EXPRESSION OF INTEREST
ADDENDUM REPORT

Monitoring of the energy generation and community benefit of mini/micro-hydro under Clean Development Mechanism

Alternative Energy Promotion Centre

Alternative Energy Promotion Centre
Mid Baneshwor
Kathmandu
Kathmandu, Kathmandu
Bagmati Province
Nepal

Addendum No: 1

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Following changes have been made in the bid document

Chapter: General Information

Chapter: 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. A maximum of 6 consultants shall be short listed

i) Eligibility Criteria

Sl. No.	Criteria Title
1	Corporate Registration
2	Tax Clearance/Tax Return Submission
3	VAT/PAN Registration
4	EOI Form 1: Letter of Application
5	EOI Form 2: Applicantâ€™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) Evaluation Criteria

Technical Competence:

Sl. No.	Description	Minimum Requirement
1	Qualification of Key Experts	As per TOR

Total Score: 40.0

Management Competence:

Sl. No.	Description	Minimum Requirement
1	General Experience of consulting firm	Five Years
2	Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.	Monitoring, training, design, installation, etc. of Mini-micro hydro
3	Similar Geographical experience of consulting firm	Working experience of consulting firm in similar Geographic Region within last 7 years.

Total Score: 45.0

Geographical Competence:

Sl. No.	Description	Minimum Requirement
1	Financial Capacity.[Average turnover required] [In case of JV, at least Lead Partner must meet the 40 percent of the total requirement and all partners combined must meet the total requirement.]	NRs. 30,00,000.00 (In Words: Thirty Lakhs Nepalese Rupees)

Total Score: 15.0

Objective of Consultancy Services or Brief TOR

1. INTRODUCTION:

Alternative Energy Promotion Centre (AEPC) is a Government institution established on 3 November 1996, under then Ministry of Science and Technology with the objective of developing and promoting renewable/alternative energy technologies in Nepal. Currently, it is under the Ministry of Energy, Water Resources and Irrigation.

Nepal Village Micro Hydro Project (NVMHP) is a Clean Development Mechanism (CDM) Project deals with the development and installation of MHPs of different capacities with a cumulative capacity of 14.970 MW and is being promoted by AEPC. The project activities are targeting poor communities in several regions of Nepal. This also supports the Government's objective of improving energy services in rural areas by developing viable and market-oriented MHPs by offering support to both demand and supply sides. The project expects to reduce greenhouse gas (GHG) emissions through the replacement of diesel fuel used for lighting and milling. The project was registered with the United Nations Framework Convention on Climate Change (UNFCCC) on October 18, 2010.

2. OBJECTIVES:

The objective of the assignment is to assess the energy generation of MHPs under Clean Development Mechanism Project and the community benefits that offered by the project. More specifically the following objectives need to be addressed by the study.

- Identify the operational/construction status of 450 MHPs under CDM
- Assess the community benefits offered by those MHPs.
- Overall beneficiary satisfaction with the product and process.

3. SCOPE OF WORK

CDM principles focus on the sustainability of the systems being deployed as CDM projects and their contribution in the sustainable development. Apart from the physical implementation, continuous functioning of the installed plants is crucial measure of success of the technology and the program as a whole. It is also imperative to know how far the users of micro-hydro have derived benefit from MHPs deployed and the programme as a whole and to what extent they are satisfied with the technology. It is equally important to assess socio-economic impact brought about by this technology.

There are 450 MHPs included in the MHP CDM project. The district-wise and province wise distribution of those MHPs are as given below:

Districts	No	Districts	No	Districts	No
Province-1		**Bagmati Province**		**Gandaki Province**	
Bhojpur	8	Dhading	15	Baglung	51
Dhankuta	2	Dolakha	13	Gorkha	20
Ilam	5	Kavre	13	Kaski	6
Khotang	13	Makawanpur	1	Lamjung	9
Okhaldhunga	18	Nuwakot	1	Manang	4
Panchthar	19	Ramechhap	4	Myagdi	7
Sankhuwashava	8	Sindhuli	3	Nawalparasi	2
Solukhumbhu	16	Sindhupalchowk	4	Parvat	2
Taplejung	19			Syangja	1
Tehrathum	4			Tanahun	1
Udayapur	3				
Total	**115**	**Total**	**54**	**Total**	**103**
Province-5		**Karnali Province**		**Sudurpaschim Province**	
Gulmi	4	Dailekh	6	Achham	18
Palpa	6	Dolpa	1	Baitadi	10
Pyuthan	3	Humla	11	Bajhang	22
Rolpa	10	Jajarkot	12	Bajura	16
Rukum	3	Jumla	15	Dadeldhura	2
		Kalikot	10	Darchula	10
		Mugu	5	Doti	11
		Salyan	1		
		Surkhet	2		
Total	**26**	**Total**	**63**	**Total**	**89**

The scope of work shall include following, but shall not necessarily be limited to the following:

- Assess the operational/construction status of MHPs and grid connection.
- Collection of Energy meter data logbook from individual MHPs from 18 October 2017.
- If logbook is not prepared, prepare daily operational status consulting with MHP operator/Working Committee
- Assess the community benefits offered by those MHPs specifically
    - whether the project helped in expansion of rural energy services to the poorest of the poor households and their future sustainability; and
    - (ii) whether project managed to assist the poor, women, vulnerable, and marginalized communities for enhancing their role in decision making; benefit sharing; access to resources; and capacity building.

All the 450 MHPs have to be visited by the consultant to acquire the required data and information. For the community benefit monitoring at least 2 HH for each MHPs have to be visited. At-least 25% of those HH belongs to the targeted/disadvantages group. The potential indicators for the community benefit monitoring (but not limited to) are as follows:

- Increase in number of households connected to electricity
- Total consumption of electricity in kWh
- Reduction in consumption of kerosene oil after the installation of MH
- Number of part time and full time job opportunities created during the construction and operation of the MH plant
- Number of new enterprises established after the installation of MH (type wise number)
- Average time spent on productive usage post installation of MH (in hour)
- Increase in time spend (in hour) on studies after the installation of MH
- Frequency of social meetings in the village after the installation of MH
- Increase in number of participants in such meetings

4. SUBMISSION OF REPORTS AND PRESENTATION OF THE WORKS

Reporting of the work shall be done as per following:

1. An ***inception report*** (both hard copy and e-copy) within 15 days of signing of the contract. The inception should have: final questionnaire(s), detailed work plan, methodology, the team to be deployed survey instruments (both qualitative and quantitative), data quality management plan, and timeframe to complete the assignment.
2. A ***draft report*** *(both hard copy and e-copy)* by the end of the 5 months from the date of signing of contract.
3. ***Final Report*** **(both hard copy and e-copy)** incorporating feedback from AEPC, filled in logbook for daily meter reading, proof for operation/non-operation of MHPs, soft copies of Photo of all MHPs etc.

5. TIME SCHEDULE

There will be a contact agreement between AEPC and Consulting Company/Consultant. The consultant is expected to complete the tasks within 6 (Six) months from the date of contract agreement.

6. PAYMENT SCHEDULE

Payment shall be made from AEPC budget as per agreement. Proposed payment schedule shall be as per following:

- **Advance** **:** Maximum 20% (Twenty Percent) of Advance will be provided against unconditional advance Bank Guarantee (BG) from "A" Class Commercial Bank of Nepal. Advance will be paid in **equal two installments** immediate after signing of contract and progress of the assignment.

- **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

Note:

- Advance amount will be proportionately deducted in each installment
- Validity of Advance Security (BG) will be **30** days beyond the task completion period
- Installment will be made against TAX invoice only

7. TENTATIVE STAFFING REQUIREMENTS

The consulting services shall be carried out by National consultants. The firm shall have extensive experience in MHP survey, design, construction, monitoring etc. The team shall be comprised of following members:

- **Team Leader (1 Nos):** At least Masters Degree in Sociology; Economics; Engineering, Energy or Water Resources or any other related social science subject. 7 years of demonstrated experience in designing and implementing social assessment/community benefit monitoring programs in micro hydro projects; good understanding on the impacts of Renewable Energy Technologies (RETs) on socio-economic and cultural status and combining social issues and gender is required.
- **Mini/Micro-hydro Expert (1 Nos):** At least Bachelor's in Engineering (Civil, Electrical or Mechanical) with 7 years of national/international experience in a combination of micro hydro projects and/or integrated water resources management. Familiarity with MHP survey, design, monitoring, training, installation, and environmental, social assessments.
- **Statistician/Data Analyst (1 Nos):** At least Masters Degree in the field of Statistics with at least 5 years of professional experience in sampling design, handling large database, analysis of data and demonstrative experience of computerized database development and management.
- **Enumerators/Surveyor (at least 10):** At least Diploma in Engineering/Proficiency Certificate level degree in engineering, rural development or similar field and demonstrated experience in data collection of renewable energy project, idea of energy production from MHPs etc.

8. QUALIFICATION AND EXPERIENCE KEY EXPERTS

Position	Minimum Qualification	Minimum Experience
Team Leader	Masters Degree in Sociology; Economics; Engineering, Energy or Water Resources or any other related social science subject	7 years of experience in designing and implementing social assessment/community benefit monitoring programs in micro hydro projects
Mini/Micro-hydro Expert	Bachelor Degree in Engineering, (Civil, Electrical or Mechanical)	7 years' of similar experience
Statistician/Data Analyst	Masters Degree in the field of Statistics	5 years of similar experience
Enumerators/Surveyors	Diploma in Engineering/Proficiency Certificate level in engineering, rural development or similar field	Few experience

Note: Consultants are required to submit the signed CVs of all key experts as shown above at the time of submission of proposal (RFP).

9. DEFECT LIABILITY

9.1. Responsibility for survey

Submission of the final reports does not relieve the consultant from their responsibility. They shall bear full responsibility for:

i. Authenticity of all the field data including socio-economic information
ii. Correctness of the energy meter data and all the calculations
iii. Correctness of the drawings
iv. Correctness of any other details related to construction

9.2. Assistance during verification of the project

During verification of the CDM project, the consultants should support and clarify the Designated Operational Entity related to the survey and provide necessary technical evidences.

9.3. Acceptance of responsibility

The Consultants may be asked to submit signed Statement of Acceptance of Responsibility as per AEPC's rules and regulation.