



Government of Nepal
Ministry of Forest and Environment
Building a Resilient Churia Region in Nepal (BRCRN)
Babarmahal, Kathmandu

Request for Expression of Interest (EOI)

For Mobilization of Field Based Regular Consultants for BRCRN Project through Firm at PPMUs (Sunsari, Mahottari & Sindhuli) and perform the service as per ToR

Date: 11 October 2023

1. Government of Nepal (GoN) has received a grant from Green Climate Fund toward the cost of Building a Resilient Churia Region in Nepal and intends to apply a portion of this Grant to eligible payments under the Contract for which this Expression of Interest is invited for **National consulting service**.
2. The **BRCRN, Babarmahal, Kathmandu** now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services: **for different field based regular consultants to assist Provincial Project Management Unit (PPMU) established at Sunsari, Mahottari and Sindhuli and perform the scope of works as provided in Terms of Reference (ToR)**.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address **BRCRN, Babarmahal, Kathmandu** during office hours on or before **1 November 2023** or visit e-GP system www.bolpatra.gov.np/egp or visit the client's website brcrn.gov.np.
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np/egp on or before **12:00 hours on 2 November 2023**.
6. In case the last date of submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
7. EOI will be assessed based on **Qualification & Experience of Experts (40%), Experience of Firm (50%) and Capacity (10%)** of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
8. The minimum score to pass the EOI is **70**.

EXPRESSION OF INTEREST (EOI)

Title of Consulting Service: Mobilization of Field Based Regular Consultants for BRCRN Project through Firm at PPMUs (Sunsari, Mahottari & Sindhuli) and Perform the service as per ToR

Method of Consulting Service: National

Project Name : Mobilization of Field Based Regular Consultants for BRCRN Project through Firm at PPMUs (Sunsari, Mahottari & Sindhuli) and Perform the service as per ToR

EOI : BRCRN/NCS/QCBS/2080/081/Assignment-01

Office Name: Building a Resilient Churia Region in Nepal (BRCRN)

Office Address: Babarmahal Kathmandu

Funding agency : Grant

Table of Contents

Section I.	A. Request for Expression of Interest	4
Section II.	B. Instructions for submission of Expression of Interest	6
Section III.	C. Objective of Consultancy Services or Brief TOR	8
Section IV.	D. Evaluation of Consultant's EOI Application	21
Section V.	E. EOI Forms and Formats	24

A. Request for Expression of Interest

Request for Expression of Interest

Government of Nepal (GoN)

Name of Employer: Building a Resilient Churia Region in Nepal (BRCRN)

Date: 11-10-2023 10:00

Name of Project: Mobilization of Field Based Regular Consultants for BRCRN Project through Firm at PPMUs (Sunsari, Mahottari & Sindhuli) and Perform the service as per ToR

Name of the Donor Agency: Grant

Donor Loan/Credit/Grant No: GCP/NEP/076/GCF31

1. Government of Nepal (GoN) has received a Grant from Single Envelope Procedure toward the cost of Mobilization of Field Based Regular Consultants for BRCRN Project through Firm at PPMUs (Sunsari, Mahottari & Sindhuli) and Perform the service as per ToR and intends to apply a portion of this loan/credit/grant to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service
2. The Building a Resilient Churia Region in Nepal (BRCRN) now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services: Mobilization of Field Based Regular Consultants for BRCRN Project through Firm at PPMUs (Sunsari, Mahottari & Sindhuli) and Perform the service as per ToR
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Building a Resilient Churia Region in Nepal (BRCRN), BRCRN, Babarmahal, Kathmandu during office hours on or before 02-11-2023 12:00 or visit e-GP system www.bolpatra.gov.np/egp or visit the client's website www.brcrn.gov.np
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np/egp on or before 02-11-2023 12:00
6. 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 will be the same as stipulated.
7. EOI will be assessed based on Qualification 40.0 %, Experience 50.0 %, and Capacity 10.0 % of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
8. Minimum score to pass the EOI is 70

B. Instructions for Submission of Expression of Interest

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 and the maximum number of partners in JV shall be limited to three.
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 Consulting Firm.
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.
5. The assignment has been scheduled for a period of up to April 2027. Expected date of commencement of the assignment is 01-01-2024.
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 by electronically only 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.

C. Objective of Consultancy Services or Brief TOR

TERMS OF REFERENCE for Consulting Service

**“Field Based Regular Consultant for BRCRN Project through Firm at PPMUs (Sunsari, Mahottari & Sindhuli) for up to Arpil 2027.”
(Assignment 1)**

1. Background and objectives

The Green Climate Fund (GCF) funded "Building a Resilient Churia Region in Nepal" (BRCRN) project was approved from the 24th board meeting of GCF in November 2019. The Ministry of Forests and Environment (MoFE) of the Government of Nepal (GoN) and the Food and Agriculture Organization (FAO) Nepal are jointly implementing the project as the executing entities. In addition to the executing agency, FAO is also the nominated Accredited Entity and therefore, responsible to the GCF for the full implementation of the project in 26 critical river systems in the southeast region of Nepal, covering parts of Koshi, Madhesh and Bagmati Province. The project has aimed to promote widespread adoption of climate-resilient land-use practices, confront deforestation and forest degradation challenges, better maintain the forest ecosystem, and build resilience to climate-induced hazards.

This project with the duration of seven years, started on 12 May 2020 and will be completed on 11 May 2027. In the preparatory phase, FAO provided intensive technical support to develop detailed plan of the river system, called critical ecosystem restoration plans (CERPs). On the other hand, MoFE has established and hosted a Project Management Unit (PMU) at the federal level and three provincial-level support teams, Provincial Project Management Units (PPMUs) in each province. The PPMUs are responsible to implement the project with strong stakeholder engagement, including all levels of government, Civil Society Organizations (CSOs), and community-based organizations (CBOs).

The Ministry of Forest and Environment has deputed government staff to full fill some of the approved positions in PMU and PPMUs for day-to-day implementation of BRCRN project. As the deputed staff from MOFE are not sufficient in terms of the numbers and technical capacity to implement the project activities, additional human resources have to be assigned to fulfill the gag. For this purpose, BRCRN intends to procure the services from a qualified service provider - a consulting firm to provide required human resources to fulfill the gap and to support PMU and PPMUs in project implementation.

2. Scope of Work for Consulting Firm

- a) **Mobilization of Experts:** The service provider will mobilize following experts' services (as point "j" below and as per given ToR) for the implementation of project activities in the field in Koshi, Madhesh and Bagmati Provinces.

Summary of estimated input days for each experts are as follows :

F.Y./ Position	Technical officer Watershed	Technical officer Forestry	Gender and Safeguard Officer
	(3 nos.)	(3 nos.)	(2 nos.)
080/81	150	150	150
081/82	300	300	300
082/83	300	300	300
083/84	225	225	225
Total days	975	975	975
In month	39	39	39

- b) **Organize a Kick off Meeting:** The Service Provider will organize a Kick Off meeting including all the relevant stakeholders (assigned individual consultants, concerned staff from BRCRN PMU, PPMU and FAO TA). During the Kick Off meeting following agenda will be discussed and agreed:
- i) Actual date of field mobilization
 - ii) Logistic arrangements for office facilities, field travel etc.
 - iii) Supervision, monitoring and reporting mechanism and schedule.
 - iv) Timesheet, Field travel authorization approval, field report submission, payment schedule and documentation requirements for remuneration and TA/DA payment.
- c) **Supervision/monitoring of consultants’ performance:** The Service Provider will regularly supervise/monitor the performance of the individual consultants and report to PMU and PPMU (in monthly basis) and make necessary corrective actions and/or suggest for improvement in consultants’ performance as appropriate.
- d) **Corrective actions to be implemented:** The Service Provider shall implement the corrective measures as suggested by the PMU/PPMU or authorised BRCRN Officials, as assigned, within the specified days in the contract document.
- e) **Replacement of individual consultants:** If it is required to replace the individual consultants for the reason as specified in Government Procurement rules and the contract documents – i.e. (i) the consultant is so sick that s/he cannot work or (ii) meets an accident or dies or (iii) cannot work for other reasonable causes, or (iv) the consultant is reported as ‘non-performer’ or significantly ‘low performer’ by his/her supervisor, the consultant shall be replaced with the mutual written agreement between the service provider the chief of PMU (in recommendation of PPMU as appropriate). In such case the new replacement should be evaluated as equal or better qualified than to whom s/he will replace.

2.1 Detailed Scope of Work for each Expert

1. Technical Officer (Forestry) – 3 Positions

Under the overall management of service provider, overall supervision of National Project Director and direct supervision of Provincial Project Coordinator, Technical Officer (Forestry) works in close consultation and coordination with the Technical Officer (Watershed), Gender and Safeguard Officer and other officers in PPMU.

Scope of works

- Support to CBOs (CFUG/LFG/CoFM) in the preparation/revision and implementation of Forest Operational Plan (FOP) in close consultation and coordination with Division/Sub-division Forest Office (DFO/SDFO)
- Train Local Resource Persons (LRP) and support and mobilize them for project implementation,
- Train CBOs in handling tools and equipment and provide technical support to CBOs in silvicultural operations as prescribed in forest operational plan,
- Provide technical support to FUG in implementation of natural regeneration management techniques.
- Support for the establishment and operation of on-farm nursery and ensure the quality seedling production for plantation and casualty replacement,
- Manage plantation including casualty replacement with quality seedlings for reforestation and afforestation ensuring protection measures of the area,
- Support in formation of public land forestry group, group strengthening and plantation in public land including its management in coordination with Technical Officer (watershed management),
- Provide support in extension for private plantation and technical backstopping to the private forestry owners in coordination with Sub-division Forest Office,
- Design and delivery of training on forestry/forest management and climate change to CBOs, (CFUG/LFG/CoFM) and stakeholders in consultation with thematic specialists and with support of DFO staff and follow-up of the training,
- Mobilize Community Based Forest and Agriculture Committee (CBFAC) at the river system level and CBOs of the project area in planning, implementation, monitoring of the activities implemented in the project area,
- Support and monitor Farmer Field School (FFS) and eco-clubs and mobilize them for the environmental conservation,
- Coordinate with President Chure Tarai Madhesh Conservation Development Board, Program Implementation Unit, municipalities, CBFAC, CBOs, CSOs, Schools, DFO/SDFO staff and other project/ programmes' field implementation units for the implementation of Critical Ecosystem Restoration Plan (CERP),
- Mainstream Environmental and Social Management Plan (ESMP), Gender Action Plan (GAP), Social Inclusion Management Plan (SIMP) and Indigenous Peoples Plan (IPP) in each activity of the project as cross cutting theme of the project,

- Support to prepare communication materials related to forest management, low carbon footprint and lead in dissemination using the LRP, eco-clubs, farmer's field schools and others as appropriate,
- Assist to PPC in forestry related matter and represent the project at local level forum,
- Involve in annual work plan and budget preparation of PPMU as a team member,
- Prepare TOR of forestry related local consultants (LRP, Facilitators etc.), facilitate in selection process, contract, and mobilize them in the field,
- Involve in monitoring and reporting with documentation and enrich Churia Knowledge Centre (CKC),
- Undertake assignments as assigned by the PPMU Chief.

Requirements

- Minimum bachelor's degree in forestry, master's degree is preferable, with three years of relevant work experiences.
- Proven experience in planning, implementation, monitoring and evaluation of forest management activities,
- Experiences on implementing ANR, SFM, and ecosystem restoration works,
- Proven track record of working with government institutions or with national level non-governmental organizations,
- Preference to those having relevant working experiences in Churia region,
- Proficiency in Microsoft office,
- Proficiency in GPS handling and operating,
- Proficiency in both spoken and written English,
- Strong inter-personal skills and excellent oral communication skills.

Expected outputs:

- Provide technical support to FUG on natural regeneration management techniques.
- Manage reforestation and afforestation activities.
- Design and deliver training on forestry/forest management and climate change to CBOs.
- Train Local Resource Persons as per need.
- Mobilize CBFAC and CBOs within the project area in planning, implementation, monitoring of the project activities.
- Monitor Farmers Field School (FFS) and eco-clubs and mobilize them towards the environmental conservation.
- Coordinate with municipalities, CBFAC, CBOs, CSOs, Schools, DFO staff and other local level stakeholders for the implementation of CERP.
- Mainstream ESMP, GAP, SIMP and IPP while implementing project activity.
- Prepare TOR of forestry related local consultants and service providers.
- Develop AWPB in coordination with PPC.
- Enrich CKC with documentation of good practices (as per need).
- Other tasks as assigned by PPMU co-ordinator.

2. Technical Officer (Watershed) – 3 Positions

Under the overall management of service provider, overall supervision of National Project Director and direct supervision of Provincial Project Coordinator, Technical Officer (Watershed) work in close consultation and coordination with the Technical Officer (Forestry), Gender and Safeguard Officer and other officers in PPMU.

Scope of works

- Provide technical support to CBOs (CFUG/LFG/CoFM) in the implementation of Soil Conservation and Watershed Management activities in close consultation with Soil and Watershed Management Office (SWMO).
- Design and implement on farm conservation (conservation farming) activities guided by the Critical Ecosystem Restoration Plan (CERP), Climate Change and Land Use (Planning CCLUP) in consultation with Community Based Forestry and Agriculture Committee (CBFAC) and concern municipality.
- Support project engineer in designing climate friendly small-scale infrastructure (water source protection, catchment pond rehabilitation, small scale irrigation renovation, gully control, landslide treatment etc.) for climate change adaptation in line with AWPB.
- Transfer the technology related with bioengineering for soil conservation (on-farm/off-farm) to Local Resource Person.
- Promote farm forestry (agroforestry) activities with cost benefit analysis in farmer's land by planting multistorey crop for diversified benefit and fodder/forage to increase stall feeding practice and reduce open grazing in forests.
- Mobilize Farmer Field School (FFS), eco clubs, CBOs in the extension of soil conservation and watershed management activities.
- Assist to Technical Officer (Forestry) in Forest Management activities in CF, LHF, CoFM, and Public Land Forest (PLF) as planned in AWPB.
- Support for the establishment and operation of on-farm nursery (multipurpose tree - fodder, fruit, forage, NTFP) and ensure the quality seedling production for plantation/casualty replacement in coordination with Technical Officer (Forestry).
- Support in formation of public land forestry group, group strengthening and plantation in public land including its management in coordination with Technical Officer (Forestry).
- Design and delivery of training on soil conservation and watershed management and climate change to CBOs (CFUG/LFG/CoFM), stakeholders and farmers with support of service provider and experts and follow-up of the training.
- Mobilize Community Based Forest and Agriculture Committee (CBFAC) of the river system and CBOs of the project area in planning, implementation, monitoring of the activities implemented in the project area.
- Support and monitor Farmer Field School (FFS) and eco-clubs and mobilize them for the environmental conservation.
- Coordinate with President Chure Tarai Madhesh Conservation Development Board, Program Implementation Unit, municipalities, CBFAC, CBOs, CSOs, Schools, DFO staff,

Soil and Watershed Management Office staff, project/programmes' field implementation units and other stakeholders for the implementation of CERP.

- Mainstream Environmental and Social Management Plan (ESMP), Gender Action Plan (GAP), Social Inclusion Management Plan (SIMP) and Indigenous Peoples Plan (IPP) in each activity of the project as cross cutting theme of the project.
- Support to prepare communication materials related to soil conservation and watershed management, Low carbon footprint and lead in dissemination using LRPs, Lead farmers, eco-clubs, farmer's field schools and others as appropriate.
- Assist to PPC in soil conservation and watershed management technology related matter and represent the project at local level forum.
- Involve in annual work plan and budget preparation of PPMU as a team member.
- Prepare ToR of soil conservation and watershed management related local consultants, facilitate in selection process, contract, and mobilize them in the field.
- Involve in monitoring and reporting with documentation and enrich Churia Knowledge Centre (CKC).
- Undertake assignments as assigned by the PPC.

Requirements

- Minimum bachelor's degree in forestry, watershed management, with three years of experience in soil conservation and watershed management field **Or** Master's degree in watershed management, (Soil Conservation major subject) with two years of experience.
- Proven experience in planning, implementation, monitoring, and evaluation of integrated watershed management activities.
- Experiences on implementing soil conservation, bio engineering and ecosystem restoration works.
- Proven track record of working with government institutions or with national level non-governmental organizations,
- Preference to those having relevant working experiences in Churia region.
- Proficiency in Microsoft office
- Proficiency in GPS handling and operating,
- Proficiency in both spoken and written English.
- Strong inter-personal skills and excellent oral communication skills.

Expected outputs:

- Design and implement on farm conservation (conservation farming) activities.
- Design and facilitate climate friendly small-scale infrastructure.
- Train Local Resource Persons as per need.
- Promote farm forestry (agroforestry) activities in farmer's land .
- Design and delivery of training on soil conservation and watershed management and climate change to CBOs .

- Mobilize CBFAC and CBOs of the project area in planning, implementation, monitoring of the activities.
- Coordinate with municipalities, CBFAC, CBOs, CSOs, Schools, DFO staff, Soil and Watershed Management Office staff and other local level stakeholders for the implementation of CERP.
- Mainstream ESMP, GAP, SIMP and IPP while implementing project activity .
- Prepare ToR of soil conservation and watershed management related local consultants and service providers as per need.
- Develop AWPB in coordination with PPC.
- Enrich CKC with documentation of good practices.
- Other tasks as assigned by PPMU co-ordinator.

3. Gender and Safeguard Officer – 2 Positions

Under the overall management of service provider, overall supervision of National Project Director and direct supervision of Provincial Project Coordinator, Gender and Safeguard Officer works in close consultation and coordination with Technical Officers (both forestry and watershed) and other officers in PPMU.

Scope of work

Task 1: Implementation and Monitoring of Safeguard, Gender and IPs Plan

- Plan and implement environmental and social management plan in coordination with National Safeguard Specialist (FAO TA) that may have potential environmental and social risks.
- Support in updating the safeguard implementing guidelines to ensure that social risks and their mitigation measures are included.
- Review activity plan and validate visiting the respective working area to ensure safeguard considerations and measures are incorporated.
- Review and update the ESMP, IPP and SIMP for respective river systems and ensure participatory monitoring through involvement of local communities, indigenous peoples and civil society organizations and other relevant stakeholders.
- Disclose updated ESMP, IPP and SIMP in the project Website.
- Screen the activities and assess (i) potential negative impacts on the IPs, Dalits and persons from excluded/ marginalized groups, and (ii) potential barriers that may inhibit them from participating in (and benefiting from) the activities.
- Conduct site specific environmental and social assessment for each intervention and develop risk mitigation measures to address potential adverse impacts identified, as well as other measures to overcome barriers to inclusion.
- Support in integrating local indigenous knowledge, skills, and practices for climate change adaptation into modules for extension service/farmer field schools.
- Ensure consideration of the environmental and social risk mitigation measures and impacts into design and cost estimate of the CERP interventions.

- Ensure stakeholder engagement in FPIC and SIMP related measures in monitoring process.
- Provide guidance and support to CBOs for implementing the environmental and social risk management plans.
- Monitor and provide safeguard advice and technical support to other team members as well as the service providers in implementing the project activities and provide feedback to PMU.
- Ensure effective monitoring of ESMP, IPP and SIMPs implementation using specified checklist in collaboration with the M&E specialists and reporting according to FAO and GCF timelines.
- Coordinate with PPMU and local stakeholders to ensure the participation of CSOs representing women (including indigenous women's groups and Dalit women's groups, among other) on PPCC.
- Support to engagement of women and women's organization in identifying vulnerable areas, critical ecosystems, and integration of women's issues in sub-river system level and SNRM planning.
- Work together with FAO- TA (Safeguards, IPs and Gender Specialist) to identify the dalit, IP and female beneficiaries who are working with existing SNRM projects and /or those who are integrated in introducing SNRM and DRR practices as //

Task 2: Ensure and obtain Free Prior and Informed Consent (FPIC)

- Disseminate the plan of activities proposed in the IPP during community level consultations.
- Support implementation of Indigenous Peoples Plan in line with the principles of FPIC, as defined in BRCRN FPIC Field handbook and in close consultations with National Indigenous Peoples Specialist.
- Support and update (as appropriate) and track the progress of the IPPs during project implementation, provide periodic reports to PPMUs on performance, including recommendations for remedial measures, as necessary.
- Support in building the capacity of PPMUs and CBOs in obtaining FPIC including prompt documentation.

Task 3: Capacity building on Safeguards, IP, Gender Equality and Social Inclusion for project personnel and partners at local level:

- Support in capacity assessment of the CBOs for environmental and social risk management,
- Review and update the training modules and materials as required.
- Support in providing training, onsite coaching on safeguard, gender and IPs including FPIC to PPMU and municipality in collaboration with Safeguard, IP and Gender specialists.
- Support in capacity building on safeguard, gender and IPs to stakeholders and partners involved in delivering project activities.

- Provide orientation and training to CBOs on environmental and social risk management for inclusive and SNRM.
- Support and conduct community level workshops and consultations meetings at river systems level to establish enabling environment during implementation phases.
- Provide onsite orientation and conduct sensitization program to the workers engaged in each intervention.
- Build awareness on safeguard policy and support in integration in the project activities at province level.

Task 4: Implementation of Grievance Mechanism

- Facilitate to establish and operationalize the Grievance Mechanism of the project at the PPMU level complying with standards procedure as set forth in the ESMF.
- Support M&E officer for the responses to grievances from CBOs members on safeguard issues, especially IPs, Dalits and people from other excluded/marginalized groups, to ensure that they are properly addressed.
- Receive the grievances or feedback through telephone/SMS, email, feedback/complaint box or other written or oral formats and respond them as required.
- Support M&E officers to compile and report the grievances/feedback.

Task 5: Documentation of good practices and learning on Safeguard, Gender and IPs

- Support in mobilization of CBOs, Local Resource Person (LRPs), extension workers, Eco clubs and Farmer Field School (FFS) for awareness on environmental and social safeguard, gender and IPs at community level.
- Coordinate with similar projects at provincial level for sharing the learnings and adopting good practices on safeguards.
- Develop and disseminate the project level good practices and learnings.
- Prepare communication materials, case studies, best practices, knowledge products, abstracts for articles on IPs, IPPF, FPIC for BRCRN project.
- Support to gather local and indigenous knowledge on climate resilient SNRM and distil this information into the manuals for LRPs to train and support CBO members to adopt such practices during and beyond the BRCRN project.

Other Works

- Liaise closely between PPMU and CBOS for generating necessary information and reports.
- Undertake any other tasks as assigned by the Provincial Project Coordinator.

Requirements

- Bachelor's degree, master's degree is preferable, in environmental science, Rural Development, Gender Studies, Natural Resource Management or other relevant fields and 3 years of work experiences in related field.

- Understanding of climate change, its impact, gender equality, social inclusion, indigenous peoples, and natural resource management
- Relevant work experience of governments and/or national/international organizations especially in programme implementation
- Proven experience on preparing and implementing safeguards plans and handling Grievance Redress Mechanism in the development projects.
- Proficiency in Microsoft office and GPS Handling/operating.

Expected Outputs:

- Prepare site specific Environmental and Social Risk Assessment Reports of each intervention.
- FPIC Reports for each intervention.
- Monitoring report at least one for each intervention complying with specific checklist.
- Prepare communication products related to safeguard, gender and social inclusion and IPs complying with specific template provided (as required).
- Ensure implementation of ESMP, IPP, GAP and SIMP.
- Reports of training /workshop/orientation events related to environmental and social risks, gender, and social inclusion.
- Establish data base, GESI responsive data/information- sex disaggregated data and other gender related qualitative data, report, case, and success stories.
- Grievances report on safeguarding.
- Other tasks as assigned by PPMU coordinator.

f) Details of the study and basic data concerning the assignment, if any, available,

N/A

g) If the consultant is required to transfer any knowledge or skill to the public entity, details there of,

N/A

h) If the training is to be provided, the number of the employees to be trained,

N/A

i) Function and qualification of the key human resource of the consultant and the estimated time required for the work to be performed by him or her,

S. No.	Consultant's designation	No. of Consultant	Estimated Input Months	<i>Based in (location)</i>
---------------	---------------------------------	--------------------------	-------------------------------	-----------------------------------

1	Technical Officer Forestry	3	From February 2024 to April 2027 (38 months)	One in each of the in PPMUs – Koshi (Itahari), Madhesh (Bardibas) and Bagmati (Sindhuli) Provinces
2	Technical Officer Watershed	3	From February 2024 to April 2027 (38 months)	One in each of the in PPMUs – Koshi (Itahari), Madhesh (Bardibas) and Bagmati (Sindhuli) Provinces
3	Gender & Safeguard Officer	2	From February 2024 to April 2027 (38 months)	One for PPMU – Koshi Province (Itahari), and one for Madhesh and Bagmati Provinces (Bardibas)

- j) The key human resource of the consultant as proposed cannot be changed for any reason other than the reason that, following the contract, he or she becomes so sick that he or she cannot work or meets an accident or dies or cannot perform such work for other reasonable reason,
- k) In the case where any consultant, in the capacity of the key human resource, is involved as whole timer in accordance with the contract, the bio-data of the same person cannot be so used in the process of procurement of other consultancy service that it overlaps with the schedule of work under the contract, until the work under the contract is completed
- l) Time for the commencement and completion of the work by the consultant,
The expected date for commencement of the work is **February 2024 to completion will be April 2027.**
- m) Details of the information, physical facilities and equipment to be provided by public entity to the consultant,
- i) Workstation for the consultants, basic stationeries and printing facilities
 - ii) PMU/PPMU may provide desktop computer for day-to-day office work
 - iii) TA/DA as per government rate for field work outside PMU/PPMU base station (Kathmandu valley, Itahari, Bardibas and Sindhuli)
- Any other logistics required to perform the job as per scope of work should be managed by the respective firm.**
- n) Details of the report, data, drawing and survey report etc. to be submitted by the consultant.

Deliverables/ Reporting Schedule: The service provider is required to submit monthly reports as well as other reports as below:

S. No.	Deliverables	Timelines/Schedule
1.	Inception Report (4 sets –one each for PMU and 3 PPMUs)	Within one month of commencement of Contract
2.	Monthly progress report (including supervision/monitoring report, consultant timesheet)	By the end of each Nepali months during the contract period
3.	Assignment completion/final report	Within 30 days of closure of Contract period.

D. Evaluation of Consultant's EOI Application

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.

i) Eligibility & Completeness Test

Sl. No.	Criteria Title	Compliance
1	Firm Registration	
2	Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission F/Y 2079/080 (for National consulting firm only)	
3	VAT/PAN Registration (for National consulting firm only)	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Application Information Form	
6	EOI Form 3: Experience (3(A) and 3(B)), The consultant shall have to submit the supporting experience documents along with EOI Application	
7	EOI Form 4: Capacity, the audited balance sheet shall be submitted along with EOI application	
8	EOI Form 5: Qualification of Key Experts, The firm shall have to submit the CV of each experts signed by respective expert and the authorized	
9	In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible consultant.	
10	If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV shall not be eligible to participate in procurement process till the concerned Court has not issued the decision of clearance against the Corruption Charges.	

ii) EOI Evaluation Criteria

A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Qualification of Key Experts (3 Positions) Technical Officer Forestry	Bachelor Degree in B.Sc. Forestry or in related field, Master degree in related field is preferable
2	Specific Experience -Technical Officer Forestry	Minimum 3 years of experience in related field
3	Specific Exp in similar terrain -Technical Officer Forestry	The working experience in the similar terrain is preferable but not mandatory
4	Qualification of Key Experts (3 Positions)- Technical Officer Watershed	Bachelor's degree in forestry, watershed management, agriculture (with soil conservation major subject) OR Master's degree in forestry, watershed management, Agriculture (Soil Conservation major subject)
5	Specific Experience -Technical Officer Watershed	At least 3 years after Bachelor's Degree or Two years after Master degree as specified above
6	Specific Exp in similar terrain -Technical Officer Watershed	The working experience in the similar terrain is preferable but not mandatory
7	Qualification of Key Expert (2 Positions)- GESO	Bachelor Degree (Forestry, Environmental Science, Sociology, Anthropology, Rural Development or equivalent), Master degree in related field is preferable
8	Specific Experience -GESO	Minimum 3 years of experience in related field
9	Specific Exp in similar terrain -GESO	The working experience in the similar terrain is preferable but not mandatory

Score: 40.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	At least 3 years experience in consulting assignment. In case of JV each partner must meet the requirement
2	Specific experience of consulting firm within last 7 years.	At least one (1) consulting assignment completed successfully with minimum value of NRs. 14 million within last 7 year OR successfully completion of two assignments with minimum value of NRs. 22 million.

Score: 50.0

C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity	Average annual turn-over shall be equal or more than NRs 25 million (best 3 out of seven years)

Score: 10.0

Minimum score to pass the EOI is: 70

Note : If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such consultant's proposal shall be excluded during the evaluation.

E. EOI Forms & Formats

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.¹
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

¹ 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) ² :
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: _____

² 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**

--

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

Standard EOI Document

4(B). Infrastructure/equipment related to the proposed assignment³

No	Infrastructure/equipment Required	Requirements Description
1.		
2.		
3.		
4.		
5.		

³ Delete this table if infrastructure/equipment for the proposed assignment is not required.

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)

Evaluation of Consultant's EOI Application

i) Eligibility & Completeness Test	Compliance
Copy of Registration of the company/firm	Must meet
VAT/PAN Registration (for National consulting firm only)	Must meet
Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission F/Y 2079/080 (for National consulting firm only)	Must meet
In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible consultant.	Must meet
EOI Form 1: Letter of Application	Must meet
EOI Form 2: Applicant's Information Form	Must meet
EOI Form 3: Experience (3(A) and 3(B)), supporting experience document should be attached along with EOI application.	Must meet
EOI Form 4: Capacity, audit reports should be attached to proof average annual turn-over.	Must meet
EOI Form 5: Qualification of Key Experts, CV of each expert signed by authorized representative and concerned experts.	Must meet

ii) EOI Evaluation Criteria	Minimum Requirement	Maximum Marks
A. Qualification & Experience of Key Experts (40 Marks)		
1. Technical Officer (Forestry) – 3 Positions	Bachelor's degree, (B.Sc. Forestry or equivalent), master degree is preferred with minimum 3 years of experience in related field	5 marks for each position
2. Technical Officer (Watershed) – 3 Positions	Master's degree in forestry, watershed management, Agriculture (Soil Conservation major subject) with two years of experiences OR bachelor's degree in forestry, watershed management, agriculture (with soil conservation major subject) with three years of experiences in soil conservation and watershed management	
3. Gender and Safeguard Officer (GESO)- 2 Positions	Bachelor's degree (Forestry, Environmental Science, Sociology, Anthropology, Rural Development or equivalent), master degree is preferred with minimum 3 years of experience in related field	
B. Experience (50 Marks)		
<i>General of consulting firm</i>	<i>At least three (3) years general experience in the consulting assignment. In case of JV each partner must meet the requirement</i>	15 Marks
<i>Specific experience of consulting firm within last 7 years.</i>	<i>At least one (1) consulting assignment completed successfully with minimum value of NRs. 14 million within the last 7 years OR successfully completion of two assignments with minimum value of NRs. 22 million.</i>	35 Marks
C. Capacity (10 Marks)		
<i>Financial Capacity</i>	<i>The Average turnover of best 3 years over last 7 years shall be minimum of NRs 25 million. <i>In case of JV Lead partner must meet 40% and each partner must meet 25% of the requirement and total should be 100%.</i></i>	10 Marks