be issued on an annual basis, with possibilities of extension.

Responsibilities:

The AFA will work directly under the supervision of NPM. AFA will be responsible to ensure smooth administrative and financial mechanism to the programme. The AFA is expected to:

1. Maintain accurate financial and personnel records of the programme as required by HMG, UNDP and The World Bank.
2. Supervise administrative personnel and support staff assigned to the Programme Management Unit.
3. Supervise administrative personnel and support staff assigned to regional offices and DDC:REDS and organization of training programmes.
4. Assist NPM in all matters related to financial and administrative functions of the programme.
5. Manage all correspondence related to administrative and financial matters.
6. Ensure the maintenance of a filing system and reports or other documentation on the programme.
7. Maintain the inventory and keep records of all office equipment, furniture, fixing, and vehicle. Undertake physical verification of all assets and update records.
8. Organize training for administrative personnel of regional and district offices.
9. Work as a resource person in training for micro hydro managers and others on administrative and management aspects.
10. Support in development and operation of Management Information System in PMU and DDC:REDS.
11. Support other related activities as required by the Programme Management.

Qualifications:

The AFA should be a university graduate in business administration/commerce with practical experiences in office and programme administration, management, finance and accounts management. He/she should also have experience in management of procurement, organization of training programmes and provision of secretarial and communication services. The AFA must have previous experience of working in UNDP/World Bank financed or implemented programmes and must be computer literate. Proven abilities in English writing are required.

Post Title: Office Secretary

Duty Station: Kathmandu

Duration: Post valid for the whole period of the programme. Service contract to be issued on an annual basis, with possibilities of extension.

Responsibilities:

The Office Secretary will work under the supervision of the NPM and Administrative Officer. The Office Secretary will be responsible for:

1. Handling telephone, including arranging appointment as required by programme staff, facsimile, photocopiers, internet, etc.
2. Performing various functions assigned, including word-processing, filing, mailing, data entry and reception.
3. Management of vehicle pool, including supervision of logbooks.
4. Perform other functions as the secretary to programme office;
5. Assist all programme staff in carrying out their work as advised by the NPM.

Qualifications:

The Office Secretary should have an intermediate degree in a relevant field with working experience of 5 years. He/she must be computer literate and must be fluent in writing and speaking English. Previous experience in UNDP/World Bank programmes will be an added advantage.

Post Title: **Technical Officer (TO) – 25 Positions**

Duty Station: District Headquarters, with frequent travel to remote locations

Duration: Post valid for the whole period of the programme. Service contract to be issued on an annual basis, with possibilities of extension.

Responsibilities:

The Technical Officer will work under the direct supervision of the EDO and will be responsible for technical matters related to rural energy systems. Specifically TO will be responsible for:

1. Identification, site selection, pre-feasibility and feasibility, design and preparation of Detailed Project Report including Bill of Quantities of micro hydro schemes for submission to Technical Review Committee.
2. Support the formation of Micro Hydro and other rural energy Functional Groups.
3. Support the FGs in collection and evaluation of quotations for supply and installation of micro hydro scheme and other rural energy systems.
4. Support the FGs in preparation of action plan for implementation of energy schemes.
5. Supervision of installation of micro hydro schemes, both civil and electro-mechanical components, and other rural energy systems.
6. Support the community in commissioning micro hydro schemes and installation of end-uses.
7. Prepare monthly report on energy related activities in the district.
8. Perform any other task as assigned by the EDO.

Qualifications:

The Technical Officer should have a Bachelor's degree in engineering related to rural energy. Experience in design and implementation of micro hydro or irrigation scheme will be an added advantage. Preference will be given to experience in working with community managed schemes. Must be computer literate.

Post Title: Agriculture/Forest Officer (F/AO) – 25 Positions

Duty Station: District Headquarters, with frequent travel to remote locations

Duration: Post valid for the whole period of the programme. Service contract to be issued on an annual basis, with possibilities of extension.

Responsibilities:

The Agriculture/Forest Officer will work under the direct supervision of the EDO and will be responsible for environment and micro enterprise related matters related activities. Specifically A/FO will be responsible for:

1. Support the EDO in preparation of annual district plan and programme on Environment and Human Resource Development activities.
2. Preparation of Environment Assessment Report as part of the Detailed Project Report of micro hydro schemes for submission to Technical Review Committee.
3. Support the formation of forestry and micro enterprises promotion Functional Groups.
4. Support the communities in identification of training requirement for institutional development, income generation and environment and natural resource management sectors and facilitate in undertaking the training programmes.
5. Support the communities in undertaking income generation activities and preparation of business plan for micro enterprises.
6. Support the MHFG in installation of end-uses of electricity.
7. Support the FFGs in preparation of action plan for implementation of environment and natural resource management activities like nursery establishment, plantation, micro-watershed protection, bioengineering and health and sanitation activities.
8. Supervision of implementation of environment and natural resources related activities.
9. Facilitate the registration of community forests.
10. Prepare monthly report on environment and HRD related activities in the district.
11. Perform any other task as assigned by the EDO.

Qualifications:

The A/FO should have a Bachelor's degree in agriculture or forestry. Preference will be given to experience in working with the community-managed activities. Must be computer literate.

Post Title: Administrative/ Finance Assistant (A/FA) – 25 Positions

Duty Station: District Headquarters

Duration: Post valid for the whole period of the programme. Service contract to be issued on an annual basis, with possibilities of extension.

Responsibilities:

The A/FA is expected to:

1. Work under the direct supervision of EDO.
2. Maintain accurate financial and personnel records of DDC:REDS and DEF as required by HMG, UNDP and The World Bank.
3. Maintain the inventory and keep records of all office equipment, furniture, fixing, and vehicle. Undertake physical verification of all assets and update records.
4. Supervise the bookkeeping and accounts of Functional Groups.
5. Organize training programmes for Functional Group personnel.
6. Supervise the Messenger assigned to DDC:REDS.
7. Assist EDO in all matters related to financial and administrative functions of DDC:REDS and DEF.
8. Manage all correspondence related to administrative and financial matters.
9. Ensure the maintenance of a filing system and all reports or other documentation on the programme.
10. Perform various functions assigned, including word-processing, filing, mailing, data entry and reception.

Qualifications:

Administrative/Finance Assistant must be a domiciled resident of the same district. The A/FA should have an intermediate degree in business administration/commerce/humanities and must be computer-literate. Working experience in similar position will be an added advantage.

Post Title: Secretaries – 5 Positions

Duty Station: Regional Offices

Duration: Post valid for the whole period of the programme. Service contract to be issued on an annual basis, with possibilities of extension.

Responsibilities:

The Secretary is expected to:

1. Work under the direct supervision of REA.
2. Supervise the bookkeeping and accounts and personnel records of DDC:REDS and DEF as required by HMG, UNDP and The World Bank.
3. Maintain the inventory and keep records of all office equipment, furniture, fixing, and vehicle. Undertake physical verification of all assets and update records.
4. Assist REA in all matters related to financial and administrative functions of Regional Offices.
5. Manage all correspondence related to administrative and financial matters.
6. Ensure the maintenance of a filing system and all reports or other documentation on the programme.
7. Perform various functions assigned, including word-processing, filing, mailing, data entry and reception.

Qualifications:

The Secretary must be a domiciled resident of the same district. He/she should have an intermediate degree in business administration/commerce/humanities and must be computer-literate. Working experience in similar position will be an added advantage. Must be computer-literate. Previous experience in UNDP/World Bank programmes will be an advantage.

Post Title: Drivers – 4 Position

Duty Station: Kathmandu and Regional Offices, with frequent travel to programme districts

Duration: Post valid for the whole period of the programme. Service contract to be issued on an annual basis, with possibilities of extension.

Responsibilities:

The Driver is expected to:

1. Work under the direct supervision of A/FA and Office Secretary.
2. Drive assigned Office Vehicle as per the schedule prepared by Office Secretary.
3. Keep daily log of vehicle movement and fuel consumption.
4. Undertake minor maintenance and keep maintenance records.
5. Inform A/FA and Office Secretary on major maintenance required and arrange for carrying out the maintenance works.
6. Assist Secretary in collection and distribution of programme related documents and correspondence.
7. Perform various functions as assigned by A/FA and Office Secretary.

Qualifications:

The Driver must be able to read and write Nepali. The Driver must hold a valid driving license for car/jeep and motorcycle and have 5 years' driving experience in both all weather and fair weather roads. Previous experience in UNDP/World Bank programmes will be an advantage.

Post Title: Messenger – 1 Position

Duty Station: Kathmandu

Duration: Post valid for the whole period of the programme. Service contract to be issued on an annual basis, with possibilities of extension.

Responsibilities:

The Messenger is expected to:

1. Work under the direct supervision of A/FA.
2. Supervise the security and upkeep of office premises.
8. Assist A/FA in inventory updating and security of office equipment, furniture and fixtures.
9. Assist A/FA in petty purchase.
10. Assist Secretary in distribution of programme related documents and correspondence to other institutions and individuals.
11. Assist programme staff in photocopying and binding documents
12. Perform various functions as assigned by A/FA.

Qualifications:

The Messenger must be literate in both English and Nepali. Working experience in similar position in UNDP/World Bank programmes will be an added advantage.

Post Title: Messenger –25 Positions

Duty Station: District Headquarters

Duration: Post valid for the whole period of the programme. Service contract to be issued on an annual basis, with possibilities of extension.

Responsibilities:

The Messenger is expected to:

1. Work under the direct supervision of A/FA.
2. Supervise the security and upkeep of office premises.
3. Assist A/FA in inventory updating and security of office equipment, furniture and fixtures.
4. Assist A/FA in petty purchase.
5. Assist A/FA in collection and distribution of programme related documents and correspondence.
6. Assist programme staff in photocopying and binding documents.
7. Perform various functions as assigned by A/FA.

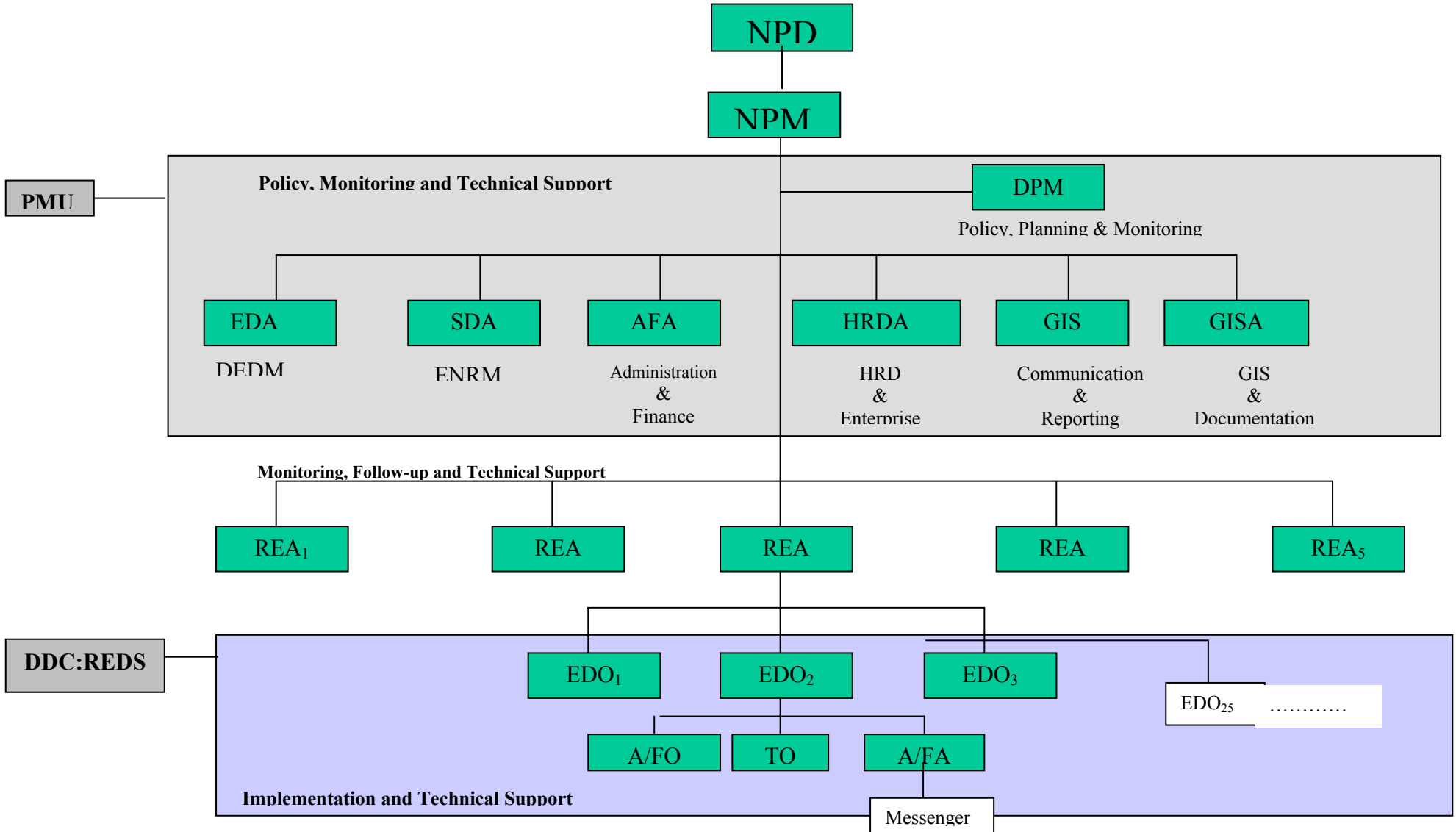
The messenger must reside within the DDC:REDS premises and take responsibility of security even during Dasain holidays.

Qualifications:

The Messenger must be a domiciled resident of the same district. The Messenger must be able to read and write Nepali. Working experience in similar position will be an added advantage.

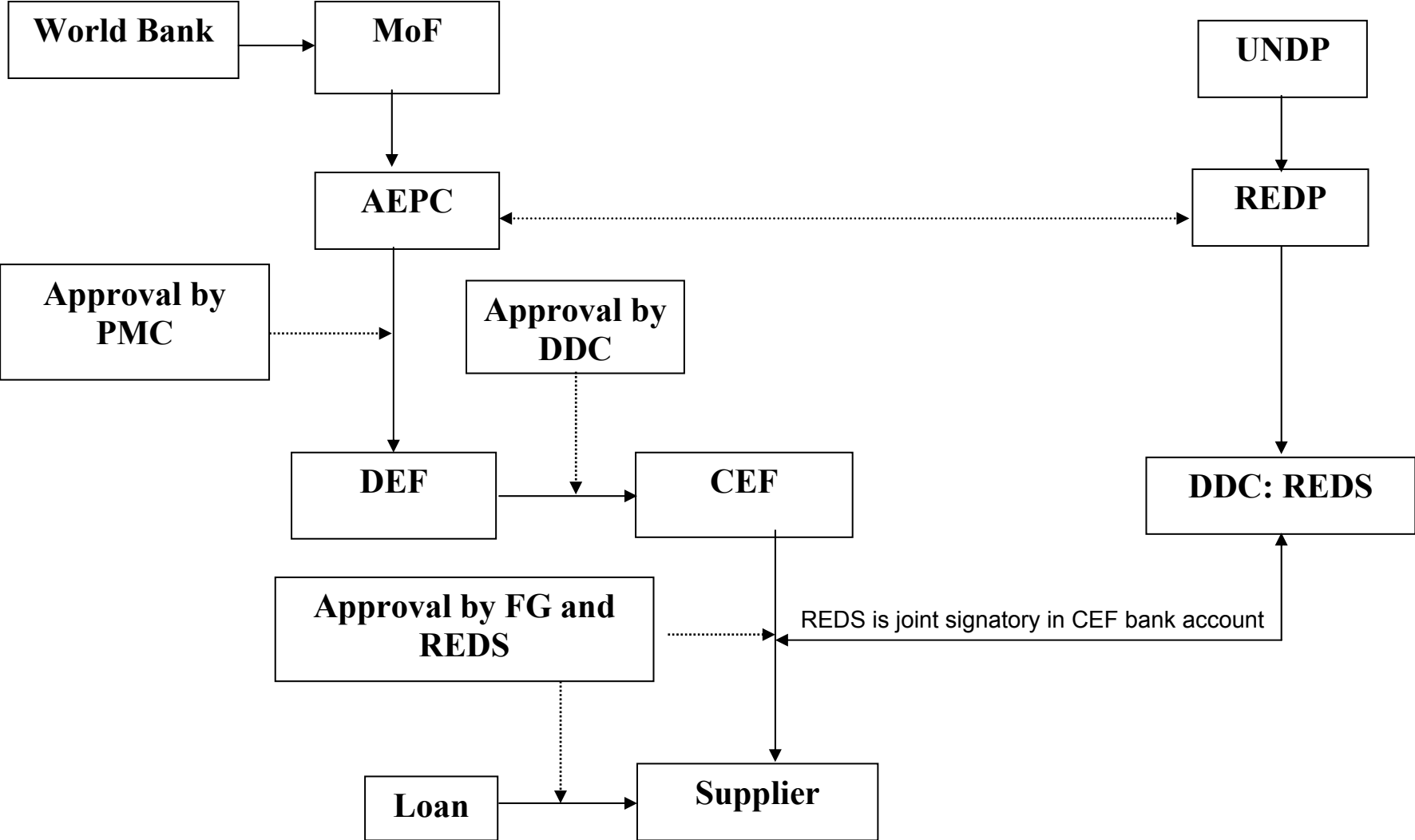
Annex 5

Organizational Chart of Rural Energy Development Programme –NEP/02/001



Annex 6

Fund Flow Mechanism



Annex 7

PRIOR OBLIGATION, CAPACITY ASSESSMENT OF STAKEHOLDERS, AND SOCIAL, GENDER AND ENVIRONMENT ASSESSMENT

PRIOR OBLIGATION

UNDP support, in the past, has been extended to the government in the rural energy sector has been to carry out feasibility studies related to micro hydropower projects through Water and Energy Commission executed Micro-Hydropower Development Project (NEP/92/024).

In August 1996, UNDP supported the government to institutionalize rural energy development and implementation of community owned and managed micro hydro schemes as demonstration in selected districts through REDP (NEP/95/016). The holistic approach taken by REDP in promoting rural energy as entry point for enhanced rural livelihoods has been very successful in demonstrating the decentralized and community based approach to rural development.

The programme has been recognized as a "best practice" as well as awarded both within the country and internationally. Internationally, REDP was awarded in the Energy Globe Award 2000 Austria and featured as a 'Project around the World' in EXPO 2000, Germany. It was envisaged that the success of first phase of REDP, which was only a pilot phase, would lead to the 5 years' implementation phase to bring the positive impacts of the programmes to a much larger section of the rural hill population. It was envisaged that UNDP would play a lead role in mobilizing resources for the implementation phase of the programme.

The World Bank's proposal to support the programme, primarily implementation of the district and the community level activities is based on the continuation of the successful approach of REDP. HMGN and The World Bank have agreed to flow IDA funding on the condition that UNDP would continue support for its successful approach through technical assistance to AEPC in implementation. Hence, the proposed programme is the joint programme of HMGN, UNDP and WB.

CAPACITY ASSESSMENT

Community: Experience of UNDP supported REDP (NEP/95/016) shows that the communities are capable of planning, managing installation, operation and management of rural energy systems and natural resources with technical and advisory support from outside. However, an extensive human resource development activity is required to upgrade the capability of the communities. In the present context, the communities need to be mobilized to undertake energy and other development activities.

Local Bodies: With technical support from the programme, all the DDCs of programme districts have successfully established and operationalized DDC:REDS, DEF and DEC. Likewise the DDCs and the VDCs have been practicing decentralized energy planning and preparing annual rural energy development plans and programmes with the support of the DDC:REDS.

Non-Government Organization: With training and guidance from programme, local NGOs are capable of undertaking community mobilization activities with impressive results.

Private Sector Organization: The capability of the private sector workshops has to be enhanced through training, orientation and financial assistance to upgrade them to work as Rural Energy Service Centres (RESCs) to provide technical backstopping to micro hydro schemes or other rural energy systems. Similarly, the capacity of the micro-hydro component manufacturers, suppliers and installers that have been pre-qualified by the government has to be enhanced to undertake micro hydro schemes of larger quantities.

Alternative Energy Promotion Centre: With the support of Energy Sector Assistance Programme (ESAP), the capability of AEPC has been enhanced to support promotion of rural energy technologies in Nepal. However, technical assistance to AEPC will be required to implement the added programme.

SOCIAL, GENDER AND ENVIRONMENT ASSESSMENT

REDP (NEP/95/016) has been highly effective in addressing the issues of social and gender equity. In the Nepalese context, special efforts need to be given to mainstream women and other marginalized groups. The community mobilization package developed by REDP emphasizes on participation of all beneficiaries, at least a man and a woman from each beneficiary household, formation of Community Organization of female members and equal representation in Functional Groups from all participating COs. This ensures that number of women is half of the decision-making bodies. Similarly, other marginalized groups are also represented.

Heavy dependence on natural resources in rural Nepal is taking its toll in the form of massive deforestation and soil erosion and consequently loss of agricultural production. This is adversely affecting the very livelihood in the rural hills of Nepal. The holistic approach and the integrated rural energy package developed by REDP has helped alleviate this situation to a great extent. Micro hydro and solar home systems have direct impact on reduction of fossil fuel use and biogas and improved cooking stove reduce use of fuelwood as well as reduce the work load of women, as their dependence on fuelwood is reduced including time spent in collection of fuelwood. On the other hand, ICS and biogas also help improve the health conditions of women and children as they no longer have to suffer direct smoke emissions.

HMG regulations clearly state that there is no need to undertake environment assessment in case of micro hydro. However, REDP has developed Environment Assessment Guidelines and all micro hydro schemes are subjected to it. On top of that, active participation of community in project identification also addresses potential environment related adverse impacts of micro hydro and water conflict issues.

Annex 8

RISKS AND MITIGATION OPTIONS

The major risks are associated with (1) non-clarity of areas where the central grid network will be expanded to; (2) lack of capability of micro-hydro equipment manufactures to undertake a large number schemes (3) political disturbances in the country particularly in the districts and (4) lack of clarity in part of implementing agency in objectives and implementation modalities of different rural energy promotion programmes.

Expansion plans of the central grid system can make investments in micro hydro power development meaningless. This risk can be mitigated by being very careful in selecting programme-sites that do not have significant opportunities to be covered by the grid system.

As the primary implementing agency, AEPC is being supported by other donors for institutional strengthening and providing grant to renewable energy technologies, there has to be clear understanding in part of AEPC in the differences of two approaches and implementation arrangements. As REDP has been successful so far because of the decentralized management, devolution of authority to lower bodies and active involvement of DDCs, VDCs and the communities, the spirit of decentralized management and coordination among all stakeholders has to be maintained. Furthermore, simplification of processes and procedures are necessary to expedite activities at the implementation level. The PMC and PMU should be cautious that the Guidelines and Operational Modalities developed by AEPC with the support of Energy Sector Support Programme (ESAP) in the context of promoting micro-hydro through the private sector approach is not arbitrarily imposed on this programme, which aims to use energy as an entry point for enhancing rural livelihood through holistic development approach. Otherwise, there will always be risk of delays and conflicts. UNDP and the World Bank through consultative processes with both the government and local bodies can mitigate this risk. The role of the PMC will be vital in this regard.

It is rare for the private sector organizations (PSO), NGOs and the government to work together in Nepal. Though REDP has piloted some successful initiatives, experience in this area is minimal and is overshadowed by conflict of interests. All these organizations have their own potentials which, if mobilized together, can have a significant impact on Nepal's development process; however if careful attention is not paid to coordinate the interests of these groups, this programme can face problems. This risk can be mitigated if the programme gives due attention to study the interests of all the groups and utilize their potentials by being a facilitator. The programme management needs to build social capital with all these different actors.

A change from one form of management to another is accompanied by a period of resistance from those who are vulnerable to the change. So far, sectoral agencies have managed their own perceptions of development; the programme is moving into a period in which the representatives of the people and community organizations are to manage their own development. It is natural that there will be resistance from some quarters. It is, thus, important for the programme management to maintain good working relations at the community, district and central levels.

The formation of a Rural Energy Development Fund Board (REDFB) is the vehicle for sustenance of this programme as it will be the means for the government's legal recognition of the institution to continue the work of this programme. However, in the present context when an Interim Rural Energy Fund (IREF) has already been instituted by AEPC with Danish support, there might be resistance in establishment of the agency. This risk can be minimized with the explanation to all concerned parties about the basic difference between these two Funds. IREF is concentrating primarily on channeling subsidy for renewable energy technologies through the private sector. On the other hand, REDF will focus mainly on community owned and managed systems and will channel grants through District Energy Fund and Community Energy Fund. The REDFB will both administer the grant and support the local authorities in planning and implementing rural energy development activities. AEPC, which administers IREF, is concerned mainly in policy matters. However, unlike IREF, the REDF will not solely concentrate on energy but will take holistic approach to implementation of rural energy development initiatives.

The above are risks that can cause problems for this programme at any time. However, the strategies formulated for this programme have made every consideration to mitigate the risks. There is a need for HMG, UNDP and WB to carefully monitor that the management of this programme is people-oriented and allows the ownership of decisions by the communities, local bodies and the government.