



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

Procurement of Consulting Services

For Revision of Community Forest Operational Plans in six clusters (Bhojpur, Dhankuta, Terhathum, Sankhuwasabha-250 CFOPs-(i), Solukhumbu, Okhaldhunga, Khotang, Udayapur -250CFOPs(ii), Ramechhap, Dolakha, Kavrepalanchowk, Sindhupalchowk, Sindhuli-250CFOPs-(iii), Palpa, Rolpa, Dang, Salyan, Pyuthan and Banke-250 CFOPs-(iv), Bardiya, Kailali, Kanchanpur, Doti-250CFOPs-(v) and Achham, Bajhang, Baitadi, Dadeldhura-250 CFOPs-(vi)

**Contract ID: NEP-REDD-64935-CS-QCBS
(For National Consulting Services)**

Issued By:
REDD Implementation Center
Babarmahal, Kathmandu

12 November 2018

PREFACE

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

Expression of Interest (EOI)

For

Revision of Community Forest Operational Plans of six clusters (Bhojpur, Dhankuta, Terhathum, Sankhuwasabha-250 CFOPs-(i), Solukhumbu, Okhaldhunga, Khotang, Udayapur -250 CFOPs(ii), Ramechhap, Dolakha, Kavrepalanchowk, Sindhupalchowk, Sindhuli-250CFOPs-(iii), Palpa, Rolpa, Dang, Salyan, Pyuthan and Banke-250 CFOPs-(iv), Bardiya, Kailali, Kanchanpur, Doti-250CFOPs-(v) and Achham, Bajhang, Baitadi, Dadeldhura-250 CFOPs-(vi)

(Contract ID : NP-REDD-64935-CS-QCBS)

Method of Consulting Service *QCBS, National*

Project Name : Revision of Community Forest Operational Plans

EOI: 01-2075/76

Office Name : REDD Implementation Center

Office Address: Babarmahal, Forest Complex.

Issued on: 12 November 2018

Financing Agency: Grant from World Bank

Abbreviations



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

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A. Request for Expression of Interest

Government of Nepal
Ministry of Forests and Environment
REDD Implementation Center
Date: 12 November 2018

Name of Project: Revision of Community Forest Operational Plans of six clusters)
Contract ID: NEP-REDD-64935-CS-QCBS

Name of the Donor Agency : World Bank
Donor /Grant No : TFOA 4169

1. Government of Nepal (GoN) has **received grant** from **World Bank toward the cost of REDD Readiness Program** 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**.

The **REDD Implementation Center** now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide consulting services: **Revision of Community Forest Operational Plans of (Bhojpur, Dhankuta, Terhathum, Sankhuwasabha-250 CFOPs-(i), Solukhumbu, Okhaldhunga, Khotang, Udayapur -250 CFOPs(ii), Ramechhap, Dolakha, Kavrepalanchowk, Sindhupalchowk, Sindhuli-250 CFOPs-(iii), Palpa, Rolpa, Dang, Salyan, Pyuthan and Banke-250 CFOPs-(iv), Bardiya, Kailali, Kanchanpur, Doti-250 CFOPs-(v) and Achham, Bajhang, Baitadi, Dadeldhura-250 CFOPs-(vi)**

2. Interested eligible consultants may obtain further information and EOI document free of cost at the address **REDD Implementation Center, Babarmahal** during office hours on or before **26 November 2018** or visit e-GP system www.bolpatra.gov.np/egp or visit the client's website www.redd.gov.np
3. Consultants may associate with other consultants to enhance their qualifications.
4. Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np/egp **or manually to the Office of REDD Implementation Center, Forestry Complex, Babarmahal** on or before **27 November 2018 within office hours**.
5. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
6. EOI will be assessed based on **Qualification 20% Experience 70%, 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.
7. Minimum score to pass the EOI is **65% in merit basis not more than six Firms for one Cluster**.

B. Instructions for submission of Expression of Interest

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

¹ Client should delete as appropriate.

² Delete if EOI is not called for person.

C. Objective of Consultancy Services or Brief TOR

Objectives of the Assignment

The main objective of this assignment is to revise 1500 CFOPs in consultation with CFUGs and concerned Division Forest Offices in 29 districts which are located within (Dang, Banke, Bardiya, Kailali and Kanchanpur) and beyond (remaining other districts) the ER Program Area. The revision of CFOPs in the districts beyond ER program area is desirable for two reasons--1) Contribute to implementing National REDD+ Strategy at national level, and 2) Control displacement/leakage of emission beyond ER Program Area.

Specific objectives of the assignment include:

- Conduct a robust discussion with the concerned CFUGs about several factors, including, but are not limited to, the condition of their forests, resource availability, demand-supply situation of forest products, needs of local people, interests of women, poor, indigenous people and other marginalized communities, and forest management options. and;
- After wider consultations with CFUGs as well as Divisional Forest Offices following the provisions of Community Forestry Development Guidelines 2071, revise the CFOPs of CFUGs in the targeted districts as specified in the scope of the work (section 3 below).
- **Scope of the work**
- REDD IC is seeking a qualified firm/consortium of firms to support 1500 CFUGs in revising their CFOPs following the Guidelines of Community Forestry Development Program 2071. These CFOPs need to be approved by the concerned Divisional Forest Offices.
- Under this ToR, there will be six assignments dividing the targeted districts into six clusters as follows:
 - .
 - Cluster-1: Bhojpur, Dhankuta, Terhathum, Sankhuwasabha: 250 CFOPs
 - Cluster-2 : Solukhumbu, Okhaldhunga, Khotang, Udaypur : 250 CFOPs
 - Cluster -3: Ramechhap, Dolakha, Kabhrepalanchowk, , Sidhupalchowk, Sindhuli,-- : 250 CFOPs
 - Cluster -4: Palpa, Rolpa, Dang, Salyan, Pyuthan and Banke: 250 CFOPs
 - Cluster-5 : Bardiya, Kailali, Kanchanpur, Doti,: 250 CFOPs
 - Cluster 6: Acham, Bajhang, Baitadi, Dadeldhura: 250 CFOPs
- REDD IC in close coordination with the Department of Forests and Soil Conservation and respective Divisional Forest Offices will decide for which CFOPs in which districts in the given clusters will be revised as part of this assignment.
- **Note: There are six clusters. We are seeking six consulting firms under this ToR in a way each firm provides works in a different cluster since the works will be carried out in parallel in the six clusters. However, a firm can apply for more than one cluster if the firm can provide more than one team for the targeted clusters, i.e. team of experts and crew members should not overlap between clusters.**

D. Evaluation of Consultant's EOI Application

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

Standard EOI Document



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

<u>ii) EOI Evaluation Criteria</u>	<u>Insert Minimum Requirement if Applicable</u>	<u>Score [Out of 100%]</u>
A. Qualification		
<i>Qualification of Key Experts</i>		20+20=40
<i>Experience of Key Experts</i>		
B. Experience		
<i>General of consulting firm</i>		10+40+0=50
<i>Specific experience of consulting firm within last 5 years. In case of person, specific experience of the person within last 4 years.</i>		
<i>Similar Geographical experience of consulting firm</i>		
C. Capacity		
<i>Financial Capacity</i>		10
<i>Infrastructure/equipment related to the proposed assignment³</i>		

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



E. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

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

Form 4. Capacity

Form 5. Qualification of Key Experts

Standard EOI Document

1. Letter of Application



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

Date:

To,

Full Name of Client: _____

Full Address of Client: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Sir/Madam,

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

[Person]

[Company]

[Address]

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

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

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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):



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.						

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3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years
(In case of joint venture of two or more firms to be filled separately for each constituent member)

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

Firm's Name: _____

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

Standard EOI Document



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.)

**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)

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)

