

EXPRESSION OF INTEREST (EOI)

Title of Consulting Service: AEPC/Planning/EoI-01

Method of Consulting Service: National

Project Name : Feasibility Study of Carbon Neutral Village

EOI : AEPC/Planning/EoI-01

Office Name: Alternative Energy Promotion Center

Office Address: Mid-Baneshwor Kathmandu Kathmandu

Funding agency : Government Budget

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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: 09-02-2022 10:00

Name of Project: Feasibility Study of Carbon Neutral Village

1. Government of Nepal (GoN) has allocated fund toward the cost of Feasibility Study of Carbon Neutral Village 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 Center now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: Feasibility Study of Carbon Neutral Village
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
Mid-Baneshwor
Kathmandu
Kathmandu, Kathmandu
Bagmati Province
Nepal during office hours on or before 24-02-2022 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 . on or before 24-02-2022 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 45.0 %, Experience 45.0 %, and Capacity 10.0 % 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 Four Months. Expected date of commencement of the assignment is 14-04-2022.
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 Feasibility Study of Carbon Neutral Village. 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



Terms of Reference for Feasibility Study of Carbon Neutral Village

1. Introduction

Alternative Energy Promotion Centre (AEPC) is a Government institution established on 3 November 1996 with the objective of developing and promoting renewable and alternative energy technologies in Nepal. Currently, it is under the Ministry of Energy, Water Resources and Irrigation. AEPC is mandated for the promotion and development of renewable energy, energy efficiency and climate change activities. It has good experience in formulation of the climate change and carbon related projects in Nepal.

AEPC has been implementing various programs with the mission to make renewable energy a mainstream resource through increased access, knowledge and adaptability contributing for the improved living conditions of the people and with the vision to develop an institution recognized as a regional/international example of promoting large-scale use of sustainable renewable energy and a national focal point for resource mobilization.

2. Background

AEPC established a dedicated Climate and Carbon Unit (CCU) in 2010. This unit is responsible for coordinating renewable energy and energy efficiency related climate change mitigation and adaptation activities at a national and local level. It works to identify and develop Nepal's portfolio of renewable energy related carbon projects (both CDM and voluntary markets) and responsible to handle the activities to develop the project concepts and proposals for Green Climate Fund (GCF) and other international climate funds to increase an access to international climate finance. At present, AEPC is planning to develop the carbon neutral village to demonstrate the implementation of carbon neutrality concept. Basically, the concept of carbon neutral means maintaining balance between emissions of carbon and absorption of carbon from the atmosphere. Similarly, the Second Nationally Determined Contribution (NDC) has envisioned that by 2030 at least five tourist destination will be carbon neutral. Nepal being a less contributor of GHG emission, there are many places within the country, which can adopt this carbon neutrality concept and expand/replicate to other areas of Nepal.

3. Rational

There are different potential areas in the country, which can be transformed into the carbon neutral place. Such potential carbon neutral places will be the best project site for the implementation of the AEPC renewable energy programs. For this, it is important to identify these potential areas and carry out feasibility study. Understanding this need of study, AEPC is planning to hire a consulting firm to carry out the feasibility study for developing to carbon neutral village.

4. Objectives

The main objective of this study is to identify the potential project sites and conduct the feasibility study to know the potentiality of project sites to transform into Carbon Neutral Village. The proposed areas from the study shall be appropriate locations to implement the AEPC renewable energy activities. The other specific objectives of this study are to:

- Understand the existing carbon foot print of different activities in the areas
- Calculate Green House Gases (GHGs) emission from different sources
- Identify the various potential renewable energy technologies to reduce and absorb GHGs emission and climate adaptation measures
- Find the balance between emitting carbon and absorbing carbon
- Propose suitable renewable energy technologies to reduce the GHGs emission

5. Scope of Work

The scope of feasibility study shall include but not necessarily be limited to the following:

- Prepare criteria/checklist to identify potential area for carbon neutral village/cluster
- **Identify the two most potential areas in different part/geographical region of the country** in coordination with respective local government which can be transformed into model carbon neutral village
- Describe existing condition /baseline study of the proposed project areas
- Detail out list of all the activities in the area and its carbon foot print
- Identify ways/means to transform potential areas towards low energy, low carbon and highly resilient ultimately resulting to climate neutral village.
- Propose the model to move towards net zero emissions of GHGs
- Identify the vulnerable groups and its location and propose the physical and social protection measures
- Proposed the different types of less emitting transportation/mobility facilities to reduce the GHG emission
- Planning of the areas with the aim to protect carbon sequestration hotspots like forest and animal habitat and calculate the rate of carbon sequestration
- Environment and social assessment of project activities for transforming into carbon neutral village
- Conduct stakeholder consultation to understand the willingness of the people to adopt the carbon neutrality concept
- Propose the sustainable methods of waste utilization and recycling methods that reduces the GHG emission, and
- Prepare/compile existing data of renewable energy technologies and estimate the cost for potential renewable energy technologies (cooking, lighting and other proposes) for making these areas for carbon neutral village.

6. Reporting Obligations

The Firm should submit following reports to the AEPC concerned staffs

- Three copies of inception report (color) shall be submitted within the seven (7) days from the contract agreement.
- Three copies on draft comprehensive reports (color) shall be submitted prior to the presentation within (3.5) two and half month from the signing of contract
- Three copies of final report (color) after incorporation of comments and suggestions shall be submitted within the contract period (Three (4) month from the date of contract signing).
- Electronic copies of reports, data, pictures and videos should be submitted to AEPC

7. Estimate Time Duration

The firm is expected to complete whole task **within Four (4) months** from the date of signing contract agreement.

8. Term of Payment

- 30% of the contract value after submission of inception report with detail work plan including field visit plan
- 50% percent after submission of draft report
- Remaining amount after the presentation and acceptance of final report comments.

All applicable Tax & VAT as per government rules will be deducted on each payment

9. Qualification of the Consulting Firm

- The consulting firm must be legally registered in Nepal, have VAT certificate and up to date clearance of taxation and other government requirements.
- The consultant must have extensive experience in conducting such type of study in the past and have adequate knowledge on large biogas technologies.

10. Team Composition

The study team should be composed of at least the following professionals and support staff as per requirement:

- **Energy Expert (Team Leader)**

Master's Degree in energy, electrical engineering, mechanical engineering or other relevant field with more than Ten (10) years of work experience in the energy planning and designing of the

renewable energy system including experience on the climate change mitigation projects and emission inventory of the energy project and GHG calculation.

- **Climate Change Expert**

Master Degree in Climate Change/Environmental Engineering/ Environmental Science/ Environment Management/ Natural Resource Management or other relevant field. The expert must have at least Seven (10) years of work experience in climate change adaptation and mitigation projects and environmental assessment (Brief Environment Study (BES)/ Initial Environment Examination (IEE)/ Environment Impact Assessment (EIA)) of the renewable energy projects.

- **Financial Expert**

Master degree in Business Administration/Business Studies/Commerce/accounting or other relevant field. The expert must have at least Seven (7) years of work experience on climate finance, climate change adaptation and mitigation projects, renewable energy incentive schemes and must have good experience of cost estimation and budgeting of climate and renewable energy projects.

- **Social Expert**

Master degree in Social Science/Anthropology/Sociology/Rural development or other relevant field. The expert must have at least Seven (7) years of work experience on climate change adaptation and mitigation projects and work experience of social expert in environment assessment (Brief Environment Study (BES)/ Initial Environment Examination (IEE)/ Environment Impact Assessment (EIA)) of the renewable energy projects.

- **Renewable Energy Expert**

Master's Degree in energy, electrical engineering, mechanical engineering or other relevant field at least Seven (7) years of work experience in the energy planning and designing of the renewable energy system, including work experience of emission reducing renewable energy technology for climate change mitigation projects

- **Forestry Expert**

Master degree in forestry/botany or other relevant field. Must have at least Seven (7) years of work experience on climate change adaptation and mitigation projects and work experience on carbon sequestration project will be advantageous.

- **Enumerators (as per requirement)**

11. Contact period

- **Contact period/Time:** There will be a contact agreement between AEPC and Consulting Company/Consultant. The consultant is expected to complete the tasks within 4 (**Four**) months from the date of contract agreement.

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 FY 2077/78	
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: 45.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	Three years
2	Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.	Successful Completion of climate and carbon related studies in renewable energy sector / Climate change adaptation and mitigation projects of the renewable energy projects. (Minimum 2 tasks)

Score: 45.0

C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity.	NRs. 30,00,000.00 (In Words: Thirty Lakhs Nepalese Rupees)

Score: 10.0

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

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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)