

Expression of Interest (EOI)



Title of Consulting Services: Establishing learning sites for monitoring climate-forest -water relation

Method of Consulting Service: National Expression of Interest (EOI)

Project Name : Establishing learning sites for monitoring climate-forest -water relation

EOI: FRTC/2079/80/EOI/01

Office Name: Forest Research and Training Centre, Gandaki Province, Pokhara

Financing Agency: Government Budget

Method of Consulting Service: National

Project Name : Establishing learning sites for monitoring climate-forest -water relation

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Office Name: Forest Research and Training Centre, Gandaki Province, Pokhara

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Abbreviations

CBS	-	Central Bureau of Statistics
DO	-	Development Partner
EOI	-	Expression of Interest
FAO	-	Food and Agriculture Organization
FRTC	-	Forest Research and Training Centre
FSS	-	Forest Sector Strategy
GON	-	Government of Nepal
GPS	-	Global Positioning System
JV	-	Joint Venture
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
QCBS	-	Quality and Cost Based Selection
TOR	-	Terms of Reference
VAT	-	Value Added Tax

Contents

A. Request for Expression of Interest	5
B. Instructions for submission of Expression of Interest.....	7
C. Objective of Consultancy Services or Brief TOR.....	9
D. Evaluation of Consultant’s EOI Application.....	16
E. EOI Forms & Formats	18
1. Letter of Application	20
2. Applicant’s Information Form	22
3. Experience.....	23
4. Capacity	26
5. Key Experts (Include details of Key Experts only)	28

A. Request for Expression of Interest

A. Request for Expression of Interest

Provincial Government Gandaki, Province

Name of Employer: Forest Research and Training Centre, Pokhara

Date: 19-12-2022

Name of Project: **Establishing learning sites for monitoring climate-forest -water relation**

1. The FRTC, Gandaki Province, Pokhara, now invites Expression of Interest (EOI) only from eligible academic institutions within Gandaki Province offering courses such as forest management, climate change and watershed management to provide the consulting services for "**Establishing learning sites for monitoring climate-forest-water relation**".
2. The interested eligible Academic Institutions may obtain further information and EOI documents free of cost at mentioned address during office hours or may visit client's website address: www.frtc.gandaki.gov.np.
3. Expression of Interest shall be delivered manually to FRTC office or online through frtc.gandaki@gmail.com before 12:00 pm on 03-01-2023.
4. 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.
5. EOI will be assessed based on Qualification 30%, Experience 60% and Capacity 10% of the consulting firm and key personnel. Based on evaluation of EOI, only shortlisted Academic Institutions will be invited to submit detailed technical and financial proposal through a Request for proposal (RFP).
6. Minimum score to pass the EOI is 60.

B. Instructions for submission of Expression of Interest

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 consulting firm/organizations.
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 *five months*. Expected date of commencement of the assignment is 03-02-2023.
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 in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the Establishing learning sites for monitoring climate-forest -water relation". The Envelope should also clearly indicate the **name and address of the Applicant**. Alternatively, applicants can submit their EOI application through e-GP system by using the forms and instructions provided by the system.
10. The completed EOI document must be submitted on or before the date and address mentioned in the "**Request for Expression of Interest**". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

C. Objective of Consultancy Services or Brief TOR

**Terms of Reference
for
Establishing learning sites for monitoring climate-forest -water
relation**

1. Background

Forests are the integral component of the water cycle. Forest management activities play substantial role in provisioning water supply and other ecosystem services such as flood control, erosion protection, regulating streamflow, groundwater recharge, and climate regulation. The discourse on the relationship between forests and water has lasted for more than 200 years. However, there is still lack of uniform understanding on forest-water relations at multiple scales due to insufficient empirical evidence of forest-water relationship in specific environments. Impact of climate change and increased in human population have been accelerating demand of fresh water and forest resources. Thus, empirical study on forest-water relation is becoming more crucial in changing context of environment and the human dimension to sustain multiple ecosystem services. Moreover, forest management and ecological restoration efforts influence the species composition of tree species, plant density and presence of wildlife species, and that ultimately affects the forest water supply functions. Therefore, evaluation and understanding better forest management practice and ecological restoration efforts are also equally important.

In Nepal, forest is an integral part of the rural livelihoods where 76% of the nation's population is forest dependent (Amatya, 2013) and 64% population use fuelwood as the major source of energy (CBS, 2014). Likewise, forest is the main source of water supply for drinking and irrigation and in maintaining hydrological cycle for regulating water availability and quality (FAO, 2013). The government intends to contribute on the human well-being and prosperity through sustainable management of forest. Consequently, the Government of Nepal (GoN) has enacted Forest Policy (2014); Forestry Sector Strategy (FSS) (2016-2025); Nature Conservation National Strategic Framework for Sustainable Development (2015-2030); Fourteenth Three Year Development Plan (2016-2019) and Forestry Decade (2015-2025) which emphasizes the enhancement of forest productivity and ensuring sustained flow of the forest ecosystem services with active involvement of local community. Integrated planning at landscape level have been globally recognized as an ultimate way for sustainable development. The planning and management on the basis of river basin is widely taken as complete system. Information regarding interconnected complements of the ecosystem and their interaction within management unit is essential for development planning and wise use of natural resources against the increasing climate change risk. There have been several studies exploring the different

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aspects watershed resources and their socio-economic dimensions in Nepal. However, the outcomes still seem inadequate to formulate effective management mechanism to optimize the ecosystem services. Therefore, long-term monitoring-based study at watershed level covering all aspects of within it became necessary.

Forest Research Training Center, Gandaki Province (FRTC Gandaki) has been conducting research-based activities since its establishment in the collaboration of different stakeholders. It has kept academic institution in high priority for the research collaboration and encouraged them for the research activities. Therefore, FRTC, Gandaki Province, is looking forward for concept proposals from eligible academic institutions working on the related field.

2. Objective:

The proposal should focus at least following objectives but not limited to. Applicants can modify or add objectives as per their convenient but scope cannot be reduced.

- Apply forest management treatments and monitor its impacts on floral and faunal diversity, productivity of forest resources and hydrological functioning at watershed level;
- To analyze the role of forests on climate induced disasters by studying drought, infiltration, runoff, precipitation and flood
- To identify sustainable strategy to cope future risk by studying climate-forest-water-livelihood relations.

3. Scope of the Work

To achieve the mentioned objectives, the consulting organizations/institutions/firms shall carry out following activities:

- Watershed Characterization
- Detail Forest inventory
- Soil Survey under different land type (survey and sample analysis)
- Socioeconomic survey
- Forest plot design and establishment
- Base line data collection of flora and fauna
- Design and establishment of runoff plots
- Periodical data collection from plots
- Climate and Discharge stations installation and maintenance cost
- Prepare a database and submit final data (both hard and digital copy)
- Prepare final report and submit to FRTC

4. Approach

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- FRTC, Gandaki Province, expects applicants follow the multidiscipline approach to investigate how forest and its management influence on soil hydrological properties, water induced disasters, and its analysis.
- It encourages plot level investigation to understand climate-forest-water relation.
- The experimental sites with different forest management treatments would be designed as long-term monitor sites from which empirical data set of the various elements of ecosystems, i.e., forest, water and people and their interaction could be monitored.
- The adopted different treatments of forest management, land utilization and conservation interventions should ensure recommendation of the best model for sustainable supply of existing ecosystem services.
- The sites would be learning platforms for researchers, students and concerned stakeholders.
- Chance of opportunities to students / faculties and collaboration with multiple stakeholders are highly appreciated at the time evaluation.

5. Requirement (Criteria) for concept proposal submission:

This study will be implemented by the Academic Institutions from within Gandaki Province. Moreover, the institution should, meet the following criteria.

- Institute must be based in Gandaki province and offering courses such as forest management, climate change and watershed management.
- Faculties should be involved from the academic institution having teaching/research experiences on mentioned subject matters.
- Only one concept proposal from one institute (organization) will be entertained. The first submitted proposal will be considered if multiple proposals have been submitted from one institution.
- Applicants should submit technical and financial proposals in separate envelope or attachment.

6. Study Outputs

- **Inception report:**

An Inception report with detailed methodology and an action plan with a time frame shall be submitted within two weeks of signing the contract or as per the agreement of the contract. A short presentation should be done at the FRTC, Pokhara before submitting the inception report and starting the field work. Three hard copies and digital copy of the inception report shall be submitted to the FTRC, Pokhara.

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- **Progress Report:**

The organization shall submit monthly progress report during the assignment period including the field statistics of data, specimen/sample collected, photographs from field, Issues in the field.

- **Draft report:**

The organization shall submit four (4) hard copies and digital copy of the draft report after one month of the submission of field report after completing the assignment for comments and suggestions.

Final Report:

Final report shall incorporate the comments and suggestion provided. Five(5) hard copies and digital copy of the final report shall be submitted to FRTC within the contract deadline. In addition, all relevant photographs, videos, raw data, digital data, specimens/sample used in the study must be submitted to FRTC.

7. Deliverables

- Inception Report: within two weeks of the contract date.
- Progress Report: By the end of each month till the completion of the task.
- Draft Report: Shall be submitted after completion of field work (within 4 months of the contract)
- Final Report: Two weeks after submission of the final report

8. Key Personnel and Experience Requirements:

A Team formed shall have teaching/research experiences on mentioned subject matters.

S.N.	Key Experts	Minimum Qualifications	Minimum Experience	Required No
1	Team Leader	PhD/Master's Degree in Forestry/ Natural Resource Management/Soil and Watershed Conservation/Climate Change	More than 8 years of teaching/research experience in the related field	1
2	Forest Management	PhD/Master's Degree in Forestry	More than 5 years of teaching/research experience in related field	1

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3	Wildlife management	PhD/Master's Degree in Forestry/Wildlife Management/Protected Area Management	More than 5 years of teaching/research experience in related field	1
4	Soil and Watershed Conservation	PhD/Master's Degree in Forestry/Soil and Watershed Management	More than 5 years of teaching/research experience in related field	1
5	Climate Change	PhD/Master's Degree in Climate Change/Environmental Management/Natural Resource Management	More than 5 years of teaching/research experience in related field	1
6	Surveyor	MSc/BSc Degree in Forestry/Environmental Management/Natural Resource Management	More than 1 years of field experience in related field	2

9. Budget:

Budget allocated for this assignment for the submission of financial proposal is NRs. 14,40,000.00/- (In words: fourteen lakhs forty thousand rupees only) including VAT.

10. Equipment and Tools

It is the responsibility of the firm to manage the required equipment/tools for the assignment. The consulting organizations/institutions will have to manage the required field equipment and tools for Forest plot design and measurement, climate and discharge stations, design and establishment of runoff plots etc.

11. Supervision and Monitoring:

FRTC will be responsible for supervision and monitoring of activities of Service provider to improve the quality of work. The consulting organizations/institutions shall co-operate FRTC staffs during supervision and monitoring work. The organization shall be responsible for some of the logistics support for monitoring, supervision and quality control (such as Transportation, vehicles).

12. Defect Liability:

The consulting organizations/institutions shall be responsible for authenticity of the field data and any other technical or economical data collected from any sources. They should be responsible for the exactness of the study. If any discrepancy is found even after

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submission and acceptance of the Final Report, The consulting organizations/institutions shall review the data, repeat the study work if necessary and furnish FRTC with revised work at no extra cost.

13. Property Right:

The database, processed data, daily field books and reports will be the property of FRTC and must be submitted to the employer together with the submission of Final Report. The data should not be used anywhere else without the written consent of FRTC.

D. Evaluation of Consultant's EOI Application

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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	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	

ii) EOI Evaluation Criteria

A. Qualification

Sl.No.	Criteria	Minimum Requirement
1	Qualification of Key Experts	As per ToR,
2	Experience of Key Experts	a. Academic certificates of minimum qualification required must be submitted along with CV.

Score: 30

B. Experiences

Sl.No.	Criteria	Minimum Requirement
1	Experience of the firms (in terms of number of completed consulting services/assignments)	At least two
2	Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.	Work related to climate change, biodiversity assessment, forest-water-livelihood assessment
3	Similar Geographical experience of	District/local level within Gandaki

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	consulting firm	Province
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Score: 60

C. Capacity

Sl.No.	Criteria	Minimum Requirement
1	Equipment & instrument relevant to this assignment (GPS, infiltrometer, interception gauge, soil test lab equipment etc	At least one equipment
2	Organizational Strength	The organizational strength of the Organization (for eg: availability of the professional staff relevant to the assignment).

Score: 10

Minimum score to pass the EOI: 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

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EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

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

Form 4. Capacity

Form 5. Qualification of Key Experts

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1. Letter of Application

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

Date:

To,

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.

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

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

Signed :

Name :

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

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2. Applicant's Information Form

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

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

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

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3. Experience

3(A). General Work Experience

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

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

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3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years

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

Assignment name:	Approx. value of the contract (in current NRs; 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

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3(C). Geographic Experience

Experience of working in similar geographic region or country

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

No	Name of the Project	Location (Country/ Region)	Execution Year and Duration
1.			
2.			
3.			
4.			
5.			
6.			
7.			

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4. Capacity

4(A). Financial Capacity

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

Annual Turnover	
Year	Amount Currency

- **Average Annual Turnover of Best of 3 Fiscal Year
Of Last 7 Fiscal Years**

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

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

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

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

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5. Key Experts *(Include details of Key Experts only)*

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

SN	Name	Position	Highest Qualification	Work Experience (in year)	Specific Work Experience (in year)	Nationality
1						
2						
3						
4						
5						

(Please insert more rows as necessary)