

EXPRESSION OF INTEREST (EOI)

**Title of Consulting Service: NP-DOCR-28414-CS-
QCBS**

Method of Consulting Service: National

**Project Name : Hiring a Firm for Disbursement Linked Indicator (DLI)
verification**

EOI : NP-DOCR-281414-CS-CQS

Office Name: Department of National ID and Civil Registration

Office Address: Singhadurbar, Kathmandu Kathmandu Kathmandu

Funding agency : Loan

Loan/Credit/Grant number : IDA Credit 5912-NP

Request for Expression of interest
For
Hiring a firm for Disbursement Linked Indicator (DLI) Verification

Date of first Publication: 14 March, 2022
Contract ID No: NP-DOCR-281414-CS-CQS
Assignment Title: Verification of DLI 4

The Department of National ID and Civil Registration (DoNIDCR) has received a financing from the World Bank for Strengthening Systems for Social Protection and Civil Registration Project (SSSPCR) and it intends to apply part of the fund for hiring a qualified firm for Verification of DLI 4 (i) to verify of Social Security Allowance (SSA) distribution as per e-Payment Strategy and (ii) to verify DLI 4 in 190 Local Levels (LLs) during SSA payment of the project.

The scope of consulting services mainly focusses:

- verify that the payments to the beneficiaries are of the right amount, transferred within the right time and to the right person's account,
- Review that the payments are made as per the e-payment strategy,
- MIS maintained by DONIDCR, E-Payment agreements between PSPs and the LLs, Reports from banking system/software in the PSP, Reports provided by the above systems etc.,
- Sample size; 20% of all transactions to be verified remotely. 20% of LLs to be visited for system review in each claim,
- Follow the verification protocol and PBC 4 as envisaged in ToR with time duration of 5 months from June, 2022 (approx.).

DoNIDCR now invites eligible consulting firms to express their interest in providing the above mentioned services. Interested and eligible firms are requested to provide information demonstrating their qualification to perform its required services, i.e, updated Firm/company profile, working experience with government of Nepal agency/enterprise of Financial Institutions or donor funded project or corporate sector, expression in similar condition and availability of key professional staff. The shortlisting from EoI shall be carried out based on the following criteria:

- General experience of the firm,
- Specific experience of the firm,
- Average annual turnover of last three years,
- Availability of key professional staffs.

The attention of interested firm is drawn to paragraph 1.9 of the World Bank Guidelines: Selection and employment of consultants (under IBRD Loans and IDA credits & Grants) by World Bank borrowers January, 2011 (Revised July 2014), setting forth the World Bank's policy on conflict of interest.

A consultant firm shall be selected in accordance with the Consultant Quality Selection (CQS) method set out in the consultant guidelines.

This REoI notice and ToR can be visited and downloaded from: <https://www.bolpatra.gov.np/egp/>
Expression of Interest (EoI) must be delivered in written through the eGP Portel of GoN
(<https://www.bolpatra.gov.np/egp/>) no later than 12 Hrs of March 29, 2022.

Only one highly qualified Firms will be selected for the Request for Proposal (RfP) to submit detailed Technical and Financial proposal.

Further information in this regard can be received from 01-4200016
Email: info@donidcr.gov.np, Website: www.donidcr.gov.np

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A. Request for Expression of Interest

Request for Expression of Interest

Government of Nepal (GoN)

Name of Employer: Department of National ID and Civil Registration

Date: 14-03-2022 20:10

Name of Project: Hiring a Firm for Disbursement Linked Indicator (DLI) verification

Name of the Donor Agency: Loan

Donor Loan/Credit/Grant No: IDA Credit 5912-NP

1. Government of Nepal (GoN) has received a Loan from Single Envelope Procedure toward the cost of Hiring a Firm for Disbursement Linked Indicator (DLI) verification and intends to apply a portion of this loan/credit/grant to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service
2. The Department of National ID and Civil Registration now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: Hiring a Firm for Disbursement Linked Indicator (DLI) verification
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Department of National ID and Civil Registration, Department of National ID and Civil Registration
Singhadurbar, Kathmandu
Kathmandu, Kathmandu
Bagmati Province
Nepal during office hours on or before 29-03-2022 12:00 or visit e-GP system www.bolpatra.gov.np/egp or visit the client’s website [Client Website]
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 29-03-2022 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 45.0 %, Experience 45.0 %, 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 70

B. Instructions for Submission of Expression of

Instructions for Submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms.
2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment).
3. This expression of interest is open to all eligible 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 [Insert time, period in years and/or months]. Expected date of commencement of the assignment is 05-05-2022.
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 in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the Hiring a Firm for Disbursement Linked Indicator (DLI) verification .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.

C. Objective of Consultancy Services or Brief TOR

**Terms of Reference of Verification Agent for Disbursement Linked Indicators (DLI) – 4
(NP-DOCR-281414-CS-CQS)**

1. Background

STRENGTHENING SYSTEMS FOR SOCIAL PROTECTION AND CIVIL REGISTRATION (SSSPCR) is a national project implemented by the Department of National ID Civil Registration (DONIDCR) under the Ministry of Home Affairs (MOHA). The project supports the Department's Civil Registration (CR) and the Social Security Allowance (SSA) program and aims to improve the coverage of SSA and CR, and the delivery of SSA. The project is expected to support: (a) expanded coverage of CR and SSA; and, (b) improved delivery of SSA via transition to e-payments in selected Local Levels and improved overall business process for SSA service delivery. These will be supplemented by institutional strengthening at both federal and local levels to ensure sustainability of the gains of the first two objectives.

The DONIDCR is the agency charged with managing CR and administering the SSAs in Nepal. The SSA is the largest of the social protection assistance program in Nepal reaching about 3 million individual beneficiaries. For the SSA program, the Department has traditionally relied on manual recording of beneficiary information and cash payments by local officials. To address issues of potential duplication, under-coverage, and weak oversight, the Department has switched to maintaining electronic database of all beneficiaries and is gradually transitioning to electronic payment of benefits. As per the revised e-Payment Strategy for the delivery of SSAs, 2074, each Local Level (LL) can contract a Payment Service Provider (PSP, Banks or financial entities) to deliver the SSAs.

The LLs are responsible for the following:

- Generate list of beneficiaries and amounts payable and provide to the PSP (forward feed).
- Disburse estimated amount to the PSP.
- Receive and verify reconciliation report from contracted Bank.

The PSP is responsible for the following:

- Receive the list of beneficiaries along with the amounts payable from the Local Level.
- Credit the account of beneficiaries with the SSA amount
- Ensure that beneficiaries can access the payments. The PSP can provide payments via bank branches, ATMs, branchless banking or payment camps as per the agreement with the LLs.
- Provide payment report to the respective LL via. Reverse feed.

Under the project, the Government has committed to paying SSAs electronically in 190 Local Levels, list of local level and their approximate beneficiaries are as per annex 1. The project component for e-Payment is financed against Disbursement Linked Indicators (DLIs) whereby the government will be reimbursed for achieving defined indicators. The three indicators are as follows. The details of DLIs and the verification protocol is in Annex 2.

DLI 1	SSA e-Payment Strategy approved
DLI 2	Number of LLs with contracts/agreements with Payment Service Providers for delivery of SSA
DLI-3	Dropped



DLI 4	Number of LLs with three consecutive installments of SSA payments delivered via e-payments.
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For a payment method to qualify as 'e-payments,' SSA benefit payments must be delivered by a PSP, based on a specific contract or a general agreement with the LL, through individual accounts in the names of the beneficiaries with a two-factor authentication of the identities so as to ensure the right person receives the right amount of SSA benefits in each payment cycle. E-payments must cover at least 50% beneficiaries in their respective jurisdiction in each LL for the indicator to be achieved, based on data from MIS

For DLIs 4, the PMU must present payment delivery and reconciliation reports generated from MIS, including:

- a. details of SSA amount as per MIS,
- b. amounts transferred to the PSP(s) from LL,
- c. the beneficiaries to be paid per PSP,
- d. payments made to each of the beneficiary accounts by the PSP(s),
- e. instances of bounce-back and the amount(s) involved, and
- f. The balance amount returned to Local Level/DONIDCR.

Achievement of DLI 4 must be verified by a third party which will serve as the verification agent. PMU must present verification reports by way of audits/spot checks of a sample of payment transaction records submitted by the verification agent. The sample size for verification will be 20% of all transactions in each of the 190 LLs for remote verification; and 20% of LLs (38 LLs) for field visits.

2. Objective of Assignment

- To verify of SSA distribution as per e-Payment Strategy.
- To verify DLI 4 that LLs have made three consecutive instalments of SSA payments via e-payments.
- To identify areas of risks in implementing e-payment and recommend controls to address them.
- To review the process /system of overall SSA delivery.

3. Scope of Work

The Agent will carry out the verification of the process of electronic payments that have been made as per the e-Payment strategy, project financial agreement, Project operations manual and agreements with Bank delivering SSA. The work will include verification of transactions both from DoNIDCR office and Field visits as per the following:

- A. The agents will verify the payments made to the beneficiaries of the right amount, transferred within the right time and to the right person's account.

This will be verified by:

- a) Cross-checking the DONIDCR MIS and the contracted banks' system, using identification for SSA beneficiaries' phone number or national ID number or citizenship number.
- b) The agent will also confirm that the bank's requirement of two factor identity authentication process for the beneficiaries to access their accounts.



B. The agent will review that the payments are made as per the e-payment strategy, including

- a) The bank and LL has a contract that meets the DLL 2 criteria, which requires that a) the contract is at least a 3 year contract; b) has provision for nominees or door step delivery for senior citizen above 90 years and fully disabled (Red card holders) beneficiaries.
- b) Within each LL that is visited for process/system review, that at least 50% of the beneficiaries are reached through e-payments, through a comparison of the list of all beneficiaries in the DONIDCR MIS and bank's list of beneficiaries in that LL
- c) That reconciliation has occurred, with instances of bounce-back and the amount(s) recorded in the bank system and the DONIDCR MIS and the relevant the balance amount returned to DONIDCR. For this, the agent will track the fund flow at each level including:
 - Amount transferred from DONIDCR to Local Levels (based on LMBIS data provided by the DONIDCR) and any amount returned or due to be returned to DONIDCR (based on DTCO records)
 - Amount transferred from Local levels to the PSPs (based on forward feed/details of beneficiaries and benefit amounts provided by the LL and checks/bank transfers issued) and any amount returned or due to be returned to the LL based on provided report.
 - Amount transferred from PSPs to the beneficiaries (based on bank system and reverse feed) and any amount reverted to LLs due to beneficiary no longer being eligible as per LL decisions.

In addition, the agent will conduct an end-to-end process/system review to identify areas of risks and recommend measures to control those risks.

C. The verification agent will review the following in addition to other documents/systems deemed necessary;

- a) MIS maintained by DONIDCR
- b) E-Payment agreements between PSPs and the LLs
- c) Reports from banking system/software in the PSP
- d) Reports provided by the above systems
- e) Process and reports of DTCOs
- f) Information systems, procedures and reports of LLs

D. Sample size

- a) 20% of all transactions to be verified remotely in each 190 Local Levels over the three instalments. e.g. If a LL has 1,000 beneficiaries, over the year there will be 3,000 transactions. Out of the 3,000, the agent needs to verify 600 transactions across the three instalments.
- b) 20% of LLs to be visited for process/system review in each claim, a total of 38 out of 190 LLs. The sample should ensure rural-urban municipalities, geographic and provincial representation. In case, more than one PSP is serving in one LL, the system review should cover all the PSPs in that LL. Sample for field visits to be agreed with DONIDCR.
- c) 20% of all transactions to be verified during the process/system review in each of the 38 LLs.



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4. Deliverables

The deliverables from the engagement will be **LL wise Verification Report** providing following details:

- A. Verification of SSA distribution as per e-Payment Strategy in the sample visited
- B. Verification of DLI 4 is aligned or not with verification protocol in the sample, covering findings from:
 - o Remote verification, including deviations and exceptions observed in the payment process, if any.
 - o End-to-end process review, including identification of risks and recommendation

5. Reporting requirements

The Agent will report to the Director responsible for SSA at DONIDCR and all report should be in English language.

- **Inception Report:** within 7 days of contract signing.
- **Report 1:** Verification reports of first 100 local level, report covering those LLs that have completed three consecutive instalments on evidence basis.
- **Report 2:** Verification reports of Additional 50 local level, report covering those LLs that have completed three consecutive instalments on evidence basis.
- **Report 3 (Final Report):** Verification reports of Final 40 local level, report covering those LLs that have completed three consecutive instalments on evidence basis.

6. Duration of Assignment

- **Estimated period of the assignment is 5 months.**

7. Estimated inputs of the consultants:

S.N.	Position of Consultant	Required person	Estimated Working man/days
1	Team Leader/Practicing Chartered Accountant	1	60 man/days
2	IT officer	1	120 man/days
3	Review officer	7	525 man/days

8. Qualification of firm

a. The Verification Agent should have the following qualifications:

- A minimum of five years of professional experience in financial auditing.
- Work experience with Government of Nepal agency/enterprise or Financial Institutions or Donor funded project or corporate sector with at least one assignment.
- Working Experience with Government agency of Nepal will be an added advantage.
- Participation of national firm will be an added advantage.
- Experience of similar assignments audit of G2P transfers and other e-payments will be an added advantage.
- The evaluation will be based on the last three years annual average turnover.



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b. Proposed team composition

The team should consist of nine experts including one Team Lead (Practicing Chartered Accountant), IT Officer and seven e-payment review officers. The required qualification and experience of Team Leader, IT Officer, and review officer are described below:

i. Practicing Chartered Accountant as the team leader 1 Nos.

A minimum of Chartered Accountant or equivalent of Chartered Accountant and at least 5 years of relevant professional experience in financial audit related field. Working Experience with Government agencies of Nepal/Nepalese Financial Intuition/Nepalese companies will be an added advantage.

The Team Lead/Practicing Chartered Accountant will be responsible for designing work plan, mobilization of team, compilation of report and analyzing information, submission of required reports to client, and other activities mentioned in this ToR.

S/he should possess very good interpersonal, technical skills, as well as proficiency in written and spoken of English and Nepali language.

ii. IT Officer- 1 Nos.

A minimum of bachelor's degree on Information Technology (IT) or equivalent, and at least 3 year' of professional experience in information system audits including at least one-year experience in payments/banking.

The IT officer will be responsible for verification of reconciliation of payments with banking system in the PSP and prepare and validate report and activities pertaining to the activities mentioned in this ToR. S/he will be stationed in DoNIDCR from initial period to end.

iii. Review Officer - 7 Nos.

At least Bachelor's Degree in finance or equivalent and minimum 3 years working experience in Accounting/Financial Management/Auditing/Banking.

The working area of this authority shall be in LLs of provinces discharging the duties as mentioned in scope of work and performance based conditions (PBC).



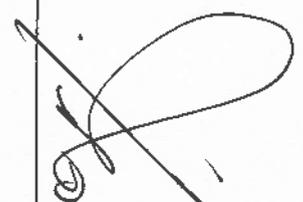
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Annex 1:

Name of Selected Local Level and Approximate Beneficiaries: Department will provide list of 190 local level on Request for Proposal (RFP) phase.

Annex 2: DLI Verification Protocol

DLI	Indicators	Description	Total Value (SDR)
1	SSA Payment Strategy approved and adopted by Ministry	SSA Payment Strategy approved and adopted by Ministry	Value in SDR 5,025,000
2	Number of LLs with contracts/agreements with Payment Service Providers for delivery of SSA	<p>DLI 2 Target: 220 LLs with contracts/agreements signed to allow SSA entitlements to be delivered via e-payments. Roll over: No Disbursement Rule: paid in full when target is met.</p>	Value in SDR: 30,137,725
3	Number of LLs with one installment of SSA payments delivered via e-payments.	Dropped	
4	Number of LLs with three consecutive installments of SSA payments delivered via e-payments.	<p>DLI 4 Target: 190 LLs with three consecutive installments of SSA payments delivered by e-payments. Roll over: No Disbursement Rule: SDR 1,692,900 for the first the first 50 LLs that achieve the and thereafter, SDR 33,858 for each additional LL that achieves DLI 4, with a maximum of SDR 6,433,020</p>	Value in SDR: 6,433,020




DLU Verification Protocol: This Performance-Based Conditions (PBC) has been follows.

Verification Protocol Table: Performance-Based Conditions

PBC 1 SSA Payment Strategy approved (DU 1)

Description Achieved

Data source/ Agency

Verification Entity

Procedure

PBC 2

Description Number of LLs with contracts/agreements signed to allow SSA entitlements to be delivered via e-payments (DU 2)
LLs where at least 3-year term contracts or agreements have been signed with PSPs to deliver SSA payments, as per the standards defined in the ePayment Strategy

Data source/ Agency DONIDCR

Verification Entity DONIDCR

Procedure Copies of at least 3-year term contracts or agreements which have been signed with PSPs to deliver SSA payments, as per the standards defined in the ePayment Strategy, which cover the respective LLs

PBC 2.1

Description Number of LLs with contracts/agreements signed to allow SSA entitlements to be delivered via e-payments

LLs where at least 3-year term contracts or agreements have been signed with PSPs to deliver SSA payments, as per the standards defined in the ePayment Strategy

Data source/ Agency DONIDCR

Verification Entity DONIDCR

Procedure Copies of at least 3-year term contracts or agreements which have been signed with PSPs to deliver SSA payments, as per the standards defined in the ePayment Strategy, which cover the respective LLs



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PBC 4	<p>Number of LLs with three consecutive SSA payments delivered via e-payments (DLI 4)</p> <p>LLs where SSA payments have been delivered into individual beneficiary accounts by the contracted PSP for three consecutive trimesters and payment reconciliation recorded in MIS. Three consecutive trimesters may cover more than one fiscal year depending on when e-payments start during a given fiscal year.</p> <p>DONIDCR and Third Party Verification agent</p> <p>Third Party verification agent arranged by the Government</p> <p>2. Verification report by way of audits/spot checks of a sample of payment transaction records/data. Verification agent to be arranged for by the Government.</p> <p>Data source: DLI verification agent</p> <p>For a LL to be eligible, e-payments must reach at least 50% beneficiaries in their respective jurisdiction.</p> <p>For a payment method to qualify as 'e-payments' as defined here, SSA benefit payments must be delivered by a PSP, based on a specific contract or a general agreement with the Government, through individual accounts in the names of the beneficiaries with a two-factor authentication (such as biometric) of the identities of the individual beneficiaries so as to ensure the right person receives the right amount of SSA benefits in each payment cycle.</p> <p>A payment is considered 'delivered' by e-payments once a corresponding benefit amount is electronically transferred into his/her beneficiary account at the PSP.</p> <p>Three consecutive payment cycles may cover more than one fiscal year depending on when e-payments start during a given fiscal year. One SSA payment period consists of a period of four calendar months.</p> <p>Once e-payment rollout is considered 'accomplished' in a LL and the corresponding DLI amount is disbursed, the same district cannot be counted again as another accomplished DLI.</p>
PBC 4.1	<p>Number of LLs with three consecutive SSA payments delivered via e-payments (DLI 4)</p> <p>LLs where SSA payments have been delivered into individual beneficiary accounts by the contracted PSP for three consecutive trimesters and payment reconciliation recorded in MIS. Three consecutive trimesters may cover more than one fiscal year depending on when e-payments start during a given fiscal year.</p> <p>DONIDCR and Third Party Verification agent</p> <p>Third Party verification agent arranged by the Government</p> <p>1. Must present payment delivery and reconciliation reports generated from MIS including: i) details of SSA amount as per MIS</p>



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- ii) amounts transferred to the PSP(s)
- iii) the beneficiaries to be paid per PSP
- iv) payments made to each of the beneficiary accounts by the PSP
- v) instances of bounce back and the amount(s) involved; and
- vi) the balance amount returned to DONIDCR

For a LL to be eligible, e-payments must reach at least 50% beneficiaries in their respective jurisdiction.

For a payment method to qualify as 'e-payments' as defined here, SSA benefit payments must be delivered by a PSP, based on a specific contract or a general agreement with the Government, through individual accounts in the names of the beneficiaries with a two-factor authentication (such as biometric) of the identities of the individual beneficiaries so as to ensure the right person receives the right amount of SSA benefits in each payment cycle.

A payment is considered 'delivered' by e-payments once a corresponding benefit amount is electronically transferred into his/her beneficiary account at the PSP.

2. Verification report by way of audits/spot checks of a sample of payment transaction records/data. Verification agent to be arranged for by the Government.

Data source: DU verification agent

For a LL to be eligible, e-payments must reach at least 50% beneficiaries in their respective jurisdiction.

For a payment method to qualify as 'e-payments' as defined here, SSA benefit payments must be delivered by a PSP, based on a specific contract or a general agreement with the Government, through individual accounts in the names of the beneficiaries with a two-factor authentication (such as biometric) of the identities of the individual beneficiaries so as to ensure the right person receives the right amount of SSA benefits in each payment cycle.

A payment is considered 'delivered' by e-payments once a corresponding benefit amount is electronically transferred into his/her beneficiary account at the PSP.

Three consecutive payment cycles may cover more than one fiscal year depending on when e-payments start during a given fiscal year. One SSA payment period consists of a period of four calendar months.

Once e-payment rollout is considered 'accomplished' in a LL and the corresponding DU amount is disbursed, the same district cannot be counted again as another accomplished DU.



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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	As per mentioned in Terms of Reference (ToR)
2	Experience of Key Experts	As per mentioned in Terms of Reference (ToR)

Score: 45.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	As per mentioned in Terms of Reference (ToR)
2	Specific experience of consulting firm	As per mentioned in Terms of Reference (ToR)

Score: 45.0

C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity. [Average turnover of last three year]	As per mentioned in Terms of Reference (ToR)

Score: 10.0

Minimum score to pass the EOI is: 70

Minimum score to pass the EOI is: 70

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**

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(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)