

**Terms of Reference (ToR)  
for  
Technical Expert**

**Duty Station:**-Renewable Energy Test Station (RETS), Khumaltar, Lalitpur

**Reports to:** - Directly reports to Technical Manager RETS and parallel reporting to GIZ

**Duration of the assignment:**-4 months

**Context**

Renewable Energy Test Station (RETS) is an autonomous body governed by “RENEWABLE ENERGY TEST STATION RULES 2063” framed under clause 31 of Nepal Academy of Science and Technology (NAST) Act 2048. It is located inside the premises of Nepal Academy of Science and Technology (NAST), Khumaltar, Lalitpur, Nepal. RETS is today a well-equipped laboratory with sophisticated equipment and instrument for testing and measuring the quality of Solar PV components supported by trained and qualified technical personnel. Now RETS is on the process of establishing new wings for testing renewable components with the help of donor agencies.

The Nepal Energy Efficiency Programme (NEEP) is being implemented to promote and realize energy efficiency in Nepal since 2010. The Nepali - German programme NEEP is implemented by the Ministry of Energy, Government of Nepal with technical assistance provided by the Deutsche Gesellschaft für Internationale Zusammenarbeit (**GIZ**), acting on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ).

**Main Tasks**

The technical expert is responsible for the smooth implementation of the project.

The duties and responsibilities of the job entitled include, but are not limited to the following:

- ✓ Facilitate a process with project head, and other stakeholders to map and review the existing renewable energy frameworks and projects currently in place.
- ✓ Prepare a capacity development plan and measures, and support its implementation. This includes training, mentoring, coaching, developing of testing standards and other methodologies.

- ✓ Provide support to prepare a well-prioritized and realistic work plans and progress report of the office as deem necessary. This includes periodic reporting related to capacity building.
- ✓ Remain up-to-date with latest methodologies, best practices to ensure that capacity development results are consistent with the best practices of renewable energy sector.
- ✓ Prepare detail technical specification of equipment.
- ✓ Prepare tender document.
- ✓ To creation of Concept Note and/or Proposals.
- ✓ Must exhibit Organizational citizenship behavior.
- ✓ Any other tasks assigned by senior managers to support in RETS work implementation.

**Required qualification and experiences:**

- ✓ Master's degree in engineering (Renewable Energy, Mechanical, Electrical or Industrial) with at least 5 years of professional experience in implementing technical and organizational capacity building activities of renewable energy programme.
- ✓ Sound understanding of energy sector regulation, policies and laws together with current issues and challenges.
- ✓ Should have knowledge on Research works and experience in preparation of tender documents.
- ✓ Must have excellent knowledge in written and oral communication English/Nepali skills.
- ✓ Result oriented, proactive, self-oriented and able to work in team.
- ✓ Computer skills in Microsoft Office applications including Word, PowerPoint, and Outlook with high proficiency in Excel. (Auto CAD knowledge is additive)
- ✓ Preference will be given to the candidate who has experience on laboratory development and standardization.