Government of Nepal
Ministry of Environment Science and Technology
Alternative Energy Promotion Centre
Khumaltar, Lalitpur

Expression of Interest for Consulting Services For Analyze fiduciary risk at AEPC to implement climate change program

1. Introduction

Alternative Energy Promotion Centre (AEPC) invites Expression of Interest (EoI) from experienced and qualified Consulting Firms/Organizations for short listing to analyze fiduciary risk at AEPC to implement climate change program. This study shall analyze potential fiduciary risk in AEPC and recommend appropriate mitigation plan for implementing climate change program.

2. Qualification of Organization(s)/Consultant(s)

The consultants/organizations should be a registered organization in Nepal with relevant objectives. The qualified and experienced consulting firms/organizations in the similar types of work will get priority. Consulting Firms can form a Joint Venture (JV)/consortium for international or national organizations/firms. The EoI must clearly mention the name of the leading firm. In this case, the leading firm/organization should have registered in Nepal. The eligibility and qualifying criteria for the selection are provided in Annex 1. The Request for Proposal (RFP) shall be called only to the short listed Consulting Firms/organizations.

3. Detail information about Consulting Firms/Organizations

The Consulting Firm(s)/Organization(s) are required to submit the details about their firms in the prescribed format. In case of a JV, these details are to be provided separately for each partner in a sequential manner. The name of lead organization shall clearly be mentioned in the EoI.

3.1 Introduction to Organizations, organization structure and employee

The consulting firm(s)/organization(s) shall clearly provide the organization background, their organizational structure and the numbers and types of employees.

3.2 Financial Capacity:

The organization(s)/consulting firm(s) should clearly show their financial capacity by showing their annual turnover. The turnover of last three year should be more than NRs 15,00,000. The annual turnover of last three years shall be clearly provided in the following format:

Fiscal Year	Turnover (NRs)

Note: the above information should be supported by the auditor's reports and other legal supporting documents.

3.3 Experience of the firm during last five years

3.3.1 General Experiences

The experience(s) of the firm for similar work shall clearly be provided in the format given below:

SN	Client/funding agency	Location	Task Detail	Value of Contract	Start date	Completion date	Involvement (Single/JV)
1							
2							

3.3.2 Task Specific Experiences

The task specific experiences like organizational assessment, fund management assessment/audit and or assessment of fiduciary risk would be an added advantage.

SN	Client/funding agency	Location	Task Detail	Value of Contract	Start date	Completion date	Involvement (Single/JV)
1							
2							

The firm(s) shall produce certified evidences of completion of the jobs either as corporate entity individually or as one of the major partner with legal association. Works or assignment as a sub-consultant shall not be considered for evaluation.

3.4 Equipments and facilities:

The equipment and facilities of the organization(s)/consultant(s) should clearly be mentioned in the following format:

SN	Description/type	Quantity	Working Condition	Ownership (owned/rented/others)
1	Computer			
2	Laptop			

The firm(s)/organization(s) shall attach documents to support the ownership/possession of these equipments/facilities. In the case of hired equipments/ facilities, lease agreement in this regard shall be attached in EoI document.

3.5 Professional Staffs

The firm(s)/organization(s) shall clearly provide the information of its professional in tabulated form as shown below:

SN	Name of Professional/employee	Designation	Academic Qualification	Experiences		Current job status (full time/part-time//potential
				General	Job Specific	

						professionals to carry out this task)

EoI shall contain the CV of professionals duly signed with date in indelible ink, declaring the correctness of their information.

3.6 Other Information:
Any other appropriate information related to the job shall be provided in EoI.

4. Time required to finish the proposed task

The time required to finish the proposed task is about 6 months from the date of signing of the.

5. Submission of documents

Following documents should be attached along with EoI as a part of it.

- Copy of Registration Certificate of Firm/Organization
- Copy of VAT/Tax registration
- Copy of legal document regarding the same if the organization need not be registered in VAT/Tax.
- Copy of tax clearance invoice of last fiscal year
- Copy of evidence of transaction of more than NRs 15,00,000 in last three years
- CVs of professional staffs (hand signed with declaration of correctness)
- Signed agreement/memorandum of understanding amongst partner in case of JV
- Copies of certificate of relevant experiences if any

6. Deadline for submission of EoI, place and contact person

The deadline for the submission of EoI will be 15 day from the date of first publication of notice in newspaper within the office hour. If the 15th day from the first publication of notice is public holiday, consecutive next office day will be the last day of the submission of EoI. The EoI should be addressed to:

The Executive Director

Alternative Energy Promotion Centre

Khumaltar, Lalitpur

Annex 1

1. *Eligibility criteria*

SN	Eligibility Criteria	Compliance	Status
1	Registration certificate	Yes/No	Pass/Fail
2	Tax clearance certificate	Yes/No	Pass/Fail
3	VAT/Tax registration certificate or legal evidence if company/organization need not to be registered in VAT	Yes/No	Pass/Fail
4	Evidence of financial transaction of minimum required amount given	Yes/No	Pass/Fail
5	MoU or contract amongst partner for JV only	Yes/No	Pass/Fail

2. ***Evaluation criteria***

2.1 Financial capacity……10%
2.2 General experience of the firm……..10%
2.3 Specific work experience ……20%
2.4 Qualification of Professionals……..50%
2.5 Office set up, logistics and equipments……..10%

The firm(s) which gets minimum 50% marks will be shortlisted for proposal call.