



# Standard Expression of Interest (EOI) Document for Shortlisting of Consultants

अध्ययन परामर्श सेवा खरिद

"कृषि कार्यमा प्रयोग हुने प्राकृतिक श्रोत साधनमा किसानहरुको पहुँच बढाउने र अधिकार स्थापना गर्ने ठोस कार्ययोजना बनाउन अध्ययन गर्ने गराउने"

**(For National Consulting Services)**

Issued By:  
National Farmers' Commission

November 2022



## **PREFACE**

1. This Standard Expression of Interest (EOI) document has been prepared by Public Procurement Monitoring Office of Government of Nepal (GoN) for the use by its implementing agencies including the procurement entities of Government Ministries, Departments, Authorities and Government owned corporate bodies for short listing of Consulting Firms for recruitment of consultants. The EOI document can be used for short listing of consultants for Quality and Cost-Based Selection (QCBS), Quality-Based Selection (QBS), Fixed Budget Based Selection (FBS), Least Cost Selection (LCS) and Consultant's Qualification Selection (CQS).
2. This Preface and notes provided for the procurement entity in this EOI document should be deleted.
3. EOI evaluation weightage range given in this document should be deleted and assignment specific weightage within the given the range should be provided while issuing the EOI document.



## Expression of Interest (EOI)

### Title of Consulting Services:

कृषि कार्यमा प्रयोग हुने प्राकृतिक श्रोत साधनमा किसानहरुको पहुँच बढाउने र अधिकार स्थापना गर्ने ठोस कार्ययोजना बनाउन अध्ययन गर्ने गराउने

### Method of Consulting Service *For National / Personal Consultants*

Organization Name : *National Farmers' Commission*  
EOI: 02/2079-80  
Office Name : *National Farmers' Commission*  
Office Address: *Kirtipur, Kathmandu*  
Issued on: November 2022

Financing Agency: **Government of Nepal**



## Abbreviations

CV	-	Curriculum Vitae
DO	-	Development Partner
EA	-	Executive Agency
EOI	-	Expression of Interest
GON	-	Government of Nepal
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
TOR	-	Terms of Reference
VAT	-	Value Added Tax
NFC	-	National Farmers' Commission



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## A. Request for Expression of Interest

### Government of Nepal National farmers' Commission Request for Expression of Interest

Date: November 2, 2022

1. Government of Nepal (GoN) has allocated fund for government source and intends to apply a portion of this fund to eligible payments under the contract for which this Expression of Interest is invited for National consulting Service.
2. The **National Farmers' Commission** now invites Expression of Interest (EOI) from eligible consultants/consulting firms ("consultant") to provide the following consulting services
  - कृषि कार्यमा प्रयोग हुने प्राकृतिक श्रोत साधनमा किसानहरूको पहुँच बढाउने र अधिकार स्थापना गर्ने ठोस कार्ययोजना बनाउन अध्ययन गर्ने गराउने
3. Interested eligible consultants/Firms may obtain further information and EOI document free of cost at the address **National Farmers' Commission, Kirtipur, Kathmandu** during office hours on or before 16th November 2022 (Kartik 30, 2079) or visit the client's website [www.nfc.gov.np](http://www.nfc.gov.np).
4. Consultants/Firms should clearly mention the title of the consulting job which they are applying for. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered **manually to the address National Farmers' Commission, Kirtipur, Kathmandu** on or before 13:00 hours 16th November 2022 (Kartik 30, 2079) within the office hour.
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 30%, Experience 60%, and Capacity 10%** 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 **65%**.

## B. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms and the maximum number of partners in JV shall be limited to three.
2. Interested consultants must provide information indicating that they are qualified to perform the services (*descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment*).



3. This expression of interest is open to all eligible **consultant/consulting firms**.
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 **Three months**. Expected date of commencement of the assignment is **Starting December 2022**.
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 in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the **Selected Titles**. The Envelope should also clearly indicate the **name and address of the Applicant**.
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**

National farmers' Commission has established under the National Farmers' Commission and Operation Order, 2073. The primary function of NFC is to study and analyze every aspect of Nepal's agriculture sector and give suggestions to the government on required agriculture policies, laws and programs. NFC will also be responsible to boost commercial farming in the country and recommend the government on necessary measures to achieve agricultural targets and goals. NFC will also have to work on ways to increase access of farmers to the market, increase their technological awareness, and protect their rights and interests.



The National Farmers' Commission and Operation Order also envision different functions and duties to NFC. To fulfill these objectives NFC has designed different programs as per the mandate. Below is the list of activities with the objectives:

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- कृषि कार्यमा प्रयोग हुने प्राकृतिक श्रोत साधनमा किसानको पहुँचको अवस्था वारे अध्ययन गर्नु ।
- कृषि कार्यमा प्रयोग हुने प्राकृतिक श्रोत साधनमा किसानको पहुँच वृद्धि र अधिकार स्थापनाको लागि उपयुक्त कार्यक्रमको पहिचान गर्नु ।
- कृषि कार्यमा प्रयोग हुने प्राकृतिक श्रोत साधनमा किसानको पहुँचको अवस्था बढाई अधिकार स्थापना गर्न ठोस कार्य योजना बनाउनु ।

#### D. Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

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

ii) EOI Evaluation Criteria	Insert Minimum Requirement if Applicable	Score [Out of 100%]
<b>A. Qualification</b>		
Qualification of Key Experts	सम्बन्धित विषयमा विज्ञता हासिल गरी कम्तिमा स्नातकोत्तर गरेको हुनुपर्ने	30 %





Experience of Key Experts	सम्बन्धित क्षेत्रको कार्य अनुभव कम्तीमा ५ वर्षको हुनुपर्ने	
<b>B. Experience</b>		
General of consulting firm		60 %
Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.		
Similar Geographical experience of consulting firm		
<b>C. Capacity</b>		
Financial Capacity <sup>1</sup>		10 %
Infrastructure/equipment related to the proposed assignment <sup>2</sup>		

<sup>1</sup> Average turnover required shall not exceed 150% of cost estimate

<sup>2</sup> This Evaluation criteria should be deleted if infrastructure/equipment are not the part of the proposed assignment.



## E. EOI forms and Formats

### 1. Letter of Application

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

Date: .....

To,

Full Name of Client: \_\_\_\_\_

Full Address of Client: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Sir/Madam,

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

<sup>3</sup> Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.



[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 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):



## 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.)*



### 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.						



### 3(B). Specific Experience

**Details of similar assignments undertaken in the previous seven years**  
(In case of joint venture of two or more firms to be filled separately for each constituent member)

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) <sup>4</sup> :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment: <b>Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.</b>	

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

<sup>4</sup> Consultant should state value in the currency as mentioned in the contract



### 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.			



#### 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.)

##### 4(B). Infrastructure/equipment related to the proposed assignment<sup>5</sup>

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

<sup>5</sup> Delete this table if infrastructure/equipment for the proposed assignment is not required.





### 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)