

EXPRESSION OF INTEREST (EOI)

**Title of Consulting Service: Consulting Service for
Environmental and Social Monitoring Works**

Method of Consulting Service: National

Project Name : Consulting Service for Environmental and Social Monitoring Works

EOI : NEA-SSEMD-2081/82-CS-01

Office Name: NEA, Social Safeguard and Environment Management Department

Office Address: Baneshwore Kathmandu Kathmandu

Funding agency : Government Budget

Abbreviations

CV - Curriculum Vitae

JV – Joint Venture

TLP – Transmission Line Project

EOI - Expression of Interest

RFP – Request for Proposal

PAN - Permanent Account Number

PPA - Public Procurement Act

PPR - Public Procurement Regulation

TOR - Terms of Reference

VAT - Value Added Tax

NEA – Nepal Electricity Authority

SASEC – South Asia Sub-Regional Economic Cooperation

PSEP– Power System Expansion Project

ETDSP – Electricity Transmission and Distribution Strengthening Project

PSC – Project Supervision Consultant

SES – Senior Environment Specialist

SSS – Senior Social Specialist

ESMU – Environment and Social Management Unit

ESSD – Environment and Social Studies Department

SSEMD- Social Safeguard and Environment Management Department

Pos – Project Offices



Table of Contents

Section I.	A. Request for Expression of Interest	4
Section II.	B. Instructions for submission of Expression of Interest	6
Section III.	C. Objective of Consultancy Services or Brief TOR	8
Section IV.	D. Evaluation of Consultant's EOI Application	18
Section V.	E. EOI Forms and Formats	21

A. Request for Expression of Interest

Request for Expression of Interest

Government of Nepal (GoN)

Name of Employer: NEA, Social Safeguard and Environment Management Department

Date: 01-04-2025 12:00

Name of Project: Consulting Service for Environmental and Social Monitoring Works

1. Government of Nepal (GoN) has allocated fund toward the cost of Consulting Service for Environmental and Social Monitoring Works and intend to apply portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service
2. The NEA, Social Safeguard and Environment Management Department now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: Marsyangdi Corridor 220 kV TLP(MCTLP), Nijgadh Ramauli 400 kV TLP(NRTLP), Dailekh Jumla 132 kV TLP(DJTLP) and New Butwal Lamahi 400 kV TLP(NBLTL)
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address NEA, Social Safeguard and Environment Management Department ,www.bolpatra.gov.np/egp during office hours on or before 16-04-2025 12:00 or visit e-GP system www.bolpatra.gov.np/egp or visit the client’s website [www.nea.org.np]
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np/egp or manually to the address [insert: Name of the client and address] on or before 16-04-2025 12:00
6. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
7. EOI will be assessed based on Qualification 30.0 %, Experience 60.0 %, and Capacity 10.0 % of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
8. Minimum score to pass the EOI is 60

B. Instructions for Submission of Expression of Interest

Instructions for Submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms and the maximum number of partners in JV shall be limited to three.
2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment).
3. This expression of interest is open to all eligible consulting firm/person/ company/ organization.
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 [12-24 months]. Expected date of commencement of the assignment is 15-06-2025.
6. A Consultant will be selected in accordance with the QCBS method.
7. Expression of Interest should contain following information:
 - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
 - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
 - EOI Form: Letter of Application (Form 1)
 - EOI Form: Applicant's Information (Form 2)
 - EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))
 - EOI Form: Capacity Details (Form 4)
 - EOI Form: Key Experts List (form 5).
8. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
9. The Expression of Interest (EOI) document must be duly completed and submitted by electronically only using the forms and instructions provided by the system.
10. The completed EOI document must be submitted on or before the date and address mentioned in the "Request for Expression of Interest". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

C. Objective of Consultancy Services or Brief TOR

A. Objective of Consultancy Services or Brief TOR

Terms of Reference

for

Consultancy Service on Procuring Various Experts

for

Environment Safeguards Monitoring and Social Safeguards Monitoring Works of Marsyangdi Corridor 220 kV TLP, Nijgadh Ramauli 400 kV TLP, New Butwal Lamahi 400 kV TLP and Dailekh Jumla 220 kV TLP

A. Background

The Government of Nepal has received a loan from the European Investment Bank (EIB) towards the Construction of 220 kV Transmission Line and Substation in Marsyangdi Corridor through Nepal Power System Expansion Project, which is part of the South Asia Sub-Regional Economic Cooperation (SASEC) Power System Expansion Project (PSEP). Nepal Electricity Authority (NEA), is an Executive Agency (EA), has planned to construct the Marsyangdi Corridor (Manang-Khudi-Udipur and Udipur-Markichowk-Bharatpur) 220kV Transmission Line (TL) Project (hereinafter "the Project") utilizing the loan received from European Investment Bank (EIB).

The South Asia Sub-Regional Economic Cooperation (SASEC) Power System Expansion Project is a project in Nepal that aims to improve the country's power transmission and distribution systems. The borrower is Nepal, and the executing and implementing agency is the Nepal Electricity Authority (NEA). The total estimated cost of the project is \$371.2 million, with funding coming from various sources including an ADB loan of \$180 million, a grant from the Government of Norway of \$60 million, and a loan from the European Investment Bank of \$120 million. The loan was approved on 02 October 2018 and signed on 26 December 2018, becoming effective on 30 December 2018. NEA is implementing SASEC Power System Expansion Project (Loan 3139/Grant 0397) with the financial assistance from Asian Development Bank (ADB) with co-financing from Norway and loan from European Investment Bank. The project scope includes Marsyangdi corridor (Manang-Khudi-Udipur 220 kV and Udipur-Markichowk-Bharatpur 220 kV transmission lines and associated substations).

Similarly, SASEC, The Electricity Transmission and Distribution Strengthening Project (ETDSP) is proposed for Asian Development Bank (ADB) financing to construct new high voltage transmission lines and substations in the different parts of Nepal and augmentation of the existing substations with reinforcement and reorganization distribution networks through which it will be possible to provide reliable electricity supply to the domestic, commercial and industrial consumers.



ETDSP (Project No.-54053-001) includes construction of approximately (i) 170 km of 400 kV transmission line from New Butwal to Lamahi and a 400/220/132/33/11 kV substation in Lamahi in Lumbini Province; (ii) 6 km of 132 kV loop-in-loop-out transmission line from 20 km long Nepalgunj to Nanpara line and a 132kV substation at Nepalgunj; (iii) 38 km of 400 kV transmission line from Nijgadh to Ramauli and a new 400/220/132kV substation at Ramauli (near Parwanipur); (iv) 4km of 220kV transmission line to connect to the existing Trishuli-Matatirtha line in Kathmandu district and a new 220/132/66 kV substation at Teenpiple in Nuwakot district plus; (v) 82 km of 132 kV transmission line from Dailekh to Jumla plus a new 132/33/11 kV substation at Jumla.

B. Project Description

Initial Environmental Examination (IEE) of Udipur-Markichowk-Bharatpur 220 kV TL section has been approved and EIA of Manang-Khudi-Udipur 220 kV is being revised. Land acquisition of Manang and Khudi substations Marsyangdi Corridor has been completed. Comparatively, the land acquisition data differs from original RIPP, because the entire land requirement presented in original RIPP was based on estimation. Whereas, this prepared report is based on actual land acquired after check survey and detailed design. The compensation distribution for the APs is under process. Total 5.18 ha of land is under the possession of NEA for Udipur substation of the Udipur-Markichowk-Bharatpur 220 kV TL Project under the Marsyangdi Corridor, of which 4.17 ha is for tower foundation. Land acquisition for Manang substation (5.51 ha) and Khudi substation (5.0 ha) has been completed.

The ADB-approved Resettlement and Indigenous People Plan (RIPP) for the project was updated and resubmitted multiple times, with the latest revision on 5th February 2023. The plan encompasses various project phases, including Right of Way (RoW) information and addresses structure loss households. The ADB has granted approval for the revised RIPP reports. Construction activities like community hall building, A/B/C type building, badminton court, community hall building, transit camp building and 220/132/33 kV Fire wall construction work is completed in Udipur SS. Boundary wall, Firefighting pump house, parking area construction, road construction, electric work, guard room construction, 132kV/220kV GIS erection work and area fencing work etc is under progress in Udipur substation. In Khudi substation, construction work is under progress and about 86% of the physical progress is observed in this reporting period. All APs under Kaligandaki Corridor, Marsyangdi-Kathmandu Transmission Line and Marsyangdi Corridor have received the compensation for the land loss under substation for acquired land. In this reporting period, plot no110 has been compensated in NBBTL which is under substation. Under tower foundation and RoW, the compensation distribution is still ongoing.

For Udipur-Markichowk-Bharatpur under Marsyangdi Corridor (UMBTL), Udipur substation is under NEA possession. Total 224 APs are affected due to land acquisition under Tower Foundation in UMBTL and 191 APs have been compensated NRs 168,550,662.50 till the now. Total 499 Plots are affected due to land acquisition under RoW in UMBTL and 414 Plots of 288APs have been compensated NRs 178,811,562.57 till now.



For Manang-Khudi- Udipur under Marsyangdi Corridor (MKUTL), total affected Plots of 61 APs are 111 and total NRs 134,600,006.30 has been paid for all APs in Manang and Khudi substation. Total 93 APs are affected due to land acquisition under tower foundation in MKUTL Khudi-Udipur section and 66 APs have been compensated NRs 74,728,824.17. Compensation distribution is ongoing Manang-Khudi-Udipur Section. Total 5 APs have been affected as per the CDC meeting under access road and none of them has been compensated till now.

The total affected structures of 310 HHs are 319 in which 274 (88.39%) HHs inclusive of all subprojects has received compensation till now. The total affected plots for crop loss are 4276 and 3173 (74.20%) plots inclusive of all subprojects that have received compensation till now.

The Project Management Directorate (PMD) has established a safeguards support unit within PMD Office through signing a MOU with SSEMD, NEA for implementation, monitoring and reporting of environmental and social safeguards in above mentioned transmission lines which was previously in the scope of ESSD but the scope of work is transferred to SSEMD.

Regarding ETDSP Projects, Nijgadh Ramauli Project is in process of approval of IEE. SSEMD team has visited the site and has completed the Cultural and Heritage Inventory, Forest Identification and demarcation survey, Forest Quality survey and Receptor Inventory survey and has prepared and submitted the Readiness Report to ADB for further Tendering Process. IEE Dailekh Jumla 132 kV TL Project has been approved and SSEMD team has visited the site and has completed the Cultural and Heritage Inventory, Forest Identification and demarcation survey, Forest Quality survey and Receptor Inventory survey and prepared and submitted the Readiness Report to ADB. Similarly, IEE of New Butwal Lamahi 400 kV TL Project has been approved and SSEMD team is planning to visit site for the above-mentioned purpose.

The Project Management Directorate shall establish safeguard support unit within PMD office through signing a MOU with SSEMD for implementation, monitoring and reporting of environmental and social safeguards in above mentioned transmission lines

C. Objective

The objective of the assignment is to mobilize Safeguard Officers through the Consulting Firm in Field to support the Project Management Directorate, SSEMD in planning, reviewing, monitoring, and reporting the overall safeguards (environmental and social) compliance during the full project cycle in accordance to the government regulation and ADB's Safeguard Policy Statement 2009.

D. Scope of Services

The major scope of work for the Consulting Firm is to conduct Social Safeguards and Environment Safeguards Field Monitoring as per proposed durations of the Project. The consultant firm shall deploy required qualified and experienced Officers for SSEMU based office at the project sites.



E. Staffing Requirement

The person month required for the assignment is estimated as 2 years in accordance to the project cycle for Marsyangdi Corridor 220 kV TLP and 1 Year project cycle for mentioned ETDSP Projects. Since PSC, SES and SSS are also involved in environmental and social safeguard management of other projects undertaken by Project Management Directorate (PMD) the person-month is proposed accordingly.

S.N.	Key Personnel	No. of Personnel (no.)	Total Person-Month (PM)	Remarks
1.	Social Safeguards Officer	2	24	MCTLP @ 2 no. @ 24 PM/no. – 48 PM
		1	12	NRTLP @ 1 no. @ 12 PM/no. – 12 PM
		1	12	DJTLP @ 1 no. @ 12 PM/no. – 12 PM
2.	Environmental Safeguards Officer	2	24	MCTLP @ 1 no. @ 24 PM/no. – 48 PM
		1	12	NRTLP @ 1 no. @ 12 PM/no. – 12 PM
		1	12	DJTLP @ 1 no. @ 12 PM/no. – 12 PM
		1	12	NBLTLP @ 1 no. @ 12 PM/no. – 12 PM

F. Qualification Requirements

i) Environment Safeguard Officer (ESO)

Qualification

The Environment Safeguard Officer (ESO) shall have Master's degree in environmental Science or related science with 3 years of overall experience and 1 years of experience in environment monitoring of infrastructure project, preferably transmission line/hydropower projects.

Scope of Work

The ESO stationed at field office established in 2 sections of transmission line project will ensure that all the environmental safeguards requirements during the project implementation are complied. S/he shall monitor the field activities and compliance of overall EMP requirement by the contractor, consultant/NGO/Users Group implementing the mitigation activities, document them and report to SES at PO. The specific tasks of the ESO are as follows:

- Review the IEE/EMP of the project to understand the background of the environmental issues and proposed project activities;



- Assist SES (Senior Environmental Specialist) to update the Initial Environmental Examination (IEE) Reports and the associated Environmental Management Plan (EMP) in accordance with ADB's and the government's safeguard policy, as necessary;
- Assist SES to prepare supplementary IEE report if required to fulfill the requirement of concerned ministry
- Participate in the orientation provided by SES on overall environmental safeguards requirement of the project and learn how to record field monitoring details in the field monitoring checklist;
- Coordinate with the district forest office for clearing the trees and assist forest expert for the implementation of compensatory plantation plan.
- Monitor contractor's compliance to EMP/tender clauses and construction activities. Report to project manager with a copy to SES and Project coordinator in case of non-conformances with recommended corrective measures and ensure these are complied with by the contractor;
- Supervise and report the performance of EMP compliance by contractor to SES on monthly basis, with a copy to SES and Project coordinator;
- Coordinate with NGO/consultant/contractor/ Users Group assigned for the implementation of mitigation and enhancement activities as per IEE and EMP and
- Assist SES in preparing quarterly, semi-annual and annual monitoring report by timely providing field monitoring report.

ii) Social Safeguards Officer (SSO)

Qualification

The Social Safeguards Implementation Officer (SSO) shall have Master's degree in Sociology or Anthropology or Social science with 3 years of overall experience and 1 years of experience in social safeguards monitoring and IR/IPP implementation of infrastructure project, preferably transmission line/hydropower projects.

Scope of Work

The SSO stationed at field office of each section of transmission line project will ensure that all the social safeguards requirements during the project implementation are complied. S/he shall monitor the field activities and compliance of overall RP implementation in the field, document them and report to SSS at PO. The specific tasks of the SSO are as follows:

- Review the RP/IPP and IEE/EMP of the project to understand proposed project activities;
- Assist Senior Social Safeguard Specialist (SSS) to update the RP/IPP and IEE in accordance with ADB's and the government's safeguard policy, as necessary;



- Facilitate and conduct consultation meeting with stakeholders, prepare consultation report preferably in matrix form of each meeting.
- Assist SSS for the preparation of quarterly, semi-annual monitoring report by timely providing field monitoring report;
- Carry out field level information disclosure activities;
- Participate in orientation provided by SSS and conduct social surveys to assess IR and IP impacts, preparing safeguards planning documents and verification of IR/IPP implementation;
- Conduct socioeconomic survey of the project affected households and census the affected persons and their assets keeping their records;
- Conduct and support SSS in data processing and analysis;
- Provide necessary support to cadastral survey technician in informing potential affected persons and facilitate for demarcation of loss.
- Provide required information for preparing or updating resettlement plan as required;
- Assist the Project Manager and Preliminary Land Acquisition Processing Officer to orient the CDC member about the provisions made in RP document prepared for the project get compensation fixed by CDC considering the recommendations of RP;
- Coordinate with district level line agencies and other stakeholders to disseminate information about the project, social safeguard activities and support that might be required for the project;
- Facilitate the PM and CDO on forming Grievance Readdress Committee (GRC) and Local Coordination Forum (LCF) as applicable as a part to facilitate land acquisition, compensation distribution, grievance resolving etc. activities;
- Support the CDO, PM, affected persons, and relevant stakeholders on organizing GRC meeting and solving grievances;
- Support the CDO, PM, affected persons on distributing compensation;
- Support on rehabilitating affected community and private assets;
- Provide necessary information on preparing and finalizing social safeguard monitoring report; and
- Coordinate with NGO/consultant/contractor/ Users Group assigned for the implementation of mitigation and enhancement activities as per IEE and social safeguard document prepared for the project.

G. Reporting Requirements

Environmental Safeguards

ESO shall prepare Monthly Progress Report as mentioned below and various reports/documents as indicated below shall be compiled and submitted by the Consulting Firm to SSEMD. Other safeguards related reports shall be prepared time to time as advised by DMD.



Report/Document	Number of copies	Deliverables
Monthly Report	Soft copy and 3 hard copies	Every month after the effective date of the Contract, within 10 working days from the end of the month.
Quarterly Progress Report	Soft copy and 3 hard copies	Every 3 months in a year (4 in a year)
Semi-Annual Environmental Safeguard Monitoring Report (following ADB's requirement and template)	Soft copy and 3 hard copies	Every six months from Jan-June and Jul-Dec, within 2 weeks by end of June and December each year
Annual Environmental Safeguard Monitoring Report (following ADB's requirement and template)	Soft copy and 5 hard copies	Every 12 months from Jan- Dec, within 2 weeks by end of December each year
Completion Report	Soft copy and 5 hard copies	After completion of the Project

Social Safeguards:

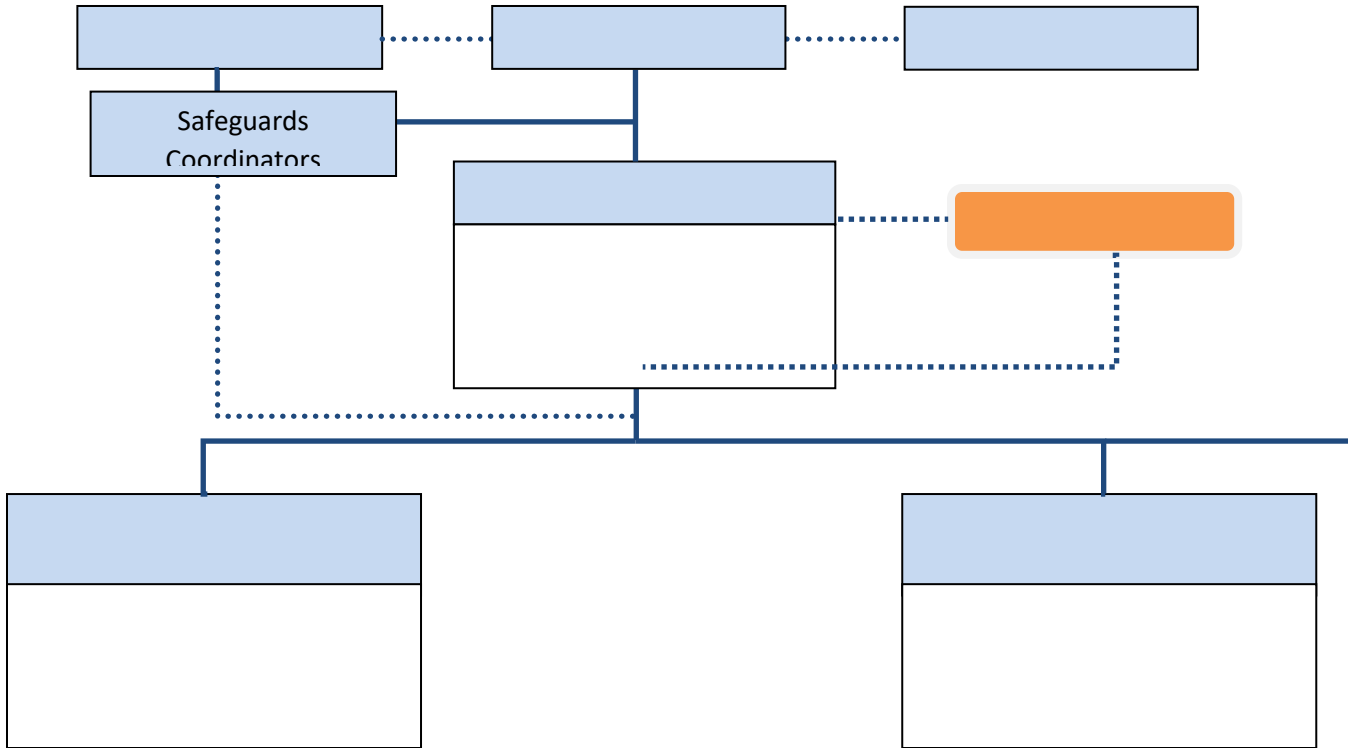
SSO shall prepare Monthly Progress Report as mentioned below and various reports/documents as indicated below shall be compiled and submitted by the Consulting Firm to SSEMD. Other safeguards related reports shall be prepared time to time as advised by DMD.

Report/Document	Number of copies	Deliverables
Monthly Report	Soft copy and 3 hard copies	Every month after the effective date of the Contract, within 10 working days from the end of the month.
Quarterly Progress Report	Soft copy and 3 hard copies	Every 3 months in a year (4 in a year)
Semi-Annual Social Safeguards Monitoring Report (following ADB's requirement and template)	Soft copy and 3 hard copies	Every six months from Jan-June and Jul-Dec, within 2 weeks by end of June and December each year
Annual Social Safeguard Monitoring Report (following ADB's requirement and template)	Soft copy and 5 hard copies	Every 12 months from Jan- Dec, within 2 weeks by end of December each year
Completion Report	Soft copy and 5 hard copies	After completion of the Project

H. Implementation Arrangement (including Institutional Arrangement)



Fig. 1: Safeguards Implementation Arrangement



Legend:

- Line of command
- Line of coordination

I. Office Space and logistic

All office facilities and equipment required by the consultant will be managed by PMD/POs.

1.1 Unit Office:

SSEMD will establish ESMU Offices at ETDSP Project sites and there is already established ESMU unit at Marsyangdi Corridor 220 kV TL Project site to comply with the mitigation and monitoring programs. The office space will be rented in nearby private residences or conveniently located in proximity to the project site office or might be within the respective Project Office at site. ESMU Office shall be provided to the consultant.



1.2 Transportation, Logistics and Office Materials

SSEMD will provide 1 Motorcycle for each of the Safeguard Officers after mobilization at site as transportation facilities, logistics and required office materials to the deployed persons at the project site. Maximum 20 liters/motorcycle/month shall be claimed by the consulting firm with supporting log book and invoice of fuel. Also, TADA shall be provided to the field officers while visiting out of the project area for project related works as well as requiring night stay due to remoteness of the site subject to approval by the SSEMD chief or respective Project Manager. Communication facility of Costing NRs. 500/month shall be provided to each Safeguard Officers.

1.3 Information to be delivered by NEA-SSEMD

SSEMD will provide a copy of project documents and any relevant background information or materials or documents on the project site, project layout and maps to the consultant to carry out the assigned tasks mentioned in the Scope of Works.

1.4 Terms of Payment

Payment in respect to the services shall be made monthly after the submission and approval of monthly field reports along with time sheet and approved monthly attendance.

1.5 Taxes

The consultant shall bear all costs for the taxes as per the prevailing rules and regulations of Government of Nepal. The employer will deduct the amount for taxes from the payments accordingly.



D. Evaluation of Consultant's EOI Application

Evaluation of Consultant's EOI Application

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

i) Eligibility & Completeness Test

Sl. No.	Criteria Title	Compliance
1	Corporate Registration	
2	Tax Clearance/Tax Return Submission	
3	VAT/PAN Registration	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Applicant's Information Form	
6	EOI Form 3: Experience (3(A) and 3(B))	
7	EOI Form 4: Capacity	
8	EOI Form 5: Qualification of Key Experts	
9	In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible consultant.	
10	If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV shall not be eligible to participate in procurement process till the concerned Court has not issued the decision of clearance against the Corruption Charges.	

ii) EOI Evaluation Criteria

A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Qualification of Key Experts	Master's degree in environmental Science or related science for ESO and Master's degree in Sociology or Anthropology or Social science for SSO.
2	Experience of Key Experts	3 years of overall experience and 1 years of experience in environment monitoring of infrastructure project, preferably transmission line/hydropower projects for ESO and 3 years of overall experience and 1 years of experience in social safeguards monitoring and IR/IPP implementation of infrastructure project, preferably transmission line/hydropower projects for SSO.

Score: 30.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	7 Years of experience in Consulting Business in Infrastructure Development Sector.
2	Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.	At least One Consulting service work in the similar nature of work in Infrastructure Development Sector.
3	Similar Geographical experience of consulting firm	At least One Consulting Service work in Infrastructure Development Sector outside of Kathmandu Valley

Score: 60.0

C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity.[Average turnover required shall not exceed 150% of cost estimate]	Average Annual Turnover of NRs. 3,40,80,000
2	Infrastructure/equipment related to the proposed assignment.[This Evaluation criteria should be deleted if infrastructure/equipment are not the part of the proposed assignment]	NA

Score: 10.0

Minimum score to pass the EOI is: 60

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

E. EOI Forms & Formats

E. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

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

Form 4. Capacity

Form 5. Qualification of Key Experts

Standard EOI Document

1. Letter of Application

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

Date:

To,

Full Name of Client: _____

Full Address of Client: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Sir/Madam,

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

[Person]

[Company]

[Address]

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

¹ Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

Standard EOI Document

business and our Company/firm has not been declared ineligible.

7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed :

Name :

For and on behalf of (name of Applicant or partner of a joint venture):

Standard EOI Document

2. Applicant's Information Form

(In case of joint venture of two or more firms to be filled separately for each constituent member)

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*)
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)

Standard EOI Document

3. Experience

3(A). General Work Experience

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

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						
6.						
7.						

Standard EOI Document

3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) ² :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment: Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.	

Firm's Name: _____

² Consultant should state value in the currency as mentioned in the contract

Standard EOI Document

3(C). Geographic Experience

Experience of working in similar geographic region or country

(In case of joint venture of two or more firms to be filled separately for each constituent member)

No	Name of the Project	Location (Country/ Region)	Execution Year and Duration
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Standard EOI Document

4. Capacity

4(A). Financial Capacity

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Annual Turnover	
Year	Amount Currency

- **Average Annual Turnover**

--

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

Standard EOI Document

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

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

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

Standard EOI Document

5. Key Experts *(Include details of Key Experts only)*

(In case of joint venture of two or more firms to be filled separately for each constituent member)

SN	Name	Position	Highest Qualification	Work Experience (in year)	Specific Work Experience (in year)	Nationality
1						
2						
3						
4						
5						

(Please insert more rows as necessary)

Contact Person regarding Query about EOI Document

Praveen Khapangi

Civil Engineer

Social Safeguard and Environment Management Department

Contact No.: +9779842134977