

**Expression of Interest
(EOI)**

for

**Procurement of Consulting Services for
Implementation of Nepal Financial Reporting
Standards (NFRS)**

**For National Consulting Services
Contract ID No. NEA/QCBS-2074/75- 01**

Nepal Electricity Authority
Accounts Department
Ratnapark, Kathmandu
Nepal



Abbreviations

CV	-	Curriculum Vitae
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
NEA	-	Nepal Electricity Authority
IFRS	-	International Financial Reporting Standards
NFRS	-	Nepal Financial Reporting Standards
RFP	-	Request for Proposal



Request for Expression of Interest on Consulting Service for Implementation of Nepal Financial Reporting Standards (NFRS)

Contract ID No.: NEA/QCBS- 2074/75-01

First Date of Publication: 29 November, 2017

1. Nepal Electricity Authority (NEA) has approved a programme towards the cost of consulting service for implementation of Nepal Financial Reporting Standards (NFRS) and intends to apply part of the proceeds under the Contract for which this Expression of Interest is invited for National Consulting Service.
2. The NEA now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the Consulting Services for Implementation of Nepal Financial Reporting Standards (NFRS). The main objective of the consulting service is to ensure smooth implementation of NFRS in NEA and ensure key requirement for implementation of NFRS are in place. The scope of consulting service comprises accounting and advisory related works including Gap Analysis and impact assessment, recommend of appropriate accounting policies and preparation of financial statement in accordance with NFRS.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address as mentioned in below during office hours on or before 13 December, 2017 or visit NEA or visit the client's website eproc.nea.org.np
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-bidding system eproc.nea.org.np or manually to the address mentioned below on or before 14 December, 2017 at 12:00 Hours.
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 35%, Experience 50% and Capacity 15%* 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 60 marks.

Address:

Nepal Electricity Authority,

Accounts Department,

Ratnapark, Kathmandu

Telephone: +977- 4153125

Fax No.: +977- 415312626



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A. Request for Expression of Interest

On consulting service for implementation of Nepal Financial Reporting Standards (NFRS)

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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.
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 12 (twelve) months. Expected date of commencement of the assignment is *1 week of April, 2018*.
5. A Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) 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 short listing 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 in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the procurement of Consulting Services on Implementation of Nepal Financial Reporting standards (NFRS). The Envelope should also clearly indicate the *name and address of the Applicant*. Alternatively, applicants can submit their EOI application through e-bidding system by 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 of Consulting Service for Implementation of Nepal Financial Reporting Standards (NFRS)

1. Background

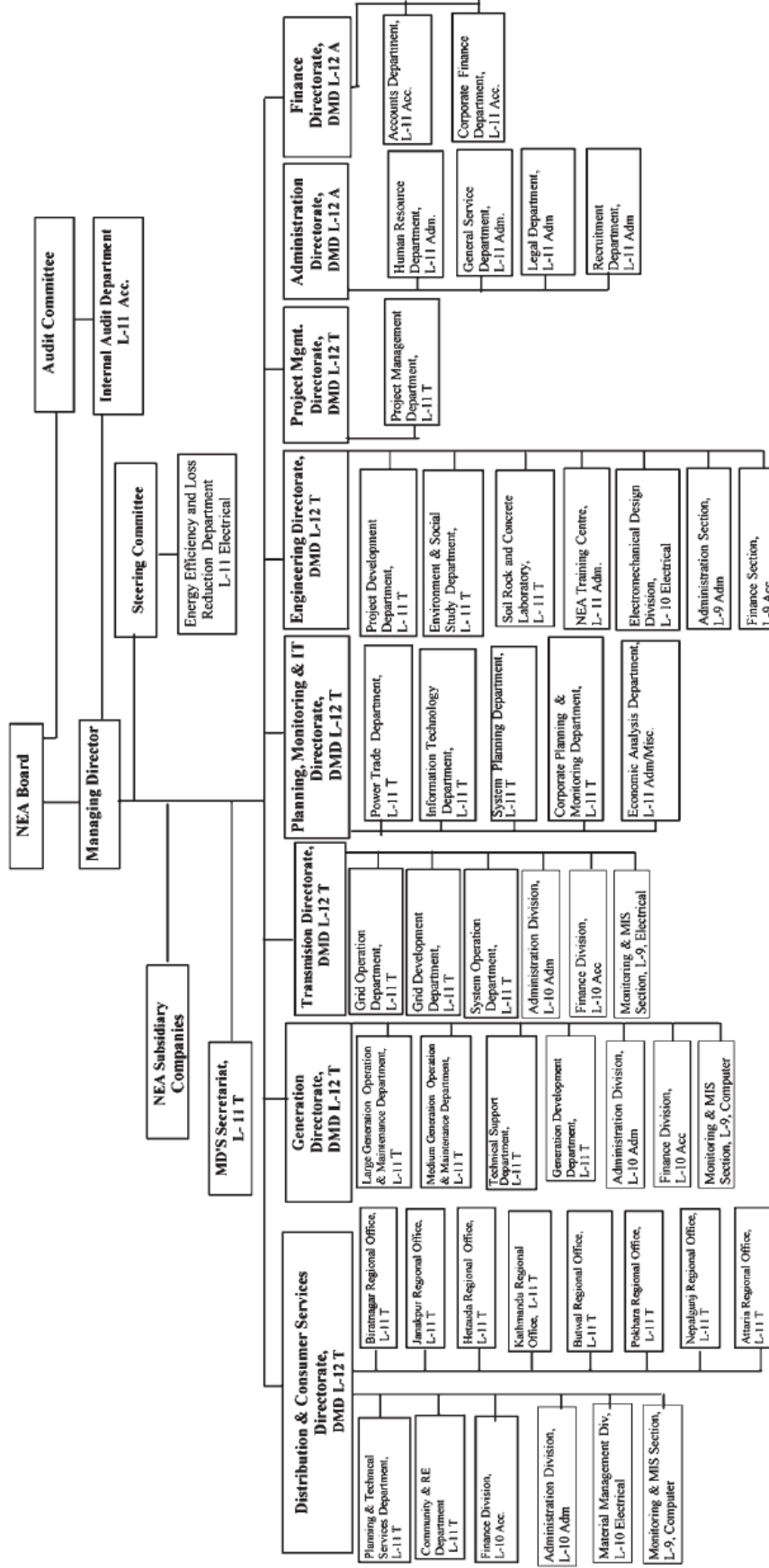
Nepal Electricity Authority (NEA) was established on August 16, 1985 (Bhadra 1, 2042) under the Nepal Electricity Authority Act, 1984 through the merger of the Department of Electricity of Ministry of Water Resources, Nepal Electricity Corporation and related Development Boards. NEA is engaged in the business of generation, transmission & distribution of power throughout the country. To meet the rising demand of power in the country, NEA has been engaging with the private sector both in generation and transmission of power. The Government took the initiative to promote private power sector in Nepal long back with the enactment of Electricity Act, 1992. NEA is currently holding investments in different capacity such as subsidiaries joint venture and associates through direct and indirect investment in various companies in Nepal including cross border transmission links.

NEA is organized into various business groups comprising of Generation, Transmission, Distribution and Consumer Services (DCS) and Engineering. Further, to support these business groups NEA has corporate functions comprising Finance, Administration, Internal Audit, Planning & Monitoring and IT and Project Management Directorates. NEA is in the process of transforming its core business units (generation, transmission, distribution) into independent business units. The business groups and support groups headed by Deputy Managing Directors and they report to Managing Director of NEA. Overall the organization structure is compartmentalized into departments (business groups and corporate functions), divisions, regional offices, branch offices, collection centers across various locations in Nepal. The overall organization structure of NEA has been depicted below:



NEPAL ELECTRICITY AUTHORITY

Organization Structure



Note :
 T = Technical Services; A = Administration Services; Adm = Administration Group;
 Acc=Account Group



Accounting records of NEA are being maintained using different Oracle software in different locations and budget centers. Mainly following software systems are in place for accounting:

- Customized Accounting and Inventory System (CAIS):
- Assets Management System
- Payroll and Pension Management System
- M-power (Billing & Collection System)
- Accounts Consolidation System
- Inter-unit Reconciliation System

These software systems are decentralized and stand alone and necessary steps have been taken for integration and centralization. Centralization of Payroll and Pension Management System and CAIS is in final stage. NEA is in the process of implementation of single ERP.

2. Legal Scenario – NFRS in Nepal

The Accounting Standards Board (ASB), Nepal was constituted in March, 2003 under the provisions of the Institute of Chartered Accountants of Nepal Act, 1997. ASB is an independent body responsible for the standard development process for Nepal Accounting Standards (NASs). The Institute of Chartered Accountants of Nepal (ICAN) is responsible for issuing the standards and regulating compliance with the standards.

The ASB is primarily responsible for setting accounting and financial reporting standards in line with NFRS since its establishment i.e. 2003. Presently, the ASB formulates Nepal Accounting Standards on the basis of the NFRSs/IASs keeping in view the local conditions including legal and economic environment. Accordingly, the NASs depart from the corresponding NFRSs to certain extent to maintain consistency with legal, regulatory and economic environment, and keeping in view the level of preparedness of the industry and the accounting professionals.

Formal set of accounting standards were made mandatory in Nepal when the first set of Nepal Accounting Standards were issued for mandatory compliance by the ASB and ICAN.

In this connection, NEA wants to hire an accounting/consulting firm for the smooth implementation of NFRS.

3. Applicability of NFRS in NEA

These applicable standards shall be used retrospectively, and therefore the first NFRS financial statements will be presented as if NEA had always presented financial statements in accordance with NFRS. When NEA is preparing its first NFRS financial statements, there may be standards at the reporting date that have been issued by the standard board and are not yet effective. If those standards have transitional provisions that allow early application, NEA may but is not required to — apply them in its first NFRS financial statements.

Full retrospective application of NFRS is required for the first-time from 2073/74 (2016/17) NEA's financial statements. This means that NEA must retrospectively apply the current versions of NFRS for all periods presented (i.e. opening NFRS balance sheet, comparative period(s) and current period), with some limited relief.



Currently NEA is following NAS in the preparation and presentation of financial statements. NEA has made preparatory activities for implementation of NFRS/IFRS in NEA with the help of consultant and made Gap Analysis and Impact Assessment. Consultant suggested appropriate accounting policy revision and also suggested skeleton of financial statements based on IFRS.

4. Objectives of the Assignment:

The main objectives of the implementation of NFRS are to:

- Ensure smooth implementation of NFRS.
- Identify key risks and their mitigation measures and recommend Work Plan for implementation of NFRS.
- Ensure that the key requirements for implementation of NFRSs are in place.
- Recommend governance structure for proper implementation of NFRS.
- Help in data entry and consolidation process.
- Conduct conceptual and operational training to NEA employees.
- Review and study of the previous Financial statements of NEA and their Audit report, Training materials, Training Modules and format for preparing financial statements in Compliance with NFRS.

5. Scope of services

5.1 Accounting and Advisory related

Phase 1: Gap analysis and impact assessment

- Understanding business based on discussions with management.
- Identification of differences between current accounting requirements and NFRS requirements.
- Identify and review technical issues through consultation and interviews.
- Detailed NFRS analysis of complex transactions and topics.
- Accounting policy benchmarking with NFRS best practices.
- High level directional impact of NFRS differences for contracts analyzed.
- Discussions with the management to assist finalize technical position papers on complex technical issues.
- Analyze the impact on business / results for relevant stakeholder communication.
- Advise and assist in identification of differences between the current accounting policies, systems and practices of the NEA and the requirements of notified NFRSs and those that would be notified / amended during the course of implementation.
- Prepare a gap analysis and NFRS impact assessment report.
- Assist in evaluation of accounting policy choices and exemptions on first-time adoption of NFRS:



- ✓ Assist in evaluation of accounting policy choices and exemptions under NFRS on relevant areas.
- ✓ Assist management in striking a highest common factor between compliance cost v/s benefit.
- Assist in preparation of NFRS implementation project plan:
 - ✓ NFRS roadmap with critical activities and indicative timelines.
 - ✓ Plan for series of customized NFRS training workshops.

Phase 2: Selection of accounting policies for implementation of NFRSs

- Advise and assist in selection of accounting policy choices by highlighting to the management the various policy choices available to the NEA, its applicability, advantages/disadvantages and impact on account of selection of different accounting policies.
- Assist management in finalizing the NFRS implementation Road map/project plan and assist in communicating the same to various regional offices.
- Discussions with the management of each entity to assist finalizing the implementation project plan.
- Develop NFRS training modules to impart knowledge to finance officers across various locations of the NEA.
- Conduct one day NFRS workshop for top level management with summary of key impacts identified.
- Conduct one day NFRS workshop for mid level management.
- Conduct 2 modules NFRS workshop for execution teams with transaction level details to provide NFRS working knowledge transfer on the templates designed.

Phase 3: Preparation of financial statements

- Assist in preparation of illustrative NFRS excel templates with tailored disclosures for the NEA.
- Customized excel templates for collection of data from associates, subsidiaries and JVs.
- Assist in preparation of opening standalone and consolidated NFRS balance sheet for the NEA:
 - ✓ Customizing excel templates for the purposes of quantification of the impacts identified.



- ✓ Assistance in preparation of the consolidated and standalone opening balance sheet.
- Assist in preparation of standalone and consolidated NFRS financial results with comparatives (without notes) for the NEA.
- Provide technical inputs and support on management compliant standalone and consolidated NFRS financial results for quarterly, if applicable, (with comparatives).
- Assist in preparation of standalone and consolidated NFRS financial statements for year ended.
- Interact with audit committee, auditors etc., on need basis.
- Provide technical inputs and support on management prepared NFRS financial statements for the year ended.
- Preparation of template for capturing of data and preparation of financial statements as per NFRS.
- Assist in identification of changes required to chart of accounts to produce modified financial statements as per NFRS.
- Assist in preparation of reconciliation of numbers reported under NFRS and local tax requirements.
- Advise and assist in preparation of the opening balance sheet on the date of transition to NFRS.
- Advise and assist in preparation of financial statements as per NFRS for the comparative period including notes to accounts and disclosures.
- Review of first NFRS (FY 2016-17) financial statement (including notes to accounts) prepared by the management.
- Ensure that NEA's project team members are provided adequate handholding with adequate knowledge transfer on NFRS, its reporting requirements and the financial accounting/reporting processes across the NEA, enable to prepare NFRS compliant financial statements for subsequent years.

5.2 IT advisory related:

- Assist in identification of changes required in IT software to add additional information as per NFRS.
- Handholding/knowledge transfer to IT team on changes carried out in IT systems in relation to NFRS.

6. Reporting Requirements and Expected Deliverables:

Phase I GAAP analysis:	Time frame
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Submission of Impact assessment report with directional impacts and insights into industry best practices to provide a clear understanding of changes required, exemption / options applicable.	Within 1 months of contract signing.
Submission of Technical position papers on complex topics.	Within 2 months of contract signing.
Submission of Technical inputs on position paper on NFRS first time adoption exemptions (optional & mandatory)	Within 3 months of contract signing.
Submission of NFRS implementation plan for the NEA.	Within 4 months of contract signing.
Submission of Agenda for customized NFRS workshop (4 days in total).	Within 5 months of contract signing.
Phase II – Design	
Submission of Final NFRS implementation plan for the NEA with indicative time schedule and relevant activities along with the expected completion dates.	Within 6 months of contract signing.
Submission of Customized NFRS workshops (4 days in total) for the respective teams as identified.	Within 7 months of contract signing.
Phase III – Implementation	
Submission of NFRS skeleton financial statements including accounting policies.	Within 8 months of contract signing.
Submission of Customized excels templates for data collation for the purposes of consolidation.	Within 9 months of contract signing.
Preparation of template for capturing of data and preparation of financial statements as per NFRS.	Within 10 months of contract signing.
Final Report with NFRS compiled financial statements.	Within 12 months of contract signing.
Advisory	
Submission of report on identification of changes required in IT software to add additional information as per NFRS and Handholding/knowledge transfer to Finance, Accounts & IT teams on changes carried out in relation to NFRS.	Within 12 months of contract signing.

7. Qualification and Experience of the firm

- Consultancy firm should have at least 7 years of experiences in the field of audit/accounting or related consulting services.
- Consultancy firm having experiences in development of NFRS/IFRS based accounting policies, implementation and providing training on IFRS/NFRS.



- Minimum one member of the consulting team should possess more than 10 years of experience in the areas of audit, accounting etc. primarily of large/reputed corporate.
- Key expert/s of the firm should possess IFRS certification and team member should be CA/ACCA/CPA having 5 years or more post qualification experience and IFRS certification shall be prioritized.

8. Team Composition and Key Expert/s

The consulting firm is required to provide the services of a multidisciplinary team of expert/s. The expert/s shall provide on-site consulting service in NEA as per work schedule or timeline submitted/agreed. Following are Minimum requirements in terms of team composition and qualifications, as well as the indicative time inputs for the experts.

Team Leader
Team Coordinator
Team Experts
IT Expert

9. Logistics to be provided from NEA

NEA will provide office space to the team. NEA would be forming a Core team of about 3 to 5 persons for carrying out this assignment. They would be working with the Team members of the Consultancy firm appointed for providing Accounting and IT advisory services to NEA. They would provide the necessary information/ documents etc. to the Consultancy firm team members and also carry out necessary activities relating to preparation of financial statements under NFRS.

10. Time period and Reporting Arrangements

The entire consulting service is expected to accomplish within the 12 months from the date of contract signing.

11. Payment schedule

Payment shall be made as per contract on completion of milestones acceptable to the NEA.

12. Selection Criteria:

The consulting firm shall be selected following Quality and Cost based Selection (QCBS) method set forth in Financial Administration Bylaw, 2068 as amended from time to time of NEA. Firms having the required experience and competence relevant to the assignment shall be assessed and compared, and shortlisted. Only the shortlisted firms shall be asked to submit a technical and financial proposal.



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 Criteria

<u>S.N.</u>	<u>Eligibility & Completeness Test</u>	<u>Compliance</u>
1	Copy of Registration of the company/firm (in case of JV, registration certificate of JV partners)	
2	VAT/PAN Registration (<i>for National consulting firm only</i>)	
3	Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission of FY 2073/74 (<i>for National consulting firm only</i>)	
4	Joint Venture Agreement, if applicable	
5	Minimum 7 years of Standing for all JV	
	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) Evaluation Criteria

A) Qualification

<u>S.N.</u>	<u>Description</u>	<u>Score</u>
1	Qualification of Key Expert	10
2	Experience of Key Expert	25
Total Score		35

B) Experience of Key Expert

<u>S.N.</u>	<u>Description</u>	<u>Score</u>
1	General experience of consulting firm	10
2	Specific experience of consulting firm in similar projects within last 7 years	35
3	No of Project/Assignments in Similar Geographical experience of consulting firm	5
Total Score		50

C) Capacity

<u>S.N.</u>	<u>Description</u>	<u>Score</u>
1	Financial Capacity	10
2	Infrastructure/equipment related to the proposed assignment	5
Total Score		15

Grand Total Score (A+B+C)	100
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Minimum Score to pass the EOI is : 60

Marking shall be done as per information provided on respective annexure/forms





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



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,
Nepal Electricity Authority,
Accounts Department,
Ratnapark, Kathmandu
Telephone: +977- 4153125
Fax No.: +977- 4153126

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 *Nepal Electricity Authority* as Consultant for Consulting Services on Implementation of Nepal Financial Reporting standards (NFRS).
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. *Nepal Electricity Authority* 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. *Nepal Electricity Authority* and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.
5. All further communication concerning this Application should be addressed to the following person,

[Person]

[Company]

[Address]

[Phone/Fax Email Address]
6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or business and our Company/firm has not been declared ineligible.



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

Signed :

Name :

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



2. Applicant's Information Form

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

1. Name of Consulting Firm/Company:
2. Type of Constitution (Proprietorship/Partnership/ Pvt. Ltd/Public Ltd./)
3. Date of Registration/ Commencement of Business *(Please specify):*
4. Country of Registration:
5. Registered Office/Place of Business:
6. Types of service provided:
7. Services provided from :
8. VAT/PAN Registration (if applicable)
9. Tax Clearance Certificate/ Tax Return Submission/Letter of Time Extension for Tax Return Submission [upto F/Y 2073/74]
10. Telephone No; Fax No; E-Mail Address
11. Name of Authorized Contact Person / Designation/ Address/Telephone:
12. Name of Authorized Local Agent /Address/Telephone:
13. Consultant's Organization:
14. International affiliation/certification
15. Total number of staff:
16. Number of regular professional staff:

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



3. Experience

3(A). General Work Experience

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

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



3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years

(In case of joint venture of two or more firms to be filled separately for each constituent member). **(Include user's Certificate)**

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro):
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
1.			
2.			
3.			
4.			
5.			
6.			
7.			



4. Capacity

4(A). Financial Capacity

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

Annual Turnover	
Year	Amount Currency

- Average Annual Turnover

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



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

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



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)

