



Government of Nepal  
**National Disaster Risk Reduction and Management Authority**  
**Earthquake Housing Reconstruction Project (EHRP)**  
Project Implementation Unit (PIU)  
Singhadurbar, Kathmandu

## **REQUEST FOR EXPRESSIONS OF INTEREST**

**Nepal**

**Earthquake Housing Reconstruction Project (EHRP)**

**Credit No.:** NP-65300

**Assignment Title:** *Hiring a firm for forest fire risk reduction e-learning module development and training program*

**Reference No.:** NP-NDRRMA-311338-CS-CQS

The National Disaster Risk Reduction and Management Authority, Singhadurbar, Kathmandu has received financing from the World Bank toward the cost of the Earthquake Housing Reconstruction Project (EHRP) and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include Hiring a firm for forest fire risk reduction e-learning module development and training program as mentioned in Terms of Reference. Overall duration for this activity will be six (6) months. Commencement of the work will be approximately January, 2023 and will be ensuring full consistency with the TOR attached to in this REOI.

The Terms of Reference (TOR) for the primary procurement stage for the assignment are attached to this request for expressions of interest.

The National Disaster Risk Reduction and Management Authority, Singhadurbar, Kathmandu, now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are: attached with this request for expression of interest.

**Key Experts will not be evaluated at the shortlisting stage. This consulting service is not applicable for non-profit organization (such as NGOs/NPOs)**

The consulting firm securing highest marks after evaluation will be shortlisted for submission of technical and financial proposal. Furthermore, all procedures of selection of consultant shall be carried out under Consultant's Qualification Based Selection (CQS) method of World Bank.



The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 (Revised in November, 2017) ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

In addition, please refer to the following specific information on conflict of interest related to this assignment:

Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of being unable to carry out the assignment in the best interests of the Borrower. Without limitation on the generality of the foregoing, Consultants shall not be hired under the circumstances set forth below:

- a. a firm that has been engaged by the Borrower to provide Goods, Works, or Non-consulting Services for a project (or an affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm), shall be disqualified from providing Consulting Services resulting from, or directly related to, those Goods, Works, or Non-consulting Services. This provision does not apply to the various firms (Consultants, contractors, or suppliers), which together are performing the contractor's obligations under a turnkey or design and build contract;
- b. a firm that has been engaged by the Borrower to provide Consulting Services for the preparation or implementation of a project (or an affiliate that directly or indirectly controls, is controlled by, or is under common control with that Consulting firm), shall be disqualified from subsequently providing Goods, Works, or Non-consulting Services resulting from, or directly related to those Consulting Services. This provision does not apply to the various firms (Consultants, contractors, or suppliers), which together are performing the contractor's obligations under a turnkey or design and build contract;
- c. neither a Consultant (including personnel and sub-consultants), nor an affiliate (that directly or indirectly controls, is controlled by, or is under common control with that Consultant), shall be hired for any assignment that, by its nature, creates a conflict of interest with another assignment of the Consultant;
- d. Consultants (including their experts and other personnel, and sub-consultants), that have a close business or family relationship with a professional staff of the Borrower, or of the project implementing agency, or of a recipient of a part of the Bank's financing, or any other party representing or acting on behalf of the Borrower, that is directly or indirectly involved in any part of:
  - i. the preparation of the TOR for the assignment;
  - ii. the selection process for the contract; or
  - iii. the supervision of the contract, may not be awarded a contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Bank throughout the selection process and the execution of the contract.



Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A Consultant will be selected in **Consultant's Qualification based method** described in the Procurement Regulations and to be specifically set out in the Request for Proposals.

Interested eligible consultants may obtain further information and detail Terms of Reference (ToR) free of cost at the address below during **office hours on or before December 16, 2022** or can be downloaded from NDRRMA website [www.bipad.gov.np](http://www.bipad.gov.np).

Expressions of interest must be delivered in a written form to the Project Director, Earthquake Housing Reconstruction Project (EHRP), Project Implementation Unit (PIU), Singhadurbar, Kathmandu, Nepal (Tel: +977 1 4211202, E-mail: [ehrp.piu@gmail.com](mailto:ehrp.piu@gmail.com)) by **on or before 12:00 hours, December 18, 2022**.

**Expression of Interest must be in sealed hard copy/s and must be delivered by hand within the time. NDRRMA will not be responsible if the sealed Expression of Interest is not delivered due to any reasons in NDRRMA office within the given time.**

National Disaster Risk Reduction and Management Authority  
Attn: Project Director  
Singhadurbar, Kathmandu, Nepal  
Tel: +977-01-4211202  
E-mail: [ehrp.piu@gmail.com](mailto:ehrp.piu@gmail.com)



## 2. 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 and general qualifications).
3. This expression of interest is open to all eligible consulting firms.
4. A Consultant will be selected in accordance with the Consultant's Qualification based Selection Method as specified in World Bank Procurement Regulations, July, 2016 (revised in November, 2107)
5. 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)
6. 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.
7. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the *Hiring of a firm for forest fire risk reduction e-learning module development and training program*. The Envelope should also clearly indicate the name and address of the Applicant. No electronic proposal will be received.
8. 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.



### 3. 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.

Eligibility & Completeness Test	Compliance
Copy of registration of the consulting firm	
VAT/PAN registration certificate	
Tax clearance certificate for FY 2078/79 or evidence of Time Extension for FY 2078/79	
Letter of Declaration that no de-barred from Government of Nepal as well as World Bank	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Consulting Firm Experience	
EOI Form 4: Capacity	

EOI Evaluation Criteria	Minimum Requirements	Score
<b>Experience</b>		
General Experience of consulting firm	<p><i>each consulting firm of sole or JV application should have at least five (5) years of general experience and three (3) years of general experience for other partners in case of JV</i></p> <p><i>General Experience list (3A) should be filled.</i></p> <p><i>Submit all the experiences with evidences regarding training related Projects</i></p>	20
Specific experience and Similar Nature of Works related experiences of consulting firm within last 7 years.	<p><i>Highly <b>preferable</b> having experience in successful completion of project in multi-lateral organization (WB, ADB, UN Agencies etc.)</i></p>	60
	<p><i>Highly <b>preferable</b> having experience in DRRM and fire related training projects.</i></p>	



	<i>Submit all the experiences with evidences regarding DRRM and forest fire related training projects</i>	
<b>Capacity</b>		
Financial Capacity	<i>Average Annual Turnover should be NRs. 5,000,000/- (average of best 3 years among last 7 years) where lead partner should have at least 40% of it.</i>	20

Minimum score to pass: 60 marks

#### **4. EOI Forms & Formats**

Form 1: Letter of Application

Form 2: Applicant's information

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

Form 4: Capacity



## 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 you to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. [Insert name of Client] and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.1
5. All further communication concerning this Application should be addressed to the following person,

[Person]

\_\_\_\_\_



[Company]

[Address]

[Phone, Fax, Email]

6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or 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 is complete, true and correct in every detail.

Signed \_\_\_\_\_ :

Name \_\_\_\_\_ :

For and on behalf of (name of Applicant or partner of a joint venture):





## **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*)
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.)***



## Experience

### 3(A). General Work Experience

*(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)*

**Note: Supportive experience letter of organization should be mandatorily attached with this.**

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



### 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. Supportive experience letter of organization should be mandatorily attached with this.</b>	

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



### 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)*

<i>No</i>	<i>Name of the Project</i>	<i>Location (Country/Organizati on)</i>	<i>Execution Year and Duration</i>
<i>1.</i>			
<i>2.</i>			
<i>3.</i>			
<i>4.</i>			
<i>5.</i>			
<i>6.</i>			
<i>7.</i>			



**1. 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 of Best of 3 Fiscal Year  
Of Last 7 Fiscal Years**

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



Government of Nepal  
**Ministry of Home Affairs**  
**National Disaster Risk Reduction and Management Authority (NDRRMA)**

**Terms of Reference (ToR)**  
For  
**Forest Fire Risk Reduction e-Learning Module Development and Training Program**

November 2022



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## 1. BACKGROUND

Nepal is one of most disasters prone countries affected by recurrent multiple hazards. Every year, the country suffers from substantial loss of human lives, destruction and damage to properties due to natural and non-natural disasters. In the last 45 years (1971 to 2015), more than 40,000 people have lost their life due to disasters. This number is more than two persons losing life every day. In addition to the high rate of casualties in the above-mentioned period, more than 75,000 people have been injured and about 3,000,000 have been affected. In majority of the districts of Nepal, disasters occur recurrently, where more than 90% of the populations are in at high-risk of death due to two or more than two types of disasters.

As enshrined in National Disaster Risk Reduction and Management Act of 2017, National Disaster Risk Reduction and Management Authority (NDRRMA) was established on 16 December 2019, under Ministry of Home Affairs, along with the appointment of Chief Executive. The main responsibility of NDRRMA is to reduce disaster risk and manage to protect human lives and property. This authority has the right to act as the central resource body for disaster risk reduction and management. With the establishment of NDRRMA, the work related to Disaster Risk Reduction and Management has been expedited. According to the Disaster Risk Reduction and Management Act, 2074 BS, there is an arrangement for the National Council for Disaster Risk Reduction and Management to be chaired by the Prime Minister. It formulates national disaster management policies and plans.

NDRRMA has identified forest fires as one of major hazard causing disasters and with climate change the risk continues to grow. Forest fires are recurrent during dry season from mid-November till May. In recent past, Nepal has been experiencing increasing incidence of wildfires affecting forests and other natural vegetation, and an increasing vulnerability imposing serious threats to human lives and properties, and to the destruction and degradation of watershed condition and valuable forest ecosystems in Nepal. Nepal experienced unprecedented forest fires in 2021 fire season. A total of 6,799 forest fires occurred in 2021 fire season alone which is ten times more than that of 2020 fire season. Wildfires in this year's fire season alone toll to 11 death and 4 injured people and destroyed hundreds of thousands of hectares of national forests particularly to community forests, government managed forests, national parks, reserves and conservation areas.

Till date, there is no systematic wild land fire management in place in Nepal. Moreover, there is limited capacity at local, provincial and national levels to deal with forest fire risk. To address this gap, the NDRRMA has set aside budget for capacity development and awareness raising program to reduce forest fire risk and to respond when forest fire happens.

Owing to the COVID context and the need to reach out to a larger number of organizations and individuals working on forest fire risk management there is a need to design and deliver trainings using e-Learning modules.

NDRRMA has received credit from the International Development Association (IDA), World Bank to implement EHRP (P155969, 6530-NP) with an objective to enhance Nepal's ability to improve long-term disaster resilience. Hence as part of improving disaster resilience NDRRMA is hiring a consulting firm to prepare training curricula, resource and also in the form of e-learning course on Forest Fire. The e-learning module will be added in ongoing NDRRMA e-learning platform.



## 2. OBJECTIVE OF THE CONSULTANCY SERVICES

The primary objective of the consulting assignment is to support enhance capacity of NDRRMA and its extended team and relevant stakeholders in Forest Fire Risk Management (fire risk reduction, control, and management) in Nepal through:

- Designing and development of training curricula and resource manual (both English and in Nepali) for enhancing awareness and strengthening forest fire risk management capacity of four levels of DRRM governance, including relevant policy and decision makers; front-line firefighters from **security agencies** (of the Nepal Army, Armed Police Force and the Nepal Police); **community forest user groups**; and **field level forestry staff** of the government. Customize same curricula and develop into e-learning course self-pace learning modules and sessions to strengthen institutional capacity of NDRRMA to deliver the e-learning course compatible with existing e-learning platform <https://elearning.ndrrma.gov.np>
- Conduct training based on curricula and resource manual on the fundamentals of forest fire, integrated forest fire management and technologies for reducing fire risks and suppression of forest fires.

## 3. SCOPE OF THE WORK

The main tasks for the consulting team are as follows:

### Forest Fire content-based scope

#### **3.1 Design comprehensive training curriculum on integrated forest fire risk management in English and Nepali languages**

This will include preparation of **four days** separate comprehensive training curriculum, detailed session plan, training resource book including evaluation for the following three types of target audiences:

**3.1.1 Front-line firefighters** of security personnel (representatives from the Nepal Army, Armed Police Force and the Nepal Police) and municipal fire fighters.

**3.1.2 Community forest user group** including **local fire management volunteers**.

**3.1.3 Forestry field staffs** and **NDRRMA officials**.

- The content of the curriculum will be basic to advance level considering the context of Nepal, beneficial for both non-technical and technical background professional. Any of the narration, data and information must properly be referenced.
- Short review of theme “Forest Fire” in the available literature and provide synopsis as background information, forest fire risks and management approaches.
- The majority of the resource materials should be from the local context except as per demand of content.
- Each modules should have clear learning objective so that the content could be refined as appropriate.
- Work closely with NDRRMA team to use resource materials from NDRRMA communication team and NDRRMA/PIU for finalizing the training modules, contents, resource materials including audio/visuals.
- Prepare a work plan to accomplish the tasks and submit the progress report to NDRRMA.

### **3.2 Develop e-learning modules for the above designed training curricula in English and Nepali languages**

#### **E-learning system – based scope**

The **four days** curriculum and resources should be customized and transform into e-learning modules and sessions (3-4 hour) both English and in Nepali and upload into the NDRRMA e-learning hub. The e-learning content should be based on the training curriculum explained in section 3.1. In addition, it will include video clips (on site case studies, interviews with relevant stakeholders etc.), audio, pictures and graphics.

The e-modules will be developed in self-paced learning.

3.2.1 Module I: Forest fire risk management training for security personnel and municipal fire fighters.

3.2.2 Module II: Forest fire risk management for Community Forest User Groups (CFUG) and local fire management volunteers.

3.2.3 Module III: Forest fire risk management for forestry field staffs and NDRRMA officials.

All the above three modules will be pilot-tested in NDRRMA team and concerned stakeholders, gather feedbacks and revise them as appropriate in the final version.

- Develop and design a precise contents with clear-cut script to effective means of delivery - audio, visual, short cases, photos, precise narration both in Nepali and English.
- Design and authoring all the contents that is best fit in self-pace online course style (user's friendly, engaging and also entertaining).
- Provide adequate and relevant www and reference links on the e-learning modules.
- Support organising pilot testing e-learning course (nationally), receive feedback and incorporate in the final version in consultation with NDRRMA;
- Prepare a guide for the users – participation, certification and quality control (evaluation questionnaire and after ) in the e-learning platform;
- Add an admin reporting module into the current e-Learning platform to track the log of online course participants.
- Prepare a system user's manual and video tutorial on how to operate e-learning courses.
- Upload the prepared module in official platform of NDRRMA, i.e. [elearning.ndrrma.gov.np](http://elearning.ndrrma.gov.np)

### **3.3 Conduct pilot training programs – four days training program for each three types of target audiences**

3.1.1 Security personnel and fire responders (one training program in Bagmati Province either in Kathmandu or Hetauda or in suitable place), expected number of participants thirty (30).

3.1.2 Community forest user groups and local volunteers (one training program in Bagmati Province either in Kathmandu or Hetauda or in suitable place), expected number of participants thirty (30).



3.1.3 Forestry field staffs (one training program in Bagmati Province either in Kathmandu or Hetauda or in suitable place), expected number of participants thirty (30) participants

Consulting firm shall arrange training materials including demonstration firefighting tools and equipment for training purpose.

**3.4 Conduct multi-stakeholder national workshop on forest fire risk management – one day sharing workshop before finalizing the curricula and resource materials.**

#### **4. DELIVERABLES AND REPORTING**

- **Draft and final versions of three separate training curricula** in English and Nepali Languages for: (a) Front-line firefighters of security personnel (representatives from the Nepal Army, Armed Police Force and the Nepal Police) and municipal fire responders; (b) Community forest user group including local fire management volunteers, and (c) Forestry field staffs.
- **Draft and final versions of e-learning modules both in English and Nepali** for the three different target audiences (a) Front-line firefighters of security personnel (representatives from the Nepal Army, Armed Police Force and the Nepal Police); (b) Community forest user group including local fire management volunteers, and (c) Forestry and NDRRMA professionals, self-paced learning modules and sessions and final upload of the modules in [elearning.ndrrma.gov.np](http://elearning.ndrrma.gov.np)
- **Deliver three numbers of trainings** listed in section 3.3.

In addition, the deliverables will also include (i) Inception report, (ii) Reports from various trainings (progress report) and (iii) Final report summarizing the overall work completed through the consulting assignment.

<b>SN</b>	<b>Deliverables</b>	<b>Submission Date</b>
1	Inception report	Within two weeks after contract agreement
2	Phase-I report (along with above mentioned documents)	Within one month after contract agreement
3	Progress reports of training programs	Within 7 days after completion of each training programs and workshop
4	Draft Report	Within four months after contract agreement
5	Final report (Along with above mentioned documents)	Within Five months after contract agreement

- The inception report shall clearly reflect a general picture of functional pattern of assignment such as methodology, work schedule, team composition and summary of cost.



- All deliverables shall be submitted with full and up to date hard copies, digital versions and e-modules integrated with NDRRMA's website.

## 5. DURATION OF THE CONSULTANCY SERVICE

Total duration of the consultancy services shall be five (5) months after the date of contract agreement.

## 6. TEAM COMPOSITION

The following key personnel will be required to complete the assignment.

S.N.	Position	No	Minimum Qualification	Preferable Experience (Years)
<b>Experts for developing training content, resource materials (including e learning modules) and deliver training</b>				
1	Team Leader/Natural Resource Management Expert	1	Masters in Natural Resource Management or related field; knowledge of forest fire science, management techniques, and existing forest and forest fire management systems in Nepal; Prior experience of relevant research, development of training manual, conducting training and teaching work.	Minimum of 10 years in general experience and 7 years in specific experience
2	Forestry Expert (as a trainer and e-learning module developer)	2	At least Master's Degree in Forestry/Related field, demonstrated knowledge of forest fire management (prevention, control, and use) well versed with Nepal's forest management systems experience in developing training manual, conducting training, workshops excellent writing both English and in Nepali and reporting skills	Minimum of 10 years in general experience and 7 years in specific experience
3	Foresters and fire responders (as a trainer and e-learning module developer/supporter)	3	Bachelor's Degree in Forestry, Electrical Engineering or relevant discipline or Skilled Fire Fighter with three years of experience Demonstrated knowledge of forest fire management (prevention, control, and response) Experience in conducting training and reporting	Minimum of 3 years in general experience and 2 years in specific experience
<b>IT Experts for developing e-learning modules</b>				

1	IT Expert-System Developer	1	Bachelor Degree in Information Technology, Computer Engineering with general experience of 5 years and 3 years of specific experience in managing large scale enterprise applications, technology / Project Management Certification, Training or Specialization will be preferred. S/he should have experience of managing projects with similar tools and technologies proposed in this project. He/she should have strong knowledge in software development/GUI/QA and data administer. He/she is responsible to develop & design software solutions by studying information needs, conferring with users; studying systems flow, data usage, and work processes; investigating problem areas; following the software development lifecycle. Have excellent coding skills.	Minimum 5 years of general experience and 3 years of specific experience
2	Graphical User Interface (GUI) Designer	1	At least Bachelor's degree in Information Technology, Computer Engineering. He/she should have minimum 3 years of general experience and 2 years of specific working experience in the field of web application design and development. S/He shall have the sound knowledge of designing tools and should have sound knowledge of front-end development. S/he should have worked in responsive UI designs using Reacts/Angular. Experience in java script visualization libraries like d3.js, high chart, chart.js, plot.ly will be preferred. The consultant is responsible for Gathering and evaluating user requirements, in collaboration with Team leader and senior software Engineers. Illustrating design ideas using information radiators such as storyboards, process flows and sitemaps. Designing graphic user interface elements, like menus, tabs, and widgets. Have excellent coding skills.	3 years of general experience and 2 years of specific experience
<b>Non-Keys staff</b>				
1	Logistic Officer	1	Bachelor's Degree in Arts/ Business/	Minimum of 2 years

			Others, Experience similar tasks of organizing and delivering training and support	of general experience
2	Assistant	1	10+2 Experience in office support, and in organizing training	Minimum of 2 years of general experience

## 7. MAJOR TASKS FOR THE EXPERT

The tasks of individual consultants will include, but will not necessarily be limited to, the following:

S.N.	Position	Detail task
<b>Experts for developing training content, resource materials (including e-learning modules) and deliver training</b>		
1	Team Leader/Natural Resource Management Expert	<ul style="list-style-type: none"> <li>• Lead the overall team, provide guidance in overall planning, ensure quality of work and timely accomplishing of the deliverables.</li> <li>• Consultations with relevant experts and officials</li> <li>• Review literature related to the assignment</li> <li>• Key communication with the client</li> <li>• Take lead role in design and drafting of training curricula and e-learning modules</li> <li>• Take lead role in consultation process to finalize training and resource materials</li> <li>• Take lead role in delivering three trainings</li> <li>• Preparation and submission of the deliverables</li> </ul>
2	Forestry Expert	<ul style="list-style-type: none"> <li>• Take lead role in the design, planning, organization, management and conduction of all the training programs,</li> <li>• Review of relevant literature,</li> <li>• Design and develop the training material and handouts required for the training, collect locally available materials (cases, audio, video clips, photos etc.)</li> <li>• Prepare separate and combined reports of the training programs</li> <li>• Assist the Team Leader in the design, development and compilation of reports, and the e-learning modules</li> <li>• Guide and supervise the foresters and other trainer staff for smooth conduction of three training programs</li> <li>• Support the team leader as per need</li> </ul>
3	Foresters and fire responders	<ul style="list-style-type: none"> <li>• Serve as lead trainer for the front-line security staff, forestry field staff and CFUG members</li> </ul>

		<ul style="list-style-type: none"> <li>• Design and develop the training material and handouts for the above training</li> <li>• Support to organize meetings/ workshops</li> <li>• Prepare separate detail reports of the training events conducted, including the accurate list of participants and details of the trainings sessions</li> <li>• Assist the Team Leader in the development and compilation of reports, and the e-learning modules</li> <li>• Support the team leader and forestry expert as per need</li> </ul>
<b>Experts for developing e-learning modules</b>		
4	Senior IT Expert-System Developer and IT Expert	<ul style="list-style-type: none"> <li>• Authoring scripts into e-learning module and session, design and development of e-learning modules</li> <li>• Presentation of e-module, make it interesting, engaging and entertaining, missing of audio, visual clips, photos, stories etc.</li> <li>• Support the Team Leader as per need</li> <li>• Conduct piloting, gather feedback and prepare final version</li> <li>• Upload the prepared module in <a href="http://elearning.ndrrma.gov.np">elearning.ndrrma.gov.np</a></li> </ul>
5	IT Expert /Graphical User Interface (GUI) Designer	<ul style="list-style-type: none"> <li>• Design tools for front-end development.</li> <li>• UI designs using Reacts/Angular.</li> <li>• Work on java script visualization libraries like d3.js, high chart, chart.js, plot.ly</li> <li>• Responsible for gathering and evaluating user requirements, in collaboration with Team Leader and senior software Engineers.</li> <li>• Illustrating design ideas using information radiators such as storyboards, process flows and sitemaps.</li> <li>• Designing graphic user interface elements, like menus, tabs, and widgets.</li> <li>• Conduct piloting, gather feedback and prepare final version.</li> <li>• Upload the prepared module in <a href="http://elearning.ndrrma.gov.np">elearning.ndrrma.gov.np</a></li> </ul>
6	Logistic Officer	<ul style="list-style-type: none"> <li>• Management of travels, communication and accommodation, logistic for training (venue and date), transportation of tools/equipment</li> <li>• Record keeping, list of participants</li> <li>• Other duties as assigned by the Team Leader</li> </ul>
7	Assistant	<ul style="list-style-type: none"> <li>• Assist to logistic office and team</li> </ul>

## 8. TERMS OF PAYMENT

The payment shall be made in three installments in the following manner:

S.N.	Payment Condition	Payment of Contracted Amount (%)
1	After submission and acceptance of Inception Report	20
2	After completion, submission and acceptance of training programs and their reports (3 training programs)	45 (15% of contract amount will be disbursed after each training program)
3	After completion, submission and acceptance of workshop and its report	10
2	After submission and acceptance of draft report including upload of e-learning modules	15
3	After submission and approval of Final Report	10

## 9. QUALIFICATION AND EXPERIENCE OF THE CONSULTING FIRM

### 9.1 General Experience

- Minimum of 5 years of general experience

### 9.2 Specific Experience

- Experience in conduction at least two training programs for any agencies within last 7 years.
- Experience in conduction at least one training program organized by Government of Nepal within 7 years.

## 10. SELECTION PROCEDURE OF THE CONSULTANT

The consulting firm will be selected in accordance with The World Bank's Procurement Regulations for IPF Borrowers: Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services, July 2016 (Revised November 2017, Section VII: Approved Selection Methods Consulting Services shall be Consultancy's Qualification Based Selection (CQS) method.

## 11. TAXATION AND OTHER LIABILITIES

The consulting firm shall be fully responsible for all taxes imposed by Government of Nepal. The consultant should have registered in the Value Added Tax (VAT). The consulting firm will be responsible for insurances and costs of the premium of insurances it takes up.





## **12. CONTRACT AGREEMENT**

The Consultant shall be required to enter into an agreement with the NDRRMA on a lump sum contract.