Standard Expression of Interest (EOI) Document for short listing of Individual Consultants for District Project Coordinator (DPC) for EbA II Project (Achham, Salyan & Dolakha)

Procurement of Individual Consultant (For National Individual Consultant)

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)

August 2019
Re: September 2019
Expression of Interest

(EOI)

for

Procurement of

Individual Consultant

for District Project Coordinator – DPC

(Achham, Salyan & Dolakha)

From

National Individual Consultant

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

EOI: 002-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

Re-Issued on: September 18, 2019 (Ashwin 1, 2076)

Financing Agency: Grant: LDCF-GEF 5203-UNEP
**Standard EOI Document for Consultant DPC**

### Abbreviations

<table>
<thead>
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<th>Abbreviation</th>
<th>Description</th>
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<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>DPC</td>
<td>District Project Coordinator</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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<td>GON</td>
<td>Government of Nepal</td>
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<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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<td>RFP</td>
<td>Request for Proposal</td>
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<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: September 18, 2019 (Ashwin 1, 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 Individual consultant service. The consultant will be part of the project management team and will be responsible for the overall implementation and delivery of project interventions at Achham, Salyan and Dolakha districts.

2. The Ministry of Forests and Environment, Climate Change Management Division-EbA II now invites Expression of Interest (EOI) from eligible individual consultant (“consultant”) to indicate their interest in providing services for following major services:
   - Work closely with the local level stakeholders to ensure the project activities are implemented and monitored to achieve the intended project’s output.
   - Oversee and manage project implementation, monitor work progress, reporting and ensure timely delivery of outputs within district.
   - Support to project management unit in the preparation of annual work-plans, quarterly work-plans, and periodic progress report.
   - Support to national thematic consultants in organizing consultative meetings, workshops, trainings, exposure visits.
   - Other responsibilities relevant for EbA II implementation.
The objectives will be guided by the framework attached in the Terms of Reference (ToR).

3. Eligible individual consultant 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 September 24, 2019 or alternatively ToRs can also be downloaded from the website www.mofe.gov.np

4. 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. Last date of EOI submission is September 24, 2019 at 12:00 Noon.

5. EOI will be assessed based on individual consultant’s Qualification 40% and Experience
60%.

6. Based on evaluation of EOI, only shortlisted individual consultants shall be invited to submit technical and financial proposal through a request for proposal based on Request for Proposal (RFP). Whose technical scores are declared successful shall be informed to open the financial proposal/s prior to final listing of selection. The individual consultant scoring highest in Quality and Cost Based Selection (QCBS) shall be invited to negotiate a contract.

7. Minimum score to pass the EOI is 70%.
B. Instructions for submission of Expression of Interest

1. Expression of Interest must be submitted by an individual and must ensure to specify the district for which consultant interest is being submitted.

2. Interested individual consultant must provide information indicating that they are qualified to perform the services (bio-data, description of assignments, experience in similar conditions and general qualifications to be involved in the proposed assignment).

3. This expression of interest is open to all eligible national individual consultants.

4. The assignment has been scheduled for a period of entire project period but on an annual contractual basis and renewal upon satisfactory performance.

5. A individual consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) method.

6. Expression of Interest should contain following information:
   
   (i) A covering letter addressed to the representative of the client and duly signed.

   (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: General Experience (Form 3)**
   - **EOI Form: Specific Experience (Form 4)**
   - **EOI Form: Geographic Experience (Form 5)**

7. 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.

8. The Expression of Interest (EOI) document must be duly completed and submitted in envelope and should be clearly marked as “EOI Application for Short-listing for the “**Individual consultant service for District Project Coordinator for “……… (Insert district in which individual constants are interested)”**”. The Envelope should also clearly indicate the name and address of the Applicant.

9. 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 Individual Consultants Services or Brief TOR

Post Title: District Project Coordinator (DPC)

Numbers: Three (3)

Duty Station: Project working districts (Achham, Salyan & Dolakha).

Contract Type: Individual Contract

Duration: Post valid for the entire project period. Service contract issued annually upon satisfactory performance.

Key Responsibility:
The District Project Coordinator will work under the overall guidance of National Project Director (NPD) and National Project Coordinator (NPC) and under the direct supervision of National Project Manager (NPM). The DPC will be part of the project management team and will be responsible for the overall implementation and delivery of project interventions at the district level. The DPCs will team together with Project Management Unit (PMU) staff and national thematic experts in realizing the project outputs and outcomes.

The DPC will specifically:
1. Act as a liaison with provincial, district and local authorities. Work closely with the local level stakeholders to ensure the project activities are implemented and monitored to achieve the intended project’s outputs.
2. Oversee and manage project implementation, monitor work progress, reporting and ensure timely delivery of outputs within the district.
3. Promote community dialogues between stakeholders for cross learning on EbA approaches.
4. Provide support to PMU in the preparation of annual work plans, quarterly work plans, and periodic progress report as deemed necessary.
5. Prepare progress reports (monthly/quarterly/annual) from the field level activities against the annual/quarterly work plan.
6. Work closely with Monitoring & Evaluation Officer in developing and facilitating the monitoring and reporting system. Provide technical support and input while preparing the project reports and documents.
7. Provide support to national thematic consultants in organizing consultative meeting, workshops, trainings, exposure visits as part of the project regular business.
8. Participate in the Multi-Sectoral Climate Change Initiatives Coordination Committee (MCCICC) meetings and share progress on EbA interventions.
9. Support and promote gender equality and social inclusion in program activities.
10. Undertake any other responsibilities relevant for EbA as required by PMU.

Qualification & Experience:
A Master’s degree in Forestry, Agriculture, Livestock, Veterinary or related discipline with over five years of demonstrated work experience in the areas of natural resource management, watershed management, rangeland management, biodiversity conservation, ecological restoration and livelihood/enterprise promotion. Sound working knowledge of project management tools, social mobilization techniques, institutional capacity building, preparation of
work plans and technical reports is a must. Prior work experience of having worked and collaborated with local bodies and institutions will be an asset. Worked experience of project district may have preference. Candidates must be computer literate with strong analytical, interpersonal and report writing skills both in English and Nepali is required.
D. Evaluation of Individual Consultant’s EOI Application

Individual 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>
<th>Compliance</th>
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<tbody>
<tr>
<td>EOI Form 1: Letter of Application</td>
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<td>EOI Form 2: Applicant’s Information Form</td>
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<td>EOI Form 3: General Experience</td>
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<td>EOI Form 4: Specific Experience</td>
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<td>EOI Form 5: Geographic Experience</td>
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<tr>
<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>A. Qualification</td>
<td>Relevant academic qualification</td>
<td>Refer ToR</td>
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<tr>
<td>B. Experience</td>
<td>General experience of the person within last 5 years.</td>
<td>Refer ToR</td>
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<td></td>
<td>Specific experience of consultant</td>
<td>Refer ToR</td>
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<td>Similar Geographical experience of consultant</td>
<td>Refer ToR</td>
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Note: In Case, a corruption case is being filed to Court against the Natural Person 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. General Work Experience
Form 4. Specific Work Experience
Form 5. Geographic Experience
1. Letter of Application

(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

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 Individual Consultant for [Insert brief description of Work/Services and EOI applied district].

2. Attached to this letter are photocopies of original documents defining:
   a) the Applicant’s signed curriculum vitae
   b) the Applicant’s academic qualification
   c) the Applicant’s evidence of training or workshop participated/conducted
   d) the Applicant’s evidence of prior work experiences of having undertaken similar task
   e) the Applicant’s citizenship

3. All further communication concerning this Application should be addressed to the following person,

   [Person]
   [Address]
   [Phone, Fax, Email]

4. 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 :
2. Applicant’s Information Form

1. Name:

2. Telephone No:

3. Fax No:

4. E-Mail Address:

(Provide brief description of the background of the Consultant.)
# 3. General Experience

## General Work Experience

*(Bio data, general qualifications, training and workshop conducted/participated computer literate, 3 references etc.)*

<table>
<thead>
<tr>
<th>S. N.</th>
<th>Name of Organization</th>
<th>Location</th>
<th>Duration</th>
<th>Description of work carried out</th>
<th>Remarks</th>
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*(Please insert more rows as necessary)*

## Reference:

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<tr>
<th>S. N.</th>
<th>Name and address of referee</th>
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4. Specific Experience

**Specific Work Experience**

*(Description of assignments of similar nature, experience in similar conditions, general qualifications, training and workshop conducted/participated etc.)*

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<tr>
<th>S. N.</th>
<th>Assignment Name</th>
<th>Location</th>
<th>Narrative description of project</th>
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*(Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment. Please insert more rows as necessary)*
5. Geographic Experience

Geographic Experience

*(Experience in similar geographic area and conditions)*

<table>
<thead>
<tr>
<th>S. N.</th>
<th>Name of the assignment</th>
<th>Location</th>
<th>Assignment description</th>
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