

Job/Contract Description

Project Manager – Renewable Energy and Carbon Project

Location:	Surkhet, with frequent travel to regions within Nepal
Salary:	As per the rules and regulation of Renewable World.
Contract:	24 months initial fixed term contract with possibility of extension based on performance
Responsible to:	Head of Programmes, Nepal
Responsible for:	Regional project team and local partners

Overall Purpose:

This position will act as RW Nepal's carbon offsetting project expert, overseeing and directly delivering assigned improved cookstove (ICS) carbon offsetting project(s) and renewable energy projects in the organisation, including small-scale innovative pilot projects, and larger scale-up projects, and will act as technical advisor on carbon project design and delivery within RW Nepal.

The position will effectively co-ordinate and allocate internal resources to deliver project objectives, outcomes and outputs on-time, within scope and budget. The position will be responsible to lead, manage and support the project team and ensure the team is supervised and guided to deliver project outputs at field level. The Project Manager will represent the project and the team at critical stakeholder meetings at local, provincial and central level. With the team, this position will be responsible for making the project plan (Detailed Implementation Plan and Guidelines), overseeing spend against the plan, monitoring activities, ensuring donor compliance and reporting progress to the senior management team, within Nepal and the UK. S/he will ensure effective and timely coordination with partners and local stakeholders in all aspects of the project and the successful completion of assigned responsibilities.

The post-holder must possess sensitivity to caste, gender and economic class and will, at all times, adhere to Renewable World's Safeguarding Policy and enhanced Code of Conduct. Strong communications skills and an ability to work with a wide range of stakeholders including government at all levels, donors and rural communities on the ground are essential. Strong skills in written work, reporting and national level coordination will be required, with a commitment to undertake frequent field travel across Nepal, including a willingness to spend extended periods in the field.

This position requires at least five years' experience in renewable energy, climate change, carbon financing and areas related to management or administration of renewable energy programmes. The post-holder should have the demonstrated ability to lead Renewable World's carbon offsetting strategy at central level.

Main Duties and Responsibilities

Programme Development, Planning and Implementation

- Lead in design, planning and implementation of Gold Standard Voluntary Emission Reduction (VER) project(s), and pilot and scale up projects which catalyse renewable energy to achieve positive change for communities
- Develop and implement appropriate project management and delivery frameworks for the projects you oversee, including a phased budget, an HR plan, and a procurement plan
- Develop Detailed Implementation Plans and Guidelines, within the inception phase of the projects you manage, and reforecast these at least annually, or when required in response to unexpected events that impact on programme delivery outside of organisational control

- Provide guidance and support to the team to implement planned activities, hold regular project team meetings and cross-project monthly meetings to review progress, identify and resolve challenges and course-correct where necessary
- Provide technical support to carry out capacity development and community engagement activities with/for partners, communities and local stakeholders that are directly linked with project activities
- Oversee project delivery against budget, maintaining oversight of transactions against project codes, and coordinating with RW's Head of Finance and Operations and local partners where discrepancies are identified
- Coordinate the delivery of awareness raising activities, focusing on the nexus of renewable energy and development within the project, in collaboration with the project team
- Be accountable for the delivery of project interventions on target, on time, on budget with compliance and quality, including regularly updating project tracking mechanisms.

Technical Advice

- Provide conceptual guidance and technical backstopping in your areas of expertise (carbon offsetting and renewable energy) to both the project team you directly manage, partners, private sector, local service providers and local institutions for effective service delivery of renewable energy driven development interventions
- Build the capacity of your team and the overall project team, including partners and other key stakeholders, in your area of expertise (carbon offsetting/ renewable energy) through direct delivery of training and engagement of relevant third part trainers
- Contribute to strategy development at central level in line with your area of expertise (carbon offsetting/ renewable energy)
- In collaboration with RW's Global Technical Manager hold regular technical team meetings to share best practices, provide strategic guidance, troubleshoot and solve problems with the team.

Partnership Management, Stakeholder Coordination and Networking

- Lead in the on-boarding of local and national NGO partners to act as delivery partners on the projects you manage, including conducting partner due diligence during the selection process, in collaboration with the Head of Finance and Operations
- Lead on contract development with selected local and national partners, and lead on subsequent amendments and extensions as required
- Once engaged, Act as Partnership Manager for national and local NGO partners, including leading partner capacity assessments, in collaboration with other team members as required, developing, overseeing and regularly reviewing partner capacity development plans utilising RW's partner management tools
- Undertake project and partner risk assessments in line with organisational risk management guidelines, and lead in putting in place mitigation activities as identified
- Review partner reports for quality and complete funding release mechanism in collaboration with the Head of Finance and Operations before any funding is released.
- Maintain and establish cordial working relationship with various stakeholders from government, civil society and the private sector at national and provincial level
- Identify opportunities for Renewable World to develop new partnerships and networking with other development actors at national and provincial level
- Identify national and local technical partners who can play a role in supply chain system development. Assess their needs and strengths, and deliver and/ or facilitate training to build the capacity of selected supply chain partners
- Maintain regular communication with likeminded organizations, working groups and networking for synergy and policy advocacy
- Represent RW on appropriate forums, including AIN working groups in line with areas of responsibility.

Thematic duties: Direct delivery and technical backstopping

- Lead the design and delivery of carbon offsetting project activities, in accordance with Gold Standard Voluntary Emission Reduction guidelines, such as completion of baseline studies, preparation of Gold Standard documentation, project validation, monitoring verification and issuance
- Oversee delivery of renewable energy focused projects, including those catalysing change in the fields of disaster risk reduction (DRR), health and education
- Coordinate RW and partner staff in the identification and selection of sites for installation of renewable energy technologies and supporting infrastructure, including overseeing and analysing data generated through pre-feasibility studies, and detailed feasibility studies
- In collaboration with the Global Technical Manager, design the renewable energy technologies (early warning systems, solar units for community institutions etc) matching the demand, prepare cost estimate, specification and drawings
- Prepare cash flow and cost-benefit analysis
- Coordinate with project partners and related stakeholders to identify and mobilize the funding resources to achieve project financial closure
- Assist the project team in tendering process for renewable energy technologies, such as: prepare tender documents; Invite for bids; if necessary, organize pre-bidding meeting with interested bidders and visit the sites; collection and evaluation of bid documents; preparation of contract documents and conduct negotiation with the selected bidder(s) if required
- Oversee the installation of all infrastructure and renewable energy technologies in line with the technical norms and specification following RW's technical standard, according to the agreed design, timeline and budget providing technical backstopping as required
- Deliver project sustainability activities in line with RW's Community Centred Model, including establishing community ownership mechanisms, delivering project hearings, social audits and public audits, and ensuring long-term project financing, operation and maintenance systems are in place
- Work closely with the validation and verification bodies to plan, organize and complete the project audits aligning with the requirements of the Gold Standard
- Disseminate information to key stakeholders such as consultants, companies and other relevant organizations or individuals
- Coordinate with other on-going projects/programs in the region/locality that has direct/indirect implication with project activities

Programme Monitoring, Reporting and Scale Up

- Maintain overall responsibility for monitoring, evaluation, accountability, and learning (MEAL) for the projects you manage, ensuring MEAL elements (baselines, mid-term reviews, evaluations etc) are delivered on time and on budget
- Provide technical input to Renewable World's MEAL team during the development of project MEAL frameworks and associated tools
- Organise periodic project review and planning meetings with partner organisations in collaboration with Renewable World's wider central team
- Monitor progress against Detailed Implementation Plan and Guidelines, overseeing the correlation between output delivery and project spend
- Lead in the preparation and submission of timely project progress reports (monthly, quarterly, mid-term and final project report) in RW and relevant donors' standard formats, including preparing comprehensive narrative and financial reports, in collaboration with the finance and operations team, the MEAL team and the wider team.
- Support the regional team to maintain accurate records of project related financial transactions following Renewable World financial policy and guidelines

- In collaboration with Renewable World’s MEAL team and partner staff, monitor and evaluate outcomes achieved through each project, and collaborate in the development and presentation of learning papers
- Based on lessons learned formally and informally through the project and RW’s wider work, review projects under delivery and improve delivery as required
- Conduct needs assessments, feasibility studies, and impact assessments on carbon offsetting / renewable energy related issues/ projects
- Contribute to the development of new project proposals in your area of expertise (carbon offsetting / renewable energy), based on evidence-based need

Cross-cutting duties

- Line manage staff and coordinate the wider project team of Renewable World staff and partner staff, including leading team meetings, setting and supporting staff to deliver against agreed work plans
- Deliver all project activities in line with Renewable World’s Community Centred Model, Sustainability Toolkit and associated toolsets, including ensuring the field team organises public/ social audits and public hearings at different agreed milestones in the project cycle in coordination with community mobilisation partners
- Ensure all pilot and scale up projects are gender and socially inclusive
- Ensure all projects for which this position has oversight implement Renewable World’s Accountability mechanism
- Adhere to Renewable World’s Code of Conduct, Enhanced Code of Conduct and follow Renewable World’s Safeguarding Policy at all times
- Represent Renewable World, our values, vision and mission in the regions and districts where you operate in a professional, honest, transparent and positive way to help build Renewable World’s image and brand in the regions and district as an organisation committed to poverty alleviation and collaboration in Nepal
- Ensure resource availability and efficient usage of resources
- From time to time undertake other reasonable tasks and responsibilities as requested by your line Manager
- Attend regular supervision and take active initiation in personal professional development.

Qualification, Experience and Attributes

Essential

- 5 years' work experience in renewable energy, climate change, carbon financing and areas related to management or administration of renewable energy programmes with relevant master’s degree – civil engineering/ energy, environment, climate change/ management etc; Bachelor's degree with 7 years' experience in similar field can apply
- Ability to build and maintain relationships, particularly interacting productively, proactively and comfortably with community leaders, government agencies, NGOs and private sector groups
- Gender, inclusive and rights-based programming.
- Proven experience in the usage of computer and office software packages (MS Office, GIS, etc.) and able to write quality reports in English.
- Ability to work independently, including strong time management and self-motivation skills
- Proven team leadership and proven track record in achieving great team performance and sound ability to work together with others and independently as required
- Ability to take direction from senior staff and feedbacks/suggestions from the programme, finance, technical, and MEAL teams.

Desirable

- Line management experience.

Terms and Conditions

Annual Gross Salary:	Salary bracket starts at 1,503,940 /annum gross (offers will be made up to the maximum salary available within the bracket, based on experience)
Hours of Work:	Full time/37.5 hours a week
Annual Leave:	12 days plus 14 days national holidays
Place of work:	Regional Office: Birendranagar, Surkhet, Nepal

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. However, it is inevitable that responsibilities and tasks may be varied and unpredictable. It is expected of the staff to respond with a flexible approach when tasks arise which are not specifically covered in this job description. Should an additional responsibility or task become a regular part of an employee's job, the job description will be amended in consultation with the employee.

Please visit our website for full JD. <https://renewable-world.org/about-us/our-team/work-with-us/>

Applying for the post:

Please send your CV and a covering letter with your salary expectation (1 to 2 pages only) to jobs@renewable-world.org.

Closing date for applications:	14 September 2021
Interview date:	The week of 20th September 2021

Interested candidates (women and disadvantaged groups are highly encouraged to apply) meeting above criteria are requested to send complete CV with the name of two references and contact number. Only short-listed candidates will be called for further selection process. The employer reserves all the rights to accept or reject any or all the applications without any reasons thereof. Undue influence will result in automatic rejection of application.