



Expression of Interest (EOI)

***Preparation of Periodic Plan, Poverty Mapping & Formation of
Resource Map with Location Profile of Aathbiskot Municipality***

National Bidding

Project Name : *Preparation of Periodic Municipal Development Plan (PMDP)*
EOI : 011/2075-076

Office Name : *Aathbiskot Municipality*

Office Address : *Aathbiskot, Rukum(West)*

Issued on : 2075/11/05



Abbreviations

CV	-	Curriculum Vitae
DO	-	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	4
B. Instructions for submission of Expression of Interest.....	7
C. Objective of Consultancy Services or Brief TOR.....	9
D. Evaluation of Consultant's EOI Application	18
E. EOI Forms & Formats	20
1. Letter of Application	21
2. Applicant's Information Form.....	23
3. Experience.....	24
4. Capacity	27
5. Key Experts (Include details of Key Experts only)	29



A. Request for Expression of Interest



आठविसकोट नगरपालिका
नगर कार्यपालिकाको कार्यालय
आठविसकोट, रुकुम(पश्चिम)
कर्णाली प्रदेश, नेपाल



सम्पर्क नं.
९७४९३८९९६९
९७४८५८३९३८

मिति : २०७५।११।०५

पत्र संख्या : २०७५/०७६
चलानी नम्बर :..

वस्तुगत विवरण सहितको आवधिक नगर विकास योजना तर्जुमा, गरिबी नक्शांकन र श्रोत नक्शा निर्माण कार्यका लागि आशय-पत्र पेश गर्ने सम्बन्धी सूचना
(प्रथम पटक प्रकाशित मिति :- २०७५/११/०५)


आठविसकोट नगरपालिकाबाट आवधिक नगर विकास योजना तर्जुमाका लागि स्वीकृत मार्गदर्शन र कार्य विवरण अनुसार स्थानीय सरकार सञ्चालन ऐन २०७४, आवधिक नगर विकास योजना तर्जुमा मार्गदर्शन २०७५ ले गरेको व्यवस्था बमोजिम यस कार्यालयको अगुवाइमा नगर विकास साझेदार तथा सरोकारवालाहरु समेतको सकृय सहभागिता र बिषय क्षेत्रका योग्य एवं अनूभवी परामर्शदाताको सहयोगमा सहभागितामूलक तरिकाबाट राष्ट्रिय योजना, बिषयगत योजनाको लक्ष्य, नगर विकास अवधारणा, बिषयगत गूर्योजना समेतमा आधारित भई राष्ट्रिय योजना आयोग, बिषयगत मन्त्रालयहरु तथा विकास साझेदारहरुबाट प्राप्त नीति निर्देशन एवं सूझाव समेतलाई दृष्टिगत गरी आर्थिक विकास, सामाजिक विकास, पूर्वाधार विकास, जलवायु परिवर्तन, वातावरण संरक्षण, विपद् व्यवस्थापन, फोहोरमैला व्यवस्थापन, बालबालिका पोषण, बालमैत्री, वातावरण मैत्री, सामाजिक सद्भाव, लैंगिक समानता तथा सामाजिक समावेशिकरण र सूशासन जस्ता समसामयिक विषयगत क्षेत्रलाई समेटी आगामी ५ वर्षको लागी यस नगरपालिकाको वस्तुगत विवरण सहित आवधिक नगर विकास योजना तर्जुमा, गरिबी नक्शांकन र श्रोत नक्शा निर्माण गर्न लागिएकोले सम्बन्धित बिषयगत क्षेत्रमा अनूभव तथा पेशागत दक्षता भएका इच्छुक व्यवसायिक फर्म/परामर्शदाता संस्थाबाट तोकिएको ढाँचामा आशय-पत्र पेश गर्न यो सूचना प्रकाशित गरिएको छ ।

१. आशयपत्रको ढाँचा यस कार्यालयबाट प्राप्त गर्न वा यस कार्यालयको वेवसाइट www.aathbiskotmun.gov.np बाट डाउनलोड गर्न सकिने छ । थप जानकारीको लागी ९७४९३८९९६९, ९७४८५८३९३८ मा सम्पर्क गरी बुझ्न सकिने छ ।
२. इच्छुक योग्यता पूगेका संस्थाले तोकिएको ढाँचामा निम्नानुसारका कागजात सहित आशयपत्र पेश गर्नु पर्नेछ ।
- २.१ आशय-पत्र पेश सम्बन्धि आवेदन



- २.२ संस्थाको दर्ता, नविकरण, भ्याट/प्यानदर्ता, कर चूका प्रमाणपत्र र लेखा परिक्षण प्रतिवेदन
- २.३ संस्थाको प्रोफाइल (जनशक्ती, भौतिक सम्पत्ती, उपकरण, कामको अनुभव सम्बन्धि विवरण)
- २.४ संस्थाको विगत ३ वर्षको वित्तीय कारोवार सम्बन्धी विवरण
- २.५ संस्थाको प्रमुख कर्मचारी तथा आवद्ध पेशागत विज्ञहरूको विस्तृत बैयक्तिक विवरण तथा कार्य अनुभव
३. इच्छुक आवेदक संस्थाले यो सूचना, आशय-पत्र र सो सम्बन्धि बिस्तृत अध्ययन गरी उल्लेखित विवरणहरू भरी आवश्यक कागजात संलग्न गरी शिलबन्दी सहित खामको बाहिर नाम, ठेगाना, फोन नं. र विषय उल्लेख गरी यो सूचना पहिलो पटक प्रकाशन भएको मितिले १५ औं दिन(मिति २०७५/११/१९ गतेसम्म)को कार्यालय समयभित्र यस कार्यालयमा आशय-पत्र पेश गरी सक्नुपर्नेछ । उक्त दिन सार्वजनिक विदा पर्ने गणमा त्यसपछिको कार्यालय खूल्ने पहिलो दिनको कार्यालय समयभित्र पेश गरिसक्नु पर्नेछ ।
४. म्याद नाघी आएको तथा रित नपूगेको आशय-पत्र स्विकार गरिने छैन ।
५. आवेदक संस्थाको आधिकारीक कागजात तथा प्रमाण, कार्य अनुभव र आर्थिक, भौतिक तथा मानविय संसाधनको अवस्थालाई आधार मानि मूल्यांकन गरिने र यस्तो मूल्यांकनको आधारमा ३ देखी ६ वटा आवेदक संस्थाहरूको संक्षिप्त सूची तयार गरी उक्त सूचीमा पर्ने सफल आवेदक संस्थाहरूलाई प्राविधिक तथा आर्थिक प्रस्तावको लागी आमन्त्रण गरिनेछ ।
६. आशय-पत्र एकल वा संयुक्त रूपमा पेश गर्न सकिनेछ । संयुक्त उपक्रमको रूपमा आशयपत्र पेश गर्ने इच्छुक आवेदकले आशयपत्र पेश गर्दा मुख्य भई काम गर्ने प्रमुख संस्था खूलेको विवरण तथा संयुक्त उपक्रममा कार्य गर्ने सम्बन्धि सम्झौताको प्रतिलिपि समेत पेश गर्नु पर्नेछ।
७. यस आशय-पत्र आह्वान सम्बन्धि सुचनामा उल्लेख गर्ने छुट भएका कूराहरू सार्वजनिक खरिद ऐन २०६३, आठविसकोट नगरपालिका सार्वजनिक खरिद नियमावली २०७५ र प्रचलित आर्थिक प्रशासन ऐन तथा नियमावली बमोजिम हुनेछ ।


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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
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 **6 months from the date of agreement**.
6. A Consultant will be selected in accordance with the **mark obtained as mentioned in Evaluation of Consultant's EOI Application**.
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 **Preparation of Periodic Plan, Poverty Mapping & Formation of Resource Map with Location Profile of Aathbiskot Municipality**. 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


नि. प्रमुख प्रशासकीय अधिकृत



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.



• OUTPUT EXPECTED

The completed periodic plan with Municipality profile, poverty map & resources center map should contain a complete report consisting among other as required in the periodic plan preparation Guideline of 2075 and other relative guidelines also of the following:

Municipality Profile: An up to-date profile should be prepared, comprising of disaggregated base-line information of existing physical, socio-demographic, economic, environment, financial and organizational states of the Municipality. Apart from the key statistics, such base line information should also include textual descriptions, maps, and key prospects and problem prevailing in the 14 Wards & Municipality. Base line information of at least two time points-having minimum interval of (past) five years should be included.

Profile analysis: The section should contain at least the following:

Trend analysis: The analysis should reveal among other things population trend, land use pattern, infrastructure provisions, import-export of goods, agricultural outputs, jobs, and other economic opportunities.

SWOT analysis: This should reveal potentiality of the Municipality based on its strength and opportunities. The analysis should also reveal the weaker side of the Municipality which tends to pose threat to the development of the Municipality.

Bottleneck Analysis: This tool should be used to find out the bottlenecks and barriers encountered in implementation of periodic and annual plan.

Spatial analysis: The analysis should clearly reveal demand and supply situation of vacant land, besides including land develop-ability analysis. The analysis, therefore, should clearly show the location where the growth can be channelized.

Cross-cutting issues analysis: GESI- an analysis of gender equality and social inclusion will be analyzed from the perspective of children, youth, women and socially excluded groups. EFLG- an analysis of disaster, climate change resilience, solid waste management and environment protection.

Resource mapping and financial analysis: The analysis should reveal income potential and financing sources of the Municipality including expenditure pattern of the Municipality for the five years plan period.

Poverty & resource center mapping analysis: This tool should be used to find out the poverty status of citizen as settlementwise. Resource center mapping tool used to find the status of different service providers governmental & non governmental with location which is accessed how far from citizen. The mapping should be provided in digital form (GIS) also.

Periodic Municipality Development Plan (PMDP)

- **Municipality vision.** To make the vision operational, necessary development principals to guide the sectors activities also need to be outline. Vision and principles should be formulated with broadly participated advisory committee-that is the Steering Committee formed under the chairpersonship of Mayor & CAO.



- **Goals, objectives, strategies, outcomes and outputs.** These should be formulated using Logical Framework Approach (LFA) and must be results based. And should also be supplemented by performance indicators and means of verification of such indicator as practicable. When adequate data are not found and formulating indicators becomes not feasible-and if the central technical advisory committee, Province technical advisory committee and the technical working committee

in the field are also satisfied of such deficiency of data, the team leader on the advice of such committee may introduce necessary modifications in the LFA technique. Sectors, which are required to be included, should include at least physical, environmental management, social, economic development, disaster management, financial mobilization, and organization development. Such Sector plans and programs may be formulated by forming Sub-Committees. Sectors plans and programs have to be prepared due attention to national concerns such as poverty reduction and equity focused for socio-economic prosperity.

- **Physical Development Plan (PDP):** PDP should essentially reveal the future desired plan of the Municipality keeping in view of long term horizon and also classify the Municipality land revealing broadly expansion areas, and natural resource areas. Such physical plan should be separately supplemented by the relevant data and thematic maps of existing land use pattern, environmentally sensitive areas, and infrastructure services. Plan should also be supplemented by social and economic data and thematic maps revealing the social and economic infrastructures of the Municipality. PDP should cover following infrastructure related aspects:

- Local transportation system
- Irrigation and river control
- Hydropower and alternative energy
- Water supply
- Housing, building and urban development
- Solid waste management
- Social infrastructure
- Information and Communication Infrastructure

- **Environment Management plan:**

The environment management work has remained as the major problem of the Municipality. The environment management plan should be formulated by studying and analysis in detail. Such plan should essentially cover the following aspect:

- Sanitation
- Sanitary land fill site
- Waste water management
- Minimization of solids waste, reuse, recycle promotion
- Solid waste management
- Air, water and noise pollution
- Control and management of built environment
- Greenery, park garden
- Others as per Municipality requirements
- Green jobs
- Climate change resilience and disaster risk reduction

- **Social development plan:**

Social development plan must be significant to bring qualitative improvement in the lives



of the common people. Inclusion and equity are expected to be properly considered in the social development plan. Attention should be given on socio-cultural dynamics and emphasis must be given to women and children as well as adolescent. Plan should be formulated on the basis of the analysis of social condition of the Municipality. Such plan should essentially cover the following aspect:

- Demography
- Education
- Health
- Drinking water supply
- Culture and sports
- People access to assets (social assets)
- Community resources
- Gender equality and issues related to children (survival, development, participation and protection) in line with the national CFLG framework
- Others as per Municipality requirements

Economic Development Plan:

Economic development plan should be prepared which directly contributes in economic activities of the Municipality and it will support in the development of the Municipality. Such plan should essentially cover the following aspect:

- Agricultural development
- Livestock development
- Non timber forest products
- Medicinal and aromatic plants
- Industrial development
- Trade promotion
- Tourism development
- Employment generation
- Poverty reduction and prosperity
- Rural urban linkage
- Micro/small enterprise and business promotion
- Renewable energy
- Migration/mobility
- Others as per Municipality requirements

Resource Mobilization Plan:

Such plan should essentially include the work to formulate identification and mobilization of resources required during the period of periodic plan preparation. The following things subjects need to be considered while formulating resource mobilization plan.

- Analysis and projection of Municipality income and expenditure (last five year and coming five year)
- Allocation of development budget (coming five year)
- Resource improvement action plan (LB's internal revenue, government grant)
- Investment from private sector
- Cooperatives contribution
- Civil society organization contribution
- Expenditure management action plan
- Others as per Municipality requirements



Institutional Development plan:

Human Resources Development Plan and organizational development plan are the areas of the institutional development plan. Following instruments should be considered in the formulation of institutional development plan as an engine to drive the periodic plan.

- Decentralization,
- Good governance
- Inclusive participation
- Simplified procedures
- Appropriate and optimum use of local resources and skills
- Institutional coordination and establishment of network
- Organizational capacity and capacity building
- Others as per Municipality requirements

Disaster Management Plan:

The vulnerability mapping of the Municipality shall include following aspects whenever seems necessary;

- Earthquake
- Fire
- Floods
- Landslide
- Drought
- Epidemic

The vulnerability mitigation plan through the vulnerability mapping of the area, a proper strategy should be adopted to formulate the action plan for Disaster management. This formulated plan may be of;

- Pre- disaster plan
- Early warning
- During or immediate after disaster
- Post- disaster Plan

Multi-Sectoral Investment Plan (MSIP).

Such plan should reveal short and long-term programs/projects, cost estimate, and probable financing sources prioritized in sequential manner for the planning period of five years. Such programs/projects should be to cater to both the short- term and long-term needs of Municipalitys should be consistent with the long-term development plan, sectoral goals and objectives, and the vision. Furthermore, MSIP should clearly reveal programs/projects for each fiscal year. Such MSIP should be pragmatic, and be consistent with the financial resource plan. The city level plan/projects (Mega project) and the projects that can be implemented exclusively by local bodies should be clearly mentioned in MSIP. It is suggested that the plan/projects that have to implement by different line agency in MSIP, included after thoroughly consultation with the concern offices. The cost estimate of the projects should be done according to the approved Municipality rate.

In order to this, the thematic maps of these all development plans should be prepared in A-CAD drawing format in color A3 paper size. For the additional advantage on thti1ization of the maps, it is recommended to present those thematic maps in GIS environment.

Poverty mapping & resource center plan: The different level of poverty of

नि. प्रमुख प्रशासकीय अधिकृत



citizen such as most lower, lower, medium & higher as settlement wise data should be collected & analyzed. It helps to implement the development activity in priority base. The resource center plan should be done to analyze the access of citizen to it.

- **METHODS OF PLAN PREPARATION**

Data gathering and analysis

Plan preparation will rely on both primary and secondary data. Primary data especially related to Municipalities -land use pattern, extent of newly opened roads, their standards and quality, land values and environment problems shall be gathered through physical mapping using cadastral map, on the site observation, and interview. Ward level problems and needs are ascertained through participatory rapid appraisal by holding citizens gathering at the Municipality & ward offices or at the convenient location of the municipality.

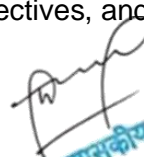
Municipality level potentials problems and development issues are identified by organizing validation workshop at ward level & Municipality. The participants will be from Municipality personnel, government agencies, ward & Municipalities representatives, representatives of line agencies, representative of national level political parties, Women, Dalit, Child club networks and disadvantaged people, entrepreneurs, traders, INGOs/NGOs working in the areas.

Data on physical, environmental, social, economic, financial, and institutional shall be gathered from sources such as office records or archives, Municipality reports, Municipalities publication, Municipality profile, published academic or professional reports, and data published by CBS. Analysis will include both trend, spatial analysis using GIS, and interpretation of aerial photographs.

The data analysis should also ensure that the relevant information and analysis made available from the Municipality on bottleneck analysis, health investment case studies, WASH strategic plans, multi-sectoral nutrition plans, adolescent baseline and similar others should be taken into account and fed them into the PDDP appropriately. Similarly, as per the requirement, relevancy and appropriateness, national data and information should be analyzed and linked them in to PDDP.

Planning process

Planning process shall be a participatory one. A broadly participated advisory committee henceforth called as Steering Committee is emphasized and shall be formed to guide preparation of periodic plan. The role of Steering Committee is two-fold. First, it can coordinate between sectoral agencies to channel capital investment and enable plan implementation, even after the completion of plan preparation. Second, broader participation in Steering Committee can include concerns and aspirations of all the sectors and stakeholders therefore lend credibility and legitimacy to the periodic plan. Steering Committee is envisaged to include wards, Municipality, other government agencies, political parties/leaders, civil societies, NGOs, CBOs, intellectuals, prominent citizens, professional bodies, and planning team. Steering Committee shall be the key body to formulate policies and guidelines related to plan preparation. This shall meet to advise on various aspects of plan preparation including identifying problems and issues of the Municipality, formulating and reviewing of Municipality vision, goals, objectives, and


नि. प्रमुख प्रशासकीय अधिकृत



programs.

The Steering Committee, if needed, may also form a core advisory committee, comprising members of the steering committee, but small in size, so as to expedite the planning proceedings. Such core advisory committee shall work in lieu of steering committee, and shall work as a bridge between the steering committee and sectoral (sub)-committees. In the long run—that is in the plan implementation phase, such core advisory committee may be transformed into advisory committee for the Municipality to facilitate the plan implementation

Planning team shall be formed and will be responsible to present all necessary analysis in all stages of planning process and to facilitate necessary meeting and workshops. Planning team shall comprise of technical personnel from MUNICIPALITY, besides experts from the consultant firm. Sub-Municipality level meetings comprised of representative from all Municipality, citizens, NGOs, CBOs will be held.

The planning team should also ensure that the “Bal-Bhelas” (consultation with children) , that are in line with the guidelines developed by MOFAGA(MOFALD) , takes place and the issues and recommendations collected from them are fed into the PDDP to guide annual plans.

During the planning process as and when relevancy arises, a specific consultation with political parties and with differently able and other stakeholders can be considered.

Accordingly, Municipality level programs will be identified as a basis for the annual planning process. To make inclusive and ensure adequate participation in the planning process, youth and deprived groups such as Dalit, janjatis and special groups such as women, children, disabled will be treated separate interactions. The internally displaced people (IDPs) and squatters also need to be duly included in the planning process.

Steering Committee may also form Working Sub-Committees to facilitate the focused group discussion and enable the specialized input of the experts so as to prepare sector-wide plans and programs. The Working Sub Committee with the support of planning team will formulate Municipality sectoral plans and programs, using Logical Framework Approach (LFA). Such Plan should reveal the sectoral goals, objectives, outputs, activities, progress indicators, means of verification indicators, and implementation strategies. Plan should cover the development sectors identified earlier. The planning team shall also make elaborate consultation with the concerned Sub-Committee to formulate the development principles and guidelines for the preparation of the long-term physical development plan

• DURATION OF THE STUDY AND REPORTING

Periodic plan should be prepared in **Nepali language**. And the consultant should submit the following reports:

- i) **Inception Report:** The consultant shall submit the 2 copies of inception report within 1 month after signing the contract indicating the detailed available secondary information, work plan and activities with fine-tuning of methodology.



ii) Field Report: Two copies of field report should be submitted after field work had completed (data collection and workshop has completed). The estimated time for field report is 5 weeks after submission of inception report. The report should indicate how the fieldwork had conducted, problems and solution for that.

iii) Draft Report: The consultant shall submit 2 sets of the draft report within 3 weeks after submission of field report after presented to the steering committee.

iii) Final Report: The consultant shall submit 5copies of each set of the final report in a week after submission of draft report incorporating suggestions from Municipality level workshop. The report should be in two sets (two Volumes of each) as mentioned for draft report. The final report should be in hard as well as in soft copies and the hard copy of map.

The reporting schedule can be summarized as follows:

S.N.	Reports	Period	Remarks
1	Inception Report	1 month after signing the contract	2 copies
2	Field Report	Within 8 weeks after inception report contract	2 copies
3	Draft Report	Within 4 weeks after field report	2 copies
4	Final Report	15 days after submission of draft report	5copies

• COMPOSITION OF THE CONSULTING TEAM

In general, the consulting team shall compose of the following professionals and support staffs.

A) Professionals staffs:

- Development Planner/Team Leader (1 person for 4 months)
- Economist/Financial analyst (1 person, 3 months)
- Institutional Development Expert (1 person, 1.5 months)
- Sociologist/community development expert/GESI Expert (1 person, 1.5 months)
- CFLG analyst (1 person, 1. months)
- Environmental Engineer (1 person, 1 months)
- Civil Engineer (1 person, 1 months)
- GIS Expert (1 persons, 1 months)

B) Support staffs:

- Computer Operator (1 person, 4 months)

• PAYMENT SCHEDULE

The payment schedule will be as per the following:

After submission of inception report =20% of the total contract amount.



After submission of the field report = 30 % of the total contract amount.
After submission of the draft report = 30 % of the total contract amount.
After submission and approval of the final report = 20% of the total contract amount.

- **APPROVED**

BUDGET NRs.

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नि. प्रमुख प्रशासकीय अधिकृत

B. 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	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>Upto Fiscal year 2074/075</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	

ii) Evaluation Criteria				
A.	Commitment : 5 Marks			5 Marks
	Adherence to Code of ethics			3
	Adherence to Anti-corruption policy			2
	It is mandatory to provide the firm's commitment on code of ethics and anti-corruption policy. Upon failing to do so, the firm will be disqualified for evaluation. Mechanism to monitor the adherence to these policies should be stated.			
B	Proposed Staff : 15 Marks			15 Marks
S.N.	Title	Requirement	Nos	Max. Marks
1	Development Planner/Team Leader	Planner with minimum 15 years of experience in development , planning & project management sector	1	3
2	Economist/Financial analyst	With minimum 5 years of experience in economic/financial sector	1	2.5
3	<i>Institutional Development Expert</i>	With minimum 10 years of experience in development, project & planning management sector	1	2.5
4	Sociologist/community development expert/GESI Expert	Masters in related faculty with 5 years of experience in planning & project management/social inclusion/IEE/EIA	1	2.5
5	CFLG analyst	Masters in any faculty with minimum 10 years of experience in Children/GESI/Social Inclusion sector	1	1
6	Environmental Engineer	Masters in Environmental engineering and experienced in IEE/EIA works	1	1
8	Civil Engineer	Bachelors in Civil Engineering and experienced in design of Civil Engineering for at least 5 years in construction projects	1	1
13	<i>GIS Expert</i>	Master in astronomy & geology/ Geomatics with minimum 5 years of experience in surveying	1	1.5



C	Marks for Company's Capacity and Soundness : 10 Marks		10 Marks
i.	Office Setup: Minimum 2000 sqft buildup area (Bidder should submit location plan, office setup plan with workstation area and photographs.)		4
ii.	Regular inhouse Staff:		
	a. Architects	1	1
	b. Civil Engineers	1	1
	c. Structural Engineers	1	1
	d. Geotechnical Engineer	1	1
	e. Urban Planner	1	1
	f. Draft Person/Computer Operator	1	1
	(Bidder should submit Engineering council certificate, highest degree certificate and PAN Card)		
D.	Average Annual turnover of best years of last 5 years		10 Marks
	a. 3 crore		5
	b. 4 crore		7.5
	c. 5 crore and above		10
E.	Experience : 50 Marks		50 Marks
a.	General Experience : 15 Marks		
	i. 10 years of standing		7.5
	ii. 15 years standing		15
b.	Similar Experience : 20 Marks		
	i. Similar Geographical area (Preparation of at least 5 periodic plans/sectoral plans/master plans etc. especially in urban areas/Municipality or rural municipality level of Nepal)		5
	ii. Based on Size (at least Municipality/Rural Municipality level/District level/province level/Central level etc.)		5
	iii. Works (Completion of 5 periodic plans/Sectoral plans/Master plans etc.)		5
	iv. Government plans (preparation of governmental sectoral/master/integrated plans)		5
c.	Specific Experience : 15 Marks		15 Marks
	Experience in Planning & Project Management sector, Preparation of periodic plans, sectoral plans, master plans		
F.	Proper arrangement and layout of submitted documents		5 Marks
G.	Hand Over / Transferred of Knowledge and Technology		5 Marks



C. 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



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 as Consultant for
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. 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. and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.
5. All further communication concerning this Application should be addressed to the following person,
[Person]
[Company]
[Address]

नि. प्रमुख प्रशासकीय अधिकृत




[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 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):


नि. प्रकाश प्रसाद कोइराला



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.)



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.						



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):
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:	
<p>Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.</p>	

Firm's Name: _____



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.			



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.)



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

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



4. 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)

S.No.	Name	Position	Highest Qualification	Work Experience (in year)	Specific Work Experience (in year)	Nationality
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						

(Please insert more rows as necessary)