

# **Expression of Interest (EOI)**

# Project Name First Periodic Plan Method of Consulting Service (National)

#### Issued By:

Hatuwagadhi Rural Municipality
Office of Rural Municipality Executive
Ghodetar, Bhojpur

FY 2077/078

and and



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

Hatuwagadhi Rural Municipality

#### Office of the Rural Municipal Executive

Ghodetar, Bhojpur

Province no. 1, Nepal

- 1. The Government of Nepal invites Expression of Interest (EOI) for the purpose of short listing the qualified, eligible and experienced domestic Consultants/Consulting Firm(s) for the project
- 2. Interested eligible consultants may obtain further information and EOI document free of cost at the address Hatuwagadhi Rural Municipality, Ghodetar, Bhojpur during office hours on or before 2077/08/11 or visit the www.hatuwagadhimun.gov.np
- 3. Consultants may associate with other consultants to enhance their qualifications.
- 4. Expressions of interest shall be delivered online through our official email address: info@hatuwagadhimun.gov.np or shall be submitted in a sealed envelope and must reach the Hatuwagadhi Rural Municipality not later than 12:00 hours on the 16th day of first publication of this
- 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, Experience, and Capacity of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal
- 7. The office reserves the right to shortlist or not to shortlist any or all of the firms without assigning any reasons.

# B. Information to the Consulting Firm

Purpose of inviting the EOI:

The main purpose is to shortlist suitable consulting firm

the project First Periodic Plan.

Minimum eligibility:

for

As Per TOR.

Deadline for Submission of EOI:

12:00 Noon on 16th day from the first date of

publication of invitation of the invitation notice for EOI.

Any proposal submitted after the deadline shall not be

accepted.

Number of copies to be submitted: One

Joint Venture:

A firm may apply to be shortlisted alone or in joint venture with other firms. However once shortlisted, JV

partners are unchangeable.

The work shall be completed according to TOR or contract

later.



**Duration:** 





Information from the client: The shortlist shall be published on the Client's notice board, at the website: http://www.hatuwagadhimun.gov.np within a week from the last date of submission of the EOI. The Client shall mail/contact the Short-list to each of the firms/JV submitting the EOI and initiate the process of RFP without waiting for the receipt from the firms that they have received the shortlist.

- 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))
    - EOI Form: Capacity Details (Form 4)
    - EOI Form: Key Experts List (form 5).
    - EOI Form: General Form (form 6)
    - EOI Form: Qualification and Experience of Expert (form 7)



## PROJECT: FIRST PERIODIC PLAN

#### INTRODUCTION

A plan is a set of thing or activities to operate in systematic order to achieve definite target or objectives. In short, economic planning may be defined as the deliberate control and direction of the economy by the state for achieving certain targets and objectives with in a schedule time. Periodic plans implemented in Nepal since 2013 BS, the goals encapsulated in the plans could not be achieved. Consequently, the face of the country has not changed much. Even the periodic plans launched by the successive governments since the advent of multi-party democracy have not produced any tangible results. In fact, at the time political instability, the transition period played havoc with development planning and other sectors of the economy. Now, there is no such situation. There is the federal government at the center, and seven provinces and 753 local units. Among them Hatuwagadhi Rural Municipality is one of them, where is necessary to make its own Periodic plan for achieving our goals and vision.

#### **OBEJECTIVE**

The key objective of this project is:

- State knows the best
- State accords priority to the real needs
- Best use of resources
- Focus and perspective
- Better distribution of resources and outputs
- Efficient resource mobilization
- Development in all areas including input management to outputs and impacts feasible
- Saves time, energy and resources
- Poverty reduction
- Inclusive development
- Private sector development
- Market development Coordination
- Foreign aid mobilization
- Development of remote and deprived areas

#### SCOPE OF THE WORK

The consultant shall carry out the necessary field works along the alignment. The consultant shall be responsible for accuracy, interpretation, analysis of all data received and for the conclusion and recommendations in their report. The scope of

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work to be carried out by the consultant shall include but may not be limited to the following:

- Identify problems and specify the theory of change to address them
- Identify the available resources
- Set the Vision/Goals/objectives/ Strategy address them
- Expenditure framework
- increases transparency
- ensures accountability
- Sustainable development
- Inclusion
- Good governance
- Promotes proactive management,
- focuses on performance and ensures results.
- Define results (Impact/outcomes/outputs)
- Identify critical risks and assumptions
- Specify indicators and data sources

# Result based monitoring framework Requirement of Technical Proposal

- Commitment Letter
- Profile of Company/Consultant
- Qualification of technical persons including CV signed by concern staff.
- Methodology
- Timeline
- List of completed work done by the consultant
- Training plan

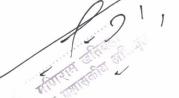
#### Criteria for Selection:

- 1. Compliance to General Mandatory Requirement.
- 2. Minimum Score required in technical evaluation criteria.

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	Expression of Interest Evaluation Criteria	
		Marks
S.N.	Description  General experience of the consultants related to the assignment	20
1	General experience of the consultants related	
	Years of General Experience of the firm in relevant area (From the date	Form 6
1.1	the first successful assignificant	Form 6
1.2	Single contract worth more than NRs 6 (Six) Million in last 5 years  Single contract worth more than NRs 6 (Six) Million in last 5 years	10
2	Single contract worth more than NNG 5 (5m)  Specific experience of the consultants related to the assignment	
2.1	Specific Experience of the Firm having total successful projects in relevant area  Specific Experience of the Firm having total successful projects in relevant area	
3	Availability of Full time staff and their Qualifications and  Experience	50 Form 7
	Manpower (eg. Team leader- 1Nos, according to Requirement listing each of them)	
	a) General Qualifications	
	b) Adequacy for the project (Experience in Years)	
	c) Specific Experience in Providing solution in related domain	20
4	Qualifications & Financial Capability of the firm	Form 6
	Financial Capability (Annual turnover in last three consecutive years)	Form 6
	Company Certification and Recognition	
		100
	Total Marks	70
	Note: The minimum technical score required to pass	





#### Manpower Details :

#### For Periodic Plan

	iodic Plan	NOS	Qualification	<b>Experience</b>
.N.	Manpower	1100	Master in Urban	·
4	T I ander	1	Planning or relevant	10 Years
1	Planner/Team Leader	•	Master's degree	
	•	1	in relevant subject	5 Years
2	Economist	•	Master's degree	
		1	in relevant subject	5 Years
3	Sociologist	'	Master's degree	
			in relevant	
4	Anthropologist	1	subject	5 Years
	Civil Engineer/Urban Planner	1	Masters in relevant subject	5 Years
5		<u>'</u>	Bachelor in	
	_	1	Related Field	5 Years
6	IT Expert		Bachelor in Related Field	5 Years
7	GIS Expert	11	T(Glatod Flora	
	a :/Droft nerson	2	Diploma	2 Year
8	Supervisor/Draft person		Master's degree	
		1	in relevant subject	5 Year
9	Environmentalist	-		

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#### 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,	
. Being duly authorized to represent and act on behalf of (having reviewed and fully understood all the short-listing	(hereinafter "the Applicant"), and g information provided, the

- 1. 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 are 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.

- [Insert name of Client) and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.<sup>1</sup>
- All further communication concerning this Application should be addressed to the following person,

[Person]

[Company]

[Address]

[Phone, Fax, Email]

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.
- 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

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

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# 2. Applicant's Information Form

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

- 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:
- Registered Office/Place of Business:
- 6. Telephone No; Fax No; E-Mail Address (compulsory)
- 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.)



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#### 3. Experience



#### 3(A). General Work Experience

(Details of assignments undertaken. Each consultant or member of a JV must fill in this form. Compulsory submitted work experience within past seven years.)

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

Child happy



#### 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

ssignment name:	Approx. value of the contract (in current NRs;
50.g	US\$ or Euro) <sup>2</sup> :
Country:	Duration of assignment (months):
ocation within country:	
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):
	No. of professional person-months provided by
Start date (month/year):	the joint venture partners or the Sub-
Completion date (month/year):	Consultants:
Name of joint venture partner or	Narrative description of Project:
sub-Consultants, if any:	
	ided in the assignment:
Description of actual services pro	ovided in the assignment.
Note: Provide highlight on sim	ilar services provided by the consultant as
required by the EOI assignmen	nt.

Firm's Name:







## 4(A). Financial Capacity

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

Annua	Turnover
Year	Amount Currency

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

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# 4(B). Infrastructure/equipment related to the proposed assignment<sup>3</sup>

lo	Infrastructure/equipment	Requirements Description
	Required	
1.		
2.		
	,	
3.		
٥.		
4.		
5.		

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

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

(Please insert more rows as necessary)

(CV of every member for the project should be provided with the proposal)

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S.N	Name of Organization	Year of establishment	Annual Turnover in last three year	Highest assigned project in last three years	Project related to similar sector	Company certification and recognition	Specific experience to related assignment

who will





# Form 7. Qualification and Experience of Expert

S.N.	Name	Academic  Qualification (Related to proposed position)	Certification	Year of experience in the Proposed position	No. Of project in proposed position	Working organization during this project	Name of project

They was