EbA II is a joint undertaking of the Government of Nepal (GoN), Ministry of Forests and Environment (MoFE), Global Environment Facility (GEF) and the United Nations Environment (UNE). EbA II is financed through the Least Developed Countries Fund (LDCF) and executed by Ministry of Forests and Environment. Ministry of Agriculture and Livestock Development (MoALD) is the collaborating partner. EbA II aims to reduce the climate vulnerability of local communities in Nepal, and to enhance the capacity of the Government and local communities to adapt to climate change by implementing EbA in degraded forests and rangelands in mid-hills and high mountain areas of Achham, Salyan and Dolakha districts. The main objective of the Baseline Assessment is to create the baseline data of the current scenario of project working sites, existing capacity, generate data of its stakeholders and beneficiaries based on which the target of the project will be measured.

The implementation period is within 10 WEEKS from the date of signing of the contract. Details of the services are included in the Terms of Reference which may be obtained from Project Management Unit (PMU) or can be downloaded from website of the Ministry of Forests and Environment, Climate Change Management Division (www.mofe.gov.np).

The MoFE-UNEP-EbA II now invites eligible consulting firms having:

- At least seven years of experience of having undertaken baseline assessment.
- Documentary evidence of at least five project/assignment (more assignments is an advantage) on baseline studies.
- Clear understanding of the assignment in terms of clarity of methodology and the approach.
- Provision of CV’s of the assigned staff/experts and other documentary evidences as proof of meeting requirements.

The other short listing criteria beside mentioned above are:

- Demonstrated capability to handle the assignment solely or in joint venture, and be able to put-together the necessary team, operational necessities and financial resources.
- Have a proven track record in developing and conducting various types of, studies, monitoring and impact evaluations and conducting surveys (in rural settings) as well as in management and analysis of qualitative and quantitative data.
- Have extensive knowledge and experience in conducting focus groups discussion, key informants interview and using participatory methodologies.
- Have track record for timely delivery of agreed outputs/deliverables within agreed timeline and budgets.

Eligible firms/companies must submit their business/professional registration certificate/s along with its confirmed validity period to date, Tax Clearance Certificate up to FY 2074-075, VAT Registration Certificate duly certified by a notary as per law of country.
and self-declaration letter of not being ineligible up to submission date.

Firms shall be assessed and compared using criteria relevant to assignment as stated in Terms of Reference, hence the firm shall submit documents required to support with evidence so as to demonstrate the qualification and experiences of the firm.

Firm will be selected in accordance with the Selection Based on Quality and Cost Based Selection method (QBCS) method set out in the guidelines. Only the selected/shortlisted firms shall be asked to submit separate Technical and Financial proposals based on Request for Proposal (RFP) for the assignment and, that firm/s whose technical scores are declared successful shall be informed to open the financial proposal/s prior to final listing of selection. The firm scoring highest in CQS shall be invited to negotiate a contract. Both technical and financial aspects of the proposal may be negotiated.

Further information can be obtained at the address below during office hours (10:00 to 17:00 hours). Expression of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail)

**Last date of submission:** August 8, 2019 at 15:00PM  
**Opening date of EOI:** August 8, 2019 at 16:00PM

If the last date of submission happens to be holiday, the next working day will be the last date for submission.

MoFE-UNEP-EbA II reserves the right to shortlist or not to shortlist any or all the firms without assigning any reason whatsoever.

Attn: Mr. Ram Prasad Awasthi  
**Climate Change Management Division, Ministry of Forests and Environment, Singhdurbar, Kathmandu**  
Tel: +977 1 4221455, Email: mo.cc@mofe.gov.np, Website: www.mofe.gov.np
Standard Expression of Interest (EOI) Document for Shortlisting of Consulting Services to undertake Baseline Assessment of EbA II Project

Procurement of Consulting Services (For National Consulting Services)

Issued By:
Government of Nepal
Ministry of Forests and Environment
Climate Change Management Division
Catalyzing Ecosystem Restoration for Climate Resilient Natural Capital and Rural Livelihoods in Degraded Forests and Rangelands of Nepal (EbA II)

July 2019
Expression of Interest (EOI)

for

Undertaking Baseline Assessment of EbA II from National Consulting Services

Project Name: Catalyzing Ecosystem Restoration for Climate Resilient Natural Capital and Rural Livelihoods in Degraded Forests and Rangelands of Nepal (EbA II)
EOI: 001-EbA/2075-076/2019

Office Name: Ministry of Forests and Environment, Climate Change Management Division – EbA II

Office Address: Building 2, 2nd Floor, Department of Forests & Soil Conservation, Forestry Complex, Babarmahal, Kathmandu

Issued on: July 25, 2019 (Shrawan 9, 2076)

Financing Agency: Grant: LDCF-GEF 5203-UNEP-
## Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>CV</td>
<td>Curriculum Vitae</td>
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<tr>
<td>DO</td>
<td>Development Partner</td>
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<td>EA</td>
<td>Executive Agency</td>
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<tr>
<td>EOI</td>
<td>Expression of Interest</td>
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<tr>
<td>GON</td>
<td>Government of Nepal</td>
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<tr>
<td>PAN</td>
<td>Permanent Account Number</td>
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<td>PPA</td>
<td>Public Procurement Act</td>
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<td>PPR</td>
<td>Public Procurement Regulation</td>
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<tr>
<td>TOR</td>
<td>Terms of Reference</td>
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<tr>
<td>VAT</td>
<td>Value Added Tax</td>
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A. Request for Expression of Interest

Government of Nepal  
Ministry of Forests and Environment  
Climate Change Management Division  
Date: July 25, 2019 (Shrawan 9, 2076)

Name of Project: Catalyzing Ecosystem Restoration for Climate Resilient Natural Capital and Rural Livelihoods in Degraded Forests and Rangelands of Nepal (EbA II)

Name of the Donor Agency: LDCF-GEF-5203-UNEP
Donor Loan/Credit/Grant No: Grant GEF-5203

1. Government of Nepal (GoN) has allocated fund from LDCF-GEF grant toward the cost of Catalyzing Ecosystem Restoration for Climate Resilient Natural Capital and Rural Livelihoods in Degraded Forests and Rangelands of Nepal (EbA II) and intends to apply a portion of this Grant to eligible payments under the Contract for which this Expression of Interest is invited for undertaking the Baseline Assessment of EbA II, National consulting service.

2. The Ministry of Forests and Environment, Climate Change Management Division - EbA II now invites Expression of Interest (EOI) from eligible consulting firms/companies (“consultant”) to provide the following consulting services:

- The main objective of the baseline assessment is to create baseline data of the current scenario of project working sites, existing capacity of the government, generate data of its stakeholders and beneficiaries based on which the target of the project will be measured. The assessment will also revisit the Result framework of the project document and propose revision of indicators, if necessary for the project outputs/outcomes to be monitored during project implementation and evaluation towards the end of project.

- The specific objectives include to validate and configure the project working sites as defined by the project document and as per the new governance structure, identify and establish a baseline information of project indicators as defined in Result framework for monitoring, evaluation and project performance, revisit the Result framework including targets and indicators and propose revision, if deemed necessary, generate information on the demographic and socio-economic features of households beneficiaries (direct and indirect) disaggregated information (gender and class) of the working wards of the Municipalities (Palikas), explore and identify the existing natural resource base for EbA interventions including opportunities for improving the social, natural and financial capital of the targeted beneficiary households, based on the Result Framework of the project document prepare baseline data in relation of target and MoV specified in the RF.

3. Eligible firms/companies may obtain further information and EOI document free of cost at the address Ministry of Forests and Environment, Climate Change Management Division, EbA II, Project Management Unit, Building 2, 2nd Floor, Department of Forests & Soil Conservation, Forestry Complex, Babarmahal, Kathmandu during office hours on or before August 8, 2019 at 15:00PM or visit the website www.mofe.gov.np.
4. Consultants may associate with other consultants to enhance their qualifications.
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 30%, Experience 60%, and Capacity 10% of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
7. Minimum score to pass the EOI is 70%.
B. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms 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 firms/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 10 weeks. Expected date of commencement of the assignment is October 31, 2019.

6. A Consultant will be selected in accordance with the Quality and Cost Based Selection (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 “undertaking Baseline Assessment of EbA II””. 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 for
Undertaking Baseline Assessment of EbA II

1. Background:
Nepal is ranked one of the most vulnerable countries in the world to climate induced disasters and is exposed to different hazards such as flood, landslides, glacial lake outburst flood (GLOFs), thunderstorms, cold wave, droughts and earthquakes. The country is also highly vulnerable to the negative impacts of climate change leading to consistent rising trends in annual mean temperature, extreme rainfall events, increasing frequency and intensity of floods, GLOFs and droughts. In view of the above, efforts must be made to explore options in which nature can provide solutions to our development challenges-enabling local communities and societies at large to adapt and cope with the effects of climate change on the long run.

Natural resources in forest and rangeland ecosystems underpin many local industries and micro-enterprises in Nepal including non-timber forest products (NTFPs) and medicinal and aerometric plants (MAPs) markets and ecotourism. High population density and widespread poverty have accelerated pressure on the goods and services of forest and rangeland ecosystems. Important resources are being over-exploited through excessive stocking of livestock and increased harvesting of firewood, timber and other natural resources. This is evident in the expansion of intensive agriculture along previously forested hill slopes. These unsustainable land use practices result in increased soil erosion that results (i) decreased in water quality through increased sedimentation; (ii) increased variability in water supply, and (iii) reduced soil fertility thereby adversely affecting agricultural productivity. As a result, ecosystem degradation is the most consistent threat to the local communities and the Nepalese economy.

The effects of climate change such as rising temperature, erratic and intense rainfall and increased frequency of extreme droughts, floods and avalanches have been reducing the adaptive capacity of forests and rangelands in the mid-hills and high mountains of Nepal which naturally provide ecosystem goods and services to indigenous and local communities. As a consequence, climate change is adversely affecting the indigenous and local communities particularly children, elderly and women, who directly and/or indirectly depend on the ecosystem goods and services for their daily livelihoods. These problems are expected to increase in intensity and frequency under future climate change scenarios. Moreover, national, provincial and local government and local communities have limited technical and institutional capacity in planning, implementing and financing of the adaptations of these climate change and design action plan. To address these problems, the current EbA II aims at increasing the capacity of national and local government institutions to adapt to the climate change by implementing ecosystem-based adaptation (EbA) approaches in degraded forests and rangelands in mid-hill and high mountain areas. This EbA II project will build on the good practices and lessons of the earlier baseline EbA projects and consequently contribute to the long term sustainability of the baseline projects in the face of climate change. The project has three components; component 1 will strengthen the national capacity to plan and implement EbA, component 2 will support a policy environment that promotes EbA across Nepal and component 3 will demonstrate on the ground EbA interventions to restore degraded forests and rangelands.

1.1 Project's major outputs
There are a total of ten outputs across the three components;
Output 1.1 Technical working groups on EbA established within MCCICC
Output 1.2 Training provided for national, district and local stakeholders on identifying, prioritizing, implementing, monitoring and evaluating EbA interventions
Output 1.3 National campaigns implemented and district level collaboration facilitated on
Standard EOI Document for Baseline Assessment-EbA II

EbA approaches and benefits including lessons learned in component 3
Output 1.4 Primary, secondary and tertiary educational programmes developed on EbA best practices
Output 2.1 Policy briefs developed and training provided on recommended revisions to policies, strategies and relevant sectoral budgets including for forestry, agriculture and water sector to promote EbA in forests and rangelands
Output 2.2 Frameworks that support up scaling of EbA in forests and rangelands developed and presented to relevant national institutions
Output 3.1 Social, economic and biodiversity site specific information produced to support identification, prioritization, implementation, monitoring and evaluation of EbA in forests and rangelands
Output 3.2 EbA demonstrations implemented to increase water infiltration and fodder production during drought conditions and intense rainfall events and integrated into operational management plans of user groups
Output 3.3 Adaptation techniques introduced to complement EbA through conservation of top soil sand water in the face of droughts and increased rainfall intensity
Output 3.4 Community livelihood improvement plan (CLIPS) in line with the economic benefits from forests, rangeland and agro ecosystems and implemented with local communities

1.2 Project working areas
The project covers two distinct physiographic regions of Nepal; midhills - Accham and Salyan and High Mountain; Dolakha. A total of 10 Municipalities/Rural Municipalities encompassing (Sanfebagar, Ramaroshan and Mallekh in Accham, Gaurishankar, Bhimeswor, Kalinchowk, Shailung and Jiri in Dolakha and Banghat-Kubhinde and Khumakh in Salyan) fall within the project working sites.

2. Rationale of baseline assessment:
EbA II has clearly defined its targets and indicators in its Log frame/Results Resources Framework; however, baseline of the project targets is currently not available. Therefore, in order to create benchmarks, a baseline assessment will be undertaken to generate baseline information for each of the target spelled out in the project's document. The baseline indicators will be the guiding information to gauge project achievement and results at the end. This will help devise appropriate tools for monitoring and evaluation of the project interventions. Furthermore, this baseline assessment will generate the required information comprising of socio-economic, demographic and natural resource base including ancillary information of the general and targeted beneficiaries of the project working Palikas. This information will guide the project to plan effectively and coherently in realizing the project objectives in a systematic way.

2.2 Objective: The main objective of the baseline assessment is to create baseline data of the current scenario of project working sites, existing capacity of the government, generate data of its stakeholders and beneficiaries based on which the target of the project will be measured. The assessment will also revisit the Result framework of the project document and propose revision of indicators, if necessary for the project outputs/outcomes to be monitored during project implementation and evaluation towards the end of project. The baseline date will take into consideration the targets of the project, mainly but not limiting to:
1) Technical working group on EbA established within MCCICCC
2) 150 Officials trained on EbA
3) EbA protocols developed
4) Training materials/tool kits/manual developed and rolled out
5) 2 National awareness campaigns held on EbA
6) Four tools on EbA developed and integrated/mainstreamed in school curricula
7) Research grants provided to Bachelors, Masters and PhD students
8) Existing policies and strategies reviewed to embrace EbA issues, and policy briefs developed
9) EbA up scaling and financing plan prepared
10) At least 1000 ha of forests restored using EbA
11) At least 450 ha of rangelands restored using EbA
12) 100 operational plans updated
13) 120 ha of improved terraces developed
14) 36 filtering dams constructed
15) 36 water conservation ponds constructed
16) 24 rainwater harvesting devices constructed
17) 3 community livelihood improvement plans (CLIPS) developed
18) 7 nurseries established

The specific objectives include:

a) Identify and establish a baseline information of project indicators as defined in Result framework for monitoring, evaluation and project performance
b) Revisit the Result framework including targets and indicators and propose revision, if deemed necessary.
c) Generate information on the demographic and socio-economic features of households beneficiaries (direct and indirect) disaggregated information (gender and class) of the working palikas.
d) Explore and identify the existing potential and opportunities in livelihood dimension towards improving the social, natural and financial capital of the targeted beneficiary households
e) Based on the Result Framework of the project document prepare baseline data in relation of target and MoV specified in the RF.

3. Scope of Work
The baseline assessment will focus inter alia on collecting data related to key performance indicators which are set out in the results framework but not limited to the following:

a) Validate and configure the current working areas (formerly VDCs) as per the new federal structure. Identify the main project stakeholders, institutions, and beneficiaries (direct and indirect) of the working palikas.
b) Assess and document the socio-economic and demographic features of the project sites encompassing; coverage, HH population, household size and disaggregated information (gender and social class) of beneficiaries, occupation, income (annual income, source of income, land holding size, food sufficiency, livestock, assets and so forth)
c) Assess the existing human, social, natural, physical and financial capital of the community institutions (at user group level) and recommend areas for capacity enhancement
d) Identify and map out the existing resource base including degraded forest and rangelands for EbA intervention and restoration. Based on a consultative process identify innovative on-farm and off-farm ground interventions in the areas of cash income, crops diversification, livestock management and food security to adapt and cope with the emerging climate induced risks.
e) Based on a participatory approach, identify and document existing and potential functional groups (forest, leasehold, NTFPs/MAPs, irrigation, livestock, rangeland, agro ecosystem, etc) and develop gender disaggregated information for conservation and livelihood interventions.
f) Explore the perception and level of understanding of EbA measures and benefits by local stakeholders in Palikas and district level
Standard EOI Document for Baseline Assessment-EbA II

g) Explore and identify major forest/agro/rangeland based resources, its utilization and harvesting pattern (sites and product). Analyze the involvement of women, poor and marginalized communities in resource management and benefit sharing. Map them in a tabular form with seasonal calendar of harvest. Assess the vulnerability context of the targeted beneficiaries.

h) Document existing and potential micro-enterprises with focus on sustainable use of nature/NTFPs and MAPs resources.

I) prioritize the most pragmatic, feasible and sustainable means of livelihood option to improve food security and cash income of the beneficiaries in the face of climate change. Identify and recommend income generating activities that have quick impact for the climate vulnerable communities.

j) Explore and identify possible opportunities for market linkages and value addition of the identified products.

k) Identify and map partners/I/NGOs, CBOs and their scope of work and coverage in project working areas view a view to generate synergy in programme implementation (coverage and intervention)

l) Prepare a resource map of the project working sites depicting province, district and, Palikas

Key questions

1) Who are the main project stakeholders including direct and indirect beneficiaries and what is their anticipated role and responsibilities while implementing project interventions?

2) What are the existing socio-economic and demographic features of the project sites?

3) What is the perception and level of understanding and value of EbA measures and what capacity enhancement measures would be required at national, provincial and local level

4) What is the current state of natural resource, harvesting pattern and what opportunities exist for improved livelihood to reduce pressure and halt degradation of natural capital?

4. Expected outcomes

A comprehensive baseline report of the project working Palikas but not limited to the following:

a) A detailed socio-economic and demographic information of the project Palikas

b) Identification of key institutions and stakeholders(Govt, local community and UGs) for collaboration and partnership

c) Coverage, population, total HHs, and disaggregated information of beneficiaries on (gender and social class)

d) An assessment of existing resource base(forest and rangeland) for conservation and restoration

e) Livelihood options and opportunities based on forest, rangeland and agro-ecosystems to improve HH income

f) A complete set of measurable baseline indicators of the project targets.

5. Study method and approach

Although there is no limitation on the application of tools for undertaking the assessment and data collection, a mixed method of both quantitative and qualitative method is suggested. This include HH questionnaire survey, stakeholder analysis, community consultation, FGD, KII, competency analysis (SWOT) based on PESTLE (political, economic, social, technological, legislative and environmental) approach, appreciative participatory planning and action (APPA), well being ranking, direct observation of the ongoing initiatives. The team is expected to review all available secondary information at federal, district and local
government level using content analysis tool. Consultant team is required to refer 10 outputs while developing data collection tools/instruments.

6. Outputs & deliverables:
   a) Inception report, comprising of study approach and methods, detail data collection tools and instruments, work execution plan, proposed table of content of the report within 2 weeks of signing of the contract.
   b) Interim progress report, comprising of work progress, methodology adopted, summary of baseline data collected with description of indicators, within 8 weeks of contract signing.
   c) Draft report, as per the approved format, the report must include baseline data and findings in a clear, logical and readable manner including an executive summary not exceeding 10 pages in a word document format for discussion and input, within 9 weeks of contract signing.
   d) Final report, after incorporation of comments and inputs, of 5 copies in CD Rom, within 10 weeks of contract signing.

7. Guidance and Supervision:
The Service Provider/Consulting Firm will work under the general guidance and supervision of the NPD, NPC, and NPM. More specifically the M&E Officer at EBA II will be responsible for the regular monitoring and backstopping of the work.

8. Timeframe:
A total of 10 weeks has been allocated for the completion of the study from the date of signing the contract.

9. Team composition and expertise:
The study team should comprise of the following:
   a) Team Leader, a PhD or Master's Degree in Social Sciences, Economics, Forestry, Agriculture or other disciplines with more than 15 years of substantive work experience in conducting similar research/studies in the capacity of Team Leader with experience in the areas of socio-economic development, Baseline assessment, project monitoring and evaluation and livelihood dimension is required.
   b) Socio-economist/Livelihood Expert, a Master's degree in Social Sciences, Economics, Agriculture, Forestry with more than 10 years of progressive work experience in the field of socio-economic development, enterprise development and livelihood promotion. Substantive knowledge and expertise on the formulation of livelihood strategy is a must.
   c) Agro-ecological Expert, a Master's degree in Agriculture, Rangeland Management, Ecology, Soil Science, Forestry or Natural Resource Management, with more than 10 years of work experience in integrated conservation and development, agro-ecology, agro/nature based enterprise promotion.
   d) Gender & governance Expert, A Master's degree in Social science, development studies, Forestry or a related discipline with more than ten years of working experience in the field of NRM, social sector, GESI, environment poverty nexus and livelihood promotion.
   e) Enumerators: With a bachelor’s degree in forestry, agriculture or livestock well versed in data collection, survey and analysis.

10. Required documents and evidences:
The potential Service Providers/Consulting firms having following criteria can apply for this assignment along with technical and financial proposal.
Standard EOI Document for Baseline Assessment-EbA II

- Detail technical (should include/reflect the details as mentioned in the deliverables) and financial proposal in two separate sealed envelop
- Profile of the organization including organization structure
- Evidence of prior work experiences of having undertaken similar task
- Detail working methodology including working schedule
- Signed Curriculum Vitae of proposed team
- VAT registration certificates
- Renewed registration and recent tax clearance certificates

11. Mode of Payment:
The service provider/consulting firm shall be paid in four installments as per the submitted deliverables

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Timeline</th>
<th>Payment</th>
<th>Remarks</th>
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<tr>
<td>Submit a copy of Inception report, comprising of study approach and methods, detail data collection tools and instruments, work execution plan, proposed table of content of the report. (#6.a)</td>
<td>Within 2 weeks after signing of the contract.</td>
<td>20% of the contract amount.</td>
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<tr>
<td>Submit a copy of Interim progress report, comprising of work progress, methodology adopted, and summary of baseline data collected with description of indicators. (#6.b)</td>
<td>Within 8 weeks after signing of the contract.</td>
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<tr>
<td>Submit a Draft report, as per the approved format, the report must include baseline data and findings in a clear, logical and readable manner including an executive summary not exceeding 10 pages in a word document format for discussion and inputs. (#6.c)</td>
<td>Within 9 weeks after signing of the contract.</td>
<td>40% of the contract amount.</td>
<td>Submit report in hard and soft copy (CD).</td>
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<td>Submit a Final report, after incorporation of comments and inputs. (#6.d)</td>
<td>Within 10 weeks after signing of the contract.</td>
<td>40% of the contract amount</td>
<td>Submit 5 report hard copy and in soft copy (CD)</td>
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D. Evaluation of Consultant’s EOI Application

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

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<tr>
<th>i) Eligibility &amp; Completeness Test</th>
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<tr>
<td>Copy of Registration of the company/firm</td>
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<td>VAT/PAN Registration <em>(for National consulting firm only)</em></td>
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<tr>
<td>Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission <strong>FY 2074-075 (for National consulting firm only)</strong></td>
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<td>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.</td>
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EOI Form 1: Letter of Application
EOI Form 2: Applicant’s Information Form
EOI Form 3: Experience (3(A) and 3(B))
EOI Form 4: Capacity
EOI Form 5: Qualification of Key Experts

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<th>ii) EOI Evaluation Criteria</th>
<th>Insert Minimum Requirement if Applicable</th>
<th>Score [Out of 100%]</th>
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<tr>
<td><strong>A. Qualification</strong></td>
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<td>Qualification of Key Experts</td>
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<td>30%</td>
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<td>Experience of Key Experts</td>
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<td><strong>B. Experience</strong></td>
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<td>General of consulting firm</td>
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<td>Specific experience of consulting firm within last 7 years.</td>
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<td>Similar Geographical experience of consulting firm</td>
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<td><strong>C. Capacity</strong></td>
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<td>Financial Capacity</td>
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<td>Infrastructure/equipment related to the proposed assignment</td>
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Note: In Case, a 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 firm’s or JV EoI shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.
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 for Baseline Assessment-EbA II

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,

Ministry of Forests and Environment
Climate Change Management Division – EbA II
Project Management Unit
Building 2, 2nd Floor, Department of Forests & Soil Conservation
Forestry Complex, Babarmahal, Kathmandu
Telephone No.: +977 1 4221455
Fax No.: +977 1 4211868
Email Address: mo.cc@mofe.gov.np

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]

---

1 Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.
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>
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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)²:</th>
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</thead>
<tbody>
<tr>
<td>Country:</td>
<td>Duration of assignment (months):</td>
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<tr>
<td>Location within country:</td>
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<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>
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<tr>
<td>Completion date (month/year):</td>
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<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: ____________________________________________

² Consultant should state value in the currency as mentioned in the contract
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>
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4. Capacity

4(A). Financial Capacity
(In case of joint venture of two or more firms to be filled separately for each constituent member)

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<th>Year</th>
<th>Amount Currency</th>
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- Average Annual Turnover of Best of 3 Fiscal Year Of Last 7 Fiscal Years

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

<table>
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<tr>
<th>No</th>
<th>Infrastructure/equipment Required</th>
<th>Requirements Description</th>
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</table>
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)*

<table>
<thead>
<tr>
<th>SN</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>
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*(Please insert more rows as necessary)*