

EXPRESSION OF INTEREST (EOI)

**Title of Consulting Service:
EOI/AEPC/CCU/2077/78-06**

Method of Consulting Service: National

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

EOI : EOI/AEPC/CCU/2077/78-06

Office Name: Alternative Energy Promotion Centre

Office Address: Mid Baneshwor Kathmandu Kathmandu

Funding agency : Government Budget

Abbreviations

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

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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 Centre

Date: 22-10-2020 00:00

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

1. Government of Nepal (GoN) has allocated fund toward the cost of Monitoring of the energy generation and community benefit of mini/micro-hydro under Clean Development Mechanism and intend to apply portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service
2. The Alternative Energy Promotion Centre now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: Monitoring of the energy generation and community benefit of mini/micro-hydro under Clean Development Mechanism
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Alternative Energy Promotion Centre, Alternative Energy Promotion Centre
Mid Baneshwor
Kathmandu
Kathmandu, Kathmandu
Province Three
Nepal during office hours on or before 12-11-2020 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 NA on or before 12-11-2020 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 70

B. Instructions for Submission of Expression of

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.
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.
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 Three Months. Expected date of commencement of the assignment is 31-12-2020.
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 in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the Monitoring of the energy generation and community benefit of mini/micro-hydro under Clean Development Mechanism. The Envelope should also clearly indicate the name and address of the Applicant. Alternatively, applicants can submit their EOI application through e-GP system by 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

A. 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; Social Work; 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 in Engineering, Energy or Water Resources	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/Surveyor	Bachelors in Engineering 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.

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	Corporate Registration	
2	Tax Clearance/Tax Return Submission	
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

Score: 40.0

B. Experience

Sl. No.	Criteria	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.

Score: 45.0

C. Capacity

Sl. No.	Criteria	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)

Score: 15.0

Minimum score to pass the EOI is: 70

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	<i>Name of the Project</i>	<i>Location (Country/ Region)</i>	<i>Execution Year and Duration</i>
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

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(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)