



Standard Expression of Interest (EOI) Document for Shortlisting of Consultants and Consulting Services

**Procurement of Consulting Services
for Research and Study related to Selected
Annual Programs of 2074/75
(For National Consulting Services)**

Issued By:
Ministry of Population and Environment
Singha Darbar, Kathmandu

23 February 2018

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PREFACE

1. This Standard Expression of Interest (EOI) document has been prepared by Public Procurement Monitoring Office of Government of Nepal (GoN) for the use by its implementing agencies including the procurement entities of Government Ministries, Departments, Authorities and Government owned corporate bodies for short listing of Consulting Firms for recruitment of consultants. The EOI document can be used for short listing of consultants for Quality and Cost-Based Selection (QCBS), Quality-Based Selection (QBS), Fixed Budget Based Selection (FBS), Least Cost Selection (LCS) and Consultant's Qualification Selection (CQS).
2. This Preface and notes provided for the procurement entity in this EOI document should be deleted.
3. EOI evaluation weightage range given in this document should be deleted and assignment specific weightage within the given the range should be provided while issuing the EOI document.

Expression of Interest (EOI)

for

Selected Annual Programs of 2074/75

SN	Activities	Target
Package A: Climate Change		
1	Preparation of implementation guidelines on climate change program implementation	1
2	Preparation and of urban adaptation framework	1
3	Preparation of national report on climate change negotiation	1
4	Study on climate change impacts at local level	1
5	Preparation of proposal on CTCN	1
Package B: Land Degradation		
7	Preparation of national report on UNCCD	1
7	National plan on land degradation	1

Method of Consulting Service *QCBS, National*

Project Name : *Government of Nepal*

EOI: *01-2074/75*

Office Name : *Ministry of Population and Environment*

Office Address: *Singha Darbar, Kathmandu.*

Issued on: **23 February 2018**

Standard EOI Document

Abbreviations

CV	-	Curriculum Vitae
DP	-	Development Partner
EA	-	Executive Agency
EOI	-	Expression of Interest
GON	-	Government of Nepal
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
TOR	-	Terms of Reference
VAT	-	Value Added Tax

Contents

A. Request for Expression of Interest	6
B. Instructions for submission of Expression of Interest.....	7
C. Objective of Consultancy Services or Brief TOR	8
D. Evaluation of Consultant’s EOI Application	9
E. EOI Forms & Formats	10
1. Letter of Application	11
2. Applicant’s Information Form	13
3. Experience.....	14
4. Capacity	17
5. Key Experts (Include details of Key Experts only)	18

Standard EOI Document

A. Request for Expression of Interest

Government of Nepal
Ministry of Population and Environment (MoPE)
Climate Change Management Division (CCMD)
Date: 23 February, 2018
Name of Project: Selected Annual Program of 2074/75

Name of the Donor Agency : Government of Nepal
Donor /Grant No : N/A

1. Government of Nepal (GoN) has provided budget from its annual program and intends to apply a portion of this budget to eligible payments under the Contract for which this Expression of Interest is invited for **National consulting service**. The CCMD of MoPE now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide consulting services: **Research, study and guidelines on selected annual program of 2074/75.**

SN	Activities	Target
Package A: Climate Change		
1	Preparation of implementation guidelines on climate change program implementation	1
2	Preparation of urban adaptation framework	1
3	Preparation of national report on climate change negotiation	1
4	Study on climate change impacts at local level	1
5	Preparation of proposal on CTCN	1
Package B: Land Degradation		
6	Preparation of national report to UNCCD	1
7	National plan on land degradation	1

2. Interested eligible consultants may obtain further information and EOI document free of cost at the address of **CCMD of MoPE** during office hours or visit the client's website **www.mope.gov.np**
3. Consultants may associate with other consultants to enhance their qualifications.
4. EOI should be submitted by before closing of office hour of 15th day of notice published in sealed envelopes with valid registration Certificate and Tax Clearance Certificate.
5. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time limit /period will be the same as stipulated.
6. Consultant will be selected as per Quality-and Cost-Based Selection (QCBS) method. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
7. EOI will be assessed based on **Qualification 40% Experience 50%, and Capacity 10%** of consulting firm and key personnel.
8. Minimum score to pass the EOI is **65%**
9. MoPE reserves the **right to accept or reject any EOI or to annul the whole process** and shall be **free** from not only any liabilities incurred by any of the affected firms but also from any obligation to inform the firms of the ground for such action.
10. Further information can be obtained from following contact address during office hours:
11. CCMD of MoPE will provide **the electronic copy of EOI format** on official request letter from the concerning firms.
12. The notice will also be available on the MoPE web site - i.e www.mope.gov.np.

Standard EOI Document

B. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms.
2. Interested consultants must provide information indicating that they are qualified to perform the services (*descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment*).
3. This expression of interest is open to all eligible **[insert consulting firm/person/company/ organization]**.¹
4. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 4 years and audited balance sheet and bio data shall be considered for evaluation.²
5. The assignment has been scheduled for a period of **Fiscal year 2074/75**. Expected date of commencement of the assignment is **Jestha, 2075**.
6. A Consultant will be selected in accordance with the **QCBS** method.
7. Expression of Interest should contain following information:
 - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
 - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
 - *EOI Form: Letter of Application (Form 1)*
 - *EOI Form: Applicant's Information (Form 2)*
 - *EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))*
 - *EOI Form: Capacity Details (Form 4)*
 - *EOI Form: Key Experts List (form 5).*
8. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
9. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the **[Name of Package]**. The Envelope should also clearly indicate the **name and address of the Applicant**. Alternatively, applicants can submit their EOI application through e-GP system by using the forms and instructions provided by the system.
10. The completed EOI document must be submitted on or before the date and address mentioned in the "**Request for Expression of Interest**". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

¹ Client should delete as appropriate.

² Delete if EOI is not called for person.

C. Objective of Consultancy Services or Brief TOR

The main objective of this assignment is to prepare the documents related to Climate Change and Land degradation that can work as a guidelines for the MoPE and helpful for reporting to the international conventions while necessary. In this regard this assignment has been compiled as a single task with two different package based on its theme (Climate Change and Land Degradation). Each package has been further divided into different task based in their nature of report to be prepared. Objectives for each task have been set as follows:

Package A

1. Preparation of implementation guidelines on climate change program implementation

- Develop an operational manual on implementation of climate change program in Nepali language with reference to existing adaptation and mitigation interventions.

2. Preparation of urban adaptation framework

- Review the existing framework of policy and practices of climate change adaptation in Nepal.
- Explore the scope and develop the possible framework on urban adaptation considering the changes in political, institutional and functional perspectives

3. Preparation of national report on climate change negotiation

- Identify the possible emerging areas of negotiation themes under UNFCCC process
- Develop a national report on climate change and human rights in relation to Nepal

4. Study on climate change impacts at local level

- Develop a conceptual and methodological framework to assess the climate change impacts to be tailored to the local context.
- Identify the impacts of climate change as perceived by the local communities within the program areas of MoPE.

5. Preparation of proposal on Climate Technology Centre & Network (CTCN)

- Prepare a two set of feasible proposals to be submitted to CTCN: Option 1 and Option 2

Package B

1. Preparation of national report on United Nations Convention to Combat Desertification (UNCCD)

- Review the existing status of the land degradation and UNCCD and the process with reference to Nepal.
- Identify the priorities and outline the future directions

2. National plan on land degradation

- Prepare an action plan to address land degradation in line with the national and international process.
- Develop a concept note on how integrated watershed management can be aligned with the climate change and environment in Nepal

As the key objective of this task is to prepare a study report on climate change & land degradation in relation to livelihood improvement, it will be based on:

- Literature review on the relevant strategies,
- Consultation, interaction, collection of experts feedback and field visits if required,
- Prepare final report with appropriate recommendations

The service provider will work under direct supervision of the Climate Change Management Division (CCMD) and will be responsible for providing services to the CCMD.

- Basic understanding, existing status and future orientation in Nepal
- Prepare a concise report within the scope and limitation of TOR.

D. Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

<u>i) Eligibility & Completeness Test</u>	Compliance
Copy of Registration of the company/firm	
VAT/PAN Registration (<i>for National consulting firm only</i>)	
Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission [<i>insert Fiscal year</i>] (<i>for National consulting firm only</i>)	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Experience (3(A) and 3(B))	
EOI Form 4: Capacity	
EOI Form 5: Qualification of Key Experts	

<u>ii) EOI Evaluation Criteria</u>	<u>Insert Minimum Requirement if Applicable</u>	<u>Score [Out of 100%]</u>
A. Qualification		
<i>Qualification of Key Experts</i>		20+20=40
<i>Experience of Key Experts</i>		
B. Experience		
<i>General of consulting firm</i>		10+40+0=50
<i>Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.</i>		
<i>Similar Geographical experience of consulting firm</i>		
C. Capacity		
<i>Financial Capacity</i>		10%
<i>Infrastructure/equipment related to the proposed assignment³</i>		

³ This Evaluation criteria should be deleted if infrastructure/equipment are not the part of the proposed assignment.

E. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Experience (*General, Specific and Geographical*)

Form 4. Capacity

Form 5. Qualification of Key Experts

Standard EOI Document

1. Letter of Application

(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date:

To,

Full Name of Client: _____

Full Address of Client: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by **[Insert name of Client]** as Consultant for **[Insert brief description of Work/Services]**.
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. **[Insert name of Client]** and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. **[Insert name of Client]** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.⁴
5. All further communication concerning this Application should be addressed to the following person,

[Person]

[Company]

[Address]

[Phone, Fax, Email]
6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or

⁴ Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

Standard EOI Document

business and our Company/firm has not been declared ineligible.

7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed :

Name :

For and on behalf of (name of Applicant or partner of a joint venture):

Standard EOI Document

2. Applicant's Information Form

(In case of joint venture of two or more firms to be filled separately for each constituent member)

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*)
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)

Standard EOI Document

3. Experience

3(A). General Work Experience

(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						
6.						
7.						

Standard EOI Document

3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) ⁵ :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment: Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.	

Firm's Name: _____

⁵ Consultant should state value in the currency as mentioned in the contract

Standard EOI Document

3(C). Geographic Experience

Experience of working in similar geographic region or country

(In case of joint venture of two or more firms to be filled separately for each constituent member)

No	Name of the Project	Location (Country/ Region)	Execution Year and Duration
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Standard EOI Document

4. Capacity

4(A). Financial Capacity

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Annual Turnover	
Year	Amount Currency

- **Average Annual Turnover**

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(Note: Supporting documents for Average Turnover should be submitted for the above.)

Standard EOI Document

5. Key Experts *(Include details of Key Experts only)*

(In case of joint venture of two or more firms to be filled separately for each constituent member)

SN	Name	Position	Highest Qualification	Work Experience (in year)	Specific Work Experience (in year)	Nationality
1						
2						
3						
4						
5						

(Please insert more rows as necessary)