

GELEPHU INVESTMENT & DEVELOPMENT CORPORATION

Terms of Reference

Position	Senior Analyst — Energy & Infrastructure
Reports To	Director of Energy & Infrastructure
Engagement Type	Full-time
Location	Thimphu/Gelephu, Bhutan
Last Application Date	14 th August, 2026

1. Background & Context

Gelephu Investment & Development Corporation (GIDC) operates at the convergence of clean energy and artificial intelligence, developing the infrastructure that will power the next generation of digital industries. From hydropower and solar PV to hyperscale data centres and the power systems that connect them, GIDC is building scalable, sustainable infrastructure to support Bhutan's long-term economic transformation.

As a fast-growing, project-driven organization, GIDC values initiative, ownership, and adaptability. Its Energy & Infrastructure team leads projects from early-stage opportunity identification through technical development, investment evaluation, and execution, working across hydropower, renewable energy, transmission, and power solutions for AI and digital infrastructure.

As GIDC's project portfolio expands, so too does the need for rigorous technical and commercial analysis. The Company is strengthening its analytical capability by recruiting a Senior Analyst who can transform complex technical data, engineering studies, market intelligence, and investment information into clear, decision-ready insights. The role will enable senior management to make faster, better-informed investment decisions while ensuring the analytical foundation behind every project is robust, accurate, and delivered at pace.

2. Purpose of the Assignment

The Senior Analyst will provide analytical and technical support to senior management across GIDC's portfolio of hydropower, solar PV, and power infrastructure projects. The role spans the full project development lifecycle—from opportunity identification and site screening to technical and commercial evaluation, feasibility analysis, investment appraisal, proposal development, and support for the procurement and evaluation of consultants and contractors.

This position is suited to an individual who enjoys solving complex technical and commercial problems through rigorous analysis. Whether reviewing feasibility studies, developing financial models, assessing hydrological and energy datasets, or synthesizing technical information into clear recommendations, the Senior Analyst will play a key role in enabling informed investment decisions. Working closely with multidisciplinary teams in a fast-paced environment, the successful candidate will progressively assume greater ownership of projects, developing into a trusted technical and commercial adviser as GIDC's clean energy and digital infrastructure portfolio continues to expand.

3. Scope of Work & Key Responsibilities

3.1 Project Assessment & Feasibility Support

- Support technical due diligence and feasibility assessments for hydropower, solar PV, and power infrastructure projects by compiling, analysing, and interpreting key project inputs, including hydrological data, solar resource assessments, civil works information, electromechanical specifications, and environmental screening requirements.

- Assist in evaluating solar PV project configurations, including utility-scale ground-mounted and rooftop systems, battery energy storage integration, inverter technologies, system sizing, and energy yield assessments.
- Contribute to the assessment of power supply strategies and grid connectivity solutions for data centres and AI infrastructure, including load profile analysis, capacity sizing, redundancy requirements, and power reliability considerations.
- Prepare structured technical summaries, evaluation matrices, and preliminary technical assessments of proposals and submissions from investors, developers, contractors, and consultants to support senior management decision-making.
- Support the identification, assessment, quantification, and documentation of technical, commercial, and project execution risks, while contributing to the development of mitigation measures and decision-support frameworks.
- Participate in project site visits to capture field observations, collect relevant technical information, and validate desktop assessments against actual site conditions and implementation realities.

3.2 Proposal Development & Technical Documentation

- Support the preparation of pre-feasibility studies, project concept notes, technical scoping reports, engineering briefs, and other project development documents by drafting technical sections and analytical inputs under the guidance of senior officials for internal review and external stakeholder engagement.
- Assist in developing terms of reference (ToR), requests for proposals (RFPs), evaluation methodologies, and technical assessment criteria for the appointment of external consultants, engineering firms, and EPC contractors.
- Prepare technical analyses, project summaries, and supporting documentation for investment proposals, project development briefs, and financing materials intended for lenders, equity investors, development partners, and government stakeholders.
- Ensure technical information is clearly structured, accurately presented, and translated into decision-ready materials that support project advancement and stakeholder engagement.

3.3 Commercial & Financial Support

- Provide technical inputs and project assumptions for financial models, investment analyses, and economic viability assessments prepared by the wider team, ensuring alignment between technical parameters and commercial outcomes.
- Support the technical review of key project agreements and contractual documents, including power purchase agreements (PPAs), concession agreements, EPC contracts, and operations and maintenance (O&M) agreements, identifying technical considerations and issues requiring senior management attention.
- Assist in evaluating project economics, including levelized cost of energy (LCOE), capital expenditure estimates, operating cost assumptions, energy generation projections, and revenue models for hydropower and power infrastructure projects.
- Support the preparation, compilation, and organization of documentation required for project approvals, conditions precedent (CP) fulfilment, lender requirements, and financial close processes, where applicable.
- Contribute to the integration of technical, commercial, and financial perspectives to strengthen investment assessments and support informed project development decisions.

3.4 Quality, Standards & Documentation

- Support quality assurance of technical work by ensuring alignment with relevant engineering codes, industry standards, and best practices applicable to hydropower, renewable energy, and power infrastructure projects in the regional context.
- Review technical reports, drawings, specifications, engineering studies, and other project deliverables prepared by external consultants, developers, and contractors, identifying inconsistencies, information gaps, technical risks, and areas requiring further review by senior management.

- Contribute to the development of internal technical review frameworks, engineering checklists, standard templates, and quality assurance processes to strengthen GIDC's project evaluation and delivery capabilities as the organization scales.
- Maintain accurate, structured, and accessible records of technical assessments, data sources, assumptions, analyses, and project documentation, helping build institutional knowledge and supporting continuity across GIDC's growing project portfolio.

3.5 Coordination & Communication

- Coordinate information flow, technical correspondence, and engagement activities with external technical consultants, EPC contractors, government agencies, utilities, and regulatory authorities on engineering and project-related matters.
- Support senior management in monitoring multiple concurrent technical workstreams, tracking key deliverables, and maintaining project momentum across GIDC's expanding portfolio.
- Assist in preparing clear, concise, and decision-oriented technical summaries, briefing notes, and presentations tailored for diverse stakeholders, including senior leadership, investors, financing partners, and non-technical audiences.
- Participate in technical meetings, stakeholder discussions, and project site visits alongside senior team members, developing familiarity with external partners and strengthening GIDC's technical engagement capabilities over time.

4. Qualifications & Experience Criteria

- Min. Master's Degree in relevant field (Civil Engineering, Electrical Engineering, Mechanical Engineering, or another closely related technical discipline) with 5 to 8 years of relevant professional experience in the energy sector, with exposure to hydropower, solar PV, renewable energy, or power infrastructure project development, assessment, or construction supervision.
- Experience supporting technical due diligence, feasibility studies, engineering assessments, or project appraisal processes, with an understanding of how projects progress from early-stage concepts through investment and implementation decisions.
- Practical exposure to hydropower development aspects, including civil structures, hydrology, hydraulic systems, and electromechanical equipment, and/or solar PV development aspects, including system sizing, energy yield modelling, grid integration, and battery energy storage systems (BESS), is highly desirable.
- Familiarity with power systems and infrastructure requirements for large-scale electricity consumers, including industrial facilities, digital infrastructure, and data centres, will be considered a strong advantage.
- Experience working with multidisciplinary teams, investors, consultants, developers, utilities, or government stakeholders in the delivery of energy and infrastructure projects will be an added advantage.

5. Key competencies and other attributes

5.1. Technical Knowledge

- Working knowledge of the hydropower project development lifecycle, including hydrology and water resource assessment, basic civil design concepts (dams, intakes, tunnels, and powerhouses), electromechanical systems, grid connectivity requirements, and operations and maintenance considerations.
- Working knowledge of solar PV project development, including solar resource assessment, energy yield modelling, system design for utility-scale and commercial & industrial (C&I) applications, inverter and module selection, battery energy storage system (BESS) integration, and O&M planning.
- Exposure to integrated or hybrid power system configurations combining hydropower, solar PV, and energy storage, particularly for applications requiring reliable and high-quality power supply for large consumers such as data centres and industrial facilities, will be an advantage.
- Basic understanding of power system fundamentals, including load flow concepts, grid connection processes, power purchase agreement (PPA) structures, transmission infrastructure planning, and electricity supply arrangements.

- Familiarity with regulatory, environmental, and permitting frameworks applicable to energy infrastructure projects, including environmental and social impact assessment (ESIA) processes and IFC Performance Standards.
- Strong analytical, data processing, and financial modelling skills, including advanced proficiency in Microsoft Excel; familiarity with relevant engineering software, simulation tools, and project modelling platforms will be considered an advantage.
- Exposure to project finance structures, investment evaluation processes, and EPC/O&M contracting models, including FIDIC-based contractual frameworks, will be beneficial.

5.2. Personal & Interpersonal

- Demonstrates initiative, curiosity, and a strong willingness to learn
- Resilient under pressure and comfortable operating in an evolving, fast-paced environment
- Strong written and verbal communication skills, with the ability to engage effectively with both technical and non-technical audiences
- Collaborative and team-oriented approach, with the ability to work effectively in a lean, high-performing team
- Adaptable and responsive to changing priorities, project requirements, and evolving business needs

6. Expected Deliverables

The Senior Analyst will contribute to the following types of deliverables on an ongoing basis throughout the engagement:

Deliverable	Description
Technical Assessment Inputs	Compile, analyse, and interpret technical data, supporting the preparation of structured assessments for hydropower, solar PV, and power infrastructure projects.
Feasibility Study Contributions	Provide research, data analysis, technical reviews, and drafting support for pre-feasibility studies, feasibility studies, and other project development documents for priority projects.
Proposal & Concept Note Drafts	Prepare initial drafts of project proposals, concept notes, technical scoping documents, and investment support materials for review by senior management.
RFP & Consultant/Contractor TOR Support	Develop draft scopes of work, technical requirements, evaluation criteria, and assessment frameworks for engaging external consultants, engineering firms, and contractors.
EPC & O&M Evaluation Support	Prepare comparison matrices, technical evaluations, and summary assessments of EPC contractor, consultant, and O&M service provider submissions.
Financial & Commercial Inputs	Provide technical assumptions, analysis, and supporting inputs for investment briefs, financial models, project economics assessments, and lender due diligence materials.
Site Visit & Due Diligence Notes	Document field observations, technical findings, and due diligence inputs from project site visits to support technical assessments and decision-making.

Technical Summaries & Presentations	Prepare concise technical briefing notes, presentations, and decision-support materials for senior leadership, investors, financing partners, and external stakeholders.
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7. Working Arrangements

The Senior Analyst will report to the Director — Energy & Infrastructure and work closely with them on day-to-day project activities, with periodic guidance and strategic direction from the Director Energy & Infrastructure. The role will involve regular engagement with a wide range of stakeholders, including technical consultants, investors, EPC contractors, utilities, government agencies, and regulatory counterparts, providing the opportunity to develop a strong understanding of project development, stakeholder management, and infrastructure investment processes.

Given GIDC's early-stage and entrepreneurial operating environment, the Senior Analyst is expected to demonstrate initiative, ownership, and adaptability across multiple workstreams. The role requires a proactive approach, with the ability to identify what needs to be done, take responsibility for deliverables, and contribute beyond narrowly defined responsibilities as project requirements evolve. A practical, solution-oriented mindset and willingness to work through complex challenges will be critical to success.

The role will require travel to project sites, stakeholder meetings, and partner locations within Bhutan and, where required, the broader region to support project assessments, technical engagements, and business development activities.

8. What Success Looks Like

Success in this role will be demonstrated through the Senior Analyst's ability to consistently deliver high-quality analytical support that enables faster, better-informed project decisions. Key indicators of success include:

- Analytical outputs are accurate, structured, and delivered within agreed timelines, providing senior management with a reliable foundation for investment and project development decisions.
- Feasibility study inputs, technical assessments, and proposal drafts require minimal refinement before senior review and approval.
- Contractor, consultant, and investor evaluation summaries are objective, well-structured, and provide meaningful insights to support decision-making.
- Senior management can confidently delegate analytical workstreams, knowing that underlying assumptions, data, and analysis are robust and dependable.
- The Senior Analyst progressively takes on greater ownership, managing broader scopes of work and engaging directly with project stakeholders, consultants, and partners.
- Internal processes, templates, technical review frameworks, and documentation standards continue to improve as GIDC scales, strengthening institutional capability without compromising speed or execution momentum.

9. Application Requirements and Terms

- Curriculum vitae;
- Copy of Master's degree Completion Certificates and Academic Transcripts.
- Copy of Citizenship Identity Card;
- Valid Security Clearance Certificate;
- Medical Fitness Certificate; and
- Two references from referees who are not family members.

10. Employment Terms:

- Regular

11. Salary & Others Benefits

- Remuneration and benefits shall be as per the GIDC's Service Rules/Policy.

12. Placement

- Currently based in Thimphu but may relocate to GMC.