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## **Expression of Interest (EOI)**

**Title of Consulting Services:**

**Consulting Service for the Selection of Consultants for  
Chief Minister's Economic Development Program.**

**Method of Consulting Service:**

**National Competitive**

**Project Name: *Chief Minister Economic Development Program.***

**EOI: *OCMCM/LUMBINI/EOI/01/080-81***

**Office Name: *Office of the Chief Minister and Council of Ministers***

**Office Address: *Rapti Valley (Deukhuri), Nepal***

**Issued on: *16 August 2023***

**Financing Agency: *Office of the Chief Minister and Council of Ministers, Rapti  
Valley (Deukhuri), Nepal***

## Abbreviations



TOR	Terms of Reference
OCMCM	Office of Chief Minister and Council of Minister
ICT	Information and Communication Technology IT Information Technology
ERP	Enterprise Resource Planning
GIOMS	Government Integrated Office Management System
SRS	Software Requirement Specification
SDD	Software Design Document
UAT	User Acceptance Test
VAPT	Vulnerability Assessment and Penetration Testing
GEA	Government Enterprise Architecture
PIS	Personnel Information System
DOCPR	Department of Civil Personnel Records
LDAP	Lightweight Directory Access Protocol
SSO	Single sign-On
FCGO	Financial Comptroller General Office
API	Application Programming Interface
SMS	Short Message Service
DOCR	Department of Civil Registration
CIT	Citizen Investment Trust
CGAS	Computerized Government Accounting System
EPF	Employee Provident Fund
LMBIS	Line Ministry Budgetary Information System
OS	Operating System
TSA	Treasury Single Account System
RDBMS	Relational Database Management System
CSV	Comma Separated Value
PDF	Portable Document Format
SLA	Service Level Agreement
TOT	Training of Trainers
VAT	Value Added Tax
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

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## A. Request for Expression of Interest

Government Of Lumbini Province  
Office of Chief Minister and Council of Ministers  
Rapti Valley (Deukhuri), Nepal

Date: 16 August 2023

Name of Project: **Chief Minister's Economic Development Program**

1. Province Government, Lumbini Province has allocated fund *toward the cost of Chief Minister's Economic Development Program* 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 **Office of Chief Minister and Council of Ministers, Lumbini Province, Rapti Valley (Deukhuri), Nepal** now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services:

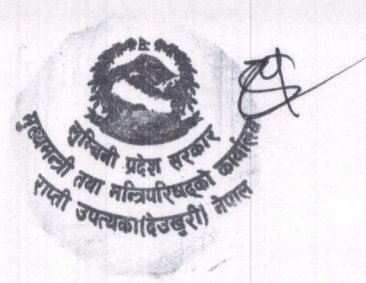
*The initiative 'Chief Minister's Economic Development Program,' efforts will be made to equip unemployed youth with practical skills aligned with their interests. This program aims to foster entrepreneurship and contribute to the growth of employment and self-employment prospects in align with the program named 'Earning while Learning,' led by the Nepal Government. The focus lies in establishing sustainable practices and enhancing vocational education, with collaboration anticipated between the federal government, local government, private enterprises, cooperatives, and developmental partners. The ultimate goal is to generate around two hundred thousand new productive job opportunities within 983 wards of local Governments through social mobilization. By strengthening the bond between entrepreneurship and forefront endeavors, a comprehensive approach will be devised to effectively tackle the pressing issue of unemployment and harmonize natural development initiatives with the pursuit of employment.*

3. Interested eligible consultants may obtain further information and EOI document free of cost at the address **the office of Chief Minister and Council of Ministers, Rapti Valley (Deukhuri), Nepal** during office hours on or before 30 August 2023 or visit the client's website <https://ocmcm.lumbini.gov.np>.
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through official email [infocmofficep5@gmail.com](mailto:infocmofficep5@gmail.com) or physically submit at the address **the office of Chief Minister and Council of Ministers, Rapti Valley (Deukhuri), Nepal** during office hours on or before 31 August 2023.
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 50.0%, Experience 40.0%, 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 **70**.



## 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 two.
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 /Individuals.
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 **8 months**. Expected date of commencement of the assignment is **7 Days from the date of agreement**.
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 **Consulting Service for the Selection of Consultant for the Chief Minister Economic Development Program**. The Envelope should also clearly indicate the **name and address of the Applicant**. Alternatively, applicants can submit their EOI application through official email [infocmofficep5@gmail.com](mailto:infocmofficep5@gmail.com).
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

### Background:

Providing market demand and skill-based training to unemployed youth through the "Chief Minister Economic Development Program," aligning with their interests and promoting entrepreneurship. Collaboration with various partners, including the Federal Government, local Government, private sector, cooperatives, and development partners, aims to generate around two hundred thousand productive employment opportunities across 983 municipalities wards in the province. This collaboration emphasizes integrating natural development initiatives with employment, with a strategic focus on tackling the significant issue of unemployment.

### Objective:

The main objective of this consulting service is select consultants for developing a strategic plan for the Chief Minister Economic Development Program that connects various forms of development initiatives to employment, with the goal of addressing unemployment in a sustainable manner by maintaining a balanced relationship between sustainability and progress.

### Experts Requirements with Brief ToR

#### I. Team Leader Terms of Reference

**Location:** Office of the Chief Minister and Council of Ministers

**Duration of Initial Contract:** 8 months with possibility of extension

**Expected Duration of Assignment:** September 2023

#### Duties and Responsibilities:

##### 1. Program Conceptualization and Planning:

- Develop a comprehensive concept paper for the "Chief Minister Economic Development Program."
- To submit a draft of the procedure for the implementation of the approved concept paper of the Chief Minister Economic Development Program.
- Present a detailed work plan for program implementation based on the approved concept.

##### 2. Program Framework and Implementation:

- Create and present a well-structured log frame for the program.
- To assist in the development and operation of mechanisms to ensure effective implementation.

##### 3. Employment Eco-system Enhancement:

- Contribute to the development and management of the Employment Eco-system.
- Collaborate with relevant stakeholders to establish small businesses and provide technical and economic management assistance.

##### 4. Annual Planning and Budgeting:

- Develop and prepare annual budgets, action plans, and implementation strategies for the Chief Minister Economic Development Program.

##### 5. Entrepreneurship Capacity Building:

- Collaborate with district-level offices, FNCCI, government institutions, and NGOs to nurture new entrepreneurs.
- Incorporate experiences from district-level entrepreneurship programs into the Chief Minister Economic Development Program.

##### 6. Packaging, Branding & Marketing:

- Coordinating to formulate and implement sales strategies at the local, district and external levels of the products produced by the entrepreneurs of the program.
- Coordinating and cooperating with ministries, agencies and offices in the province for the promotion of the program.



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**7. Meeting Management:**

Making necessary arrangements including agenda preparation, decision drafts for various committee meetings and ministry level meetings in the office.

**8. Training and Resource Allocation:**

- Organize training programs for entrepreneurs and maintain a roster of skilled individuals for resource allocation especially for,
  - Entrepreneurship development,
  - Develop business plan
  - Skill development, Access to finance,
  - Start-up business etc.
- Foster regular communication to leverage expertise for program success.

**9. Resource Collaboration:**

- Coordinate with various organizations and institutions to gather technical and economic resources for entrepreneur capacity development.

**10. Business Plan Assistance:**

- Assist in formulating and orienting entrepreneurial business plans.

**11. Progress Reporting:**

- Prepare and present regular progress reports on a monthly, quarterly, semi-annual, and annual basis.
- Collecting and organizing all kinds of data, facts, learning, and documentation of the program.
- Publication and dissemination of successfully conducted programs.

**12. Monitoring and Coordination:**

- Prepare Monitoring and Evaluation Frame Work and facilitate result-oriented program implementation using a robust monitoring and evaluation framework.

**13. Stakeholder Engagement:**

- Collaborate with local bodies and district-level entrepreneurs' organizations to ensure active involvement in the program.

**14. Data Management and Publicity:**

- Collect, organize, and maintain all data and records related to the Chief Minister Economic Development Program.
- Promote and publicize successful program activities, including publication and dissemination.

**14. Collaborative Support:**

- He/She will work under the overall guidance of the Programme Director and under the direct supervision of the program Manager.
- Submit regularly work progress report to the program director through the program manager

**Competencies**

- Effective program management skills, including planning, organizing, and monitoring.
- Expertise in designing market-oriented training programs and curricula.
- Strong knowledge of entrepreneurship principles and fostering youth entrepreneurship.





- Proven ability to establish and maintain partnerships with various stakeholders.
- Strategic thinking and policy development for integrating development with employment.
- Proficiency in monitoring, evaluation, data analysis, and reporting.
- Excellent communication and presentation skills for diverse audiences.
- Familiarity with employment and labor market dynamics.
- Adaptability to cultural diversity and changing contexts.
- Budget management skills for efficient resource allocation.
- Proficiency in using relevant technology tools for program management.
- High ethical standards and commitment to transparency.

### **Required Skills and Experience**

#### **Education**

- A postgraduate degree in any relevant fields.

#### **Experience**

- At least 15 years of experience in entrepreneurship, employment, or market management.
- Financial sector experience will be given special consideration.
- Experience in local-level entrepreneurship development.
- Demonstrated social skills of coordinating with different stakeholders and facilitating discussions.
- Demonstrated skills on preparing quality reports and other knowledge products.
- Experience of working in GoN, UN and international agencies will be added value.
- Proficiency in computer and information technology.

#### **Language requirements**

- Fluency in English and Nepali at professional level are essential;
- Knowledge of local languages will be considered as an added advantage.

#### **Other**

- Well versed in computer applications like Word, Excel and PowerPoint;
- Good report writing skill is highly preferable

### **I. Program Officer Terms of Reference**

**Location:** Office of the Chief Minister and Council of Ministers

**Duration of Initial Contract:** 8 months with possibility of extension

**Expected Duration of Assignment:** September 2023

#### **Duties and Responsibilities:**

##### **1. Program Planning and Coordination:**

- Prepare annual budgets, action plans, and implementation strategies for market-oriented training programs for unemployed youth.
- Develop comprehensive budgets and annual plans for the Chief Minister Economic Development Program (CMEDP), including enterprise development, skill enhancement, access to finance, and startup businesses.
- Coordinate with experts to operate training programs, utilizing their expertise for capacity building and collaboration with relevant institutions.
- Foster coordination and support with cooperatives, district offices, local bodies, FNCCI, and organizations for enterprise and skill development.

##### **2. Entrepreneurial Development:**

- Enhance the capacity of aspiring entrepreneurs through expert collaboration, financial awareness, and relationship development.
- Facilitate engagement with micro and small business groups, local associations, and financial institutions.
- Develop relationships beyond local enterprises to expand connections and design programs for larger business communities.



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3. **Program Implementation :**
  - Simplify and facilitate raw material collection, technology transfer, enterprise establishment, and value addition.
  - Gather information on enterprise operations, weaknesses, and suggest suitable solutions based on analysis.
  - Collaborate in planning and implementing programs with various stakeholders for effective execution.
4. **Stakeholder Coordination:**
  - Coordinate with local entrepreneurs, organizations, and financial institutions to assess needs and provide streamlined solutions.
  - Develop relationships with new stakeholders and gather information to aid in program development.
  - Participate in meetings at the provincial secretariat and ministerial level for coordination.
5. **Support for Micro and Small Enterprises:**
  - Identify challenges faced by micro and small enterprises, provide practical recommendations, and support capacity-building training.
  - Assist in preparing the annual budget and implementation plan for the Chief Minister Economic Development Program.
  - Assisting in technical and financial management required for enterprise development, skill development, increase in employment/self-employment, access to finance, start-up business and coordinating with cooperatives, district home office, related local level, FNCCI, government and non-government organizations in the district level.
6. **Reporting and Documentation:**
  - Prepare and present progress reports on a monthly, quarterly, semi-annual, and annual basis.
  - Document information on enterprise registrations, market linkages, and necessary changes.
  - Supporting and coordinating monthly meetings and ministry level meetings held at the provincial secretariat and making necessary arrangements for the meetings.
7. **Program Leadership and Development:**
  - Inspire and lead successful enterprise operations, identify solutions to challenges, and support enterprise development.
  - Explore solutions to micro and small enterprise problems, develop recommendations, and support capacity-building training.
  - Gathering information about entrepreneurial business registration, marketing with associations and other necessary changes.
8. **Financial Management and Planning:**
  - Assist in the preparation of annual budgets and implementation plans under the supervision of the Program Director and Program Manager.
9. Perform other duties and task as assigned by the Program Director and Program Manager for the CMEDP program.

### Competencies

- Strong organizational and project management skills.
- Understanding of entrepreneurship, business development, and finance.
- Effective communication and interpersonal abilities.
- Analytical thinking for problem-solving and data interpretation.
- Leadership qualities and motivation for stakeholder engagement.
- Financial planning and budgeting proficiency.
- Clear report writing and documentation skills.
- Strategic thinking aligned with economic development goals.
- Adaptability and flexibility in changing environments.
- Relevant educational background and experience.
- Proficiency in English, local language, and computer skills.



- Collaboration and teamwork capabilities.

### **Required Skills and Experience**

#### **Education**

- Master's degree in Agriculture, Management or any other relevant fields.

#### **Experience**

- At least 10 years of experience in entrepreneurship, employment, or management.
- Financial sector experience will be given special consideration.
- Experience in local-level entrepreneurship development.
- Demonstrated social skills of coordinating with different stakeholders and facilitating discussions.
- Demonstrated skills on preparing quality reports and other knowledge products.
- Experience of working in GoN, UN and international agencies will be added value.
- Proficiency in computer and information technology.

#### **Language requirements**

- Fluency in English and Nepali at professional level are essential;
- Knowledge of local languages will be considered as an added advantage.

#### **Other**

- Well versed in computer applications like Word, Excel and PowerPoint;
- Good report writing skill is highly preferable

### **Additional Qualifications of Firm/ Individuals:**

The firm/company shall meet following criteria:

- Registered firm with at least five years' experience.
- The firm/Individual must be registered in the VAT,
- Tax clearance of the last fiscal year,
- Knowledge of province and local governance systems and functions.
- Working with government agencies, preferably provincial governments
- Working Experience in entrepreneurship, employment, or market management



## 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

SN	Criteria Title	Compliance
1	Copy of Registration of the company/firm including the evidence of update	
2	Tax Clearance of 2078/79 or 2079/80	
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 for Individuals

#### A. Qualification

SN	Criteria	Minimum Requirements for Team Leader	Minimum Requirements for programme officer	Marks
1	General Qualifications	At least Master's degree in Economics or Rural Development or Management or Socio-Economics or Social Development.	Master's degree in Economics or Rural Development or Management or Socio-Economics or any other relevant fields.	10
	Adequacy for the Assignment	15 years of relevant experience in entrepreneurship, employment, or market management or programme management.	10 years of relevant experience in entrepreneurship, employment, or market management or programme management	30
	Relevant experience in the region	working level fluency in local language(s), Knowledge of local culture or administrative system and working Experience with Government Organization	working level fluency in local language(s), Knowledge of local culture or administrative system and working Experience with Government Organization	10
<b>Total Score of A</b>				<b>50</b>



## B. Experience

S. N.	Criteria	Minimum Requirement	Marks
1	General work Experience in Academic Area	At least 15 years of experience	10
2	Specific experience within last 5 years.	At least 5 years experience in the field entrepreneurship, employment, or market management related projects or assignment	10
3	Experience of similar nature work.	At least 1(One) experience in performing assignment .For example Micro-Enterprise Development Programme (MEDEP) or Prime Minister Employment Program (PMEP)	20
<b>Total Score for B</b>			<b>40</b>

## C. Capacity

S. N.	Criteria	Minimum Requirement	Marks
1	Financial Capacity	Financial capacity for an individual consultant is not applicable and marks for capacity criteria shall be full.	10
<b>Total Score for C</b>			<b>10</b>

**Minimum score to pass the EOI is: 70**

### iii) EOI Evaluation Criteria for Firm

#### A. Qualification

S N	Criteria	Minimum Requirements for Team Leader	Minimum Requirements for programme officer	Marks
1	General Qualifications	At least Master's degree in Economics or Rural Development or Management or Socio-Economics, PHD preferred.	Master's degree in Economics or Rural Development or Management or Socio-Economics or any other relevant fields.	10
	Adequacy for the Assignment	15 years of relevant experience in entrepreneurship, employment, or market management	10 years of relevant experience in entrepreneurship, employment, or market management	30
	Relevant experience in the region	working level fluency in local language(s), Knowledge of local culture or administrative system and working Experience with Government Organization	working level fluency in local language(s), Knowledge of local culture or administrative system and working Experience with Government Organization	10
<b>Total Score of A</b>				<b>50</b>



### B. Experience

S. N.	Criteria	Minimum Requirement	Marks
1	General work Experience of consulting firm	At least 6 years of experience	10
2	Specific experience within last 5 years.	At least 5 years experience in the field entrepreneurship, employment, or market management related projects or assignment	10
3	Experience of similar nature work.	At least 1(One) experience in performing assignment .For example Micro-Enterprise Development Programme (MEDEP) or Prime Minister Employment Program (PMEP)	20
<b>Total Score for B</b>			<b>40</b>

### C. Capacity

S. N.	Criteria	Minimum Requirement	Marks
1	Financial Capacity	Best any Three years average annual turnover of last ten years the bidder should be at least NPR 2.5 Million/- In case of JV also each JV partner must meet the requirements.	10
<b>Total Score for C</b>			<b>10</b>

### Minimum score to pass the EOI is: 70

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.



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## **B. 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



## 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 **Office of the Chief Minister and Council of Ministers, Rapti Valley (Deukhuri), Nepal** as Consultant for Chief Minister Economic Development Program.
2. Attached to this letter are photocopies of original documents defining:
  - a) the Applicant's legal status;
  - b) the principal place of business;
3. **Office of the Chief Minister and Council of Ministers, Rapti Valley (Deukhuri), Nepal** 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. **Office of the Chief Minister and Council of Ministers, Rapti Valley (Deukhuri), Nepal** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.<sup>1</sup>
5. All further communication concerning this Application should be addressed to the following person,

[Person]

[Company]

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





[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):**



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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.)*



### 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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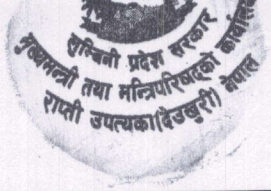
### 3(B). Specific Experience

#### 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) <sup>2</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:

<sup>2</sup> Consultant should state value in the currency as mentioned in the contract



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: \_\_\_\_\_



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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.			



#### 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

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



**4(B). Infrastructure/equipment related to the proposed assignment<sup>3</sup>**

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

<sup>3</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						