

EXPRESSION OF INTEREST (EOI)

Title of Consulting Service: Monitoring and Evaluation of Environment Management Plan (EMP) of Operating Hydropower Projects.

Method of Consulting Service: National

Project Name : Monitoring and Evaluation of Environment Management Plan (EMP) of Operating Hydropower Projects.

EOI : WECS/EOI-07/079/80

Office Name: Water and Energy Commission Secretariat

Office Address: Singh durbar Kathmandu

Funding agency : Government Budget

ACRONYMS

Environmental Impact Assessment	
EIA -----	1
Environmental Management Plan	
EMP -----	1
Initial Environment Examination	
IEE-----	1
Mega Watts	
MW-----	1
Peaking Run of the River	
PRoR -----	3
Run of the River	
RoR-----	3
Water and Energy Commission Secretariat	
WECS-----	1

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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: 05-05-2023 10:00

Name of Project: Monitoring and Evaluation of Environment Management Plan (EMP) of Operating Hydropower Projects.

1. Government of Nepal (GoN) has allocated fund toward the cost of Monitoring and Evaluation of Environment Management Plan (EMP) of Operating Hydropower Projects. 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: The main objective of this study is to monitor and evaluate the Environmental Management Plans (EMPs) of operational hydropower projects, with the aim of assessing their implementation, effectiveness, sufficiency, and gaps. The study will provide recommendations to the concerned agencies on how to improve and modify their current practices based on the on-the-ground circumstances.
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 23-05-2023 12:00 or visit e-GP system www.bolpatra.gov.np/egp or visit the client’s website <https://weecs.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 23-05-2023 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 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.
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 11 months. Expected date of commencement of the assignment is 23-09-2023.
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

**MONITORING AND EVALUATION OF ENVIRONMENT MANAGEMENT PLAN
(EMP) OF OPERATING HYDROPOWER PROJECTS**

WATER AND ENERGY COMMISSION SECRETARIAT

Singhdarbar, Kathmandu



ACRONYMS

Environmental Impact Assessment	
EIA	1
Environmental Management Plan	
EMP	1
Initial Environment Examination	
IEE	1
Mega Watts	
MW	1
Peaking Run of the River	
PRoR.....	3
Run of the River	
RoR	3
Term of References	
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Water and Energy Commission Secretariat	
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1 BACKGROUND

In the context of Nepal, Hydropower provides a reliable, efficient, safe and economic source of power for not only commercial use but also for the household purposes as well. Hydropower provides clean energy which has no effect on climate change issues. Nepal is having immense hydropower potential, yet major part of this potential still remains untapped. There is a long way to go in order to harvest the full potential of hydropower generation in the country. The first initiative made in the country to develop hydropower project dates back to 1911 AD. The Pharphing hydropower project with the installed capacity of 500kW was the first ever hydropower generation system developed. Since then there has been effort made from the government agency until with the establishment of multiparty system. In BS 2058 the private sector was promoted to develop and operate the hydropower project on their own through Hydropower Development policy 2058 by charging royalty on capacity and energy generation. However, there are several associated disadvantages like long gestation period, environmental and social problems; mainly because of relocation and resettlement of the affected people, several construction activities carried around the project area and change in the baseline environmental conditions. Further, inundation of areas causes possible destruction of unique biotypes and endemic species. Recent studies on hydropower potential of the country have estimated the gross hydropower potential of Nepal is 72,544 MW. Similarly, the Techno-economic potential is 32,680 MW (Water and Energy Commission Secretariat (WECS): Hydropower Potential of Nepal, 2019). Currently, there are 138 hydropower projects are under operation with total installed capacity of 2108.67 MW. The installed capacity comprises of 17 projects with cumulative installed capacity of 13.23 MW that are below 1 MW that and 121 projects with a cumulative installed capacity of 2095.44 MW which are of above 1 MW. As per the Environment Protection Act 2076 & Environment Protection Rules 2077, it is mandatory to conduct environmental studies and get its approval from the concerned authority before taking up any hydropower project for construction. The hydropower projects below 1 MW needs a brief environmental information without any approval whereas, above 1 MW hydropower projects need a comprehensive environmental study in the form of Initial Environment Examination (IEE) or Environmental Impact Assessment (EIA).

Before constructing any hydropower project, an environmental assessment study must be carried out and get approved through concerned agency in order reduce potentially significant adverse environmental impacts to acceptable levels. Environmental Management Plan (EMP)

is an integral part of this study that consists of the set of mitigation, monitoring, and institutional measures to be taken during implementation and operation to eliminate adverse environmental and social impacts, offset them, or reduce them to acceptable levels.

This study aims to monitor the compliance of the EMP which is integral part of an IEE or EIA study and evaluate the effectiveness of its implementation in the running projects.

2 OBJECTIVE:

Major objective of the study is to monitor and evaluate the EMPs of the hydropower projects under operation with an aim to assess its implementation, effectiveness, sufficiency, gaps and to provide recommendation to concern agencies for improvement and modification in current practices based on field condition.

Objective of this consulting service is described as below:

- Selection of projects considering geography, sensitive area, religious places, capacity, resettlement etc. for evaluation of EMP of operating hydro projects.
- To identify effectiveness/sufficiency of the measures in the EMP.
- To identify gap/lack of measures in the EMP.
- To assess practical implementation of the measures in the EMP.
- To provide effectiveness index depending upon the EMP implementation projects under operation.
- To provide recommendation and suggestion that need to be incorporated in the EMP for effective implementation in the future projects; if any.
- To provide comprehensive EMP evaluation and compliance of the selected hydropower projects for evaluation.

3 SCOPE OF THE SERVICES

The scope of service to be covered shall include, but not limited to, the activities described in following sections. The professional expertise and judgement of the Consultant for achieving the study objectives is anticipated, which shall aid in guiding the scope of works.

3.1 Identification and Selection of the Hydropower Projects

The consultant shall identify and select the project in close consultation with the client such that the study shall include all dimension of issues in implementation of environmental measures proposed in environmental studies. The consultant shall include, but not limited to, following criteria for selection of projects:

- A prudent selection of the projects for the study is anticipated so that the output/findings of the study can be related to all upcoming hydropower projects.
- The consultant shall develop an appropriate screening model in order to select the projects to be evaluated in consultation with the client.
- During the selection of projects for study, **at least 20 (TWENTY) sample projects** to be selected consider at least but not limited to the following criteria:
 - Installed Capacity (Large, Medium, small)
 - Geographical coverage (shall include possibly all types of geography of the country)
 - Sensitivity of the area (protected areas, areas with cultural and religious importance)
 - Duration of Operation (old, medium, new)
 - Types of Hydropower Scheme (Storage/PRoR/RoR)
 - other features (biodiversity status, level of development of the areas, accessibility etc.)

3.2 Collection and Review of related documents of the selected Hydropower Projects

The consultant shall collect and review the documents available for this type of study to come up with the appropriate approach and methodology of the study. The consultant shall collect and review, but not limited to, following documents:

- Consultant shall collect and review all the relevant Environmental Study report i.e., IEE /EIA, MoUs, and documents related to the selected projects which are required for the complete monitoring and evaluation of EMPs.
- Issued License information/Project Development Agreement or any such documents issued by concerned authority related to the project.
- Documentation of activities performed based on approved environmental reports.
- Revenue Generation Reports

- Grievance received to the projects.
- Grievance addressal Reports.
- Documentation for Plantation and its current status
- Technical Reports related to the projects.
- Other related information of the projects
- National and international literature (guideline, manual, reports, journals etc.) for monitoring and evaluation of environmental assessment.

3.3 Approach and Methodology:

Based on objective of the study and review of the above-mentioned literature a suitable and step by step exposition of approach and methodology shall be developed by the consultant for data collection, data arrangement, analysis of the scenario, evaluation of the status and finally the recommendation for the client and for the concerned agency.

3.4 Monitoring of EMP for the selected projects

The Consultant shall collect all primary data of the project during monitoring in suitable timeframe. These data accompanied with data from related documents shall be the basis for evaluation of the projects. The consultant shall record, but not limited to, following primary data for each selected project:

- The consultant shall record data of selected project as agreed upon in approach and Methodology. These data shall consist of applied actual measures for mitigation of negative consequences as well as enhancement measures for positive consequences of the project.
- The consultant should monitor and collect data according to the phase wise implementation of the EMP by the project. Additionally, the consultant shall appropriately monitor the measures opted by the project during the pre-construction, construction and post-construction phase of the project in order to mitigate the negative consequences of the projects.
- Record the activities as enhancement measures taken up by the project for positive consequences during each implementation stage of the project.
- Collect information on investment made upon enhancement measures and preventive measures by the projects as well as fund mobilized for Corporate social responsibility.

3.5 Evaluation of EMP for the selected projected

- A careful evaluation of the EMP of the selected projects shall be carried out based on agreed upon approach and methodology as stated in earlier section of this ToR. The evaluation should extensively use the data acquired during the monitoring of the projects in conjunction with other relevant data, standards, reports, documents and information acquired during the study.
- Evaluation of Enhancement Measures and Mitigation measures shall be categorically separated:
- Evaluation of Implementation of Mitigation Measures shall be done under following categories:
 1. Physical Environment
 2. Biological Environment
 3. Sociological and Cultural Environment
 4. Resettlement issues; if any
- Evaluation of enhancement measures shall be done in a manner suitable to the measures proposed for the project. The consultant shall prepare evaluation framework applicable to all projects under consideration as well as for specific projects.
- Evaluation of activities under Corporate Social Responsibility shall be done in terms of its effectiveness, sufficiency and size of investment compared to the project cost.

3.6 Recommendation and Output of the study

The consultant shall present the output and recommendation of this study in such a manner that decision maker and the concerned authority can take possible corrective measures and enhancement measures to make the implementation of environmental studies more. The consultant shall meet, but not limited to, the objectives of the study while presenting the output. The consultant shall present short term, medium term and long-term recommendation for intervention. The output and recommendation shall be presented in well-designed matrix (including activities, place and time, responsible institution, manpower requirement, frequency, investment required, monitoring methodology) for its implementation.

3.7 Consultative Meeting

The consultant shall conduct one consultative meeting with experts and professionals from the related field. A consultative meeting among at most twenty (20) personnel (including stakeholder and officials of WECS) excluding the consultant and their supporting staffs after the consent/presence of WECS officials for fine-tuning and breakdown in the scope of work in detail shall be conducted after submission of inception report. The selection of experts for consultative meeting shall be carried out by WECS. The information about the scopes of works and corresponding schedules shall be updated accordingly in the inception report.

3.8 Others

The consultant shall submit a list of the References, Abbreviations and other formats intended for the use in preparation of the study reports to WECS. The consultant shall seek information from different national and international institutions wherever possible. The reports shall be presented in spiral binding form and in color print.

Unless WECS provide its consent, each field visit shall be accompanied by at least one personnel from WECS. The consultant must inform WECS and take consent before moving to any field visit during the study.

During signing of the contract agreement of this study, the consultant will be required to present all of his proposed key personal in WECS to sign the key personal list form assigned for this study.

4 MANPOWER REQUIREMENT AND TRANSFER OF KNOWLEDGE

The study work shall be conducted in close coordination with the nominated representatives of WECS. Consultant shall train the nominated representatives of WECS in use of the software and transfer knowledge through training programs.

4.1 MANPOWER REQUIREMENT

The consultant team shall require following team of key personal for executing the proposed job:

S. N	Professional	Proposed Position	No.	Qualification
1	Environmental Engineer/Hydropower Engineer	Team Leader	1	Minimum Master's degree in Environmental or Civil Engineering or Equivalent and at least 15 years of experience after Bachelor's Degree in relevant field.

S. N	Professional	Proposed Position	No.	Qualification
2	Hydropower Engineer	Hydropower Engineer	1	Minimum Master's degree in Hydropower or Civil Engineering or Equivalent and at least 10 years of experience after Bachelor's Degree in relevant field.
3	Environmental Engineer/Environmental Expert	EMP Expert	1	Minimum Master's degree in Environmental or Civil Engineering or Equivalent and at least 10 years of experience after Bachelor's Degree in relevant field.
4	Botanist/ Forest Expert	Botanist/ Forest Expert	1	Minimum Master's degree in Botany or Forestry or Equivalent and at least 10 years of experience after Bachelor's Degree in relevant field.
5	Zoologist/ Aquatic Life	Zoologist	1	Minimum Master's degree in Zoology or Equivalent and at least 10 years of experience after Bachelor's Degree in relevant field.
6	GIS expert	GIS expert	1	Minimum Master's degree in Geomatics or Civil Engineering or Equivalent and at least 5 years of experience after Bachelor's Degree in relevant field.
7	Sociologist/Anthropologist	Sociologist	1	Minimum Master's degree in Sociology or Anthropology or Equivalent in relevant subject and at least 10 years of experience after Bachelor's Degree in relevant field.
8	Financial/ Economical Analyst	Financial Analyst	1	Minimum Master's degree in Economics or Finance or Commerce or Business or equivalent relevant subject and at least 5 years of experience after Bachelor's Degree in relevant field.

4.2 TRANSFER OF KNOWLEDGE

In carrying out the duties, the Consultant shall involve WECS official and conduct the transfer of knowledge to strengthen institutional capabilities of WECS. The Consultant shall propose appropriate knowledge transfer methodologies to enhance the capacities in aspects of data collection, preparation of questionnaire, assessment of data, use of software, economic and financial analysis etc. The consultant shall provide analysis sheets (in workable formats) and software data. *The Consultant shall propose suitable training program along with training contents in the technical proposal.* The training shall be conducted for at most 10 officials nominated by WECS for seven days for which the experts involved in the study work shall have to be directly involved as trainers.

5 REPORTING REQUIREMENT AND DURATION OF SERVICE

The duration of service shall be **11 months**. The consultant shall complete above mentioned tasks in different phases as indicated in subsequent chapter. All reports mentioned below shall be accompanied with electronic copy in workable format. The reporting timeline of each phase shall be as per the table below:

SN	Report	Delivery Schedule
1	Inception Report	Within 2 months after signing the contract
2	Field Report	Within 6 months after signing the contract
3	Interim Report	Within 8 months after signing the contract
4	Draft Report	Within 10 months after signing the contract
5	Final Report	Within 11 months after signing the contract

5.1 Inception Report

The Inception report shall incorporate, but not be limited to, following contents:

- Understanding the task (Elaboration of the task through input of the experts)
- Literature Review (collection and review of literature relevant to the study)
- Observation from sample field visit to two sites (being familiar with real project scenario in consideration with the current studies to aid in preparing performable approach and methodology)
- Approach and Methodology (Presenting an overall approach and methodology including screening model for project selection to accomplish the study and achieve the expective objective.)
- List of projects to be selected and modified work schedule for timely completion of the projects.

The inception report in its final form can modify the requirements of ToR in terms of objectives, requirement and any other suggestion for the betterment and fruitfulness of the study as per the comments/suggestion/feedback from consultative meetings but modifications shall be agreed upon by both i.e., the consultant and client.

Five (5) copies of the inception report containing the above-mentioned contents shall be submitted to WECS not later than 1.5 months after signing the contract. After getting permission from WECS to put forward the report for presentation in consultative meeting, Three (3) copies of the inception report shall be prepared and submitted to WECS. After the

discussion and consultation about this report in consultative meeting, Three (3) copies of Revised Inception Report shall be submitted which shall be incorporated with all comments/suggestions from the consultative meeting. The consultants shall submit the final inception report within 2 months incorporating all the comments, suggestions and inputs.

5.2 Field Report

The Field report shall incorporate, but not limited to, following contents:

- List of the project visited with validation from screening model
- Project wise information (salient features) in a systematic approach.
- Well managed data recorded in field
- Collection and Presentation of additional data from various source to reinforce the analysis.
- Presentation of the all-field activities and findings and the practical challenges
- Documentation of all the sources to collect data and information for analysis.

The five (5) copies of the report shall be submitted to WECS for review. The suggestions and comments received shall be incorporated and a revised Field report shall be submitted for approval. Three (3) copies of the approved report shall be submitted in WECS within 6 months.

5.3 Interim Report

The interim report shall incorporate, but not be limited to, following contents:

- Systematic Analysis of the data acquired
- Presentation of the outcome of the analysis
- Relating the analysis outcome in meaningful form
- Preparation of information for analysis outcome data and its presentation
- Overall findings of analysis, its outcome, relating it to the required objective.

The Five (5) copies of the report shall be submitted to WECS. After incorporating comments and suggestions from WECS if any. Three (3) copies of the approved Interim report shall be submitted in WECS within 8 months after signing the contract agreement.

5.4 Draft Report

The Draft report shall incorporate, but not be limited to, following contents:

- Results from evaluation of EMP
- Findings of evaluation of EMP
- Outcome of the study in well-designed matrix form
- Recommendations of this study (for both operating and upcoming projects as well as study/initiative required for future)
- All the findings of the study from data collection form field visit, results obtained through intensive evaluation of EMPs.
- An executive summary both in English and Nepali shall be presented within the Final Report.
- A concise summary report containing findings of the study documented in matrix forms as mentioned earlier in this ToR and the recommendation shall be submitted as separate volume.

Five (5) copies of the Draft Report shall be submitted to WECS not later than 9.5 months after signing the contract agreement. The Draft Report shall be revised incorporating all the pertinent comments, suggestions and input from WECS and submitted for approval. Three (3) copies of the approved report shall be submitted to WECS within 10 months after signing the contract agreement.

5.5 Final Report

The Final report shall include, but not be limited to, following contents:

- Well organized executive summary both in English and in Nepali
- Systematically Organized all the activities/data/analysis details
- Outcome of each activity in line with the objectives of this study agreed upon.
- Output and Recommendation of the study in matrix form.
- Final Report shall be accompanied with a concise summary report containing findings of the study documented in matrix forms as mentioned earlier in this ToR and the recommendation shall be submitted as separate volume.

After approval of the submitted draft final report by WECS, the consultant shall prepare and submit 10 copies of Final Report in bookbinding form with 5 pen drive (of suitable storage capacity) copies containing all reports, analysis, data sheets in workable form not later than 11 months after signing the contract agreement.

6 PAYMENT SCHEDULE

The payment of this service is based on the following report delivery schedule as mentioned in table below.

SN	Report	Number of Copies	Payment percentage
1	After Submission and Approval of Inception Report	5+3+3 (approved copies)	20%
2	After submission and Approval of Field Report	5+3 (approved copies)	25%
3	After Submission and approval of Interim Report	5+3 (approved copies)	20%
4	After organization of Workshop and approval of Draft Report	5+3 (approved copies)	20%
5	After submission and approval of Final Report	10 approved copies + 5 pen drive copies	15%

7 LANGUAGE OF THE REPORT

All the report should be prepared and submitted in English. The Consultant shall submit the report with executive summary both in Nepali and English language.

8 COMPETENCY AND QUALIFICATION OF THE CONSULTING FIRM

The consulting firms should have the following competencies:

- a) Excellent Communication skill, good working relationship with the government and other organizations and ability to collect and analyze data and information;
- b) Excellent ability to quickly grasp and synthesize inputs from a range of disciplines related to the proposed study.
- c) FIRMS SHALL NOT BE BLACKLISTED BY PPMO OR ANY OTHER RELATED AUTHORITY TO TAKE PART IN NATIONAL COMPETITIVE BIDDING FOR CONSULTING SERVICES.

9 Property Rights

WECS shall have the copyright on all data (primary and analyzed), texts, pictures, analysis, questionnaires (filled and unfilled) and other information collected during the study. The consultant shall refrain from using any of the information in any other studies without prior

consent from WECS. The consultant failing to do so may result in blacklisting of the firm in WECS for future jobs.

10 Work Inspection

- Before awarding the contract, the designated WECS official may visit the office of the consultant to verify the status and soundness of the consulting firm to carry out the job.
- WECS official may also visit consultant's office during implementation, from time to time to inspect the progress of the job.
- Before any associated field work, the consultant shall submit a field work schedule at least three days before the field move so that WECS may send its official to monitor the field work.
- WECS may request other government and related agencies to monitor and evaluate the consultant's work both in the office and in the field

11 Special Instructions

- The cost of presentations, meetings, workshops, interactions as indicated in the TOR and suggested by WECS shall be borne by the consultant.
- WECS reserves the right to accept or reject any or all of the proposals without assigning any reason whatsoever.

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	
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.	
11	Power of Attorney	

ii) EOI Evaluation Criteria

A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Team Leader	Minimum Master's degree in Environmental or Civil Engineering or Equivalent and at least 15 years of experience after Bachelor's Degree in relevant field.
2	Hydropower Engineer	Minimum Master's degree in Hydropower or Civil Engineering or Equivalent and at least 10 years of experience after Bachelor's Degree in relevant field.
3	EMP Expert	Minimum Master's degree in Environmental or Civil Engineering or Equivalent and at least 10 years of experience after Bachelor's Degree in relevant field.
4	Botanist/Forest Expert	Minimum Master's degree in Botany or Forestry or Equivalent and at least 10 years of experience after Bachelor's Degree in relevant field.
5	Zoologist/ Aquatic Life Expert	Minimum Master's degree in Zoology or Equivalent and at least 10 years of experience after Bachelor's Degree in relevant field.
6	GIS Expert	Minimum Master's degree in Geomatics or Civil Engineering or Equivalent and at least 5 years of experience after Bachelor's Degree in relevant field.
7	Sociologist/ Anthropologist	Minimum Master's degree in Sociology or Anthropology or Equivalent in relevant subject and at least 10 years of experience after Bachelor's Degree in relevant field.
8	Financial/ Economic Analyst	Minimum Master's degree in Economics or Finance or Commerce or Business or equivalent relevant subject and at

Sl. No.	Criteria	Minimum Requirement
		least 5 years of experience after Bachelor's Degree in relevant field.

Score: 40.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm (Only Lead Firm in case of JV)	Minimum 10 years of Experience in the Civil Engineering Sector (i.e., Hydropower, Irrigation, Water Supply & Sanitation related study Projects and/or Environmental studies of such projects.)
2	Specific experience of consulting firm within last 7 years.	Conducted and reported the study of Environmental Impact Assessment (EIA) of Hydropower or Irrigation Projects.

Score: 50.0

C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity.	Average Annual Turn Over of the best three Fiscal Years in last seven consecutive Fiscal Years (in NRs.) Minimum 12 million ((In case of Joint Venture min. AAT of each firm should be at least NRs. 3 million)
2	Infrastructure/equipment related to the proposed assignment.	a) High Volume Air Sampler b) Water Quality Sampler and Field Test kits c) Noise Level Meter

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**

--

(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)

EOI Evaluation Criteria with Notes:

<u>Eligibility & Completeness Requirement</u>
Copy of Registration of the company/firm
VAT/PAN Registration
Tax Clearance for Fiscal Year 2078/079
Power of Attorney
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. <i>A self-declaration letter shall be presented to be eligible as per above criteria by the company/firm.</i>
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

A. Proposed Key Professionals for the Study – 40 Marks				
S. N	Proposed Key professional for the study	No.	Qualification & Experiences	Marks
1	Team Leader	1	Minimum Master's degree in Environmental or Civil Engineering or Equivalent and at least 15 years of experience after Bachelor's Degree in relevant field.	8
2	Hydropower Engineer	1	Minimum Master's degree in Hydropower or Civil Engineering or Equivalent and at least 10 years of experience after Bachelor's Degree in relevant field.	4
3	EMP Expert	1	Minimum Master's degree in Environmental or Civil Engineering or Equivalent and at least 10 years of experience after Bachelor's Degree in relevant field.	8
4	Botanist/ Forest Expert	1	Minimum Master's degree in Botany or Forestry or Equivalent and at least 10 years of experience after Bachelor's Degree in relevant field.	4
5	Zoologist/ Aquatic Life Expert	1	Minimum Master's degree in Zoology or Equivalent and at least 10 years of experience after Bachelor's Degree in relevant field.	4
6	GIS expert	1	Minimum Master's degree in Geomatics or Civil Engineering or Equivalent and at least 5 years of experience after Bachelor's Degree in relevant field.	4

7	Sociologist/ Anthropologist	1	Minimum Master's degree in Sociology or Anthropology or Equivalent in relevant subject and at least 10 years of experience after Bachelor's Degree in relevant field.	4
8	Financial/ Economical Analyst	1	Minimum Master's degree in Economics or Finance or Commerce or Business or equivalent relevant subject and at least 5 years of experience after Bachelor's Degree in relevant field.	4
B. Work Experience of the Firm – 50 Marks				
S. N	Criteria	Minimum Requirement		Marks
1	General Experience of the firm (Only Lead firm in case of JV)	Minimum 10 years of Experience in the Civil Engineering Sector (i.e., Hydropower, Irrigation, Water Supply & Sanitation related study Projects and/or Environmental studies of such projects.)		10
2	Specific experience of the Consulting Firm (in Last Seven years)	Experience of the firm in: <ul style="list-style-type: none"> • Conducted and reported the study of Environmental Impact Assessment (EIA) of Hydropower or Irrigation Projects. 		40
2.1		3 or more projects		100%
2.2		2 projects		70%
2.3		1 project		40%

C. Capacity of the Firm in NRs – 10 Marks				
<i>(In case of Joint Venture min. AAT of each firm should be at least NRs. 3 million)</i>				
C.1	Financial Capacity of the Firm in NRs	Average Annual Turn Over of the best three Fiscal Years in last seven consecutive Fiscal Years (in NRs.) Minimum 12 million (<i>In case of Joint Venture min. AAT of each firm should be at least NRs. 3 million</i>)		7
C.2	Infrastructure/Equipment related to the proposed assignment	a) High Volume Air Sampler b) Water Quality Sampler and Field Test kits c) Noise Level Meter		3

Minimum Pass Marks shall be **60 Marks**.

Notes on Evaluation Criteria:

- a. The Consultant must put the signature of authorized representative and company's stamp on each and every page of the EOI. In absence of signature of authorized representative and stamp of company, the particular page will not be considered for evaluation.
- b. 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).
- c. **In section A (Proposed Key professional), 40% of the indicated marks are for minimum required qualification and 60% of the indicated marks are for minimum required experiences in relevant field.**

- 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 as given in Form -3.
- f. **Only study completed project will be considered for evaluation.** The ongoing study or partially completed project will not be considered for evaluation.
- g. Marks will be given only to the key professionals to be deployed for as listed in list of key professional. If Consultant proposes alternate professional for a particular designated post, the minimum evaluated professional will be considered.
- 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 obtaining a degree is not mentioned, the month of December 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.
- k. The average annual turnover of the Firm/Company shall be calculated in Net Present Value using inflation index of Nepal Rastra Bank.
- 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 office for verification. Failing to appear in such verification may cause disqualification.
- 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 on each page of the JV agreement. The JV agreement shall clearly mention the name of the lead firm, name of JV partners, role and responsibility of each member, percentage share of each member firm, name of the authorized signatories. In case of failure to submit joint venture agreement between JV partners, the EOI will be considered as non-responsive and will not be considered for further evaluation. Similarly, the JV agreement should be signed by authorized representative having power of attorney to sign the JV agreement.
- n. The Consultant must submit power of attorney in case of authorized representative.
- o. Association in the form of sub-consultant for this assignment is not allowed.
- p. **Maximum number of firms that can form a joint venture is limited to 3 (THREE).**
- q. The equipment mentioned in section "C.2" of above criteria **must be owned or leased by the firm.**




TERMS OF REFERENCE

**MONITORING AND EVALUATION OF ENVIRONMENT MANAGEMENT PLAN
(EMP) OF OPERATING HYDROPOWER PROJECTS**

WATER AND ENERGY COMMISSION SECRETARIAT

Singhdarbar, Kathmandu



ACRONYMS

Environmental Impact Assessment	
EIA	1
Environmental Management Plan	
EMP	1
Initial Environment Examination	
IEE	1
Mega Watts	
MW	1
Peaking Run of the River	
PRoR.....	3
Run of the River	
RoR	3
Term of References	
ToR	5, 8, 10
Water and Energy Commission Secretariat	
WECS	1

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1 BACKGROUND

In the context of Nepal, Hydropower provides a reliable, efficient, safe and economic source of power for not only commercial use but also for the household purposes as well. Hydropower provides clean energy which has no effect on climate change issues. Nepal is having immense hydropower potential, yet major part of this potential still remains untapped. There is a long way to go in order to harvest the full potential of hydropower generation in the country. The first initiative made in the country to develop hydropower project dates back to 1911 AD. The Pharphing hydropower project with the installed capacity of 500kW was the first ever hydropower generation system developed. Since then there has been effort made from the government agency until with the establishment of multiparty system. In BS 2058 the private sector was promoted to develop and operate the hydropower project on their own through Hydropower Development policy 2058 by charging royalty on capacity and energy generation. However, there are several associated disadvantages like long gestation period, environmental and social problems; mainly because of relocation and resettlement of the affected people, several construction activities carried around the project area and change in the baseline environmental conditions. Further, inundation of areas causes possible destruction of unique biotypes and endemic species. Recent studies on hydropower potential of the country have estimated the gross hydropower potential of Nepal is 72,544 MW. Similarly, the Techno-economic potential is 32,680 MW (Water and Energy Commission Secretariat (WECS): Hydropower Potential of Nepal, 2019). Currently, there are 138 hydropower projects are under operation with total installed capacity of 2108.67 MW. The installed capacity comprises of 17 projects with cumulative installed capacity of 13.23 MW that are below 1 MW that and 121 projects with a cumulative installed capacity of 2095.44 MW which are of above 1 MW. As per the Environment Protection Act 2076 & Environment Protection Rules 2077, it is mandatory to conduct environmental studies and get its approval from the concerned authority before taking up any hydropower project for construction. The hydropower projects below 1 MW needs a brief environmental information without any approval whereas, above 1 MW hydropower projects need a comprehensive environmental study in the form of Initial Environment Examination (IEE) or Environmental Impact Assessment (EIA).

Before constructing any hydropower project, an environmental assessment study must be carried out and get approved through concerned agency in order reduce potentially significant adverse environmental impacts to acceptable levels. Environmental Management Plan (EMP)

is an integral part of this study that consists of the set of mitigation, monitoring, and institutional measures to be taken during implementation and operation to eliminate adverse environmental and social impacts, offset them, or reduce them to acceptable levels.

This study aims to monitor the compliance of the EMP which is integral part of an IEE or EIA study and evaluate the effectiveness of its implementation in the running projects.

2 OBJECTIVE:

Major objective of the study is to monitor and evaluate the EMPs of the hydropower projects under operation with an aim to assess its implementation, effectiveness, sufficiency, gaps and to provide recommendation to concern agencies for improvement and modification in current practices based on field condition.

Objective of this consulting service is described as below:

- Selection of projects considering geography, sensitive area, religious places, capacity, resettlement etc. for evaluation of EMP of operating hydro projects.
- To identify effectiveness/sufficiency of the measures in the EMP.
- To identify gap/lack of measures in the EMP.
- To assess practical implementation of the measures in the EMP.
- To provide effectiveness index depending upon the EMP implementation projects under operation.
- To provide recommendation and suggestion that need to be incorporated in the EMP for effective implementation in the future projects; if any.
- To provide comprehensive EMP evaluation and compliance of the selected hydropower projects for evaluation.

3 SCOPE OF THE SERVICES

The scope of service to be covered shall include, but not limited to, the activities described in following sections. The professional expertise and judgement of the Consultant for achieving the study objectives is anticipated, which shall aid in guiding the scope of works.

3.1 Identification and Selection of the Hydropower Projects

The consultant shall identify and select the project in close consultation with the client such that the study shall include all dimension of issues in implementation of environmental measures proposed in environmental studies. The consultant shall include, but not limited to, following criteria for selection of projects:

- A prudent selection of the projects for the study is anticipated so that the output/findings of the study can be related to all upcoming hydropower projects.
- The consultant shall develop an appropriate screening model in order to select the projects to be evaluated in consultation with the client.
- During the selection of projects for study, **at least 20 (TWENTY) sample projects** to be selected consider at least but not limited to the following criteria:
 - Installed Capacity (Large, Medium, small)
 - Geographical coverage (shall include possibly all types of geography of the country)
 - Sensitivity of the area (protected areas, areas with cultural and religious importance)
 - Duration of Operation (old, medium, new)
 - Types of Hydropower Scheme (Storage/POR/ROR)
 - other features (biodiversity status, level of development of the areas, accessibility etc.)

3.2 Collection and Review of related documents of the selected Hydropower Projects

The consultant shall collect and review the documents available for this type of study to come up with the appropriate approach and methodology of the study. The consultant shall collect and review, but not limited to, following documents:

- Consultant shall collect and review all the relevant Environmental Study report i.e., IEE /EIA, MoUs, and documents related to the selected projects which are required for the complete monitoring and evaluation of EMPs.
- Issued License information/Project Development Agreement or any such documents issued by concerned authority related to the project.
- Documentation of activities performed based on approved environmental reports.
- Revenue Generation Reports

- Grievance received to the projects.
- Grievance addressal Reports.
- Documentation for Plantation and its current status
- Technical Reports related to the projects.
- Other related information of the projects
- National and international literature (guideline, manual, reports, journals etc.) for monitoring and evaluation of environmental assessment.

3.3 Approach and Methodology:

Based on objective of the study and review of the above-mentioned literature a suitable and step by step exposition of approach and methodology shall be developed by the consultant for data collection, data arrangement, analysis of the scenario, evaluation of the status and finally the recommendation for the client and for the concerned agency.

3.4 Monitoring of EMP for the selected projects

The Consultant shall collect all primary data of the project during monitoring in suitable timeframe. These data accompanied with data from related documents shall be the basis for evaluation of the projects. The consultant shall record, but not limited to, following primary data for each selected project:

- The consultant shall record data of selected project as agreed upon in approach and Methodology. These data shall consist of applied actual measures for mitigation of negative consequences as well as enhancement measures for positive consequences of the project.
- The consultant should monitor and collect data according to the phase wise implementation of the EMP by the project. Additionally, the consultant shall appropriately monitor the measures opted by the project during the pre-construction, construction and post-construction phase of the project in order to mitigate the negative consequences of the projects.
- Record the activities as enhancement measures taken up by the project for positive consequences during each implementation stage of the project.
- Collect information on investment made upon enhancement measures and preventive measures by the projects as well as fund mobilized for Corporate social responsibility.

3.5 Evaluation of EMP for the selected projected

- A careful evaluation of the EMP of the selected projects shall be carried out based on agreed upon approach and methodology as stated in earlier section of this ToR. The evaluation should extensively use the data acquired during the monitoring of the projects in conjunction with other relevant data, standards, reports, documents and information acquired during the study.
- Evaluation of Enhancement Measures and Mitigation measures shall be categorically separated:
- Evaluation of Implementation of Mitigation Measures shall be done under following categories:
 1. Physical Environment
 2. Biological Environment
 3. Sociological and Cultural Environment
 4. Resettlement issues; if any
- Evaluation of enhancement measures shall be done in a manner suitable to the measures proposed for the project. The consultant shall prepare evaluation framework applicable to all projects under consideration as well as for specific projects.
- Evaluation of activities under Corporate Social Responsibility shall be done in terms of its effectiveness, sufficiency and size of investment compared to the project cost.

3.6 Recommendation and Output of the study

The consultant shall present the output and recommendation of this study in such a manner that decision maker and the concerned authority can take possible corrective measures and enhancement measures to make the implementation of environmental studies more. The consultant shall meet, but not limited to, the objectives of the study while presenting the output. The consultant shall present short term, medium term and long-term recommendation for intervention. The output and recommendation shall be presented in well-designed matrix (including activities, place and time, responsible institution, manpower requirement, frequency, investment required, monitoring methodology) for its implementation.

3.7 Consultative Meeting

The consultant shall conduct one consultative meeting with experts and professionals from the related field. A consultative meeting among at most twenty (20) personnel (including stakeholder and officials of WECS) excluding the consultant and their supporting staffs after the consent/presence of WECS officials for fine-tuning and breakdown in the scope of work in detail shall be conducted after submission of inception report. The selection of experts for consultative meeting shall be carried out by WECS. The information about the scopes of works and corresponding schedules shall be updated accordingly in the inception report.

3.8 Others

The consultant shall submit a list of the References, Abbreviations and other formats intended for the use in preparation of the study reports to WECS. The consultant shall seek information from different national and international institutions wherever possible. The reports shall be presented in spiral binding form and in color print.

Unless WECS provide its consent, each field visit shall be accompanied by at least one personnel from WECS. The consultant must inform WECS and take consent before moving to any field visit during the study.

During signing of the contract agreement of this study, the consultant will be required to present all of his proposed key personal in WECS to sign the key personal list form assigned for this study.

4 MANPOWER REQUIREMENT AND TRANSFER OF KNOWLEDGE

The study work shall be conducted in close coordination with the nominated representatives of WECS. Consultant shall train the nominated representatives of WECS in use of the software and transfer knowledge through training programs.

4.1 MANPOWER REQUIREMENT

The consultant team shall require following team of key personal for executing the proposed job:

S. N	Professional	Proposed Position	No.	Qualification
1	Environmental Engineer/Hydropower Engineer	Team Leader	1	Minimum Master's degree in Environmental or Civil Engineering or Equivalent and at least 15 years of experience after Bachelor's Degree in relevant field.

S. N	Professional	Proposed Position	No.	Qualification
2	Hydropower Engineer	Hydropower Engineer	1	Minimum Master's degree in Hydropower or Civil Engineering or Equivalent and at least 10 years of experience after Bachelor's Degree in relevant field.
3	Environmental Engineer/Environmental Expert	EMP Expert	1	Minimum Master's degree in Environmental or Civil Engineering or Equivalent and at least 10 years of experience after Bachelor's Degree in relevant field.
4	Botanist/ Forest Expert	Botanist/ Forest Expert	1	Minimum Master's degree in Botany or Forestry or Equivalent and at least 10 years of experience after Bachelor's Degree in relevant field.
5	Zoologist/ Aquatic Life	Zoologist	1	Minimum Master's degree in Zoology or Equivalent and at least 10 years of experience after Bachelor's Degree in relevant field.
6	GIS expert	GIS expert	1	Minimum Master's degree in Geomatics or Civil Engineering or Equivalent and at least 5 years of experience after Bachelor's Degree in relevant field.
7	Sociologist/Anthropologist	Sociologist	1	Minimum Master's degree in Sociology or Anthropology or Equivalent in relevant subject and at least 10 years of experience after Bachelor's Degree in relevant field.
8	Financial/ Economical Analyst	Financial Analyst	1	Minimum Master's degree in Economics or Finance or Commerce or Business or equivalent relevant subject and at least 5 years of experience after Bachelor's Degree in relevant field.

4.2 TRANSFER OF KNOWLEDGE

In carrying out the duties, the Consultant shall involve WECS official and conduct the transfer of knowledge to strengthen institutional capabilities of WECS. The Consultant shall propose appropriate knowledge transfer methodologies to enhance the capacities in aspects of data collection, preparation of questionnaire, assessment of data, use of software, economic and financial analysis etc. The consultant shall provide analysis sheets (in workable formats) and software data. *The Consultant shall propose suitable training program along with training contents in the technical proposal.* The training shall be conducted for at most 10 officials nominated by WECS for seven days for which the experts involved in the study work shall have to be directly involved as trainers.

5 REPORTING REQUIREMENT AND DURATION OF SERVICE

The duration of service shall be **11 months**. The consultant shall complete above mentioned tasks in different phases as indicated in subsequent chapter. All reports mentioned below shall be accompanied with electronic copy in workable format. The reporting timeline of each phase shall be as per the table below:

SN	Report	Delivery Schedule
1	Inception Report	Within 2 months after signing the contract
2	Field Report	Within 6 months after signing the contract
3	Interim Report	Within 8 months after signing the contract
4	Draft Report	Within 10 months after signing the contract
5	Final Report	Within 11 months after signing the contract

5.1 Inception Report

The Inception report shall incorporate, but not be limited to, following contents:

- Understanding the task (Elaboration of the task through input of the experts)
- Literature Review (collection and review of literature relevant to the study)
- Observation from sample field visit to two sites (being familiar with real project scenario in consideration with the current studies to aid in preparing performable approach and methodology)
- Approach and Methodology (Presenting an overall approach and methodology including screening model for project selection to accomplish the study and achieve the expective objective.)
- List of projects to be selected and modified work schedule for timely completion of the projects.

The inception report in its final form can modify the requirements of ToR in terms of objectives, requirement and any other suggestion for the betterment and fruitfulness of the study as per the comments/suggestion/feedback from consultative meetings but modifications shall be agreed upon by both i.e., the consultant and client.

Five (5) copies of the inception report containing the above-mentioned contents shall be submitted to WECS not later than 1.5 months after signing the contract. After getting permission from WECS to put forward the report for presentation in consultative meeting, Three (3) copies of the inception report shall be prepared and submitted to WECS. After the

discussion and consultation about this report in consultative meeting, Three (3) copies of Revised Inception Report shall be submitted which shall be incorporated with all comments/suggestions from the consultative meeting. The consultants shall submit the final inception report within 2 months incorporating all the comments, suggestions and inputs.

5.2 Field Report

The Field report shall incorporate, but not limited to, following contents:

- List of the project visited with validation from screening model
- Project wise information (salient features) in a systematic approach.
- Well managed data recorded in field
- Collection and Presentation of additional data from various source to reinforce the analysis.
- Presentation of the all-field activities and findings and the practical challenges
- Documentation of all the sources to collect data and information for analysis.

The five (5) copies of the report shall be submitted to WECS for review. The suggestions and comments received shall be incorporated and a revised Field report shall be submitted for approval. Three (3) copies of the approved report shall be submitted in WECS within 6 months.

5.3 Interim Report

The interim report shall incorporate, but not be limited to, following contents:

- Systematic Analysis of the data acquired
- Presentation of the outcome of the analysis
- Relating the analysis outcome in meaningful form
- Preparation of information for analysis outcome data and its presentation
- Overall findings of analysis, its outcome, relating it to the required objective.

The Five (5) copies of the report shall be submitted to WECS. After incorporating comments and suggestions from WECS if any. Three (3) copies of the approved Interim report shall be submitted in WECS within 8 months after signing the contract agreement.

5.4 Draft Report

The Draft report shall incorporate, but not be limited to, following contents:

- Results from evaluation of EMP
- Findings of evaluation of EMP
- Outcome of the study in well-designed matrix form
- Recommendations of this study (for both operating and upcoming projects as well as study/initiative required for future)
- All the findings of the study from data collection form field visit, results obtained through intensive evaluation of EMPs.
- An executive summary both in English and Nepali shall be presented within the Final Report.
- A concise summary report containing findings of the study documented in matrix forms as mentioned earlier in this ToR and the recommendation shall be submitted as separate volume.

Five (5) copies of the Draft Report shall be submitted to WECS not later than 9.5 months after signing the contract agreement. The Draft Report shall be revised incorporating all the pertinent comments, suggestions and input from WECS and submitted for approval. Three (3) copies of the approved report shall be submitted to WECS within 10 months after signing the contract agreement.

5.5 Final Report

The Final report shall include, but not be limited to, following contents:

- Well organized executive summary both in English and in Nepali
- Systematically Organized all the activities/data/analysis details
- Outcome of each activity in line with the objectives of this study agreed upon.
- Output and Recommendation of the study in matrix form.
- Final Report shall be accompanied with a concise summary report containing findings of the study documented in matrix forms as mentioned earlier in this ToR and the recommendation shall be submitted as separate volume.

After approval of the submitted draft final report by WECS, the consultant shall prepare and submit 10 copies of Final Report in bookbinding form with 5 pen drive (of suitable storage capacity) copies containing all reports, analysis, data sheets in workable form not later than 11 months after signing the contract agreement.

6 PAYMENT SCHEDULE

The payment of this service is based on the following report delivery schedule as mentioned in table below.

SN	Report	Number of Copies	Payment percentage
1	After Submission and Approval of Inception Report	5+3+3 (approved copies)	20%
2	After submission and Approval of Field Report	5+3 (approved copies)	25%
3	After Submission and approval of Interim Report	5+3 (approved copies)	20%
4	After organization of Workshop and approval of Draft Report	5+3 (approved copies)	20%
5	After submission and approval of Final Report	10 approved copies + 5 pen drive copies	15%

7 LANGUAGE OF THE REPORT

All the report should be prepared and submitted in English. The Consultant shall submit the report with executive summary both in Nepali and English language.

8 COMPETENCY AND QUALIFICATION OF THE CONSULTING FIRM

The consulting firms should have the following competencies:

- a) Excellent Communication skill, good working relationship with the government and other organizations and ability to collect and analyze data and information;
- b) Excellent ability to quickly grasp and synthesize inputs from a range of disciplines related to the proposed study.
- c) FIRMS SHALL NOT BE BLACKLISTED BY PPMO OR ANY OTHER RELATED AUTHORITY TO TAKE PART IN NATIONAL COMPETITIVE BIDDING FOR CONSULTING SERVICES.

9 Property Rights

WECS shall have the copyright on all data (primary and analyzed), texts, pictures, analysis, questionnaires (filled and unfilled) and other information collected during the study. The consultant shall refrain from using any of the information in any other studies without prior

consent from WECS. The consultant failing to do so may result in blacklisting of the firm in WECS for future jobs.

10 Work Inspection

- Before awarding the contract, the designated WECS official may visit the office of the consultant to verify the status and soundness of the consulting firm to carry out the job.
- WECS official may also visit consultant's office during implementation, from time to time to inspect the progress of the job.
- Before any associated field work, the consultant shall submit a field work schedule at least three days before the field move so that WECS may send its official to monitor the field work.
- WECS may request other government and related agencies to monitor and evaluate the consultant's work both in the office and in the field

11 Special Instructions

- The cost of presentations, meetings, workshops, interactions as indicated in the TOR and suggested by WECS shall be borne by the consultant.
- WECS reserves the right to accept or reject any or all of the proposals without assigning any reason whatsoever.