

EXPRESSION OF INTEREST (EOI)

**Title of Consulting Service: Baseline study for Clean
Cooking Solutions (CCS) Projects**

Method of Consulting Service: National

Project Name : Baseline study for Clean Cooking Solutions (CCS) Projects

EOI : AEPC/CCS/EoI/2082/83-03

Office Name: Alternative Energy Promotion Center

Office Address: Tahachal Kathmandu Kathmandu

Funding agency : Grant

Loan/Credit/Grant number : GCF

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A. Request for Expression of Interest

Request for Expression of Interest

Government of Nepal (GoN)

Name of Employer: Alternative Energy Promotion Center

Date: 27-05-2026 17:00

Name of Project: Baseline study for Clean Cooking Solutions (CCS) Projects

Name of the Donor Agency: Grant

Donor Loan/Credit/Grant No: GCF

1. Government of Nepal (GoN) has received a Grant from Single Envelope Procedure toward the cost of Baseline study for Clean Cooking Solutions (CCS) Projects and intends to apply a portion of this loan/credit/grant to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service
2. The Alternative Energy Promotion Center now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: Baseline study for Clean Cooking Solutions (CCS) Projects
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Alternative Energy Promotion Center, Alternative Energy Promotion Center
Tahachal
Kathmandu
Kathmandu, Kathmandu
Bagmati Province
Nepal during office hours on or before 11-06-2026 12:00 or visit e-GP system www.bolpatra.gov.np/egp or visit the client’s website www.aepc.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 (manually not accepted) on or before 11-06-2026 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 45.0 %, and Capacity 15.0 % 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

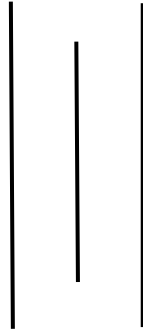
B. Instructions for Submission of Expression of Interest

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, 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.
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 4 Months. Expected date of commencement of the assignment is 27-08-2026.
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 by electronically only 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

Government of Nepal
Ministry of Energy, Water Resources and Irrigation
Alternative Energy Promotion Centre
Bio- Energy Section
CCS Project



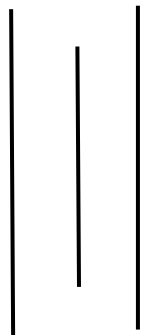
Terms of Reference (ToR)

for

Consulting Services

for

Baseline study for Clean Cooking Solutions (CCS) Projects



Method of Consulting Service
Expression of Interest (EoI)

1. Background

Alternative Energy Promotion Center (AEPC) is a nodal agency of Government of Nepal under the purview of Ministry of Energy, Water resource and Irrigation for the promotion and development of renewable energy and energy efficiency in the country. AEPC is mandated for promotion of technologies relating to clean energy and climate change activities. It is also an Accredited Entity (AE) and Direct Access Entity (DAE) of Green Climate Fund (GCF), intending to open opportunities from national and international platforms to finance an overarching need of mitigation of emissions and adaptation to climate change in Nepal. GCF, a critical element of the historic Paris Agreement, is the world's largest climate fund, mandated to support developing countries to raise and realize their Nationally Determined Contributions (NDC) ambitions towards low-emissions, climate-resilient pathways.

To mitigate the impact of climate change and strengthen resilience of the most vulnerable communities to adapt to climate change, AEPC is implementing the project entitled “Mitigating GHG emission through modern, efficient and climate friendly clean cooking solutions (CCS)” through financial support from GCF. The project targets to switch 500,000 households from LPG and fuel-wood stoves to Electric Stoves (ECS), 490,000 households from loose biomass, dung cake and fuel wood to Tier 3+ Improved Cookstoves and to introduce domestic biogas system for 10,000 households. The project addresses specific barriers from transitioning traditional inefficient cooking practice to an efficient and climate friendly cooking solutions. Scaling up the government initiative on CCS, the project aims at reducing an estimated 6.51 million tons of CO₂eq by bringing transformative change in cooking pattern with wider usage of modern clean cooking solutions via ECS, Tier 3+ ICS and biogas. This project is set to be implemented in 150 Local Levels (LLs) spread across 22 districts of the Terai region.

Memorandum of Understanding (MoU) between AEPC and the Independent Evaluation Unit (IEU) of the GCF establishes a strategic partnership to conduct evaluations and assess the results and impacts of the funded activities. This collaboration encompasses technical work focused on enhancing the quality of baseline and endline data collection, constructing counterfactuals, and developing real-time implementation tracking systems. The partnership promotes the use of evaluation as a tool not only to assess the overall impacts of each funded activity but also to support the GCF and AEPC in learning from implementation experiences and identifying best practices. Furthermore, the partnership seeks to promote the use of key tools and methodologies under the Learning-Oriented Real-Time Impact Assessment (LORTA) initiative, which applies theory-based, counterfactual impact evaluation methods.

As a part of impact evaluation of the project, baseline household survey is a critical component for evaluating the project which captures pre-intervention conditions—such as household cooking practices, health, socio-economic status, fuel usage patterns, awareness and access to clean energy and environmental factors—necessary for assessing project outcomes. Baseline will establish a comprehensive starting point for evaluating the outcomes and impacts of the funded activities.

A robust baseline study is therefore essential to support evaluation design, monitor progress, and enable a credible final assessment. The baseline helps build a counterfactual framework essential for LORTA, supports real-time tracking of implementation, and informs evidence-based decision-making.

2. Objectives

2.1. Overall Objectives

The overall objective of this assignment is to conduct a household survey covering 3,060 households across 34 local levels in the Terai region of Nepal, with the aim of establishing a comprehensive pre-intervention baseline. The survey will be designed using a robust methodology and sampling framework that enables future “with-and-without” (counterfactual) analysis. This baseline will serve as a critical reference point for the project’s post-intervention impact evaluation by capturing existing conditions and key indicators required to assess the long-term outcomes and impacts of project interventions.

2.2. Specific Objectives

- a) Collect GEDSI-disaggregated data to document household demographics, livelihoods, and living standards, as well as gender roles in fuel collection and cooking practices. This will include assessing women’s participation in household decision-making, particularly in energy-related purchases, and establishing baseline indicators on Household Air Pollution (HAP)-related health conditions, safety, and overall well-being, with a focus on energy access and time poverty.
- b) Assess current household cooking fuel consumption patterns (including wood, dung, LPG, biomass, biogas, and electricity), along with stove usage practices, electrical safety measures, and the availability and adequacy of kitchen ventilation systems.
- c) Assess traditional practices, user preferences, and cultural factors influencing the selection of cooking fuels and technologies. This will include evaluating the target population’s level of education, awareness, and perceptions of clean cooking solutions, as well as their access to markets and purchasing power to adopt such technologies.

3. Scope of Work

The Service Provider, upon signing the contract, will work in close coordination with AEPC and the CCS Project team to carry out the assignment. The team must be led by a qualified Team Leader who will serve as the primary contact person for AEPC/CCS. The baseline survey will be carried out in following local levels of the Terai region of Nepal.

S/N	Name of Local Levels	No. of Wards	District	Cluster
1	Mechinagar Municipality	15	Jhapa	1
2	Kamal Rural Municipality	7	Jhapa	1
3	Buddhashanti Rural Municipality	7	Jhapa	1
4	Gramthan Rural Municipality	7	Morang	1
5	Barju Rural Municipality	6	Sunsari	1
6	Koshi Rural Municipality	8	Sunsari	1
7	Bariyarpatti Rural Municipality	5	Siraha	1
8	Bhagwanpur Rural Municipality	5	Siraha	1
9	Bodebarsain Municipality	10	Saptari	1
10	Tilathi Koiladi Rural Municipality	8	Saptari	1
11	Janakpur Sub Metropolitan City	11	Dhanusha	2
12	Nagarain Municipality	25	Dhanusha	2
13	Ganeshmancharnath Municipality	9	Dhanusha	2
14	Samsi Municipality	7	Mahottari	2
15	Ekdara Rural Municipality	6	Mahottari	2
16	Kabilashi Municipality	10	Sarlahi	2
17	Garuda Municipality	9	Rauthat	2
18	Dewahi Gonahi Municipality	9	Rauthat	2
19	Kalikamai Rural Municipality	5	Parsa	2
20	Thori Rural Municipality	5	Parsa	2
21	Khairahani Municipality	13	Chitwan	3
22	Kalika Municipality	10	Chitwan	3
23	Bulingtar Rural Municipality	6	Nawalparasi East	3
24	Susta Rural Municipality	5	Nawalparasi West	3
25	Omsatiya Rural Municipality	6	Rupandehi	3

26	Mayadevi Rural Municipality	8	Kapilvastu	3
27	Banganga Municipality	11	Kapilvastu	3
28	Rapti Sonari Rural Municipality	9	Banke	4
29	Baijanath Rural Municipality	8	Banke	4
30	Madhuwan Municipality	9	Bardiya	4
31	Geruwa Rural Municipality	6	Bardiya	4
32	Janaki Rural Municipality	9	Kailali	4
33	Beldandi Rural Municipality	5	Kanchanpur	4
34	Chadani-DodharaMunicipality	10	Kanchanpur	4
Total		289		

**Note: The listed Local Levels are subject to adjustment based on project needs, and AEPC reserves the right to make necessary revisions; nevertheless, any revised baseline study area will be limited to the terai region.*

The Service Provider shall mobilize the team immediately upon contract signing and work in close coordination with the CCS Project team, AEPC, the IEU team, and the LORTA team to support the design, implementation, and supervision of data collection for the baseline household survey.

- 1) A kickoff meeting shall be organized to ensure a shared understanding of the Terms of Reference (ToR), project expectations, scope of work, roles, and responsibilities between AEPC and the selected Service Provider. The meeting will establish a clear direction for the assignment. The Service Provider shall attend the kickoff meeting with all proposed key personnel as submitted in the bid.
- 2) **Review of documents/materials**
 - ❖ Review all relevant project documentation, including CCS implementation plans, theory of change, impact pathways, and evaluation frameworks, to ensure that the baseline survey methodology, indicators, and data collection approach are fully aligned with project objectives, GCF Independent Evaluation Unit (IEU) guidance, and LORTA principles.
- 3) **Questionnaire Development**
 - a) **Translation:** The Service Provider shall be responsible for developing the household survey questionnaire in both Nepali and English. The draft questionnaire shall be submitted to AEPC and the LORTA team for review and validation. Following incorporation of feedback, the questionnaire shall be finalized upon approval by AEPC. The Service Provider shall ensure that only the approved questionnaire is used during the implementation of the household survey.
 - b) **Piloting:** The Service Provider shall conduct a pilot test of the questionnaire with a sample equivalent to more than 1% of the total study size (approximately 40 households) within the

34 local levels. The pilot exercise shall be used to refine the questionnaire, including its wording, structure, and overall survey flow, prior to full-scale implementation.

c) Finalization: Based on pilot feedback, the firm shall make necessary revisions to the questionnaire. The final questionnaire must be programmed and be compatible with Android mobile phone or Tablet for data collection. The firm is responsible for securing Kobo Toolbox subscriptions for the duration of the data collection period.

d) Approval: The Service Provider shall ensure the final questionnaires are approved by AEPC.

4) Staffing

The Service Provider shall ensure the recruitment, deployment, and management of qualified personnel to support high-quality and inclusive data collection.

- ❖ Recruit and deploy ten (10) qualified personnel to serve as enumerators for household-level data collection.
- ❖ Ensure that at least one-third of the recruited enumerators are female, to promote gender-sensitive, inclusive, and culturally appropriate data collection.

5) Equipment and logistics

The Service Provider shall ensure that all logistical arrangements and equipment necessary for efficient and secure data collection are in place.

- a) Tablet or Smart Phone:** The Service Provider shall ensure that each field enumerator is equipped with an Android tablet or smartphone. The Service Provider shall also ensure that Kobo Toolbox is installed and fully functional on these devices for the purpose of digital data collection during the survey.
- b) Field Supplies:** The service provider shall prepare all field supplies required for field staff, including chargers and printed materials prior to the survey.
- c) Data Storage:** Establish secure systems for data storage, controlled access, and backup, ensuring strict confidentiality and compliance with AEPC ethical standards and data protection requirements.

6) Enumerator training

The Service Provider shall design and deliver a comprehensive training program to ensure enumerators are fully prepared for high-quality, ethical, and gender-sensitive data collection.

- ❖ Provide a minimum of one (1) week of intensive training for all recruited enumerators, covering:
 - Survey objectives and evaluation context, including CCS project goals and LORTA principles.
 - Detailed, question-by-question explanation of the survey instruments.

- Gender-sensitive and culturally appropriate interviewing techniques.
- Ethical data collection practices, including informed consent procedures, confidentiality, and safeguarding of vulnerable groups.
- Use of digital data collection tools and field protocols.
- Supervision arrangements, reporting lines, and troubleshooting procedures.
- Must provide photographs and attendance of participants during a week’s training session.

7) Data Collection

The Service Provider shall implement the baseline survey in accordance with approved methodologies, ethical standards, and quality assurance protocols.

- ❖ Data shall be collected digitally using Kobo Toolbox (or an equivalent mobile-based data collection platform) to enable real-time data access, monitoring, and quality control throughout the survey period.
- ❖ Implement household-level data collection in the designated geographic areas, ensuring inclusivity, gender sensitivity, and respectful engagement with all respondents.
- ❖ Ensure strict adherence to ethical principles throughout data collection, including informed consent, confidentiality, and protection of vulnerable populations.
- ❖ Conduct high-frequency (preferably daily) data quality assurance checks throughout the survey period, including:
 - Completeness and consistency checks.
 - Logical validation of responses.
 - Outlier detection and correction.
 - Verification of geographic identifiers, respondent IDs, and survey metadata.
- ❖ Undertake comprehensive data cleaning and processing, including handling missing values, resolving inconsistencies, standardizing units of measurement, and preparing analysis-ready datasets aligned with impact evaluation and LORTA requirements.
- ❖ Ensure that the final cleaned dataset is securely stored and submitted in standard format, with appropriate documentation.
- ❖ The field enumerator must provide photographs taken during data collection, clearly showing the respondent and the household visited. A minimum of two to three photographs per visited household shall be submitted.

8) Survey Completion Report

The Service Provider shall prepare and submit a comprehensive Survey Completion Report to document the baseline survey process and outcomes.

- ❖ The report shall include:
 - Overview of the survey design, methodology, and implementation process.
 - Geographic and sample coverage achieved.
 - Fieldwork timelines, logistics, and coordination arrangements.
 - Data quality assurance mechanisms, findings, and corrective actions taken.
 - Challenges encountered and mitigation measures adopted.
 - Documentation of any deviations from the approved methodology, with clear justifications.
- ❖ Ensure that all baseline datasets, tools, and documentation are fully compatible with LORTA principles, supporting theory-based evaluation, counterfactual construction, real-time implementation tracking, learning-oriented evaluation, and future endline comparison.
- ❖ Facilitate institutional learning by clearly documenting methodological choices, implementation experiences, challenges, and good practices to inform adaptive management and future evaluation processes.

4. Deliverables

From this assignment, the following key deliverables are expected from the Service Provider:

- ❖ **Detailed Work Plan for Baseline Survey Implementation:** A comprehensive work plan outlining the overall approach to baseline data collection, management, and analysis. The work plan shall include detailed activity schedules, sequencing of tasks, team deployment arrangements, fieldwork timelines, quality assurance measures, data management protocols, risk mitigation strategies, and coordination mechanisms with AEPC, the CCS Project team, and the GCF Independent Evaluation Unit (IEU).
- ❖ **Documentation of Ethical Approval and Compliance:** Formal documentation demonstrating that all required ethical clearances and approvals for household-level data collection have been obtained from relevant authorities, as applicable. This deliverable shall also outline informed consent procedures, confidentiality safeguards, data protection measures, and ethical protocols followed during survey implementation, ensuring full compliance with ethical standards and good evaluation practice.
- ❖ **Inception Report:** An inception report presenting the finalized methodology and implementation approach for the baseline survey. The report shall include the detailed work plan, survey design and sampling approach, finalized indicators, data collection instruments, quality assurance framework, team roles and responsibilities, and coordination arrangements. The inception report shall also reflect

insights from initial document review and consultations with AEPC and other stakeholders and serve as the primary reference document guiding the assignment.

- ❖ **Quantitative Baseline Survey Report:** A comprehensive baseline report presenting quantitative findings analyzed from the household survey. The report shall systematically document baseline values across key thematic areas, including household demographics, socio-economic status, cooking practices, fuel consumption and expenditures, health and safety indicators, time use, gender roles, awareness and access to clean cooking solutions, and other indicators required for impact evaluation. The report shall clearly describe the methodology, sampling approach, data limitations, and analytical framework to ensure transparency and credibility.
- ❖ **Qualitative and Structured Data Tables:** Cleaned, well-organized, and clearly labeled data tables summarizing key qualitative and structured variables collected through the baseline survey. These tables support interpretation of quantitative findings, provide disaggregated insights (including by gender and location), and facilitate future analysis, monitoring, and evaluation by AEPC and the GCF IEU.
- ❖ **PowerPoint Presentation of Key Findings:** A professionally designed presentation summarizing the baseline survey objectives, methodology, key findings, and emerging insights. The presentation shall be suitable for dissemination to AEPC, CCS Project stakeholders, GCF representatives, and structured to support discussion, learning, and evidence-based decision-making.
- ❖ **Short Stakeholder-Friendly Summary of Findings:** A concise, non-technical summary highlighting the most important baseline findings, key messages, and implications for project implementation and evaluation. This summary shall be designed for sharing with a broad range of stakeholders, implementing partners, and local stakeholders, while maintaining accuracy and consistency with the full baseline report.

5. Duration of the Assignment

The total duration of this assignment is 120 days from the date of signing the contract. The Service Provider is expected to commence work immediately upon contract award and must complete all tasks (including the final report and deliverables) within 120 days period.

6. Reporting Requirements

The Service Provider shall submit the following key deliverables. For each deliverable, the timeline (from contract signing) and review process are indicated. All reports should be submitted in English, in both electronic format (MS Word/PDF) and hard copy if required by AEPC. AEPC will review each deliverable and provide feedback within the stipulated time; the Service Provider is expected to incorporate feedback and resubmit a finalized delivery for approval.

1) Inception report: The report shall present the detailed methodology and approach for the assignment, including the proposed work plan and implementation schedule, an initial list of proposed indicators, details of human resources to be mobilized, and draft data collection templates. The report shall also summarize key initial findings and considerations arising from the Service Provider's preliminary document review and consultations with AEPC.

Submission: Two printed copies and one digital version within 15 days of contract signing.

2) Draft report: The Service Provider shall submit a Draft Baseline Household Survey Report upon completion of baseline household data collection. The report shall contain sufficient details to enable stakeholders to review the methodology, findings, and analytical approach and provide meaningful feedback prior to finalization.

Submission: The Service Provider shall submit two printed copies and one digital version within seven (7) days after completion of baseline household data collection.

3) Final Report: The Final Baseline Household Survey Report shall incorporate all relevant feedback and comments provided by AEPC and concerned stakeholders. The report shall present finalized findings, validated data analysis, and an approved methodological framework ready for implementation and future reference. The consolidated report shall include all finalized survey tools, data collection templates, datasets, and supporting documentation required for effective utilization of the baseline results.

Submission: Four printed copies and one digital version shall be submitted within ten (10) days following receipt of feedback from AEPC.

7. Required Qualifications and Experience

7.1. The Service Provider shall provide the following key personnel with the required qualifications and experience:

S/N	Key HR Requirement	Minimum Qualification Requirement	Minimum General Experience Requirement (Field/Sector and years)	Minimum Specific Experience Requirement
1	Team Leader (One)	Master's degree in Economics/ Public Policy/ Sociology/ Statistics / Rural Development/ Environmental Science/ Engineering/ Management/ Education/ Business studies	10 years of experience in research studies, monitoring and evaluation (M&E) assignments	At least 1 assignment as Team Leader for a baseline, endline, or large-scale household survey related to energy access
2	Gender Expert (One)	Master's degree in Sociology/ Rural Development/ Gender Studies/ Social Work/ Public Policy/ Social Science/ Law/ Management/ Business studies	5 years of professional experience in gender analysis, gender mainstreaming, or social inclusion within development programs, or research projects.	At least 1 assignment working as a Gender Expert in baseline, endline, or large-scale household surveys or community-based development programs
3	Field Enumerators (Ten)	Bachelor's degree in social science/ Statistics/ Rural Development/ Environmental Science/ Public Policy/ Education/ Management	1 year of experience working as part of a research team, conducting field surveys, data collection, or community-based research.	At least 1 assignment working as part of a research group conducting household surveys, field interviews, or socio-economic data collection

4	Support Staffs (One)	Intermediate in any stream	1 year experience in Microsoft office package, documentation and logistics.	
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7.2. The roles and responsibilities (job descriptions) of the proposed key personnel are outlined below.

1) Team Leader

- ❖ Lead the overall planning, design, and implementation of the baseline household survey, ensuring methodological rigor and alignment with project objectives.
- ❖ Supervise survey teams, coordinate field activities, and ensure timely and quality data collection, entry, and reporting.
- ❖ Oversee data quality assurance, analysis, and preparation of comprehensive survey reports for donors and project stakeholders.
- ❖ Liaise with project management, local authorities, and other stakeholders to facilitate smooth survey operations and resolve field challenges.

2) Gender Expert

- ❖ Integrate gender-sensitive approaches into survey design, tools, and field protocols to ensure inclusivity and gender equality.
- ❖ Analyze sex-disaggregated data, identify gender gaps, and provide actionable recommendations for enhancing gender mainstreaming in the project.
- ❖ Train and guide field staff on gender-sensitive data collection and ensure ethical and safe engagement with respondents.
- ❖ Support reporting by preparing gender-focused findings, insights, and recommendations for project decision-making.

3) Field Enumerators

- ❖ Collect primary data from each household using structured and accurate baseline survey questionnaires.
- ❖ Ensure data quality, completeness, and consistency while adhering to ethical guidelines and gender-sensitive practices.
- ❖ Capture and submit photographs of the enumerator, the house visited, and the respondent, including at least one photo showing the enumerator and respondent together during data collection.
- ❖ Record, verify, and submit data accurately in accordance with the baseline household survey guidelines and requirements.

8. Budget and Payment Schedule

Payment shall be made from the AEPC budget as per agreement. The proposed payment schedule shall be as per the following:

- ❖ First Installment: Maximum 20% (Twenty Percentage) of agreement amount after submission and approval of Inception Report.
- ❖ Second Installment: Maximum 60% (Sixty Percentage) of agreement amount after submission and approval of Draft Report
- ❖ Final Remaining: Remaining payment after submission and Approval of Final Report by AEPC

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	Company Registration	
2	Tax Clearance FY 2081/82	
3	VAT/PAN Registration	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Applicant's Information Form	
6	EOI Form 3: Experience (3(A) and 3(B))	
7	EOI Form 4: Capacity	
8	EOI Form 5: Qualification of Key Experts	
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.	

ii) EOI Evaluation Criteria

A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Qualification of Key Experts	As per ToR
2	Experience of Key Experts	As per ToR

Score: 40.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	General Experience minimum 3 years
2	Specific experience of consulting firm within last 7 years.	Experience related to RE sector
3	Specific experience of consulting firm within last 7 years.	Experience related to Baseline Study
4	Similar Geographical experience of consulting firm	Similar experience in similar geographic region with the proposed task

Score: 45.0

C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity.: Average turnover required 3 Million	Financial Capacity.: Average turnover required 3 Million (Best 3 of last 7 years)

Score: 15.0

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.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

¹ 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.)

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

Firm's Name: _____

² 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)

No	Name of the Project	Location (Country/ Region)	Execution Year and Duration
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)

Annual Turnover	
Year	Amount Currency

- **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 assignment³

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

³ 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)

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

(Please insert more rows as necessary)