

EXPRESSION OF INTEREST (EOI)

Title of Consulting Service: Conducting interactive stakeholder workshop for dissemination of the River Basin Plans

Method of Consulting Service: National

Project Name : Conducting interactive stakeholder workshop for dissemination of the River Basin Plans

EOI : WECS/06/2081-82

Office Name: Water and Energy Commission Secretariat

Office Address: Singh durbar 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: Water and Energy Commission Secretariat

Date: 16-01-2025 00:00

Name of Project: Conducting interactive stakeholder workshop for dissemination of the River Basin Plans

1. Government of Nepal (GoN) has allocated fund toward the cost of Conducting interactive stakeholder workshop for dissemination of the River Basin Plans 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 Water and Energy Commission Secretariat now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: Conducting interactive stakeholder workshop for dissemination of the River Basin Plans
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Water and Energy Commission Secretariat, Water and Energy Commission Secretariat
Singh durbar
Kathmandu
Bagmati Province
Nepal during office hours on or before 31-01-2025 12:00 or visit e-GP system www.bolpatra.gov.np/egp or visit the client’s website www.weccs.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 31-01-2025 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 50.0 %, 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 60

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/person/ company/ organization.
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 two months. Expected date of commencement of the assignment is 27-04-2025.
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

Terms of Reference for Conducting interactive stakeholder workshop for dissemination of the River Basin Plans

1. Background

The Water and Energy Commission Secretariat (WECS) has prepared **River Basin Plans, Hydropower Development Master Plan, and Strategic Environmental and Social Assessment (SESA)** based on integrated water resources management principle. For effective implementation of these plans, ownership of the plans from related stakeholders is essential. In this regard, dissemination of the plans among federal provincial and local level stakeholders would be the key step towards implementation of the plans. To effectively disseminate the information of the plans, WECS plans to organize a series of workshops in five strategic locations, Biratnagar in Koshi river basin, Pokhara in Gandaki river basin, Surkhet in Karnali river basin, Hetauda in Bagmati River Basin and one in Kathmandu Valley.

To facilitate this, WECS is seeking qualified consultant to organize, coordinate, and conduct these workshops.

2. Objective of the Assignment

The primary objective of this assignment is to organize and conduct workshops in five identified locations to disseminate information on the River Basin Plans prepared from WECS and to interact with stakeholders on the implementation of the plans. These workshops aim to:

- Share the key findings, recommendations, and strategic actions outlined in the river basin plans.
- Enhance the understanding of related stakeholders on river basin management and sustainable water use.
- Understand the needs, interests, and concerns of stakeholders for implementation of River Basin Plans.
- Build ownership of stakeholders on the plans

3. Scope of Work

The consultant will be responsible for the following tasks:

a. Planning and organizing the workshops

- Prepare a detailed workshop plan and schedule for each of the above mentioned locations.
- Identify suitable venues in the five designated locations.
- Coordinate with WECS and related stakeholders to finalize the dates and logistics.
- Prepare workshop materials, including presentations, hand-outs in coordination with WECS officials.

b. Stakeholder Engagement

- Identify key stakeholders, including provincial and local government agencies, communities, non-governmental organizations (NGOs), academic institutions, private sector and related stakeholders.
- Facilitate in dispatching invitations and ensure the participation of relevant stakeholders in each workshops in close coordination with WECS
- Coordinate with participants, when necessary.

c. Workshop Implementation

- Facilitate the workshops in each of the five locations, ensuring effective communication of the River Basin Plans.
- Provide technical support to prepare slides to present on specific sections of the report as needed.
- Lead interactive discussions and Q&A sessions to engage participants.

d. Reporting and Documentation

- Prepare workshop reports of each workshops summarizing the discussions, feedback, and recommendations from participants.
- Document attendance, photographs, and other relevant information for each workshop.
- Submit a comprehensive final report to WECS covering the outcomes of all five workshops.

4. Deliverables

The consultant shall deliver the following:

- A detailed workshop plan and schedule.
- Workshop materials, including presentations and hand-outs.
- Reports for each workshop, summarizing key discussions and stakeholder feedback.
- A final consolidated report with recommendations for the next steps.

5. Timeline

The consultant is expected to complete the assignment within **two months** from the date of contract signing, with each workshop scheduled at regular intervals.

Task	Duration
Planning and preparation	1 week
Conducting workshops (5 locations)	6 weeks
Reporting and final submission	1 weeks

6. Qualifications of the Consultant

The consultant or consulting firm should possess the following qualifications:

- Proven experience in organizing and conducting workshops or training programs, preferably in water resources, Hydropower sector, Environmental sector or related sectors.
- Expertise in stakeholder engagement and facilitation.
- Experiences in water resource management, river basin planning, or related fields.
- Strong communication and reporting skills.

7. Expected Human Resources:

The following professionals with stated qualifications are proposed for the assignment.

S.N	Professional	No	Qualification	Duration (Months)
1	Team Leader cum Lead Facilitator	1	Minimum Master's degree in water resources/ /equivalent degree and more than 5 years and less than 10 years' experience in relevant field and experience in one or more projects with position held similar to the one proposed for this assignment. S/he shall have specific work experience as lead facilitator in conducting the workshops.	1.26
2	Facilitator	1	Minimum a Master's degree in Education/Management or equivalent degree and more than 5 years and less than 10 years' experience in relevant field and experience in one or more projects with position held similar to the one proposed for this assignment. S/he shall have specific work experience as facilitator in conducting the workshops.	1.26
3	Office Manager	1	Will not be evaluated	1.5
4	Field support staff	1	Will not be evaluated	0.43

Note: CV of key experts from S.N. 1 to 2 shall be evaluated. Field support staff is expected to be a personal from respective local centre. *The responsibility of the experts is, but not limited to, the following:*

Key Professionals are responsible to:

- Take full responsibility for the consulting team and as per the Term of Reference (TOR), coordinate between individual experts and with related WECS officials,
- Organize meetings and workshops,
- Prepare and ensure timely delivery of reports required as per TOR.

8. Payment Schedule

Payment will be made in instalments based on the completion of deliverables:

- **25%** of the contract amount upon approval of inception report.
- **50%** of the contract amount upon completion of all five workshops and submission and approval of individual workshop reports.
- **25%** of the contract amount upon submission and approval of the final report.

9. Language of the Report:

All the reports shall be prepared and submitted in English.

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	Notarized copy of Company/Firm Registration certificate (of each member of JV in case of JV)	
2	The Lead Firm shall have minimum 7 (seven) years of experience	
3	Notarized Copy of VAT & PAN Registration certificate (of each member in case of JV)	
4	Notarized copy of Tax clearance or tax submission certificate of fiscal year 2080/81 (of each member of JV in case of JV)	
5	Self declaration letter of the firm (in case of JV, the consultants shall submit self-declaration either separately or jointly by signing each member of JV)	
6	Joint Venture Agreement between JV partners duly signed by authorized signatories and stamped with company seal of each member of JV & clearly mentioning the name of lead firm, name of JV partners, roles and responsibilities of each members, name of authorized signatories (in case of JV)	
7	The total number of consulting firms including the lead firm shall not exceed a maximum of three in JV	
8	An applicant must not submit more than one (1) EOI application either as a single entity or as a partner in JV firm	
9	Power of attorney of authorized signatories of JV agreement from their respective firm with signature and stamp of each member of JV (in case of JV)	
10	Power of attorney to lead firm by JV partners (in case of JV)	
11	EOI Form 1: Letter of Application	
12	EOI Form 2: Applicant's Information Form	
13	EOI Form 3: Experience (3(A) and 3(B))	
14	EOI Form 4: Capacity	
15	EOI Form 5: Qualification of Key Experts	

ii) EOI Evaluation Criteria

A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Qualification of Key Experts	<p>Team Leader/ Lead Facilitator: Minimum Master's degree in water resources/ /equivalent degree and more than 5 years and less than 10 years' experience in relevant field and experience in one or more projects with position held similar to the one proposed for this assignment. S/he shall have specific work experience as lead facilitator in conducting the workshops.</p> <p>Facilitator: Minimum a Master's degree in Education/Management or equivalent degree and more than 5 years and less than 10 years' experience in relevant field and experience in one or more projects with position held similar to</p>

Sl. No.	Criteria	Minimum Requirement
		the one proposed for this assignment. S/he shall have specific work experience as facilitator in conducting the workshops. Marks will be equally distributed among the list of key personnel/professionals
2	Experience of Team Leader/ Lead Facilitator	Should have minimum 5 years of experience after graduation
3	Experience of Facilitator	Should have minimum 5 years of experience after graduation

Score: 40.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	General Work Experience of the firm in the Water sector/Hydropower sector/Environment sector having consulting fee more than NRs 1 million.
2	Specific experience of consulting firm within last 7 years.	Work Experience of the firm in organizing and conducting workshops or training programs, preferably in water resources, Hydropower sector, Environmental sector, climate sector or related sectors having consulting fee more than NRs 1 million.

Score: 50.0

C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity.	Average Annual Turn-over (AAT) of the best three Fiscal Years in last five consecutive Fiscal Years shall be at least NRs. 3 million

Score: 10.0

Minimum score to pass the EOI is: 60

Note : If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such consultant's proposal shall be excluded during the evaluation.

E. EOI Forms & Formats

E. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Experience (*General, Specific and Geographical*)

Form 4. Capacity

Form 5. Qualification of Key Experts

Standard EOI Document

1. Letter of Application

(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date:

To,

Full Name of Client: _____

Full Address of Client: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by **[Insert name of Client]** as Consultant for **[Insert brief description of Work/Services]**.
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. **[Insert name of Client]** and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. **[Insert name of Client]** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.¹
5. All further communication concerning this Application should be addressed to the following person,

[Person]

[Company]

[Address]

[Phone, Fax, Email]
6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or

¹ Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

Standard EOI Document

business and our Company/firm has not been declared ineligible.

7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed :

Name :

For and on behalf of (name of Applicant or partner of a joint venture):

Standard EOI Document

2. Applicant's Information Form

(In case of joint venture of two or more firms to be filled separately for each constituent member)

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*)
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)

Standard EOI Document

3. Experience

3(A). General Work Experience

(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						
6.						
7.						

Standard EOI Document

3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) ² :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment: Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.	

Firm's Name: _____

² Consultant should state value in the currency as mentioned in the contract

Standard EOI Document

3(C). Geographic Experience

Experience of working in similar geographic region or country

(In case of joint venture of two or more firms to be filled separately for each constituent member)

No	Name of the Project	Location (Country/ Region)	Execution Year and Duration
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)

Notes on Evaluation Criteria:

- a. The information furnished by the Firm(s) in the EOI document should be realistic. If any faulty information is found, legal action may be taken as per prevailing rules and regulations.
- b. The Consultant must put the signature of authorized representative with indelible blue ink and stamp of company on each and every page of the EOI. In absence of signature of authorized representative with indelible blue ink and stamp of company, the particular page will not be considered for evaluation.
- c. The relevant figures/numbers of each member of joint venture shall be added together to calculate cumulative figures/numbers of the joint ventures for the purpose of evaluation of experience and turnover of the firm(s).
- d. In case of the firm's experience, if the completion certificate is issued by a private Client, the firm should mention the name of the public entity where the study reports were submitted; otherwise, the experience will not be accounted for evaluation.
- e. The experience of the firm shall be supported with notarized copies of experience/completion certificates in the form of experience/ completion certificates showing the name & type of consulting service, project size and date of completion of the assignment. Experience of the firm with work completion certificate shall be considered for evaluation.
- f. Only study completed project will be considered for evaluation. The ongoing study or partially study completed project will not be considered for evaluation.
- g. Marks will be given only to the key professionals to be deployed for the as listed in list of key professional. If Consultant propose alternate professional in designated post, minimum marks obtained of professional will be considered for evaluation.
- h. Public/Semi-public entities' employees need to submit official no objection letter to provide consultancy services. In absence of official no objection letter, such professional will not be evaluated.
- i. Pass year and month of educational degree of the key professional shall also be mentioned in Form -5. If the month of degree is not mentioned, the month of December of mentioned year will be considered for evaluation. If pass year of education is not mentioned, the education degree will not be considered for evaluation.
- j. Firm shall not propose the same key professional for more than one designation for the same job. If so proposed, the respective person will not be accounted in the evaluation for any designation.
- k. If more than one consulting firms propose the same professional, enquiry shall be made by the client to verify the authenticity of the professional, if necessary.

- l. If WECS finds the proposed key professional doubtful regarding education, experience or any issues then such professional may be asked to appear in WECS for verification. Failing to appear in such verification may cause disqualification of that key professional.
- m. In case of a joint venture, the Consultant must submit the joint venture agreement duly signed by authorized signatories & stamped with company seal of each member of joint venture in every page of JV agreement & clearly mentioning name of the lead firm, name of JV partners, role and responsibility of each member, name of the authorized signatories. In case of failure to submit joint venture agreement between each JV partner, the EOI will be considered as non-responsive and will not be considered for evaluation. Similarly, the JV agreement should be signed by authorized representative having power of attorney to sign the JV agreement with indelible blue ink. The signature of authorized representatives & stamp of companies should be in each page of JV agreement. If JV agreement is not signed with by authorized representative having power of attorney and with indelible blue ink, the EOI will be considered as non-responsive and will not be considered for evaluation.
- n. The Consultant must submit power of attorney of authorized signatories to sign JV agreement and submit the EOI from their respective firm with signature & stamp of each member of JV. Such Power of attorney of authorized signatories of JV shall have been issued by executive head of organization such as Board, Managing Director, CEO or Chairperson, etc. If otherwise, the EOI will be considered as non-responsive and will not be considered for evaluation.