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

**Procurement of Consulting Services**

**For Different Consulting Services**

**(For National Consulting Services)**

**Issued By:**

National Farmers Commission

**September 2017**

**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**:

1. **Drafting of National Farmer's Commission Act and make recommendation after wider consultation(राष्ट्रिय किसान आयोग ऐन मस्यौदा तर्जुमा गर्ने तथा सुझाव संकलन गरि प्रतिवेदन तयार गर्ने)(2.12.1.471)**
2. **Drafting guidelines for Farmer's welfare/protection scheme and pension and recommendation for implementation modality(किसान सुरक्षा भत्ता तथा निवृत्तिकरण मस्यौदा कार्यविधि तर्जुमा तथा कार्यान्वयनका लागी सिफारिस)(2.12.1.472)**
3. **Study and prepare a report on implementation status of Agricultural Development Strategy (ADS).(कृषि विकास रणनिति कार्यान्वयन अवस्थाबारे अध्ययन प्रतिवेदन तयार)(2.12.1.475)**
4. **Review of the Standard of Farmer's Categorisation and Identity Card distribution and make recommendation for improvement**. **किसान वर्गीकरण मापदण्ड तथा परिचय पत्र वितरण(2.12.1.476)**
5. **Drafting of Contract Farming Act and make recommendation for implementation**. **करार ऐनमस्यौदा तर्जुमा र सिफारिस(2.12.1.477)**
6. **Study Report on National Land Leasing Corporation and Utilization of Barren Lands.(National Land Leasing Corporationर बांझो जग्गा उपयोग सम्बन्धी संभाव्यता अध्ययन र सिफारिस) (2.12.1.478)**
7. **Study on the implementation status of different activities implemented by MoAD, MoLD and it's agencies and make recommendation for improvement**. **कृषि र पशुपंक्षी विकास मन्त्रालयबाट संचालित युवा/महिला/जनजाती/दलित/भूमिहिन/कम्लरी र क्षेत्र विशेष लगायत कार्यक्रमहरुको कार्यान्वयन अवस्था बारे अध्ययन प्रतिवेदन तयार(2.12.1.481)**

**Method of Consulting Service**

***For National / Personal Consultants***

**Organization Name :** *National Farmers Commission*

**EOI:** *01/2074-75*

**Office Name :** *National Farmers Commission*

**Office Address:***Kalanki , Kathmandu*

**Issued on: September 2017**

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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**Government of Nepal**

***National farmers Commission***

**Request for Expression of Interest**

Date: 15thOctober 2017

1. ***National Farmer's Commissioninvites application from interested and eligible bidder*** for different Consulting Services for which this Expression of Interest is invited for **National consulting Service**. The applicant (consultant/firm) is required to submit the EOI along with the registration certificate (renewed recently), VAT/Tax clearance certificate along with the bio-data, experience and training of all technical personnel on related field.
2. The ***National Farmers Commission*** invites Expression of Interest (EOI) from eligible consultants/consulting firms (“consultant”) to provide the following consulting services
3. **Drafting of National Farmer's Commission Act and make recommendation after wider consultation (राष्ट्रिय किसान आयोग ऐन मस्यौदा तर्जुमा गर्ने तथा सुझाव संकलन गरि प्रतिवेदन तयार गर्ने)(2.12.1.471)**
4. **Drafting guidelines for Farmer's welfare/protection scheme and pension and recommendation for implementation modality (किसान सुरक्षा भत्ता तथा निवृत्तिकरण मस्यौदा कार्यविधि तर्जुमा तथा कार्यान्वयनका लागी सिफारिस)(2.12.1.472)**
5. **Study and prepare a report on implementation status of Agricultural Development Strategy (ADS).(कृषि विकास रणनिति कार्यान्वयन अवस्थाबारे अध्ययन प्रतिवेदन तयार)(2.12.1.475)**
6. **Review of the Standard of Farmer's Categorisation and Identity Card distribution and make recommendation for improvement**. **किसान वर्गीकरण मापदण्ड तथा परिचय पत्र वितरण(2.12.1.476)**
7. **Drafting of Contract Farming Act and make recommendation for implementation**. **करार ऐनमस्यौदा तर्जुमा र सिफारिस(2.12.1.477)**
8. **Study Report on National Land Leasing Corporation and Utilization of Barren Lands. (National Land Leasing Corporation र बांझो जग्गा उपयोग सम्बन्धी संभाव्यता अध्ययन र सिफारिस) (2.12.1.478)**
9. **Study on the implementation status of different activities implemented by MoAD, MoLD and it's agencies and make recommendation for improvement**. **कृषि र पशुपंक्षी विकास मन्त्रालयबाट संचालित युवा/महिला/जनजाती/दलित/भूमिहिन/कम्लरी र क्षेत्र विशेष लगायत कार्यक्रमहरुको कार्यान्वयन अवस्था बारे अध्ययन प्रतिवेदन तयार (2.12.1.481)**
10. Interested eligible consultants/Firms may obtain further information and EOI document free of cost at the address ***National Farmers Commission, Kalanki, Kathmandu*** during office hours on or before **29th October 2017 (Kartik 12, 2074)** or visit the client’s website ***www.nfc.gov.np***.
11. Consultants/Firms should clearly mention the title of the consulting job they are applying for. Consultants may associate with other consultants to enhance their qualifications.
12. Expressions of interest shall be delivered ***manually to the addressNational Farmers Commission, Kalanki, Kathmandu*** on or before ***29th October, 2017* (Kartik 12, 2074) within the office hour. EOI may also be submitted through official mail ID of NFC www.nfcnepal@nfc.gov.np.**
13. 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.
14. EOI will be assessed based on ***Qualification 20%, Experience 70%, 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.
15. Minimum score to pass the EOI is ***65%.***
16. **Instructions for submission of Expression of Interest**
17. Expression of Interest may be submitted by an individual or group of individual or a sole firm or a joint venture of consulting firms or ………………….
18. 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).*
19. This expression of interest is open to all eligible individual consultant or ***consulting firms***.
20. The assignment has been scheduled for a period of ***Three months.*** Expected date of commencement of the assignment is ***Mid November 2017.***
21. A Consultant will be selected in accordance with the ***QCBS*** method.
22. Expression of Interest should contain following information:
    1. A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
    2. 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).*

1. 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.
2. 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 ***National Farmers Commission Consulting Service/s.*** The Envelope should also clearly indicate the ***name and address of the Applicant***. 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 E***OI Document received after the closing time fo***r submission of proposals shall n***ot be considered for evaluation.
3. **Objective of Consultancy Services or Brief TOR**

National farmers ***Commission has established under t*he** National Farmers’ Commission and Operation Order, 2073. The primary function of NFC is to study and analyse 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. Similarly, the National Farmers’ Commission and Operation Order also mandates NFC to crosscheck whether or not the current agricultural subsidies being doled out are reaching actual farmers and submit a report on it to MoAD. 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:

**1.National Farmers Commission Act formulation, Feedback Collection and Report Prepration(राष्ट्रिय किसान आयोग ऐन मस्यौदा तर्जुमा गर्ने तथा सुझाव संकलन गरि प्रतिवेदन तयार गर्ने)**

The objective of this program is to form an Act of Commission to strengthen the powers and functions of the National Farmers Commission. It will be a key document to accessqualifications and procedures for appointments to the Commission.It further helps to exercise the powers conferred on, and to perform the functions assigned to, it under this Act.

**2. Draft preparation on Farmers Security Fund and Pension scheme(किसान सुरक्षा भत्ता तथा निवृत्तिकरण मस्यौदा कार्यविधि तर्जुमा तथा कार्यान्वयनका लागी सिफारिस)(2.12.1.472)**

The objective of this program is to provide pension benefits to small farmers for an assured income and secured retirement life in their old age. It helps in promotion of economic and social welfare of small farmers and their families

**3**. **A Study Report on Implementation of Agriculture Development Strategy Programs (कृषि विकास रणनिति कार्यान्वयन अवस्थाबारे अध्ययन प्रतिवेदन तयार)(2.12.1.475)**

The ADS is expected to guide the agricultural sector of Nepal over the next 20 years. The ADS considers the agricultural sector in its complexity, and encompasses production and processing sectors as well. Different programsare implemented under different ministries by different organizations with a view of achieving objectives, vision and mission of ADS. In this context monitoring and evaluation of programs and activities ismust to direct them towards the determined objective. This report shall comprise the current status and future prospects ADS program.

**4. Study Report on Farmers Categorisation Criteria and Farmers Card Distributionकिसान वर्गीकरण मापदण्ड तथा परिचय पत्र वितरण(2.12.1.476)**

Distribution of agriculture subsidy to farmers under a common framework is not practical. Classification of farmers on the basis of their annual income or landholdings or other criteria will determine their contribution in the agriculture sector of the country. This helps the government to cater subsidy and other schemes as per the farmers need and farmer's access to agricultural services will be increased. Similarly classification of farmers would also help to know the existing problems in the agriculture industry of the country and contribution of farmers in the sector.The main objective of this program is to streamline the government’s subsidy programs for farmers.

**5. Preparation of Contract farming Act. करार ऐनमस्यौदा तर्जुमा र सिफारिस(2.12.1.477)**

Contract farming involves [agricultural](https://en.wikipedia.org/wiki/Agricultural) production being carried out on the basis of an agreement between the buyer and farm producers. It involves the buyer specifying the quality required and the price, with the farmer agreeing to deliver at a future date. Contract farming act offer both an assured market and access to production support for farmers and also leads to economies of scale. The purpose of this deliverable is to prepare a document for forming of contract farming act in context of national scenario.

**6. Study Report on National Land Leasing Corporation and Utilization of Barren Lands. (National Land Leasing Corporation र बांझो जग्गा उपयोग सम्बन्धी संभाव्यता अध्ययन र सिफारिस) (2.12.1.478)**

The scope of the study involves preparation of the report on land use/land cover. This document will help government to take the ownership of the land of the landowners who keep land barren. This will be a feedback document to government to implement different acts, rules regulation and other legal arrangement made on land. The report will also assess the policy and the legal environment regarding access to land and land tenure security.

**7. Study Report on Status and Effectiveness of Different Programs of MoAD and MoLD for Youth/ Women/ Minorities/ DAGS.कृषि र पशुपंक्षी विकास मन्त्रालयबाट संचालित युवा/महिला/जनजाती/दलित/भूमिहिन/कम्लरी र क्षेत्र विशेष लगायत कार्यक्रमहरुको कार्यान्वयन अवस्था बारे अध्ययन प्रतिवेदन तयार (2.12.1.481)**

Agriculture is the major sector of Nepalese economy. It provides employment opportunities to 66 percent of the total population and contributes about 33 percent in the GDP. Therefore, the development of agriculture sector is key for the development of national economy. MoAD and MoLD are implementing different programs for economically backward households, women, DAGS and marginalized farmers. A number of policies have also acknowledged the important of these groups contribution in agricultural development and economic transformation. So the focused programs for these groups are necessary. The objective of this program is to study the current status, impact and effectiveness of focused group programs on their livelihood and to nation economy as well. The report will be used as a strong reference material during program formulation and implementation for focused groups.

**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)*** |  |
| EOI Form 1: Letter of Application |  |
| EOI Form 2: Applicant’s Information Form |  |
| EOI Form 3: Experience (3(A) and 3(B)) |  |
| EOI Form 4: Capacity |  |
| EOI Form 5: Qualification of Key Experts |  |

|  |  |  |
| --- | --- | --- |
| **ii) EOI Evaluation Criteria** | **Insert Minimum Requirement if Applicable** | **Score [Out of 100%]** |
| **A. Qualification** | | |
| *Qualification of Key Experts* |  | ***[40%*** |
| *Experience of Key Experts* |  |
| **B. Experience** | | |
| *General of consulting firm* |  | ***[50 %]*** |
| *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* |  |
| **C. Capacity** | | |
| *Financial Capacity[[1]](#footnote-1)* |  | *[* ***[10 %*** |
| *Infrastructure/equipment related to the proposed assignment[[2]](#footnote-2)* |  |

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: ***National Farmer's Commission***

Full Address of Client: Kalanki, Kathmandu

Telephone No.: 01-4037046/56

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

Email Address:  nfcnepal@nfc.gov.np

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 ***[National Farmer's Commission****)* as Consultant for ***{Insert the Consulting Service/s intended for*** *}.*
2. Attached to this letter are photocopies of original documents defining:
3. the Applicant's legal status;
4. the principal place of business;
5. ***[National Farmer's Commission]*** 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.
6. ***[National Farmer's Commission****)* and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.[[3]](#footnote-3)
7. All further communication concerning this Application should be addressed to the following person,

*[Person]*

*[Company]*

*[Address]*

*[Phone, Fax, Email]*

1. 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.
2. 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.
3. 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):**

1. **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.)*

1. **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)[[4]](#footnote-4): |
| 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:

**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*** |
|  |  |  |  |
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1. **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[[5]](#footnote-5)**

|  |  |  |
| --- | --- | --- |
| **No** | **Infrastructure/equipment Required** | **Requirements Description** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **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)

*Note- EOI Documents Submitted to NFC previously will be valid and will be considered during selection process.*

1. *Average turnover required shall not exceed 150% of cost estimate* [↑](#footnote-ref-1)
2. *This Evaluation criteria should be deleted if infrastructure/equipment are not the part of the proposed assignment.*  [↑](#footnote-ref-2)
3. Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application. [↑](#footnote-ref-3)
4. Consultant should state value in the currency as mentioned in the contract [↑](#footnote-ref-4)
5. *Delete this table if infrastructure/equipment for the proposed assignment is not required.* [↑](#footnote-ref-5)