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
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A. Request for Expression of Interest
आठविसकोट नगरपालिकाको नगर कार्यपालिकाको कार्यालय
आठविसकोट, रूकुम(पश्चिम )
कर्णाली प्रदेश, नेपाल

पत्र संख्या: २०७५/०५/६४
चलानी नंबर: ..

वस्तुत विवरण सहितको आवधिक नगर विकास योजना तर्जुमा, गरिबी नवशांकन र श्रीत नवशा निर्माण कार्यका लागि आशय-पत्र पेश गर्न सम्बन्धी सुचना
(प्रथम पटक प्रकाशित मिति: २०७५/०५/०५)

आठविसकोट नगरपालिकाको आवधिक नगर विकास योजना तर्जुमालाई 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 अनुवादको नगर विकास साइटसँग तथा सरोकारवाही समेतको सकृय सहभागिता र विषय क्षेत्रका योग्य एवं अनुभवी परामर्शदाताको सहयोगमा सहभागितामूलक तर्किकार्य राष्ट्रिय योजना, विषयगत योजनाको सकृय, नगर विकास अवधारणा, विषयगत गृहस्थयोजना समेतमा आधारित भई राष्ट्रिय योजना आयोजन, विषयगत मन्त्रालय प्रनाली तथा विकास साइटसँग भ्रमण प्राप्त गृहस्थयोजना आवश्यकता र समयमा दृष्टिकोण गरी आवधिक विकास, सामाजिक विकास, पूर्वपराशिक विकास, जलवायु परिवर्तन, वातावरण संरक्षण, विपद, व्यवस्थापन, फोड़-फोडाल व्यवस्थापन, बालबाधितका पोषण, बालमानी, वातावरण मैत्री, सामाजिक सद्भाव, लैंगिक समानता तथा सामाजिक समावेशकरण र सूचांसंग जस्ता समसामिक विषयगत क्षेत्रसँग समेटी आयोजन ५ वर्षको लागि यस नगरपालिकाको वस्तुत विवरण सहित आवधिक नगर विकास योजना तर्जुमा, गरिबी नवशांकन र श्रीत नवशा निर्माण गर्न लागिएको सम्बन्धित विषयगत क्षेत्रमा अनुभव तथा पेशावर दक्षता भएका इच्छुक व्यवसायिक फर्म/परामर्शदाता संस्थावाहिनी तौरिएको ढौँगाम आशय-पत्र पेश गर्न यो सुचना प्रकाशित गरिएको छ ।

१. आशयपत्रको ढौँगा यस कार्यालयबाट प्राप्त गर्न या यस कार्यालयको वेबसाइट
www.aathbiskotmun.gov.np बाट डाउनलोड गर्न सकिएको छ । यह जलालकारीको लागि १६५५९७९६९,९७४५८३४३८ मा सहयोग गर्नुहुन्छ सक्ने छ ।
२. इच्छुक योग्यता धौँगा संस्थालेको तौरिएको ढौँगाम निम्नाङ्कनाका कागजात सहित आशयपत्र पेश गर्नुहुन्छ ।
२.१ आशय-पत्र पेश सम्बन्धी आवेदन
२.२ संस्थाको दरां, निविडक, भ्याट/प्यानादरां, कर चौक प्रमाणपत्र र लेखा परिक्षण प्रतिवेदन
२.३ संस्थाको प्रोफाइल (जनसङ्खी, भौतिक सम्पत्ति, उपकरण, कामको अनुभव सम्बन्धित विवरण)
२.४ संस्थाको विभाग ३ वर्षको विदित कारोबार सम्बन्धी विवरण
२.५ संस्थाको प्रमुख कर्मचारी तथा आवेद पेशावर विज्ञापको विस्तृत वैयक्तिक विवरण तथा कार्य अनुभव

३. इच्छुक आवेदक संस्थाले यो सूचना, आशाय-पत्र र सो सम्बन्धित विस्तृत अध्ययन गरी उल्लेखित विवरणहरू भरी आवश्यक कागजात संरचना गरी आवश्यक जानकारी दिन सहित नाम, ठाउँ, वैश्यानिक दिन र विषय उल्लेख गरी यो सूचना पहिलो घटक प्रकाशन भएको मिल्यो दिन २०७५/१२/१९ गतेसम्म)को कार्यालय सम्बन्धित यस कार्यालयमा आशावर पेश गरी सक्नपर्ने । उक्त दिन सार्वजनिक विदा पन्ने गएमा त्यसपछि कार्यालय खुल्ने पहिलो दिनको कार्यालय सम्बन्धित पेश गरिसकन्न नपर्ने ।

४. म्यादाधी आवेदकले तथा रित नपू र पेशावर स्विकार गरिने हुन ।

५. आवेदक संस्थाको आधिकारक कार्यालय तथा प्रमाण, कार्य अनुभव र आधिकारिक प्रति, भौतिक तथा मानविक सांगवारको अवस्थालाई आधारमा प्राथमिक गरिने र यसलो मूल्यांकनको आधारमा ३ देखि ६ वटा आवेदक संस्थाहरूले संक्षिप्त सूची तयार गरेकी पनि सुचिमा पर्ने सफल आवेदक संस्थाहरूलाई प्राथितिक तथा आधिकारिक प्रशासनको लागि आमन्त्रण गरिन्थे ।

६. आशाय-पत्र एकल वा संयुक्त रूपमा पेश गरन सकिन्छ । संयुक्त उपकरणको रूपमा आशाय-पत्र पेश गरिएको इच्छुक आवेदकले आशाय-पत्र पेश गर्ने भौतिक काम गर्ने प्रमुख संस्था खुलेको विवरण तथा संयुक्त उपकरणमा कार्य गर्न सम्बन्धित समाजसेवीको प्रति लिप्य नमोदे पेश गर्नु पर्नेछ ।

७. यस आशाय-पत्र आपात सम्बन्धित सुचिमा उल्लेख गर्ने छूट भएका कृपाहरू सार्वजनिक खिरिद ऐन २०६३, आठसौसौकट नगरपालिका सार्वजनिक खिरिद नियमावली २०७५ र प्रचलित आधिकारिक प्रशासन ऐन तथा नियमावली बमोजिम हुनेछ ।

रामबहादुर के.सी.
नि. प्रमुख प्रशासकीय अधिकारी
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
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.
Objective of Consultancy Services or Brief TOR

**Terms of Reference**

For

**Preparation of Periodic Municipal Development Plan**

(PMDP)

**· BACKGROUND**

Nepal possesses plenty of potentials for the prosperity. Its natural diversities and youth dominated population structure are the base of socio-economic growth and transformation. However, large segment of population is poverty-stricken and countryside settlements are far from the reach of basic services including infrastructure facility despite several development efforts. Landless poor in urban and land poor in rural areas are in the centre of plan development for the improvement of their livelihood and overcoming the poverty.

The ultimate goal of Municipal development is attainment of sustainable livelihood, improved well-being of people and overcome of poverty. In the absence of better access to the goods and services that they value the same suffers. Municipal people’s needs for sustainable livelihood and improved well-being are such that they require better access to information, markets and opportunities; they need better access to health, education and other goods and services.

In order to assess the existing situation of the services and facilities, the access situation will be derived from the proper Planning. The access situation of the services and facilities including the infrastructure for the each and every settlement will indicate the interventions to improve the access situation. The interventions derived from the systematic planning are nearest to the real need of the local people and their respective priority is reflected. The planning approach is inclusive, participatory and bottom-up approach. The implementations of such projects will certainly be more participatory and owned by the local communities.

According to local government operation act, 2074, local development plan should be formulated according to need based and participatory approach. The Act has outline the need of a participatory but comprehensive periodic plan of the municipal comprised of sectoral goals and programs that are guided by or consistent with the long-term vision and physical development plan of the Municipality. The local Government operation act of 2074 requires the periodic plan to contain activity schedule for five years and it also contains plan-making and approval procedures. It is envisaged to prepare periodic Municipal development plan through consulting service.

**· AIM OF THE PROPOSED TASK**

The aim of the proposed task is to prepare a result based periodic Municipal development plan with Municipality profile as well as poverty map & resource center mapping stipulated in the Local government operation Act. Such periodic plan has to be prepared in accordance with the periodic plan preparation Guidelines of 2075 of Aathbiskot Municipality and other prevailing guidelines as mentioned in this TOR.
• 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 sates 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 Municipalities 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 the visualization 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
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
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 5 copies 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:

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Reports</th>
<th>Period</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Inception Report</td>
<td>1 month after signing the contract</td>
<td>2 copies</td>
</tr>
<tr>
<td>2</td>
<td>Field Report</td>
<td>Within 8 weeks after inception report contract</td>
<td>2 copies</td>
</tr>
<tr>
<td>3</td>
<td>Draft Report</td>
<td>Within 4 weeks after field report</td>
<td>2 copies</td>
</tr>
<tr>
<td>4</td>
<td>Final Report</td>
<td>15 days after submission of draft report</td>
<td>5 copies</td>
</tr>
</tbody>
</table>

- **COMPOSITION OF THE CONSULTING TEAM**
  In general, the consulting team shall compose of the following professionals and support staffs.

<table>
<thead>
<tr>
<th>A) Professionals staffs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Development Planner/Team Leader (1 person for 4 months)</td>
</tr>
<tr>
<td>- Economist/Financial analyst (1 person, 3 months)</td>
</tr>
<tr>
<td>- <em>Institutional Development Expert</em> (1 person, 1.5 months)</td>
</tr>
<tr>
<td>- Sociologist/community development expert/GESI Expert (1 person, 1.5 months)</td>
</tr>
<tr>
<td>- CFLG analyst (1 person, 1. months)</td>
</tr>
<tr>
<td>- <em>Environmental Engineer</em> (1 person, 1 months)</td>
</tr>
<tr>
<td>- <em>Civil Engineer</em> (1 person, 1 months)</td>
</tr>
<tr>
<td>- <em>GIS Expert</em> (1 persons, 1 months)</td>
</tr>
<tr>
<td>B) Support staffs:</td>
</tr>
<tr>
<td>- <em>Computer Operator</em> (1 person, 4 months)</td>
</tr>
</tbody>
</table>

- **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.

..........................
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

<table>
<thead>
<tr>
<th>Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy of Registration of the company/firm</td>
</tr>
<tr>
<td>VAT/PAN Registration (for National consulting firm only)</td>
</tr>
<tr>
<td>Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission [Upto Fiscal year 2074/075]</td>
</tr>
<tr>
<td>EOI Form 1: Letter of Application</td>
</tr>
<tr>
<td>EOI Form 2: Applicant’s Information Form</td>
</tr>
<tr>
<td>EOI Form 3: Experience (3(A) and 3(B))</td>
</tr>
<tr>
<td>EOI Form 4: Capacity</td>
</tr>
<tr>
<td>EOI Form 5: Qualification of Key Experts</td>
</tr>
</tbody>
</table>

### ii) Evaluation Criteria

#### A. Commitment : 5 Marks

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Max. Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adherence to Code of ethics</td>
<td>3</td>
</tr>
<tr>
<td>Adherence to Anti-corruption policy</td>
<td>2</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Title</th>
<th>Requirement</th>
<th>Nos</th>
<th>Max. Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Development Planner/Team Leader</td>
<td>Planner with minimum 15 years of experience in development, planning &amp; project management sector</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>Economist/Financial analyst</td>
<td>With minimum 5 years of experience in economic/financial sector</td>
<td>1</td>
<td>2.5</td>
</tr>
<tr>
<td>3</td>
<td>Institutional Development Expert</td>
<td>With minimum 10 years of experience in development, project &amp; planning management sector</td>
<td>1</td>
<td>2.5</td>
</tr>
<tr>
<td>4</td>
<td>Sociologist/community development expert/GESI Expert</td>
<td>Masters in related faculty with 5 years of experience in planning &amp; project management/social inclusion/IEE/EIA</td>
<td>1</td>
<td>2.5</td>
</tr>
<tr>
<td>5</td>
<td>CFLG analyst</td>
<td>Masters in any faculty with minimum 10 years of experience in Children/GESI/Social Inclusion sector</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>Environmental Engineer</td>
<td>Masters in Environmental engineering and experienced in IEE/EIA works</td>
<td>1</td>
<td>1</td>
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<tr>
<td>8</td>
<td>Civil Engineer</td>
<td>Bachelors in Civil Engineering and experienced in design of Civil Engineering for at least 5 years in construction projects</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>13</td>
<td>GIS Expert</td>
<td>Master in astronomy &amp; geology/ Geomatics with minimum 5 years of experience in surveying</td>
<td>1</td>
<td>1.5</td>
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<tr>
<td>C</td>
<td><strong>Marks for Company’s Capacity and Soundness : 10 Marks</strong></td>
<td>10 Marks</td>
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<td></td>
<td><strong>Office Setup: Minimum 2000 sqft buildup area (Bidder should submit location plan, office setup plan with workstation area and photographs.)</strong></td>
<td>4</td>
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<td>ii.</td>
<td><strong>Regular inhouse Staff:</strong></td>
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<tr>
<td></td>
<td>a. Architects</td>
<td>1 1</td>
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<tr>
<td></td>
<td>b. Civil Engineers</td>
<td>1 1</td>
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<td></td>
<td>c. Structural Engineers</td>
<td>1 1</td>
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<td></td>
<td>d. Geotechnical Engineer</td>
<td>1 1</td>
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<td></td>
<td>e. Urban Planner</td>
<td>1 1</td>
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<td></td>
<td>f. Draft Person/Computer Operator</td>
<td>1 1</td>
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<td>(Bidder should submit Engineering council certificate, highest degree certificate and PAN Card)</td>
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<td>D.</td>
<td><strong>Average Annual turnover of best years of last 5 years</strong></td>
<td>10 Marks</td>
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<tr>
<td></td>
<td>a. 3 crore</td>
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<td></td>
<td>b. 4 crore</td>
<td>7.5</td>
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<td></td>
<td>c. 5 crore and above</td>
<td>10</td>
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<td>E.</td>
<td><strong>Experience : 50 Marks</strong></td>
<td>50 Marks</td>
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<tr>
<td>a.</td>
<td><strong>General Experience : 15 Marks</strong></td>
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<tr>
<td></td>
<td>i. 10 years of standing</td>
<td>7.5</td>
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<td></td>
<td>ii. 15 years standing</td>
<td>15</td>
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<td>b.</td>
<td><strong>Similar Experience : 20 Marks</strong></td>
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<tr>
<td></td>
<td>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)</td>
<td>5</td>
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<td>ii. Based on Size (at least Municipality/Rural Municipality level/District level/province level/Central level etc.)</td>
<td>5</td>
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<td>iii. Works (Completion of 5 periodic plans/Sectoral plans/Master plans etc.)</td>
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<td>iv. Government plans (preparation of governmental sectoral/master/integrated plans)</td>
<td>5</td>
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<td>c.</td>
<td><strong>Specific Experience : 15 Marks</strong></td>
<td>15 Marks</td>
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<td></td>
<td>Experience in Planning &amp; Project Management sector, Preparation of periodic plans, sectoral plans, master plans</td>
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<td>F.</td>
<td><strong>Proper arrangement and layout of submitted documents</strong></td>
<td>5 Marks</td>
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<td>G.</td>
<td><strong>Hand Over / Transferred of Knowledge and Technology</strong></td>
<td>5 Marks</td>
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</tbody>
</table>
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]
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):
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(A). General Work Experience

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

<table>
<thead>
<tr>
<th>S. N.</th>
<th>Name of assignment</th>
<th>Location</th>
<th>Value of Contract</th>
<th>Year Completed</th>
<th>Client</th>
<th>Description of work carried out</th>
</tr>
</thead>
<tbody>
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<td>1.</td>
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</table>
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)

<table>
<thead>
<tr>
<th>Assignment name:</th>
<th>Approx. value of the contract (in current NRs; US$ or Euro):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country:</td>
<td>Duration of assignment (months):</td>
</tr>
<tr>
<td>Location within country:</td>
<td></td>
</tr>
<tr>
<td>Name of Client:</td>
<td>Total No. of person-months of the assignment:</td>
</tr>
<tr>
<td>Address:</td>
<td>Approx. value of the services provided by your firm under the contract (in current NRs; US$ or Euro):</td>
</tr>
<tr>
<td>Start date (month/year):</td>
<td>No. of professional person-months provided by the joint venture partners or the Sub-Consultants:</td>
</tr>
<tr>
<td>Completion date (month/year):</td>
<td></td>
</tr>
<tr>
<td>Name of joint venture partner or sub-Consultants, if any:</td>
<td>Narrative description of Project:</td>
</tr>
</tbody>
</table>

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: _________________________________________________________________
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)

<table>
<thead>
<tr>
<th>No</th>
<th>Name of the Project</th>
<th>Location (Country/ Region)</th>
<th>Execution Year and Duration</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
Capacity
4(A). Financial Capacity
(In case of joint venture of two or more firms to be filled separately for each constituent member)

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount Currency</th>
</tr>
</thead>
<tbody>
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</table>

- Average Annual Turnover

(Note: Supporting documents for Average Turnover should be submitted for the above.)
### 4(B). Infrastructure/equipment related to the proposed assignment

<table>
<thead>
<tr>
<th>No</th>
<th>Infrastructure/equipment Required</th>
<th>Requirements Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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</tbody>
</table>
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)*

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name</th>
<th>Position</th>
<th>Highest Qualification</th>
<th>Work Experience (in year)</th>
<th>Specific Work Experience (in year)</th>
<th>Nationality</th>
</tr>
</thead>
<tbody>
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*(Please insert more rows as necessary)*