



Standard Expression of Interest (EOI) Document for Shortlisting of Consultants and Consulting Services

Procurement of Consulting Services (For National and International Consulting Services)

Issued By:

Public Procurement Monitoring Office
Tahachal, Kathmandu

March 2017

(First Revision May, 2018)

(Second Revision May, 2019)

(Third Revision June, 2019)

(Forth Revision December, 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)

Short Term Skill Training

National Competitive Bidding

Project Name : *Procurement of Short Term Skill Training.*

EOI: *ST/FEB/02/079-080*

Office Name : *Secretariat of Foreign Employment Board.*

Office Address: *Babaharmahal, Kathmandu.*

Issued on: *25th January 2023*

Financing Agency: Government Budget.

Abbreviations

CV	-	Curriculum Vitae
CTEVT	-	Council for Technical Education and Vocational Training
DP	-	Development Partner
EA	-	Executive Agency
EOI	-	Expression of Interest
FEB	-	Foreign Employment Board
GON	-	Government of Nepal
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
TESPs	-	Training and Employment Service Providers
TOR	-	Terms of Reference
VAT	-	Value Added Tax

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A. Request for Expression of Interest

Government of Nepal
Ministry of Labour, Employment and Social Security
Secretariat of Foreign Employment Board
Babaharmahal, Kathmandu

Date: 25th January 2023

Name of Project: *Procurement of Short Term Skill Training*

1. Foreign Employment Board (FEB) has allocated fund toward the cost of Procurement of Short Term Skill Training 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 **Secretariat of Foreign Employment Board** now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services **to provide Short term skill training for potential migrant workers**.
3. Interested eligible consultants may obtain further information and EOI document free of cost on or before **8th February 2023, 12:00 Noon** e-GP system www.bolpatra.gov.np/egp.
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np/egp on or before **9th February 2023, 12:00 Noon**.
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 50% and Capacity 20%** 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.
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/company/ organization**.
4. The assignment has been scheduled for a period of **3 months**. Expected date of commencement of the assignment is **24th April, 2023**.
5. A Consultant will be selected in accordance with the **Quality and Cost Based** method.
6. 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)*.
7. 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.
8. The Expression of Interest (EOI) document must be duly completed and submitted **by electronically only using the forms and instructions provided by the system**.
9. 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

Selection of Training and Employment Service Providers (TESPs) for Delivering Short-term Trainings for Nepalese Youth

1. Background

The Foreign Employment Board (FEB) has allocated Fund for the implementation of short term skill training for potential migrant workers. The aim of the project is to expand the supply of skilled and employable manpower by increasing access to quality training programs and by strengthening technical and vocational education and training system in Nepal. As per the approved policy, programme and budget the implementation period is Fiscal year 2079/080.

2. Objectives

The main objectives are to provide short term technical training programmes to produce skilled manpower, reduce the risk of work place accident and increase in salary of potential migrant workers.

3. Short-term training program

3.1 Introduction

As part of the programme, series of short term trainings will be provided using a results based financing modality in which payments will be done directly to training provider according to agreed outputs as envisaged in this ToR.

The programme will finance the training of 4700 youth within the age group above 18 years based on the approved curriculum of FEB.

This ToR is prepared to conduct training for the targeted youth in the fiscal year 2079/080 and it provides guidelines to the aspiring TESPs about the scope, work, working process, deliverables etc.

3.2 Program overview

Following is the overview of the program of this assignment.

Table 3.2 Program overview

Beneficiaries	Above 18 years
Training Hours	As per approved Curriculum of FEB
Practical v/s Theory	As per FEB curriculum
Attendance	Minimum 90 percent
Curriculum	FEB Approved Curriculum
Sectors/Trades	As listed in table
Duration of training/period	As per Curriculum
Monitoring mechanism	The TESPs will establish a reliable monitoring mechanism during the training period.
Skill test	The TESPs shall have responsibility to conduct the skill test in the test centers as prescribed by NSTB.

4. Trainee selection

- Eligibility criteria for trainees: Any interested Nepalese youth having following qualification and age limit can apply for Skill Training.
 - Education: As Stated on Curriculum.
 - Age: Above 18 years

5. Criteria for short listing TESP

The following criteria will be applicable for evaluating the submitted Expression of Interest (Eoi) for preparing a list of qualified Training and Employment Service Providers (TESPs) to whom the Request of Proposal (RFP) will be made available at later stage. Following are eligibility criteria for short listing the firm:

5.1 Eligibility Criteria (Mandatory)

All TESP

1	Duly Registered at the office of Company Registrar
2	PAN and VAT Registration Certificate
3	Tax Clearance certificates for the last three fiscal year 2078/079
4	Affiliation with CTEVT for short term training including renewal.
5	Have minimum Average annual turnover of NRs 3 million based upon tax clearance certificate of three fiscal years 2076/077 to 2078/079.
6	Recommendation letter from concerned local government.
7	Self-Declaration on Code of Ethics, Anti-Corruption Policy
8	Declaration in writing that the TESP is not disqualified and has no conflict of interest in the program.
9	Supporting documents of Key Experts, Trainers, Experience Certificate and others needed

Note: TESP

6. Training and Employment Service Providers (TESPs)

6.1 Definition of TESP

Training and Employment Service Provider (TESP) is a professional firm with knowledge and experience in the area of skill based vocational training. TESP will impart training program to trainees of different needs such as employment, employability and knowledge enhancement. The areas these firms focus on also include assessing the industry needs and engagement, internship for trainees during training, CTEVT certified vocational training conduction, training of trainers, mobilization of trainees and job placement etc.

6.2 Scope of Services, Tasks and Expected Deliverables

- The TESP
- The training period should be according to approved curriculum of FEB.
- Refreshment/Khaja of NRs. 75.00 per trainee per business day during the training period should be managed by TESP.

6.3 Batch Size, location, maximum numbers of firms and ceiling of TESP

- The batch size of any training program will normally be of 20 trainees.
- TESP
- The training locations and the ceiling for maximum number of training and limitation to a TESP are 9 batches (equivalent to 180 Trainee).

Break down of Batches (Subject and province wise)

S.N.	Skill	Batch	Province							Grand Total
			1	Madhesh	Bagmati	Gandaki	Lumbini	Karnali	Sudur paschim	
1	Junior Electrician	50	8	5	7	8	10	7	5	50
2	Garment Machine Operator	30	5	5	4	5	5	2	4	30
3	Mason	25	3	6	4	4	4	2	2	25
4	Security Guard	25	3	4	4	4	4	2	4	25
5	Plumber Helper	15	3	3	3	4	2			15
6	Waiter	20	3	3	3	5	5	1		20
7	Housekeeping Attendant	15	3	3		4	2		3	15
8	Assistant Scaffolder	10	2	2	4	2				10
9	House Painter	10	2	2	3	1		2		10
10	Shuttering Carpentry	10	3		3		4			10
11	Junior Furniture Maker	10	3	3	3				1	10
12	Steel Fixer	15	2	4	2		4	2	1	15
	Total Batch	235	40	40	40	37	40	18	20	235

6.4 Staff details

Key experts and support staffs for a training event

S. No.	Key Experts	Minimum Qualification
1.	Main Trainer	As mentioned in Curriculum
2.	Co-trainer	As mentioned in Curriculum
Support Staff		
3.	Training Coordinator	As mentioned in Curriculum
4.	Data-base Expert	As mentioned in Curriculum
5.	Monitoring Officer	As mentioned in Curriculum

6.6 Quota for Provinces

The province-wise training quota for F/Y 2079/780 are as shown in table.

Quota allocation for provinces:

Provinces	Number of Batch (1 batch=20 persons)	Remarks
Province 1	40	
Madhesh province	40	
Bagmati Province	40	
Gandaki Province	37	
Lumbini Province	40	
Karnali Province	18	
Sudur Paschim Province	20	
Total	235	

6.7 Expected Deliverables and Time Schedule

The selected TESP shall conduct trainings as per agreed time schedule, conditions and approved FEB curriculum.

The TESP shall submit a comprehensive report about the service provided by it including the fulfillment of the training objectives like skill tests along with verifying evidences etc.

Following should be the major deliverables from TESP to PS which will be linked to payment schedule.

D1. Registration, start of training with enrollment of trainees and inception report submission to PS's Training Management Information System (TMIS). This part of job has to be completed within 07 days from the commencement of the contract.

D2. Training completion report including trainee's attendance and skill test appearing trainees' records should be submitted by TESP through PS's Training Management Information System (TMIS). The training and training completion report have to be completed within 10 days of completion of assignment.

7. Role of FEB

The FEB will ensure that all activities under the short term training will be as follows:

A. Role of TESP

- Provide necessary and relevant information to TESP and trainees.
- Conduct nationwide publicity campaign through different media for RBST trainings.

8. Financial Aspects

8.1 Payment System

Payment for skills training will be provided after the completion of training will depend on final results delivered.

Payment will be made to TESP in one installments.

9. Monitoring, Verification and Evaluation

Regular monitoring and reporting will be the responsibility of TESP. Joint Monitoring Team (JMT) will provide external monitoring throughout the training cycle.

11. Self-Declaration and Code of Ethics

The self-declaration and commitments letter as per following table shall be signed by an authorized person of the firm and shall be stamped by the company's seal.

1	Declaration of Understanding of ToR
2	Declaration of non-conflict of interest
3	Declaration of not included in suspension or sanction list
4	Commitments for Code of Ethics and for Adherence to Anti-Corruption Policy

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.

<u>i) Eligibility & Completeness Test</u>	Compliance
Duly Registered at the office of Company Registrar	
PAN and VAT Registration Certificate	
Tax Clearance certificates for the last three fiscal year 2078/079	
Affiliation with CTEVT for short term training including renewal.	
Have minimum Average annual turnover of NRs 3 million based upon tax clearance certificate of three fiscal years 2076/077 to 2078/079.	
Recommendation letter from local government.	
Self-Declaration on Code of Ethics, Anti-Corruption Policy	
Declaration in writing that the TESP is not disqualified and has no conflict of interest in the program.	
Supporting documents of Key Experts, Trainers, Experience Certificate and others needed	
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.	
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	

<u>ii) EOI Evaluation Criteria</u>	<u>Insert Minimum Requirement if Applicable</u>	<u>Score [Out of 100%]</u>
A. Qualification		
<i>Qualification of Key Experts</i>	10	30 %
<i>Experience of Key Experts</i>	20	
B. Experience		
<i>General of consulting firm</i>	10	50 %
<i>Specific experience of consulting firm within last 7 years.</i>	35	
<i>Similar Geographical experience of consulting firm</i>	5	
C. Capacity		
<i>Financial Capacity</i>	10 (Average turnover of 3 Millions of last Fiscal Year)	20 %
<i>Infrastructure/equipment</i>	10	

Standard EOI Document

<i>related to the proposed assignment¹</i>		
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Note: In Case, a 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 firm's or JV Eol shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.

¹ *This Evaluation criteria should be deleted if infrastructure/equipment are not the part of the proposed assignment.*

E. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

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

Form 4. Capacity

Form 5. Qualification of Key Experts

Standard EOI Document

1. Letter of Application

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

Date:

To,

Full Name of Client: _____

Full Address of Client: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Sir/Madam,

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

[Person]

[Company]

[Address]

[Phone, Fax, Email]

² Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

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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.)

Standard EOI Document

3. Experience

3(A). General Work Experience

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

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

Please use separate form if needed.

Standard EOI Document

3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) ³ :
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: _____

Please use separate firm if needed.

³ Consultant should state value in the currency as mentioned in the contract

Standard EOI Document

3(C). Geographic Experience

Experience of working in similar geographic region or country

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

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

4. Capacity

4(A). Financial Capacity

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.)

Standard EOI Document

4(B). Infrastructure/equipment related to the proposed assignment⁴

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

⁴ Delete this table if infrastructure/equipment for the proposed assignment is not required.

Standard EOI Document

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

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)

Standard EOI Document

1. Key Trainers *(Include details of Key Trainers for Purposed Training only)*

SN	Name	Position	Highest Qualification	Work Experience (in year)	Specific Work Experience (in year)	Trainer for	Natio nality
1							
2							
3							
4							
5							

(Please insert more rows as necessary)

Standard EOI Document

1. Purposed EOI for (Include details of Purposed training CTEVT Affiliated Subjects only)

SN	Training Name	Number of Work Experience on Purposed training	Work Experience (in year)	Remarks
1				
2				
3				
4				
5				

(Please insert more rows as necessary)