

Government of Nepal
Ministry of Forest and Environment
Building a Resilient Churia Region in Nepal (BRCRN)
Babarmahal, Kathmandu
Date: 13 October 2023

Request for Expression of Interest (REOI)

For Mobilization of PMU and Field Based Consultants for BRCRN Project through Firm.

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 mobilization Consultants for BRCRN Project and perform the scope of works as provided in 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 **5 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 6 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 PMU and PPMUs Based Consultants for BRCRN Project

Method of Consulting Service: National

Project Name : Mobilization of PMU and PPMUs Based Consultants for BRCRN Project

EOI : BRCRN/NCS/QCBS/2080-081/Assignment-02

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

Office Address: Babarmahal Kathmandu

Funding agency : Grant

Loan/Credit/Grant number : GCP/NEP/076/GCF31

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	17
Section V.	E. EOI Forms and Formats	20

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: 13-10-2023 10:00

Name of Project: Mobilization of PMU and PPMUs Based Consultants for BRCRN Project

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 PMU and PPMUs Based Consultants for BRCRN Project 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 PMU and PPMUs Based Consultants for BRCRN Project
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 during office hours on or before 06-11-2023 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 06-11-2023 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**

**“Mobilization of PMU and Field Based Consultant for BRCRN Project through Firm.”
(Assignment 2)**

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 gap. 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 and PMU Babarmahal.

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

F.Y./ Position	Forestry Specialist (2 nos.)	NCDS (1 nos.)	NKMS (1 nos.)	SFMS (1 nos.)
080/81	150	150	150	150
081/82	300	300	300	125
082/83	187.5	300	300	---

083/84	---	200	200	---
Total days	637.5	950	950	275
In month	25.5	38	38	11

- 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. Forestry Specialist: 2 Positions

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

Scope of works

Task 1: Provide technical support to establish nurseries and seedling production

- Identify nursery sites in consultation with DFO, Sub-DFO and CBOs.
- Visit and ensure the sites to establish the nurseries (52) and submit field report with recommendations to PPMUs.
- Provide technical support to the small landowner to establish on-farm tree nurseries for plantation on private land.
- Support in preparing design, layout, and cost estimate of inputs to establish nurseries and seedling production as per GoN standard Norms.
- Ensure species and quality of seedlings to be produced in the nurseries.

Task 2: Provide technical support to establish tree cover in private land to improve fuel wood and timber availability

- Consult with households within the project river systems and concerned stakeholders to clarify the tenure to avoid ownership disputes.
- Identify and prioritize the lower income households to provide intervention support.
- Prioritize farmers that are distant from Community Forests, Leasehold Forests and Collaborative Forest in support of DFO, Sub-DFO, and CBOs.
- Facilitate households to plant (maximum 1 ha.) tree species in their private land.
- Support PPMU in resource planning in targeted river systems.
- Prepare and submit the private tree plantation plan to the PPMUs.
- Prepare implementation manuals for tree plantation.
- Facilitate and provide technical support to plant seedlings in the targeted river system (at least 100 households per river system).
- Support/facilitate and organize the exposure visits of project supported private forest owners to enhance their interest in engaging with the project.
- Support in establishment and maintenance of several forest plantation (riverine, community/public land, demonstration, woodlots) in the project areas.

Task 3: Plan interventions for local capacity building of the project

- Design and deliver training and capacity building programmes for BRCRN project stakeholders to support the development of demonstration plantations, public land forests on riverbanks, public land forest on community land, riparian plantation, and establishment of woodlots.
- Develop training modules for on-farm nursery training.
- Develop manuals aligning it with gender and indigenous peoples plan incorporating safeguard principles.
- Provide technical support to the implementation of CERP plantation activities (Private plantation, public land plantation, riparian plantation, and demonstration plantation).
- Provide technical advisory support to provincial project coordinator and interested farmers on species selection and plantation techniques and formal registration of public land forestry and private forestry.
- Develop training manuals for the implementation of private and public land forestry.
- Other forestry related tasks as assigned by the provincial project coordinator.

Requirements/Qualification and Experience:

- Master's degree in forestry or a closely related field.
- At least 10 years of work experiences on forestry development and other related fields.
- Proven experience of inter-sectoral strategy development, rural and community development planning.
- Experiences on designing and delivering technical training on nursery management and plantation.
- Proven track record of advising and collaborating with government institutions and other stakeholders such as UN agencies, I/NGOs.
- Proficiency in both spoken and written English and Nepali.
- Proficiency in Microsoft office (at least word, excel, power point) and GPS handling/operating.
- Strong inter-personal skills and excellent oral communication skills.

KEY PERFORMANCE INDICATORS

Expected Outputs:

- Identify nursery sites and submit 52 nursery establishment report.
- Identify, prioritize, and submit report of the lower income households for intervention support.
- Prepare the private tree plantation plan.
- Prepare implementation manuals for tree plantation.
- Design training and capacity building programmes for BRCRN project stakeholders.
- Develop training modules for on-farm nursery training.
- Develop training materials, manuals, communication materials.
- Training delivery report
- Periodic thematic progress report
- Back to Office report

2. Knowledge Management Specialist: 1 Positions

Under the overall management of service provider, direct supervision of National Project Director and in coordination with Provincial Project Coordinators and other Specialists/ consultants; Knowledge Management Specialist works in close consultation and coordination with the Planning and Monitoring Officer of PMU, International Knowledge Management Specialist, and other thematic specialists of FAO TA.

Scope of works

Task 1: Lead the establishment of the Churia Knowledge Centre (CKC) and the development of Knowledge Management (KM) strategy and plan of the Project and impact data delivery of 26 river systems, PPMUs and PMU

- Prepare KM strategy and its execution plan.
- Support the establishment of CKC and its operation modality.
- Support the design of training and capacity building programmes for BRCRN project stakeholders necessary to support the communication and dissemination of project outcomes and impacts in the project area and beyond.
- Establish linkages of the CKC to other relevant document, knowledge hub and statistical repositories (e. g. CBS, CBOs, and other relevant institutions).

- Plan and develop support systems to mobilise local youths/eco-clubs and local resource persons for knowledge sharing.
- Plan and develop community-oriented knowledge generation systems to inform the best practices, case stories, and success stories.
- Ensure effective implementation of CKC by aligning the activities with BRCRN M&E framework.
- Work closely with National (FAO TA) and International Knowledge Management Expert and develop ten locally adapted training modules on climate resilient SNRM to be used by extension workers, including in the farmer field schools. The modules will incorporate gender gaps in agroforestry, gender roles and responsibilities, gender implications in climate-resilient natural resources management practices.

Task 2: Review and update the knowledge management and communication strategy with relevant stakeholders

- Update the knowledge products, digital formats and template used by beneficiaries (web, brochures, checklist etc)
- Ensure quality of contents of the website, and operational management of website and other social media activity.
- Review target delivery and uptake of study and assessment and evaluate reach and analyse the metrics of reach and engagement of knowledge and communication products.
- Review and support in updating KM strategy of the MoFE and major Implementing Collaborators such as Provincial Government and Local Level offices including district level Natural Resource Management related offices.
- Review the knowledge products and confirm the gender and indigenous people's concerns are incorporated.
- Plan for the organization of awareness raising campaigns with counterparts, CBOs, and other relevant stakeholders in close coordination with Communications Specialist
- Plan and develop community-based people centric communication system for awareness raising on situation of the Chure Landscapes.
- Ensure and maintain standard quality of communication and visibility standard as per project communication plan and visibility guidelines.
- Work closely with the Communication Specialist within the framework of the BRCRN and its objective to achieve a good result.

Task 3: Support capacity building and training plan and documentation

- Work with PMU and FAO-TA to develop capacity building strategy and plan.
- Document lesson learnt and best practices from training, online engagement, and other learning events.
- Work closely with National and International consultant to improve capacity building activities, develop learning and instructional materials.
- Prepare training manuals on communication, information dissemination and media mobilization for project team and collaborators.
- Support CBOs to organize local learning-sharing events.

Task 4: Support in reporting and documentation

- Work closely with PMU and FAO- TA and prepare project bi-annual and annual report as per the reporting timeline and the format.
- Collect success stories, case studies to show the success of the project implementation.
- Develop documents on best practices, success stories and lessons learnt in collaboration with M&E Specialist.
- Work with Gender Specialist to ensure gender equality in project M&E system, documentation, and disaggregated data management and its visualization.
- Work with Indigenous Peoples Specialist to document indigenous knowledge and practices, and documentation of intermediate technologies.
- Support in preparation of community mapping to support planning and monitoring of the project progress.
- Develop an integrated web-based system to strengthen the MIS.

Requirement (Qualification and Experiences)

- Master's degree in NRM with knowledge of mass communication or Journalism or Environmental Journalism or Development Studies or other relevant fields.
- At least 10 years of relevant experience in designing and implementing knowledge management strategy and implementation plan.
- Solid understanding of climate change issues, outreach, and networking.
- Demonstrated experience in developing content that clearly communicates ideas and experiences for community outreach, media communication and other learning events.
- Relevant work experiences in working with governments and/or international organizations especially in strategic communication planning.
- Proven track record in the development of knowledge management strategy and documentation.
- Proven track record of advising and collaborating with government institutions and other stakeholders such as NGOs.
- Excellent command of English and Nepali both written and oral.
- Proficiency in Microsoft Office (Word, Excel, Power point)

Key performance indicators

Expected Outputs

- Knowledge Management Strategy and plan in close collaboration with International Knowledge Management Consultant (FAO TA).
- Develop support systems to mobilise local youths/eco-clubs and local resource persons for information channelling.
- Develop ten locally adapted training modules on climate resilient SNRM in coordination with national and international Knowledge Management Experts.
- Document lessons learnt and best practices from training, online engagement, and other learning events.
- Prepare training manuals on communication and media mobilization for project staff and counterparts.
- Develop an integrated web-based system to strengthen MIS.
- Establish CKC

- Develop CKC manuals, protocols, manuals, and standard operating procedure in collaboration with National (FAO TA) and International Knowledge Management Expert.
- Prepare project progress report.

3. Sustainable Forest Management Training Specialist: 1 Positions

Under the overall management of service provider, direct supervision of National Project Director and in close coordination with Provincial Project Coordinator and other specialists and officers of PPMUs, Sustainable Forest Management Training Specialist (SFMS) works in consultation, coordination, and collaboration with the DFOs, SDFOs within the project areas.

Scope of works

- Develop sustainable forest management framework for the entire project area embedding different forms of public and private forest management regimes.
- Develop training manual on sustainable forest management.
- Deliver ToT (26 ToT events)/refresher training to improve capacity of sub-division forestry staff in the application of SFM practices.
- Support ToT trainees to deliver local level training (122 events) to CBOs and other landowners to build their capacity on SFM practices.
- Provide support for sustainable forest management of community managed forests within the project areas.
- Support silviculture specialist in developing silviculture guidelines.
- Support International Forest Landscape Restoration (FLR) Specialist in developing training materials and training delivery on FLR.
- Support CBOs in developing and strengthening forest management operational plan.
- Ensure SFM that maximize ecosystem service provision and resilience, as well as generating significant climate change mitigation benefits.
- Support PMUs in developing lists of relevant equipment/tools for SFM.
- Develop training materials, manuals, communication materials.

Requirements/Qualification and Experience:

- Master's degree in forestry or a closely related field.
- At least 10 years of work experiences on forest management and other related fields.
- Experiences on designing and delivering technical training to officer level staff on sustainable forest management.
- Proven track record of engagement in capacity development with government institutions and other stakeholders such as UN agencies, I/NGOs.
- Proficiency in both spoken and written English and Nepali.
- Proficiency in Microsoft office (at least word, excel, power point)
- Strong inter-personal skills and excellent oral communication skills.

KEY PERFORMANCE INDICATORS

Expected Outputs:

- Develop sustainable forest management framework for the entire project area.
- Develop training manual on sustainable forest management.

- Deliver ToT (26 events)/refresher training to improve capacity of sub-division forestry staff on SFM.
- Develop training materials, manuals, communication materials.
- Training delivery report
- Periodic thematic progress report Back to Office report

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	Corporate 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	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Applications 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- Forestry Specialist – 2 Positions	Minimum Master's degree in forestry or related field.
2	Specific Experience of Key Experts - Forest Specialist	At least 10 years of work experiences on forestry development and/or related fields
3	Specific Exp in similar terrain- Forest Specialist	The working experience in the similar terrain is preferable but not mandatory
4	Qualification of Key Experts- Sustainable Forest Management Specialist (SFMS) - 1 Position	Master's degree in forestry or a closely related field
5	Specific Experience of Key Experts - SFMS	At least 10 years of work experiences on forest management and other related fields.
6	Specific Exp in similar terrain- SFMS	The working experience in the similar terrain is preferable but not mandatory
7	Qualification of Key Experts- -National Capacity Development Specialist - 1 Position	Minimum Master Degree in Forestry, Natural Resource Management, or relevant fields
8	Specific Experience -NCDS	At least 10 years of experience in capacity building in forestry, agriculture and environment sector including training and extension services for forest user groups and government extension workers.
9	Specific Exp in similar terrain- NCDS	The working experience in the similar terrain is preferable but not mandatory

Sl. No.	Criteria	Minimum Requirement
10	Qualification of Key Expert- National Knowledge Management Specialist (NKMS) -- 1 Position = 8 Marks	Minimum Master's degree in NRM with knowledge of mass communication or Journalism or Environmental Journalism or Development Studies or other relevant fields
11	Specific Experience - NKMS	At least 10 years of relevant experience in designing and implementing knowledge management strategy and implementation plan.
12	Specific Exp in similar terrain- NKMS	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 three (3) years general experience in the 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. 10 million within the last 7 years OR successfully completion of two assignments with minimum value of NRs. 15 million.

Score: 50.0

C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity	The Average turnover of best 3 years over last 7 years shall be minimum of NRs 20 million. In case of JV Lead partner must meet 40% and each partner must meet 25% of the requirement and total should be 100%.

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.			

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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.)

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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.

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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

<u>i) Eligibility & Completeness Test</u>	Compliance
Copy of Registration of the company/firm	Must meet
VAT/PAN Registration (<i>for National consulting firm only</i>)	Must meet
Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission <i>F/Y 2079/080 (for National consulting firm only)</i>	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 documents 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 should be attached along with EOI Application.	Must meet

ii) EOI Evaluation Criteria	Minimum Requirement	Maximum Marks
A. Qualification & Experience of Key Experts (40 Marks)		
1. Forestry Specialist – 2 Positions	Minimum Master's degree in forestry or related field with at least 10 years of work experiences on forestry development and/or related fields.	8 marks for each position
2. Sustainable Forest Management Specialist – 1 Position	Master's degree in forestry or a closely related field and at least 10 years of work experiences on forest management and other related fields.	
3. National Capacity Development Specialist – 1 Position	Minimum Master Degree in Forestry, Natural Resource Management, or relevant fields with at least 10 years of experience in capacity building in forestry, agriculture and environment sector including training and extension services for forest user groups and government extension workers.	
4. National Knowledge management Specialist – 1 Position	Minimum Master's degree in NRM with knowledge of mass communication or Journalism or Environmental Journalism or Development Studies or other relevant fields. with at least 10 years of relevant experience in designing and implementing knowledge management strategy and implementation plan.	

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. 10 million within the last 7 years OR successfully completion of two assignments with minimum value of NRs. 15 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 20 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

Note: In Case, a 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 firm's or JV EoI shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.