

## **Terms of Reference**

### **Enterprise Development Facilitator**

|                      |   |
|----------------------|---|
| <b>Position:</b>     | <b>Enterprise Development Facilitator</b>                                       |
| <b>Numbers:</b>      | 2   |
| <b>Reporting:</b>    | Task 2: Enterprise Development/PUE Specialist<br>Task 1: Energy Planning Expert |
| <b>Duty Station:</b> | Designated Cluster (Please refer to the annex for the clusters)                 |
| <b>Project Area:</b> | Nepal   |
| <b>Duration:</b>     | 12 months   |

**MinErgy Pvt Ltd** (MinErgy) is a Nepal based consulting firm in operation since 2008. MinErgy is dedicated to improving clean energy access and energy efficiency at household and industrial levels. Our core focuses are: i) Renewable Energy and Climate Change; ii) Brick and Built Environment and, iii) Water, Sanitation and Hygiene. A team of enthusiastic, highly motivated and qualified professionals in technical and social dimensions in MinErgy have been providing its services in Nepal and across various countries in Asia and Africa.

MinErgy has entered into an agreement with Winrock International Institute for Agricultural Development, (hereinafter called "Winrock") for the implementation of the 'Consultant for Capacity Building Activities to Enhance Electricity Use' funded by Millennium Challenge Account Nepal (MCA-Nepal). The assignment aims to create Municipal Energy Plans (MEPs) for the Electricity Transmission Project (ETP)-affected municipalities, and to oversee and execute capacity enhancement activities focused on Productive Use of Electricity (PUE) for individuals and business/entrepreneurs from ETP-affected areas. Enterprise Development Facilitator will serve as field staffs for the same project.

#### **Job summary**

The Enterprise Development Facilitator will coordinate and liaison with municipalities, private sectors and other relevant local stakeholders for implementation of all the project activities. S/he will assist team members on data collection, workshop, meeting and training organization, monitoring and reporting of field activities.

#### **Key responsibilities**

- Coordinate and liaison with municipalities, private sectors, and other relevant local stakeholders for implementation of project activities
- Coordinate, communicate and liaison with District Liaison Officers (DLOs) for implementation of project activities on a regular basis and update each and all activities and issues to the project team
- Assist in organizing orientation programs, workshops, trainings and Focus Group Discussions (FGDs) and Key Informants Interviews (KIIs) including other field-based meetings
- Identify relevant local stakeholders and consult with them as and when required for the smooth execution of project activities
- Support in data collection, compilation, validation and report preparation
- Support and facilitate activities related to development and endorsement of Municipal Energy Plans

- Support and facilitate activities of Rapid Market Opportunities Assessment (RMOA) at field level
- Assist to identify existing entrepreneurs in the respective ETP affected wards
- Support in entrepreneur selection process and lead field level activities in the respective districts/municipalities/ETP affected wards
- Integrate social analysis in overall implementation of field activities
- Regularly monitor and report field progress to the team members
- Any other task within the project scope assigned by Enterprise Development/PUE Specialist and Energy Planning Expert

### **Minimum Requirements**

- Education: Intermediate degree with at least 10 years or Bachelor degree with at least 5 years in any discipline
- Overall experience in survey/data collection, enterprise development, community engagement, local government planning and facilitation
- Knowledge of development and poverty, gender and social inclusion, communication and documentation
- Computer proficiency in MS word and excel

### **Desirables**

- Prior market research experience in energy, productive-use of electricity or municipal energy planning will be an added advantage
- Strong networking, partnership and interpersonal skills
- Ability to communicate effectively in oral and in writing
- Candidates from the proposed cluster (Please refer to the annex) will be preferred
- Qualified female candidates and candidates from ethnic minorities, socially excluded and disadvantaged groups are encouraged to apply

### **How to Apply**

- Interested candidates are invited to submit their application to [info@minergynepal.com](mailto:info@minergynepal.com) no later than 5:00 pm July 21, 2025. Applications will be reviewed as they are received on a rolling basis.
- Submission requirement – An application letter with preferred cluster; updated CV not more than 3 pages; highest education certificate and PAN certificate.

## Annex: Project Implementation Cluster

| S.No. | Cluster  | District       | Local Level              |
|-------|----------|----------------|--------------------------|
| 1     | Damauli  | Tanahu         | Ghiring Gaunpalika       |
|       |          |                | Rhishing Gaunpalika      |
|       |          |                | Vyas Nagarpalika         |
|       |          |                | Bandipur Gaunpalika      |
|       |          |                |                          |
| 2     | Melamchi | Sindhupalchowk | Melamchi Nagarpalika     |
|       |          | Kathmandu      | Shankharapur Nagarpalika |