



**BIDDING DOCUMENT**  
for  
**THE PROCUREMENT**  
Of  
**CONSULTING SERVICES**  
for

**GAP FINDING AND DESIGN OF NEW  
MIS SYSTEM  
(DIRECT METHOD)**

Issued by:  
**Alternative Energy Promotion Centre (AEPC)**  
Tahachal, Kathmandu

Issued on: 27 January, 2025  
Invitation for Bid No: AEPC/DP/CCS/2081/82-01

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## Section 1. LETTER OF INVITATION

Alternative Energy Promotion Centre  
Tahachal, Kathmandu

Date: 27 January, 2025.

Name of Contract: **“GAP FINDING AND DESIGN OF NEW MIS SYSTEM.”**

1. The **Alternative Energy Promotion Centre, Tahachal, Kathmandu** invites proposals to provide the following consulting services: **“GAP FINDING AND DESIGN OF NEW MIS SYSTEM”**. More details on the services are provided in the attached Terms of Reference (TOR) in section 4.
2. The consultant shall be selected and engaged on the basis of required experience and qualifications specified in the TOR and the consultants Financial Proposal.
3. The Request for Proposal (RFP) has been addressed to the eligible consultants.
4. You are invited to submit a Proposal for the services under the TOR to: ***Alternative Energy Promotion Centre, Tahachal, Kathmandu.***
5. Your Proposal should be submitted in [insert No] copies and the deadline for submission is **4<sup>th</sup> February 2025, 12:00** hours
6. Clarification on the RFP may be obtained from:  
Name: Khagendra KC  
Contact No: +977-9851217204  
E-mail: Khagendra.kc@aepc.gov.np
7. Your Proposal must remain valid 45 days after the submission date.
8. The assignment is expected to commence on **25<sup>th</sup> February 2025** at AEPC (Tahachal, Kathmandu)
9. The RFP includes the following documents:  
Section 1 - Letter of Invitation  
Section 2 - Format of Curriculum Vitae (CV) for Proposed Professional Staff  
Section 3 - Financial Proposal - Standard Forms  
Section 4 - Terms of Reference  
Section 5 - Standard Form of Contract.

Yours sincerely,  
Madan KC  
Deputy Director

## Section 2. FORMAT OF CURRICULUM VITAE

### Key Qualifications:

*[Give an outline of your /staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by you / staff member on relevant previous assignments and give dates and locations. Use about half a printed page.]*

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### Education:

*[Summarize college/university and other specialized education of your / staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a printed page.]*

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### Employment Record:

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names and address of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]*

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### Languages:

*[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]*

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### Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_  
*[Signature of staff member and authorized representative of the consultant]* Date: \_\_\_\_\_  
Day/Month/Year

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_

Seal / Stamp of the Consultant/Firm:

## Section 3. FINANCIAL PROPOSAL SUBMISSION FORM

[*Letterhead of Consultant in case of a Firm*]

To: [Name and address of Client]

We, the undersigned, offer to provide the consulting services for [*Title of consulting services*] in accordance with your Request for Proposal dated [*Date*] and our Proposal. Our attached Financial Proposal is for the sum of [*Amount in words and figures*]. This amount is inclusive of all the applicable local taxes (excluding Value Added Tax).

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., [*Date*].

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Consultant:

Address:

## Section 4. TERMS OF REFERENCE

### Background

Alternative Energy Promotion Centre (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 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 has started implementation of 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 1,000,000 households through efficient and effective means of cooking technologies. 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 CO<sub>2</sub>eq 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 (LL) spread across 22 districts of Terai region.

### Introduction

The Alternative Energy Promotion Centre (AEPC) is a government entity established to promote renewable energy (RE) technologies, with a primary focus on enhancing access to clean energy solutions in rural areas. AEPC plays a key role in driving the adoption of renewable energy across the country, working in close collaboration with various donor agencies, including international development partners and local stakeholders.

Development of Management Information System (MIS) is one of the critical elements of the project wherein the demands from various LLs are recorded and aggregated, and the distribution/installation is regularly updated along with performance of the disseminated technologies. AEPC has already implemented the National Renewable Energy Management Information System (NREMIS) for the subsidy delivery of installed household technologies through a unique company profile. Hence a fit gap analysis of existing MIS is to be conducted and assessed implementation of the modules required for the project implementation. Based on the fit-gap analysis, new MIS at central as well subnational level shall be designed and implemented.

To strengthen monitoring and enhance transparency, AEPC intends to implement a robust Management Information System (MIS) for the CCS project. This digital platform will enable precise data collection on beneficiaries and track the deployment of technologies, thereby improving accountability and supporting informed decision-making. The MIS will be instrumental in maximizing project impact, optimizing resource allocation, and ensuring the long-term sustainability of clean cooking solutions throughout Nepal.

The proposed MIS will function as a digital platform for collecting data on demand aggregation, beneficiary selection, new installations, performance evaluation, technology monitoring, and

service centre related information. This system will be pivotal in maximizing the project's impact, optimizing resource utilization, and ensuring the long-term sustainability of clean cooking solutions across Nepal.

## Objective

This task aims to design and implement new MIS at central and subnational level by conducting a comprehensive fit-gap analysis of the existing MIS.

The specific objectives include:

- a) To conduct a fit gap analysis of existing MIS and assess implementation of the modules required for the project implementation
- b) To design and implementation of new MIS compatible at National and Sub National level
- c) To provide Technical Specification of required IT infrastructure for effective and efficient MIS at National and Sub National level

## Scope of work

The project aims to design and implement a new MIS that is compatible across national and sub-national levels. This includes identifying current situation of MIS at both levels, designing an improved system to collect data related to demand aggregation, selected beneficiaries, new installation, performance evaluation & monitoring of the technologies including data related to service centres.

The detailed project scope is outlined below:

### Task 1: Fit-Gap Analysis of existing MIS at National and Sub- National Level

- a. Fit gap analysis: Conduct fit gap analysis of existing NREMIS and assess implementation of the modules required for the project implementation
- b. Infrastructure assessment: Assess the IT infrastructure, hardware, internet connectivity, current data collection processes and other relevant details
- c. Stakeholder Engagement: Coordinate with AEPC management, IT personnel and other relevant stakeholders as required

### Task 2: Design and Implementation of New MIS for National and Sub-National Levels

The consultant shall develop an MIS that collects and reports data related to CCS technologies, including demand aggregation, selected beneficiaries, new installation, performance evaluation & monitoring of the technologies including data related to service centres.

- a. System Design: Develop a detailed process flow for the new MIS
- b. System Required: Technology should be developed on *Knockout JS*, *.Net Framework* and should be hosted on *Microsoft IIS Server*
- c. System Architecture Design and Development of New MIS: Create a scalable and flexible architecture that integrates seamlessly with existing systems at both national and sub-national levels
- d. Stakeholder/AEPC Consultation: Consult and coordinate with AEPC management during the development of the process flow, software dashboard, interface or as required
- e. User Acceptance Testing (UAT): Once the software is ready, the consultant must submit it to AEPC management for proper acceptance testing, including raw data entry
- f. Compliance and Security: Ensure the new system meets national data protection standards and is equipped with robust cyber security measures

- g. User Training and Support: Develop a plan and conduct for short user training sessions for AEPC management, project staff, and IT administrators, with continuous support to ensure the smooth adoption of the new system

### Task 3: Technical Specifications for Effective MIS Infrastructure at National and Sub National Level

- a. Technical Specifications: Prepare a detailed list of hardware (e.g., servers, networking equipment, computer) and software (e.g., databases, analytics tools) required for smooth functioning the new system
- b. Security Measures: Specify requirements for data security, backup, and disaster recovery solutions of the new MIS

### Inputs from AEPC

▪ Project Objectives and Scope Definition	▪ Budget and Timeline Allocation
▪ Policy and Regulatory Framework	▪ Participation in discussion and meetings
▪ Data and Resource Sharing	▪ Feedback on Inception and Progress Report

### Deliverables

The consultant shall deliver following outputs:

Deliverables (Timeline)	Inclusions
Inception Report (one physical copy within 10 days after signing of contract)	Overview of the project objectives, scope, and methodology: System requirement specification including detailed work plan outlining the activities, timelines, responsibilities, system design flow and other required details
Mid-Term progress Report (within 1 months after signing of contract)	Consultant shall provide the draft report of fit-gap analysis and technical specifications of required IT infrastructure for effective and efficient MIS at national and sub national level. Consultant shall provide beta version of new MIS for User Acceptance Test
Final product and report (Three physical copy and one electronic copy of report and software within 2 months after signing of contract)	Consultant shall provide the final report of fit-gap analysis, User manuals and technical specifications of required IT infrastructure for effective and efficient MIS at national and sub national level. Consultant shall provide final version of new MIS after successful UATs. The MIS shall be compatible for android, windows and IOS and submitted to AEPC administration and IT section.

### Qualification of Consulting firm and Human Resources

The consultant shall be a consulting firm or a company registered in Nepal having proven track record in consulting projects in software development, Database Management and System Administration.

The consultant should have a team of experts with diverse technical backgrounds, and should comprise at least of following members:

#### a) Team Leader (1)

Qualifications: Master's degree or above in computer engineering or Information Technology or Computer Science.



Experience: At least 7 years of experience with prior experience as team leader or senior level project executive in software development/ renewable energy/ monitoring of RE technologies.

**b) Software developer (2)**

Qualifications: Bachelor degree in computer engineering or Information Technology or Computer science.

Experience: Minimum 3 years of experience in software and application development.

**c) Database Administrator (1)**

Qualifications: Bachelor degree in Computer engineering or Information Technology or Computer science

Experience: Minimum 3 years of experience in system administration, Internet Information Services (IIS), Database Administration and cyber security.

**Contract period/Time and Budget**

❖ **Project Timeline:**

- Phase 1: Data collection, discussion, meeting
- Phase 2: Fit-gap analysis of existing MIS
- Phase 3: Design and development of new MIS
- Phase 4: Proposed new MIS demonstration and UATs
- Phase 5: Final version of new MIS and Final Report

A contractual agreement will be established between AEPC and the Consultant, who will be required to complete the assigned tasks within two months from the contract's commencement date.

❖ **Budget and Payment Schedule:**

Payment terms shall be as per the agreement. Proposed payment schedule shall be as follows:

- First Installment: Maximum of 20% (Twenty Percentage) of agreement amount after submission and approval of Inception Report.
- Final Payment: Remaining payment after submission and approval of Final Report after successful UATs of new MIS.

## Section 5. STANDARD FORM OF CONTRACT

### Consultants' Services (Direct Purchase)

Consulting Services for “***Gap Finding and Design of new MIS System***”

Office Name: Alternative Energy Promotion Centre

Office Address: Tahachal, Kathmandu

Sample Contract for Consulting Services  
Direct Purchase Assignments  
Lump-Sum Payments

## CONTRACT

THIS CONTRACT ("**Contract**") is entered into this **[insert starting date of assignment]**, by and between **[insert Client's name]** ("**the Client**") having its principal place of business at **[insert Client's address]**, and **[insert Consultant's name]** ("**the Consultant**") having its principal office located at **[insert Consultant's address]**.

WHEREAS, the Client wishes to have the Consultant to perform the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

- 1. Services**
  - a. The Consultant shall perform the services specified in Annex A, "Terms of Reference and Scope of Services," which is made an integral part of this Contract ("the Services").
  - b. The Consultant shall provide the personnel listed in Annex B, "Consultant's Personnel," to perform the Services.
  - c. The Consultant shall submit to the Client the reports in the form and within the time periods specified in Annex C, "Consultant's Reporting Obligations."
- 2. Term**

The Consultant shall perform the Services during the period commencing **[insert starting date]** and continuing through **[insert completion date]**, or any other period as may be subsequently agreed by the parties in writing.
- 3. Payment**
  - A. Ceiling

For Services rendered pursuant to Annex A, the Client shall pay the Consultant an amount not to exceed **[insert amount]**. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.
  - B. Schedule of Payments

The schedule of payments is specified below:<sup>1</sup>

**[insert amount Nepali Currency]** upon the Client's receipt of a copy of this Contract signed by the Consultant;

**[insert amount in Nepali currency]** upon the Client's receipt of the draft report, acceptable to the Client; and

**[insert amount in Nepali currency]** upon the Client's receipt of the final report, acceptable to the Client.

**[insert amount and currency]** Total:
  - C. Payment Conditions

Payment shall be made in Nepali Rupees, no later than 15 days following submission by the Consultant of invoices in

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<sup>1</sup> Modify, in order to reflect the output required, as described in Annex C.

duplicate to the Coordinator designated in paragraph 4.

**4. Project Administration**

A. Coordinator.

The Client designates Mr. /Ms. *[insert name]* as Client's Coordinator; the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Client and for receiving and approving invoices for the payment.

B. Reports.

The reports listed in Annex C, "Consultant's Reporting Obligations," shall be submitted in the course of the assignment, and will constitute the basis for the payments to be made under paragraph 3.

**5. Performance Standards**

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

**6. Confidentiality**

The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

**7. Ownership of Material**

Any studies reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.<sup>2</sup>

**8. Consultant Not to be Engaged in Certain Activities**

The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

**9. Responsibility**

The Consultant shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, RFP documents and Procurement Act and Regulations.

**10. Insurance**

The Consultant will be responsible for taking out any appropriate insurance coverage.

**11. Assignment**

The Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.

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<sup>2</sup> Restrictions about the future use of these documents and software, if any, shall be specified at the end of Article 7.

**12. Law Governing Contract and Language**      The Contract shall be governed by the laws of Nepal and the language of the Contract shall be English.

**12. Dispute Resolution**      Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication.

FOR THE CLIENT

FOR THE CONSULTANT

Signed by \_\_\_\_\_

Signed by \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_