

# **EXPRESSION OF INTEREST (EOI)**

**Title of Consulting Service: KSMC-SaMi/CS/FBS-  
01-2079/080**

**Method of Consulting Service: National**

**Project Name : KSMC-SaMi/CS/FBS-01-2079/080**

**EOI : KSMC-SaMi/CS/FBS-01-2079/080**

**Office Name: Kalaiya Sub-Metropolitan City**

**Office Address: Kalaiya-5, bara, Nepal Kalaiya Bara**

**Funding agency : Government Budget**

## Abbreviations

CV	-	Curriculum Vitae
EA	-	Executive Agency
EOI	-	Expression of Interest
GON	-	Government of Nepal
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
TOR	-	Terms of Reference
VAT	-	Value Added Tax

## **Table of Contents**

Section I.	A. Request for Expression of Interest	4
Section II.	B. Instructions for submission of Expression of Interest	6
Section III.	C. Objective of Consultancy Services or Brief TOR	8
Section IV.	D. Evaluation of Consultant's EOI Application	14
Section V.	E. EOI Forms and Formats	18

## **A. Request for Expression of Interest**

# Request for Expression of Interest

## Government of Nepal (GoN)

Name of Employer: Kalaiya Sub-Metropolitan City

Date: 23-08-2022 00:00

Name of Project: KSMC-SaMi/CS/FBS-01-2079/080

1. Government of Nepal (GoN) has allocated fund toward the cost of KSMC-SaMi/CS/FBS-01-2079/080 and intend to apply portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service
2. The Kalaiya Sub-Metropolitan City now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: KSMC-SaMi/CS/FBS-01-2079/080 (Consulting service to Safer Migration Programme)
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Kalaiya Sub-Metropolitan City, Kalaiya Sub-Metropolitan City  
Kalaiya-5, bara, Nepal  
Madhesh Province during office hours on or before 07-09-2022 12:00 or visit e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) or visit the client’s website [www.kalaiyamun.gov.np](http://www.kalaiyamun.gov.np)
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) N/A on or before 07-09-2022 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 40.0 %, Experience 50.0 %, and Capacity 10.0 % of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
8. Minimum score to pass the EOI is 60

## **B. Instructions for Submission of Expression of**

# 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/ 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 20 Months. Expected date of commencement of the assignment is 15-11-2022.
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 KSMC-SaMi/CS/FBS-01-2079/080. 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**



## **Safer Migration Programme Terms of References**

1. **Introduction:** Foreign employment has been a major means of livelihood in Nepal. This has played a significance role in the poverty reduction. The remittances from foreign employment have contributed to the family and aggregate economic indicators to balance the economy. It has become one of the basic sources for foreign currency and thus contributing to sustain economy. However, the foreign employment has been facing various problems in Nepal. The workers and their families have not been receiving proper attention and help in getting the advantages from the state. The migrant workers have been suffering from exploitation, fraud and deceiving cases. This has created a social cost to the family and nation. Hence, due to this condition the Local Governments (LGs) want to address the issues and problems of foreign employment and migrant workers at the local level.

This Safer Migration (SaMi) Programme is joint effort of Government of Nepal and Government of Switzerland. The project was piloted in Khotang and Sarlahi districts in 2011. Later it was extended in 20 districts including Kathmandu. The project is owned by ministry of Labour, Employment and Social Security (MoLESS) and implemented jointly by Helvetas Swiss Cooperation and the ministry. The third phase of the project was up to fiscal year 2078/79 (BS) but due to the Covid-19 pandemic it is further extended up to **fiscal year 2080/2081**. Hence, under this arrangement, this consulting service is being taken to enhance capacity of the LGs to address the issues and problems of foreign employment and migrant workers of Nepal.

2. **Objectives of the assignment:** The following are the major objectives of the assignment:
  - *To provide access to the information about the safety in the foreign employment for all the persons who wish to go in foreign employment of the concerned LGs*
  - *To provide legal services for the migrated workers who has been exploited and fraud regarding foreign employment*
  - *To provide social cooperation to the workers and their families who has been suffered from foreign employment*
  - *To provide required skills to increase savings and management of remittances received by the workers in foreign employment*
  - *To provide required skills and evidence for the migration right workers for proper policy dialogue*
  - *To develop the mechanism to provide skills and training in foreign employment*
  - *To help in providing effective safer migration services through the migration service centers*
3. **Scope of the Assignment:** *The scope of work the consultant need to assist carrying out the following duty to the concerned LGs:*
  - *Review of literature about the safer migration documents and related reports , laws etc.*
  - *Meetings with the concerned officials of LGs about the work-related officials*
  - *Inception reports about the ToR implementation methods and time frames*

**Major work:**

- *Establishment of offices in proper place with related furniture and furnishings etc; recruitment of volunteers and related staffs as per the given selection criteria; prepare result-oriented job descriptions of staffs and their orientation and training; Performance agreement.*
- *Management of access to information and manage the migrant's resource center; provide information and print/distribute the information sheet; group and individual*

*consulting through resource center; follow up for migrants; volunteer selection, orientation and mobilization; orientation in the community related to the safer foreign employment; information transmission related to safer foreign employment through local communication; Interaction with journalists, security agencies regarding safer foreign employment; Coordination with stakeholders, coordinate with other LGs in district.*

- *Psychosocial consulting program-individual and groups; identify the family members having tensions due to the foreign employment; psychosocial consulting for family members and groups*
  - *Financial Literacy program: identify the women and formation of their groups receiving the remittances; running of consulting classes regarding financial literacy and psychosocial.*
  - *Protection of migrants' rights protection and expansion: Network formation; Capacity development of network; Network mobilization;*
  - *Coordination and Monitoring: Meetings with LGs program management committee and coordination committee; coordination meetings with migrant's resource center; Monitoring and reporting management.*
  - *Support and facilitate the victims of FE for justice. Facilitate the potential migrant worker to link with skill training.*
  - *This EoI is for Kalaiya Sub-Metropolitan City and Baragadhi Rural Municipality but the selected consultant should coordinate, support and facilitate to other two LGs ( Jeetpursimara Sub-Metropolitan City, and Simraungadh Municipality of Bara) in implementation of the SaMi Programme and in reporting, capacity building of staffs, monitoring of programme and in staffs mobilization.*
  - **Approach and Methodology:** The consultant service provider should have the following approach and adopt methodology for this assignment:
    - The consultant should be familiar with the relevant act, regulation reports and academic as well as impact studies regarding the safer migration and foreign employment
    - The data collected during the assignment period should be updated and the problems/ issues as well as reform measures should be listed and updated and handover to the LGs after the assignment is completed.
    - The consultant should be in regular contact and coordinate with the ministry, foreign employment department and board, Safer Migration Programme (SaMi) and the concerned LGs.
4. **Availability of basic data and reports relating to the assignment:** The consultant will be made available the reports/ data of previous service provider who worked in LG in previous years. The relevant information can be obtained from the concerned LGs.
  5. **Transfer of knowledge or skills:** The consultant need to conduct meetings at LG in every month. All the information and publication should be made available to the SaMi officials and LGs officials as per the need.
  6. **Training of Officials:** The consultant should provide training / orientation in the relevant areas to its own staffs working with them. Similarly, the consultant needs to orient the LGs and SaMi's officials at regular intervals as requested by the officials.
  7. **Duration of assignment:** *The duration of this assignment is from FY 2079/80 to 2080/81 based on the fund availability. In addition. based on the satisfactory performance of the service provider time extension will be made as per the procurement law of Nepal.*

8. **Qualification and Experience of Key Staffs / Firms:**

**(a) Firm Experience:**

- Should produce letter for commitment for good governance and principles of GESI and have staffs and executive board as social inclusion,
- Should produce the evidence of organizations general assembly and meeting of executive committee and have rules for financial, administrative and human resources
- Capacity to prepare plan and budget, program implementation, monitoring, coordination and report preparation ;
- Experience relating to social mobilization, human rights, good governance, human trafficking, Safer Migration/Foreign employment ,empowerment of backward and marginalized groups .

**(b) Qualification and Experience, time periods and main responsibilities of Key Staffs :** The consultant should provide the qualification and experience of the staffs of the firm.

S.No	Position (Key Experts)	Qualification and Experience	Required Man months	Main Responsibilities
1	Program Coordinator (One)	At least Bachelor's Degree in humanities, management, law and related subjects, At least 5 years' experience in program implementation, At least 2 years or more as the program officer work experience, Priority should be given who worked in the area of foreign employment Participated in training in related work	20 Months	<ul style="list-style-type: none"> <li>• Program and budget and workplan preparation and implementation</li> <li>• Coordinate and assist in the survey, study and research relating to safer migration</li> <li>• Prepare capacity development plan and regular supervision of staff's functions and responsibilities</li> <li>• Coordinate with LGs and SAMI officials</li> <li>• Management of all the works mentioned in the scope of works</li> <li>• Support in four Local government (LGs) where the SaMi is being implemented in Bara.</li> <li>• Coordinated other LGs in district and advocate to work in Safer migration sector.</li> </ul>
2	Accounts and Admin Officer (One)	At least Bachelor's Degree in business administration, management and related degrees. Experience at least 2-3 years as accounts officer in public sector offices or in NGOs /INGOs Participated in training in related work	20 Months	<ul style="list-style-type: none"> <li>• Perform all the financial management functions, such as budgeting, accounting, expenditure, , reporting</li> <li>• Procurement, internal control system and</li> <li>• auditing related functions</li> <li>• logistics management and</li> <li>• administration related functions</li> </ul>

3	MRC Counselor (Two, one should be female )	<p>At-least 10+2 / proficiency certificate in any academic discipline  Have experience of at least 3 years as the social mobilization,  Have knowledge of local language  Women candidate/s will be preferred</p> <p>Having degree of Law subject will be an added advantage  Having training in related work</p>	20 Months	<ul style="list-style-type: none"> <li>• Advise and provide information related to foreign employment to all the citizens who come to DAO for passport</li> <li>• Recommend all the possible migrant workers for skill training</li> <li>• Cooperate the migrant workers related issues such as rescue, corpse management, claims and frauds and medical fails management</li> <li>• Keep online records of stakeholders</li> <li>• Coordination with DAO, Employment Service Center, national partnership institutions and other stakeholders etc.</li> </ul>
4	Psychosocial Counselor (2 , one for kalaiya SMC and one for Baragadhi Rural municipality)	<p><b><u>For who has worked in SaMi project and completed six month Psychosocial Training-</u></b>  At least Proficiency Certificates / 10+2 and having 6 months Psychosocial training and work experience in sector of Safer Migration.  <b><u>For New-who has not worked in SaMi Project-</u></b>  Having degree relating to staff nurse, Health Assistant, , public health, sociology . B.Ed in Health, Diploma in Counseling .</p> <p>Having work experience in Psychosocial Counseling and Women candidate/swill be preferred.</p>	20 Months	<ul style="list-style-type: none"> <li>• Identify the households that have the workers in foreign employment who needs psycho-social counseling</li> <li>• Provide psycho-social counseling for the family members of the workers of foreign employment</li> <li>• Conduct group discussion and help in developing skills for encountering the allegations to the affected peoples</li> <li>• Provide psycho-social advice to prevent suicide taking into account the family members having depression and related symptoms</li> <li>• Help to the peoples having psycho-social problems to contact the institutions due to foreign employment</li> </ul>
5	Financial Literacy Facilitator (2 , one for kalaiya SMC and one for Baragadhi Rural municipality)	<ul style="list-style-type: none"> <li>• At least proficiency certificate or 10 +2 pass.</li> <li>• Having experience of at least 2 years in teaching in adult education or literacy / financial literacy</li> <li>• Individuals working in the safe foreign employment will be given preference</li> <li>• Female candidate will be preferred .</li> </ul>		<ul style="list-style-type: none"> <li>• Lead and mobilize the whole activities to be implemented in the community as per the annual plan and budget</li> <li>• Facilitate between migrant's resource center and the community</li> <li>• Facilitation with financial literacy and psycho-social facilitators at the community level</li> <li>• Prepare monitoring progress reports</li> <li>• Employees capacity development</li> </ul>

				<ul style="list-style-type: none"> <li>• Collect / Assist in the data collection, study / research of safer migration</li> <li>• Coordinate / co-work stakeholders with program cooperation unit and LGs</li> <li>• Selection of targeted participants from community meetings</li> <li>• Household meetings and monitoring</li> <li>• Run/ Operate result-oriented classes as per the curriculum</li> <li>• Coordinate with the mechanism of program staffs and psycho-social advisor</li> </ul>
6	<p>Returnee Volunteer (Partial) (6,, Three for kalaiya SMC and three for Baragadhi Rural municipality)</p> <p><b>(No Marks are allotted, but need to submit the CVs)</b></p>	<ul style="list-style-type: none"> <li>• At least 10 class pass</li> <li>• Experience of at least 1 year in foreign employment (Gulf Countries or Malaysia)</li> <li>• Preference will be given for work in safer foreign employment / migration</li> </ul>	20 Months	<ul style="list-style-type: none"> <li>• Meeting with potential individuals for foreign employment, returnee workers or their families and disseminate about the safer foreign employment and refer them to the migrant resource center</li> <li>• Refer the possible migrant workers to migrant resource center for additional information about skill training</li> <li>• Cooperate the migrant workers related issues such as rescue, corpse management, claims and frauds and medical fails management and refer to the migrant resource center for necessary help</li> </ul>

9. **Facilities to be provided by the clients:** The consultants will be stationed at the proper place for the office. LGs and program support unit will coordinate and cooperate the consultant to perform the work as per the agreement. All the office management, furnitures, equipments and office running expenses shall be borne by the consultant under the programme.

**10. Reporting Requirements:**

1. **Inception report:** Within 10 days after signing of the agreement.
2. **Monthly Report:** Within 7 days after completion of every month
3. **Final Report:** as per requirement.
4. **Final Report:** Within 7 days after completion of the assignment after incorporating the feedbacks/ suggestions from the clients (LGs and Program Support Unit (SaMi))
5. The report data should to be uploaded on SaMi database system.

11. **Deliverables: The consultant at the completion of the assignment should deliver the following :**

1. All the reports as mentioned in clause 10 reporting requirements
2. Reports covering the all works as mentioned in scope of works of ToR
3. All the collected documents, reports, audio-visual materials, statistics

## **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	Copy of Registration of the company/firm and renewal certificate of FY 2078/2079.[Mandatory]	
2	Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission 2075/2076 to 2077/78 (B.S.) .[Mandatory]	
3	Copy VAT/PAN Registration certificate .[Mandatory]	
4	Proof of last 5 year's work experience.[Mandatory]	
5	Self -Declaration Letter in the Firm's Letter Pad Stating " The firm/consultant is not blacklisted, has not penalized on professional misconduct/fault and has no conflict of interest in this assignment" .[Mandatory]	
6	Average consultancy services turnover of best three years in last 5 years should be at least NPR 6 Million..[Mandatory]	
7	Document fee deposit slip of Nrs.one thousand.[Mandatory] The consultant should pay Nrs. 1000.00 (in word -One Thousand only ) as EoI document fee through the below bank account. Account name: Kalaiya Sub-Metropolitan City Account Number:1260100301010004 Bank Name :Rastriya Banijaya Bank. Branch: Kalaiya, Bara.	
8	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 [Duly filled signed and official seal]	
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.	
11	Note:EOI will be rejected if required documents mentioned in this section are not submitted.	

## ii) EOI Evaluation Criteria

### A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Qualification of Key Experts (Position: Programme Coordinator)	Bachelor's degree in Humanities/ Management/ Law/Education
2	Experience of Key Experts (Position: Programme Coordinator)	Minimum 5 years Work experience in development related field . Out of which, 2 years of work experience as an Officer or above level in Govt./NGO/INGO or International Organizations.
3	Training of Key Experts (Position: Programme Coordinator)	Training in Safer Migration/Human trafficking/Foreign employment/Office management/social mobilization (3 days or more)
4	Work Experience of Key Experts (Position: Programme Coordinator)	Worked in the field of safer migration/Foreign employment

Sl. No.	Criteria	Minimum Requirement
5	Qualification of Key Experts (Position: Finance and Admin Officer)	Bachelor Degree in Management or Business Administration.
6	Experience of Key Experts (Position: Finance and Admin Officer)	2-3 years Work experience in Admin and Finance in any organization.
7	Training of Key Experts (Position: Finance and Admin Officer)	Training in Financial Management (3 days to 4 days).
8	Qualification of Key Experts (Position: MRC Counselor (2 candidate))	10+2 / proficiency certificate in any academic discipline
9	Experience of Key Experts (Position: MRC Counselor (2 candidate))	Having 3 years of work experience in social mobilization
10	Training of Key Experts (Position: MRC Counselor (2 candidate))	Having training in communication/counseling/social mobilization (3 to 4 days)
11	Having academic degree in Law subject of Key Experts (Position: MRC Counselor (2 candidate))	Having academic degree in Law subject
12	Qualification of Key Experts (Position: Psychosocial Counselor (2 candidate))	Having no work experience in psychosocial counseling but Having degree relating to staff nurse, Health Assistant, public health, sociology , B.Ed in Health, Diploma in Counseling .
13	Gender of Key Experts (Position: Psychosocial Counselor (2 candidate))	Open for all
14	Qualification of Key Experts (Position: Financial Literacy Facilitator (2 candidate))	10+2 / proficiency certificate in any academic discipline
15	Work Experience of Key Experts (Position: Financial Literacy Facilitator (2 candidate))	Having experience of 2 years in teaching in adult education or literacy / financial literacy
16	Work Experience of Key Experts in safer migration/ foreign employment (Position: Financial Literacy Facilitator (2 candidate))	worked in sector of safer migration/ foreign employment
17	Gender of Key Experts (Position: Financial Literacy Facilitator (2 candidate))	Open for all

Score: 40.0

#### B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm with in last 5 years Number of projects carried out in the field of Social Mobilization/ Human rights/Human trafficking/Empowerment of marginalized communities and other sector in last 5 years. ( duration of project must be one year and Project with less than one year duration is not consider for marking)	Number of projects carried out in the field of Social Mobilization/ Human rights/Human trafficking/Empowerment of marginalized communities and other sector in last 5 years.
2	Specific experience of consulting firm with in 5 years.	working experience in field of safer migration / foreign employment.
3	Similar Geographical experience of consulting firm	Working experience in bara district

Score: 50.0

#### C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity.[Average turnover required shall not exceed 150% of cost estimate]	Average consultancy services turnover of best three years in last 5 years should be at least NPR 6 Million.

Score: 10.0



**Minimum score to pass the EOI is: 60**

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

## **E. EOI Forms & Formats**

## **E. EOI Forms & Formats**

Form 1. Letter of Application

Form 2. Applicant's information

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

Form 4. Capacity

Form 5. Qualification of Key Experts

**Standard EOI Document**

**1. Letter of Application**

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

Date: .....

To,

Full Name of Client: \_\_\_\_\_

Full Address of Client: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Sir/Madam,

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

---

<sup>1</sup> 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.)*

<b>S. N.</b>	<b>Name of assignment</b>	<b>Location</b>	<b>Value of Contract</b>	<b>Year Completed</b>	<b>Client</b>	<b>Description of work carried out</b>
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) <sup>2</sup> :
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:  <b>Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.</b>	

Firm's Name: \_\_\_\_\_

<sup>2</sup> 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)*

<b>No</b>	<b>Name of the Project</b>	<b>Location (Country/ Region)</b>	<b>Execution Year and Duration</b>
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)*

<b>Annual Turnover</b>	
<b>Year</b>	<b>Amount Currency</b>

- **Average Annual Turnover**

--

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

**Standard EOI Document**

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

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

---

<sup>3</sup> 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)*

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

(Please insert more rows as necessary)