



Standard Expression of Interest (EOI) Document for Shortlisting of Consultants and Consulting Services

Procurement of Consulting Services (For National Consulting Services)



Issued By:
Office of Chief Ministers and Council of Ministers (OCMCM)
Province and Local Governance Support Program (PLGSP)
Province Programme Implementation Unit (PPIU)
Province 1, Biratnagar

February 2022

Expression of Interest (EOI)

Title of Consulting Services:

*Development of Digital Social Database System for Province 1
(Support to establish social development related digital data collection
system)*

Method of Consulting Service [National]

Project Name : *Develop Digital Social Database System for Province 1*

EOI: *EOI/PLGSP/007-2078/79*

Office Name : *Province and Local Governance Support Program,
Province Programme Implementation Unit*

Office Address: *OCMCM/PLGSP/PPIU, Biratnagar, Province 1*

Issued on: *15 February, 2022 (3 Falgun, 2078)]*

Financing Agency: Government Budget




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Abbreviations

CV	-	Curriculum Vitae
DO	-	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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Office of Chief Minister and Council of Ministers
Province Government
Province No 1
Biratnagar, Nepal

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A. Request for Expression of Interest

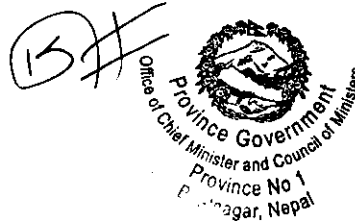
Province 1 Government
Office of Chief Minister and Council of Ministers (OCMCM)
Province and Local Governance Support Program (PLGSP)
Province Programme Implementation Unit (PPIU)
Biratnagar

Date: 15 February 2022 (03 Falgun, 2078)

Name of Activity: *Development of Digital Social Database System for Province 1*

(Support to establish social development related digital data collection system)

1. The **OCMCM/PLGSP-PPIU, Biratnagar** now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services for the development of digital social database system for the province, the purposed system intends to support in establishment of social development related digital data collection system to the planning commission of Province 1.
 2. **Interested eligible consultants** may obtain further information and EOI document free of cost at the address **OCMCM, PLGSP, PPIU, Biratnagar – 12, Tel # during** office hours on or before **25 February 2022, 04:00 PM NST (13 Falgun, 2078)**
 3. **<https://ocmcm.p1.gov.np/category/plgsp/>**
 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 **2 March, 2022 (18 Falgun, 2078) 04:00 PM NST** or at following address :
- Provincial Programme Manager
Office of the Chief Minister and Council of Ministers (OCMCM),
Provincial and Local Governance Support Programme (PLGSP)
Province Programme Implementation Unit (PPIU)
Collage Road, Biratnagar 12, C7RG+R3 Biratnagar (Plus Code)
Province 1, Biratnagar, Morang, Tel: 021-470553/554
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 and Experience [40%], and Capacity [50%]** of consulting firm and key personnel and Financial Capacity 10%. 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 60 %.

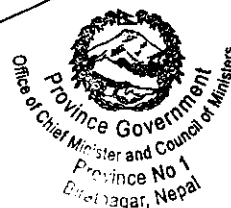


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B. Instructions for submission of Expression of Interest

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 ***national consulting firm/ company***.
4. The assignment has been scheduled for a period of **3 months**. Expected date of commencement of the assignment is **25 March, 2022 (11 Chaitra, 2078)**.
5. A Consultant will be selected in accordance with the **QCBS** method.
6. 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).*
7. 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.
8. 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 **PLGSP/ Development of Digital Social Database System for Province 1**". The Envelope should also clearly indicate the ***name and address of the Applicant***.
9. 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.

(B) #



C. Objective of Consultancy Services or Brief TOR

Provincial and Local Government Support Program (PLGSP)

The Provincial and Local Government Support Program (PLGSP) has been launched as nation flagship program being lead by Ministry of Federal Affairs and General Administration (MoFAGA) and Chief Ministers and Council of Ministers (OCMCM) of all seven provinces as implementing agencies with the support of various development partners since FY 2076/77. Work has been started with the main objective of enhancing the benefits of Cooperative Federalism for the citizens by strengthening the province and local governance systems and processes and intergovernmental relations and making the citizen service and development management effective by increasing the capacity of the provincial and local levels.

Background

The province planning commission is the apex advisory body of the province government which is responsible for the formulation of province vision, periodic plans and policies for development, serves as monitoring and evaluating agency, intellectual hubs for exchange of new innovative development ideas from scholars, private sectors and civil society. Data and factual information are vital for the planning commission to develop citizen centric policies, strategies, plans and programs etc. The role of statistics and digital database system is very important for province government in framing policies, resource mobilization, service delivery and hence measuring their needs, effectiveness and progress. Currently the province planning commission doesn't have its own established digital database system for information collection and analysis. Moreover, it depends on the secondary data and other source for research and analysis.

In this context, PLGSP program in coordination with office of the chief minister and council of ministries have planned to develop a digital database system for collection of the information basis on the identified indicators of social development for information collection and analysis.

Social development related data

The social development related data such as education, health, employment, social protection, financial, gender, discrimination, marginalized group, violence, SDGs, labor, agriculture etc. are the basic indicators which reflects the status of the society to province development. Province government has hired a consultancy firm to identify and propose the province level indicator of social development. Hence to collect the information basis on the identified indicators of social development province planning commission has planned to develop its own digital social database system for information collection and analysis. The main source of information is local level from its


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ward to community level, currently there are 137 local level under province 1.

Objectives:

The main objectives of the assignments are: -

- To strengthen the ICT based system of province planning commission
- To identify the province level indicators related to social development and SDGs
- To develop and rollout a web based and mobile application to collect-store-analysis of the social development related data
- To digitize the social development related data (collect the sample information from local level)

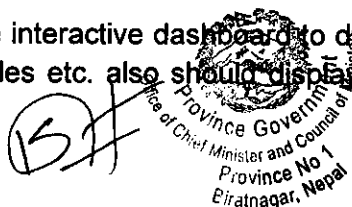
Scope of the work:

Desk review and Domain analysis

- Study the current scenario, policies, strategy and scope of the province planning commission, on the basis of observation of local and international practice the consulting firm should recommend and propose the best available solution
- Study the proposed social development related province level indicator finalized by the other consulting firm
- Work in close coordination with province planning commission, Office of chief minister and council of ministries (OCMCM), and consulting firm to design the data collection form
- Prepare System Requirement Specification document (SRS).
- Prepare the System Design Document (SDD).
- Recommend the hardware and software requirement to implement the developed system.
- Develop the system based on SRS and SDD.
- Preparation of required documentation.
- Carry out all the activities as per the standards and guidelines provided by GEA

Development of the digital database system

- Design and develop the web based and mobile application to collect the information
- The system should have multiuser login module (137 Local level and province level user and admin level user for both)
- The system should work in all platform and exchange information i.e., interoperability, also support low bandwidth network
- The system should have clear and easy form builders for data collection in both web and mobile application, should save data in offline mode in mobile app
- The system should have interactive dashboard to display the analysis of results in maps, graphs, data tiles etc. also should display result in different layers of maps.



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- The system home page should have distinct information on different thematic areas like education, health, agriculture etc.
- The user should be able to easily navigate, search, filter the available information in the web application without login
- The system results, reports and other information should be easily available for download in different file formats i.e., should adopt the open data concept

Support

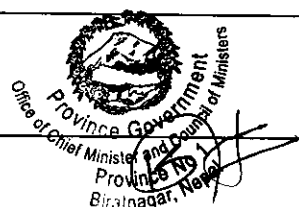
- Implementation and configuration of the developed system in central and local server of province government
- Organize the training and knowledge transfer to the concerned officials of province and local government
- Should provide technical support, maintenance, upgrade and backup for the period of one year after the official handover

D. 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	Compliance
Copy of Registration of the company/firm	
VAT/PAN Registration <i>(for National consulting firm only)</i>	
Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission [<i>insert Fiscal year</i>] <i>(for National consulting firm only)</i>	
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.	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Experience (3(A) and 3(B))	
EOI Form 4: Capacity	
EOI Form 5: Qualification of Key Experts	

ii) EOI Evaluation Criteria	Insert Minimum Requirement if Applicable	Score [Out of 100%]
A. Qualification		
Qualification of Key Experts		45 %
Experience of Key Experts		
B. Experience		
General of consulting firm		45 %
Specific experience of consulting firm within last 4 years.		



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<i>In case of person, specific experience of the person within last 4 years.</i>		
<i>Consulting firm registered in Province No 1</i>		
C. Capacity		
<i>Financial Capacity¹</i>		10 %

Note: In case a 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 firm's or JV EOI shall be excluded from the evaluation if public entity receives instruction from Government of Nepal.

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¹ Average turnover required shall not exceed 150% of cost estimate

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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



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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,

Provincial Programme Manager
Office of the Chief Minister and Council of Ministers (OCMCM),
Provincial and Local Governance Support Programme (PLGSP)
Province Programme Implementation Unit (PPIU)
Collage Road, Biratnagar 12, C7RG+R3 Biratnagar (Plus Code)
Province 1, Biratnagar, Morang, Tel: 021-470553/554

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 **Office of Chief Minister and Council of Minister, Province and Local Governance Support Programme (PLGSP)** 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. **Office of Chief Minister and Council of Minister, Province and Local Governance Support Programme (PLGSP)** 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. **Office of Chief Minister and Council of Minister, Province and Local Governance Support Programme (PLGSP)** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.²

5. All further communication concerning this Application should be addressed to the following person,

[Person]

² Applications by joint ventures should provide on a separate sheet the information for each party to the Application.



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[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 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):

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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.)

(Signature)



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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.						

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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)
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: _____




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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	Name of the Project	Location (Country/ Region)	Execution Year and Duration
1.			
2.			
3.			
4.			
5.			
6.			
7.			

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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 of Best of 3 Fiscal Year Of Last 7 Fiscal Years**

(Note: Supporting documents for Average Turnover should be submitted for the above.)



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4(B) Infrastructure/equipment related to the proposed assignment³

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

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³ Delete this table if infrastructure/equipment for the proposed assignment is not required.

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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)

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