



Standard Expression of Interest (EOI) Document for Shortlisting of Consultants and Consulting Services

Procurement of Consulting Services (For National Consulting Services)

Issued By:
Ministry of Home Affairs
National Disaster Risk Reduction and Management Authority
Singha Durbar, Kathmandu



Standard EOI Document

Expression of Interest (EOI)

Title of Consulting Services

For

Individual Consultants

**Method of Consulting Service
*[National]***

Project Name : *Government of Nepal*

EOI: *01/EOI/NDRRMA/078/079*

Office Name : *National Disaster Risk Reduction and Management Authority (NDRRMA)*

Office Address: *Singha Durbar, Kathmandu*



Standard EOI Document

Issued on: 11 October, 2021

Abbreviations

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



Contents

A. Request for Expression of Interest	5
B. Instructions for submission of Expression of Interest.....	5
C. Objective of Consultancy Services or Brief TOR.....	7
D. Evaluation of Consultant's EOI Application	8
E. EOI Forms & Formats	9
1. Letter of Application	10
2. Applicant's Information Form	12
3. Experience.....	13
4. Capacity	Error! Bookmark not defined.
5. Key Experts (Include details of Key Experts only)	Error! Bookmark not defined.



Standard EOI Document

A. Request for Expression of Interest



Government of Nepal
Ministry of Home Affairs
National Disaster Risk Reduction and Management Authority
Singha Durbar, Kathmandu

REQUEST FOR EXPRESSION OF INTEREST (EOI)

Date of Publication: 11 October 2021

1. Government of Nepal (GoN), Ministry of Home Affairs, National Disaster Risk Reduction and Management Authority, Singha Durbar, Kathmandu has allocated funds to be used for consulting services by Disaster Related Reconstruction from hiring eligible Individual Consultants (National) as mentioned below.

S.N	Post	Nos	Qualification and Work Experiences
1	Disaster Related Reconstruction Engineer	2 (Two)	Bachelor's Degree in Civil Engineering/ Architecture with preferably Master's Degree in Structural engineering / Construction management / Disaster risk management / Civil engineering /Architecture / Urban planning / Geo-technical engineering. The consultant shall have at least (10) ten years general working experience with at least (5) five years specific experience in planning, designing , construction supervision and quality control during implementation of building and housing projects having working experience in the housing reconstruction projects will be preferred.
2	Disaster Reconstruction Engineer	15 (Fifteen)	Bachelor's Degree in Civil Engineering/ Architecture with 3 years of General Works experience with preferably two years' experience in planning, designing , construction supervision and quality control during implementation of building and housing projects and preferably experience in building and housing reconstruction projects.
3	Civil Sub Engineer	25 (twenty five)	Diploma (or above) in Civil Engineering with 5 years or more general experience as well as 3 years or more specific experience in planning, construction, supervision and quality control in road projects .
4	Geologist	5 (five)	Master's Degree in Geology, Applied Geology, Engineering Geology, Hydrogeology, Geochemistry, Geophysics, or related field and discipline with at least (5) five years general working experience with at least (3) three years specific experience in the area of hazard and disaster studies and geological assessment related work with working experience in the reconstruction projects will be preferred.

2. Interested eligible consultants may obtain further information and EOI document free of cost at the address **Ministry of Home affairs, National Disaster Risk Reduction and Management Authority, Singha Durbar, Kathmandu** during office hours on or before **26 October 2021** or can be downloaded from www.bipad.gov.np, and contact number: **01-4211535/4211971**
3. Experienced, eligible, and willing Consultants are requested to submit their EOI hardcopy in a sealed envelope, which must reach **Ministry of Home affairs, National Disaster Risk Reduction and Management, Singha Durbar, Kathmandu** no later than **26 October 2021** within office hours.
4. In case the deadline for submission of EOI falls on a public holiday, the next working day shall be considered as deadline for EOI submission.
5. The academic qualification and work experience stated in CV shall be verified from their respective certificates and attached documents along with EOI documents.
6. The selection is based on the approved evaluation criteria based on Public Procurement Act 2063 & Regulation 2064 and amendment 2073.
7. There is allocated 30 marks in academic qualification, 60 marks in general and specific experiences and 10 marks for interview. The consultant should score more than 60 marks on the overall ranking criteria to pass in evaluation as mentioned above to qualify for short listing.
8. Consultant will be selected in accordance with the Fixed Budget Selection (FBS) method.
9. The selection of the consultants will be based on the merit list after evaluation of EOI and interview. The shortlisted candidate will be informed to submit financial proposal and then call for negotiation to confirm remuneration or salary and also for formal contract agreement.



Standard EOI Document

B. Instructions for submission of Expression of Interest

1. An Individual Consultant may submit expression of Interest.
2. This expression of interest is open to all eligible **[Individual Consultant]**
3. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 7 years and bio data shall be considered for evaluation.
4. The assignment has been scheduled for a period of **up to 15th July 2022**. Expected date of commencement of the assignment is **First November, 2021**
5. A Consultant will be selected in accordance with the Fixed Budget Selection (FBS) method.
6. Expression of Interest should contain following information:
 - (i) A covering letter addressed to duly sign 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))*
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 sealed envelope and should be clearly marked as "EOI Application for Short-listing for the **NDRRMA**. 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.
10. The selection of the consultants will be taken from the merit list after evaluation of Eoi and call for interview. The shortlisted candidate will be informed to submit financial proposal and then call for negotiation to confirm the remuneration or salary and also for formal contract agreement.



Standard EOI Document

C. Objective of Consultancy Services or Brief TOR

[Provide detail objectives of the consultancy services with expected deliverables or alternatively provide Brief TOR]



Standard EOI Document

D. Evaluation of Consultant's EOI Application

Consultant's EOI application, which meets the eligibility criteria, will be ranked based on the Ranking Criteria.

i) Eligibility & Completeness Test	Compliance
Citizenship	
Engineer Shall submit the Registration of Engineering Council	
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: Training	

ii) EOI Evaluation Criteria	Insert Minimum Requirement if Applicable	Score [Out of 100%]
A. Qualification		
<i>Qualification of Individual consultant</i>		30%
B. Experience		
<i>General experience of the Individual Consultant</i>		20%
<i>Specific experience of the Individual Consultant</i>		40%
<i>Interview</i>		10%

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.



Standard EOI Document

E. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Experience (*General and Specific*)



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 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.
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, we have not been punished for an offense relating to the concerned profession or business, and our Company/firm has not been declared ineligible.



Standard EOI Document

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):



Standard EOI Document

2. Applicant's Information Form

1. Name of Individual Consultant:
2. Registered Office/Place of Business:
3. Telephone No; Fax No; E-Mail Address



3. Experience

3(A). General Work Experience

(Details of assignments undertaken.)

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

Note:

- Provide highlight on General services provided by the individual consultant as required by the EOI assignment.



Standard EOI Document

3(B). Specific Experience

Details of similar assignments undertaken:

Assignment name:	
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	
Start date (month/year): Completion date (month/year):	
Description of actual services provided in the assignment: Note: <ul style="list-style-type: none">• Provide highlight on similar services provided by the individual consultant as required by the EOI assignment.	