

# **EXPRESSION OF INTEREST (EOI)**

**Title of Consulting Service: User Survey Biogas PoA-  
2023/24**

**Method of Consulting Service: National**

**Project Name : User Survey Biogas PoA-2023/24**

**EOI : AEPC/CCU/EoI/2080/81-02**

**Office Name: Alternative Energy Promotion Center**

**Office Address: Mid-Baneshwor Kathmandu Kathmandu**

**Funding agency : Government Budget**

## Abbreviations

AEPC	-	Alternative Energy Promotion Centre
CV	-	Curriculum Vitae
DAEs	-	Direct Access Entities
DO	-	Development Partner
EA	-	Executive Agency
EOI	-	Expression of Interest
GCF	-	Green Climate Fund
GON	-	Government of Nepal
MoF	-	Ministry of Finance
NDA	-	National Designated Authority
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
RPSP	-	Readiness Preparatory and Support Programme
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 Center

Date: 22-11-2023 16:00

Name of Project: User Survey Biogas PoA-2023/24

1. Government of Nepal (GoN) has allocated fund toward the cost of User Survey Biogas PoA-2023/24 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: User Survey Biogas PoA-2023/24
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 07-12-2023 12:00 or visit e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) or visit the client’s website [www.aepc.gov.np](http://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](http://www.bolpatra.gov.np/egp) (manually not applicable) on or before 07-12-2023 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 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 5 Months. Expected date of commencement of the assignment is 08-02-2024.
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**



## **Term of Reference (ToR) of User Survey Biogas PoA -2023/24**

### **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.

### **2. Background**

Biogas technology was introduced in Nepal since 1955 and the Government of Nepal (GoN) started biogas programme in 1975. This programme took further momentum in the country from 1992 following the establishment of Biogas Support Programme (BSP) under the assistance of the Government of the Netherlands. AEPC has been executing the biogas program with support of GoN and International Development Partners (IDP). Biogas has been instrumental in providing the rural households with the clean cooking solutions. Biogas technology enables to optimally use methane for meeting the household energy requirements, avoid the use of non-renewable biomass for cooking purposes and helps to reduce the concentration of GHG in the atmosphere.

AEPC is committed to updating knowledge on Climate Change mitigation and adaptation options; further development of a diversified portfolio of Renewable Energy Technologies (RETs) projects using different instruments and establishing high quality performance assurance and monitoring systems. In July 2010, a Carbon and Climate Unit (CCU) was established in AEPC with responsibility to carry out the activities related to climate change and to tap carbon trade opportunities while promoting RETs in Nepal.

Kyoto Protocol, an international agreement linked to the United Nations Framework Convention on Climate Change (UNFCCC), which commits its Parties by setting internationally binding emission reduction targets came into existence in 1997. The Clean Development Mechanism (CDM), defined in Article 12 of the Protocol, allows a country with an emission-reduction or emission-limitation commitment under the Kyoto Protocol to implement an emission-reduction project in developing countries. Realizing the importance of biogas technology in avoiding the use of non-renewable biomass and its role in reducing the emission of GHG in the atmosphere, and realizing the opportunities of such technologies in the international carbon market regime, AEPC initiated its first CDM project in Biogas succeeding in registration on 27th December 2005. AEPC has been successful in registering 8 projects/programs under CDM. Out of these, Biogas Support Program - Nepal Activity-1, Biogas Support Program - Nepal Activity-2, Biogas Support Program - Nepal Activity-3, Biogas Support Program - Nepal Activity-4 and Nepal Micro-hydro Promotion are registered as CDM projects while Nepal Biogas Support Program-PoA, Promotion of the Improved Cooking Stove (ICS) – Nepal and PoA for Promotion of the Improved Water Mills (IWM) in Nepal are registered as CDM PoA.

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in registering its first Clean Development Mechanism (CDM) Project Activity (PA) in biogas on 27th December 2005.

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 biogas have derived benefit from their plants 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. To assure that these things are delivered to the households, it is essential to monitor both the technology and its impact on user satisfaction by conducting surveys at regular intervals.

Since the fiscal year 1992/93, several studies have been conducted to assess various impacts of biogas as well as to find out the effect of biogas on health and workload of women and children. AEPC through independent Consultant has been carrying out Biogas Users' Survey since 2003. In context of biogas CDM PoA, Gold Standard labelling is also required. So, it is essential to monitor the parameters that are envisaged as monitoring parameters while designing the project under Gold Standard for Global Goals (GS4GG). In this backdrop, AEPC intends to procure service from a qualified consulting firm or Joint Venture (JV) of consulting firms to conduct a survey of Nepal Biogas Support Programme-PoA to assess the monitoring parameters envisaged during the project design. The proposal from the interested eligible consulting firm is requested to carry out the activity.

### **3. Objectives**

The objective of the assignment is to assess the monitoring parameters specified in the Program of Activity Design Document (PoA DD) and the PoA DD for GS4GG required for the preparation of the monitoring reports and to assess the delivery of the community benefits as envisaged during the program formulation. More specifically the following objectives need to be addressed by the study.

- Identify the percentage of digesters implemented that is operational in different ecological zones
- Assess the use of non-renewable biomass by the biogas user households in different ecological zones
  - Trend showing time spent or distance travelled for gathering fuel-wood, by users
  - Trend in fuel wood prices indicating a scarcity of fuel-wood
  - Trend in the types of cooking fuel collected by users that indicate a scarcity of woody biomass
- Assess the consumption of woody biomass by the users after installation of biogas.
- Assess if the biogas found non-working will again be used or not
- Assess the users' perception over reduction in indoor smoke and incidence of disease after biogas plant installation
- Assess the users' perception over time saving after biogas plant installation
- Assess the number of beneficiary households that have access to toilets
- Assess the use of bio-slurry as replacement to chemical fertilizers and ultimate change in productivity

- Overall beneficiary satisfaction with the product and process.
- Assess the monitoring indicators relevant to Gold Standard for Global Goals specified for the Biogas PoA.

#### 4. Scope of Work

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

- Individual surveys for the CDM Biogas Component Project Activities under Biogas PoA (10 CPAs) relevant to CDM monitoring requirements (as per the CPA-DD) & general monitoring requirements for the assessment of community development benefits.
- Further assess the sustainable development monitoring indicators as stipulated in the Gold Standard for Global Goals (GS4GG)

The Consultant shall describe detailed methodology for carrying out the work. The consultant shall follow the applicable Standard for Sampling and Surveys for CDM Project Activities and Programme of Activities and sampling procedures outlined in the monitoring plan of the respective CPA-DDs and VPA-DDs.

The consultant shall submit the draft questionnaire to the AEPC for review before initiating the survey and shall take into account the feedback provided by the AEPC on the draft survey questionnaire. Upon completion of the survey, the consultant shall submit all the completed survey questionnaires to AEPC along with the statistical analysis and a report describing the survey results. In the survey report, the consultant is required to provide the details of sampling approach, sample size, steps followed in the selection of sample households in each category and geographic region, descriptive statistics (mean and standard deviation as measure of central tendency and dispersion for the continuous variables) and presentation of data in number and/or percentage for discrete variables.

The consultant shall confirm that the sampling and survey procedures comply with the requirements of the Standard for Sampling and Surveys for CDM Project Activities and PoAs and comply with the requirements of the methodology AMS-I.E.

#### 5. Deliverables:

The consultant shall deliver the following outputs:

- a) Inception Report: An inception report highlighting the detailed plan of the task, allocation of human resource and schedule of field deployment. (*within 15 days after signing the contract*)
- b) Draft report: Draft User Survey Reports including all the monitoring parameters (one physical copy and one electronic copy) for each CPAs (*within 4.5 Months after signing of the contract*)
- c) Final report: Final User Survey Report (one physical copy and one electronic copy) for each CPAs (*within 5 Months after signing of the contract*)
- d) Filled-in Questionnaire and Data Entry: All the filled in questionnaires, Scan copy of all filled-in questionnaire and electronic copy of the data entry (Excel spreadsheet) for all CPAs (*within 5 Months after signing of the contract*)

## 6. Inputs from AEPC/CCU

- AEPC budget and relevant documents/materials and information
- Input from relevant AEPC Officers.

## 7. Contact period/Time and Budget

- **Contact period/Time:** There will be a contact agreement between AEPC and Consulting Company/Consultant. The consultant is expected to complete the tasks within **5 (Five) months** from the date of contract agreement.
- **Budget and Payment Schedule:** Payment shall be made from AEPC budget as per agreement. Proposed payment schedule shall be as per following:
  - **First Installment** : Maximum 20% (Twenty Percentage) of agreement amount after submission and approval of Inception Report.
  - **Second Installment** : Maximum 70% (Sixty Percentage) of agreement amount after submission and Approval of Draft Report
  - **Final Remaining** : 10% (Ten Percentage) remaining payment after submission and Approval of Final Report by AEPC

### Note:

- Installment will be made against TAX invoice only

## 8. Qualification of the Consulting Companies and Requirement of Human Resources

The team shall be comprised of following members:

- **Team Leader (1):** At least Masters Degree in the related field with at least seven years of experience in team leading in similar type of studies. Experience and knowledge in renewable energy, specifically biogas, and climate change/CDM will be value added.
- **Energy/Environment Expert (1):** At least Masters Degree in the field of renewable energy or environment with at least five years of professional experience. Working experience in renewable energy, specifically biogas, and climate change/CDM will be value added.
- **Socio-economist (1):** At least Masters Degree in the field of sociology/anthropology, economics or other closely related areas and at least five years of professional experience in the relevant field. Working experience in renewable energy, specifically biogas, and climate change/CDM will be value added.
- **Statistician (1):** At least Masters Degree in the field of Statistics with at least three years of professional experience. Working experience in project based assignments will be value added.
- Enumerators and Data Entry/Coding Staffs (as per requirement)

## **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 FY 2079/80	
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 of the consulting firm in last 3 years
2	Specific experience of consulting firm within last 7 years.	Specific experience of consulting firm within last 7 years
3	Similar Geographical experience of consulting firm	Similar Geographical experience of consulting firm

Score: 45.0

### C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity.[Average turnover required shall not exceed 150% of cost estimate]	Financial capacity (Average annual turnover required is NRs. 2.5 million best three years in last five years)

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.<sup>1</sup>
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

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<sup>1</sup> 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.)*

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

Firm's Name: \_\_\_\_\_

<sup>2</sup> 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)*

<b>No</b>	<b>Name of the Project</b>	<b>Location (Country/ Region)</b>	<b>Execution Year and Duration</b>
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)*

<b>Annual Turnover</b>	
<b>Year</b>	<b>Amount Currency</b>

- **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 assignment<sup>3</sup>**

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

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<sup>3</sup> 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)*

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

(Please insert more rows as necessary)