NEPAL ELECTRICITY AUTHORITY
(A Government of Nepal Undertaking)
ENGINEERING SERVICE DIRECTORATEE
ENVIRONMENT AND SOCIAL STUDIES DEPARTMENT

Request for Expression of Interest (EoI Document) For Short Listing of Consulting Forms

For

Safeguards Implementation and Monitoring Work

Of

Tamakoshi-Kathmandu 220/400 kV Transmission Line Project

August, 2017

1. INSTRUCTIONS TO APPLICANTS

1.1. INTRODUCTION

1.1.1 Scope of Qualification

1. NEA-ESSD intends to prepare a list of local consulting firms, or their joint ventures, by inviting Expression of Interest for Safeguards implementation and Monitoring of Tamakoshi-Kathmandu 400 kV Transmission Line Project in Ramechhap, Dolakha, Sindhupalchowk, Kavrepalanchowk, Bhaktapur and Kathmandu districts of Nepal. The EOI process will be conducted in an open and transparent process managed by NEA.
2. Applicants intending to file an application in response to this EOI should submit an Application together with the duly completed EOI document providing all the information required therein at the address mentioned in the EOI document within the time period specified in this invitation for EOI.
3. The EOI documents submitted by the applicants shall be evaluated on the basis of the approved evaluation criteria. The top ranked three to six firms obtaining at least 600 and above points out of total 1000 points in the EOI evaluation process will be listed for the said consultancy services as qualified firms

1.1.2 Definition of Terms

Unless otherwise specified, the following terms used in this EOI have the following meanings:

“Applicant” means a single consulting firm or their joint venture that intends to submit or submit completed EOI document as per notice and this EOI document.

“Authorized Representative” means an individual authorized by the Applicant as the duly authorized entity to legally bind the Applicant to the EOI process, is the authorized signatory to the process, and is the point of contact for NEA-ESSD in connection with the process.

“Bidder” means a successful Applicant those are short listed under this EOI and submits Technical and Financial proposal in response to RFP.

“NEA” means the "Nepal Electricity Authority".

''ESSD'' means Environment and Social Studies Department

“GoN” means "Government of Nepal".

“IT” means "Income Tax".

“JV” means "Joint Venture".

“Lead Firm” means an entity or firm that is the authorized leader of a team comprising the Lead Firm and its constituents to submit the EOI and perform the assignment.

“EOI” means "Expression of Interest".

“Project” means Tamakoshi-Kathmandu 400 kV Transmission Line Project

"RFP" means a Request for Proposal.

"TLP" means Transmission Line Project

"TOR" means "Terms of Reference"

"VAT" means "Value Added Tax"

1.1.3 Eligible Applicants

EOI process is open to local consulting firms registered in Nepal under GoN rules & regulations and/or their joint ventures meeting the criteria mentioned in 1.6.1.

1.2 REQUESTS FOR EXPRESSION OF INTEREST

1.2.1 Clarification on EOI Documents

A prospective Applicant requiring any clarification on this EOI document may contact NEA during office hours on all working days prior to the deadline for submission of the completed EOI document at the address indicated in Section 1.2.1.

Contact Person

Bhakti Prasad Timsina

Asst. Director

ESSD-NEA

Tel: -01-6611580

Fax: -01-6611590

1.2.2 *Amendment to EOI Documents*

1. At any time prior to the deadline for the submission of the completed EOI document, NEA-ESSD may amend the EOI, for any reason, whether on its own initiative or in response to a clarification requested by an Applicant.
2. All applicants will be notified in writing about the amendments. All applicants will be bound by the amendments. Applicants will be required to acknowledge receipt of any amendment. Otherwise, NEA-ESSD will assume that the information contained in the amendment is taken into account by the Applicant in its Application.

1.3 PREPARATION OF THE EOI DOCUMENT FOR SUBMISSION

1.3.1 Documents for EOI

The completed EOI documents to be submitted by Applicants shall comprise of the following documents:

Form Type	Description/Content
Form -A	Information Regarding Technical & Financial Capability of the Consulting Firm
Form A-1	Letter of Submission
Form A-2	Joint Venture Information
Form A-3	Self- Declaration Firm
Form A-4	Commitment to Code of Ethics and Anti-Corruption Policy
Form A-5	Eligibility Status
Form A-6	Identification of Firm
Form A-7	Logistic Support of Firm
Form A-8	Financial Capability
Form- B	Work Experience of the Firm
Form B-1	Experience of the firm carried out EIA of Hydropower (50MW and above)
Form B-2	Experience of the Firm for EIA/IEE of the transmission line Project 132 kV and above capacity
Form B-3	Experience of the Firm for the environmental and social monitoring of the infrastructure development projects
Form B-4	Experience of the Firm for the supply of professional/expert manpower in study/construction of development project
Form B-5	Experience of the Firm for the implementation of Skill development trainings as per CTEVT standard in the area of electrical wiring, driving, automobile repairing and masonry
Form B-6	Experience of the Firm for the implementation of Social /community Awareness
Form B-7	Experience of the Firm for the implementation of Environmental Conservation Awareness
Form B-8	Experience of the Firm for the implementation of Small Scale Income Generation Activities
Form -C	Details of Key Professional Staffs
Form C-1	Full time Professionals available in the firm
Form C-2	Details of Key Professional Staffs to be deployed for the implementation of the assignment

Applicant shall submit two copies (one original and one photocopy) of the completed EOI document clearly mentioning Original and Copy and name of the project. In the event of any discrepancy between the original and the copy, the original shall govern.

1.3.2 Submission of EOI in Joint Venture

A firm submitting the EOI in a joint venture shall furnish a duly signed Joint Venture Agreement stating responsibility of each partner in the Joint Venture and name of authorized signatories through a power of attorney signed by each Joint Venture firm.

1.3.3 Cost of Preparation of EOI and Liability

Applicant shall bear all costs associated with the preparation and submission of the completed EOI document. NEA-ESSD will, in no case, be responsible or liable for these costs, or have any other liability to any Applicant, regardless of the conduct or outcome of the EOI process. NEA-ESSD shall have no obligation to any Applicant to reimburse any costs incurred in preparing a response to this EOI.

1.3.4 Confidentiality of the Document

If an Applicant believes that any portion of the submittal is to be treated in confidence, he/she shall identify such information clearly in the submittal. NEA-ESSD will make every effort to treat such documents in confidence as far as possible.

1.4 SUBMISSION OF EXPRESSION OF INTEREST (EOI)

1.4.1 Sealing and Marking

1. The Applicant shall seal the original and copy of the completed EOI in separate envelopes, duly marking the envelopes as "Original" and "Copy". These envelopes shall then be sealed in an outer envelope and marked as "Expression of Interest". The inner as well as outer envelope should clearly mention the name of the project (assignment).

2. The inner and the outer envelopes shall be addressed to:

The Chief

Environment and Social Studies Department

Kharipati, Bhaktapur

Tel: 01-6611580

Fax: 01-6611590

3. The envelopes should also indicate the name and address of the Applicant for identification purposes.

1.4.2 *Deadline for Submission*

1. The completed EOI document must be submitted to NEA-ESSD at the address specified in Section 1.4.1 before 12:00 hour Nepal Standard Time (NST) ***on 16thday from first publication of the notice***.

2. The completed EOI documents received by NEA-ESSD after the deadline set forth in Section1.4.2 shall be considered late and shall be summarily rejected and returned unopened.

3. If the deadline specified herein falls on a government holiday, the deadline shall be extended automatically to the next working day at the same hour.

1.4.3 *Withdrawal of EOI document*

An Applicant shall not be permitted to withdraw the EOI Application that has been submitted.

1.5 PUBLIC OPENING OF SUBMITTED EOI DOCUMENT

Completed EOI document received by the due date and within the time specified in Clause 1.4.2 will be opened at 2.00 PM NST on the 16thday for the submission of EOI documents. Absence of any applicant or authorized representative, however, shall not obstruct or prevent the opening process in any way. Applicants' each designated representative must bring a letter from the applicant stating that he/she is authorized to represent the applicants for the public opening of the EOI document.

Applicants or their authorized representatives who are present at the time of opening shall sign in a register evidencing their presence.

During the opening, an authorized representative of NEA-ESSD will read out the names of the applicants who have submitted the completed EOI document and then will open the submitted EOI envelopes.

1.6 EVALUATION PROCESS

1.6.1 Evaluation of EOI Documents

ESSD will carry out evaluation of the EOI documents based on the criteria approved by NEA. Anything not mentioned in this document regarding the EOI process shall be governed by the prevailing rules and regulations of Nepal.

The long list will be prepared only of those consulting firms, which have submitted Expressions of Interest within the scheduled time in response to the notice of Invitation for Consulting Services published by NEA-ESSD. The evaluation for short listing from the long list will be carried out in three steps.

STEP I: Preliminary Screening of Consulting Firms

In this step, a preliminary screening of the received EOI applications will be carried out. Consulting firms will be evaluated on 'Pass' or 'Fail' basis. Each consulting firm must 'pass' each and every threshold criterion mentioned below. Any consulting firm not complying with any of the specified threshold criteria will be disqualified and will not be considered for further evaluation.

A. General Threshold Criteria (Form A-5)

(i) EOI application shall be duly submitted by the last date and time of submission as mentioned in the notice of EOI.

(ii) Following documents (Notarized or certified) shall be submitted along with the EOI proposal.

- Registration certificate of the consulting firm.
- Audited Financial Statements of the preceding five consecutive fiscal years but not earlier than the fiscal year 2068/2069.
- Company Profile
- VAT/PAN Certificate
- Tax clearance certificate/Documentary Evidence of Tax Submission for fiscal year 2072/073

(iii) At the time of submission of EOI application, consulting firms must not be black listed by Public Procurement Monitoring Office (PPMO) or NEA or funding agencies of the project. The consultant must submit Self Declaration showing the subsequent details.

(iv) Consulting firms must have been legally registered for **at least five (5) years** from the last date of submission of EOI;

(v) Minimum average annual turnover of best three years over the last five years shall be NRs. 5 Million. In case of JV, cumulative strength of JV partners will be evaluated for annual turnover. Consulting firm or JV firms not meeting this criterion will not be considered for evaluation.

B. Technical Threshold Criteria

The consulting firms must have completed at least one project in carrying out EIA of hydropower project with installed capacity of 50MW above capacity in last 7 years as per Environment Protection Rules 1997 or in line with World Bank Group/ADB safeguard policies will only be considered for evaluation.

C. Threshold Criteria for Joint Venture Firms

(i) JV of more than 3 firms is not allowed.

(ii) Each partner of the JV firm shall meet the criteria mentioned in A (ii), A (iii) and A (iv) above.

(iii) Lead partner of the JV firm shall meet the criteria mentioned in B

(iv) JV firms shall submit the certified copy of JV Agreement or memorandum of understanding (MOU) of JV Agreement or intended JV Agreement, along with their EOI application. Also the lead firm should hold the power of attorney.

(v) An applicant must not submit more than one (1) EOI application either as a single entity or as a partner in the JV.

(vi) The lead partner of the JV firm must have at least 40% of the share and each partner must have at least 25% of the share.

(vii) Average annual turnover, best three years over the last five years of the lead firm must be the highest among all of the JV members.

(viii) A firm submitting the EOI in a joint venture shall furnish a duly signed Joint Venture Agreement stating responsibility of each partner in the Joint Venture and name of authorized signatories through a power of attorney signed by each Joint Venture firm. Any consulting firm not complying with any of the specified threshold criteria will be disqualified and will not be considered for further evaluation.

Notes:

i. The Consulting firms not complying with the threshold criteria mentioned above in A, B and C will not be considered for further evaluation.

ii. Qualification and experience of the consulting firm associated as sub-consultancy will not be considered for evaluation for short listing.

STEP II: Detailed Evaluation of Consulting Firms

The Consulting firms fulfilling all requirements in the Step-I, will be further evaluated in the Step II. A scoring system is adopted to rank these firms in order of merit based on the criteria mentioned below. In case of JV, cumulative strength of JV partners will be considered. The maximum overall score that any Consulting firms can obtain is set at 1000 points, which are distributed as follows:

Criteria A: Capability of the firm: 200 points.

Under this criterion average annual turnover in best three years of last five fiscal years, full time professional available in the firm, logistic support of the firm and years of experience will be evaluated.

Criteria B: **Relevant Experience of the Firm in last fifteen years: 600 points.**

Under this criteria the experience of the firm in following areas in last seven years will be evaluated.

B-1: Experience of the firm carried out EIA of hydropower project with installed capacity of 50MW and above Project: 100 Points.

B-2: Experience of the firm carried out EIA/IEE of 132KV and above capacity of transmission line Project: 100 Points.

B-3 Experience of the Firm for the environmental and social monitoring of the infrastructure development projects.50 points.

B-4 Experience of the Firm for the supply of professional/expert manpower in study/construction of development projects.100 points.

B-5 Experience of the Firm for the implementation of Skill development trainings as per CTEVT standard in the area of electrical wiring, driving, automobile reprising and masonary.100 points.

B-6 Experience of the Firm for the implementation of Social/Community Awareness program such as Social Awareness, safety and health and sanitation. 50 Points

B-7 Experience of the firm for the implementation of Environmental Conservation Awareness program such as Forest conservation/ wildlife conservation, NTFP, Capacity building for the Forest user groups and Forest based income generation activities. 50 Points

B-8 Experience of the firm for the implementation of Small Scale Income Generation activities such as Agricultural productivity Intensification, vegetable farming, mushroom farming and livestock training.50 points.

Criteria-C: Full time human resources available in the firm (Form: C-1) and Details of Key Professional Staffs to be deployed for the implementation of the assignment (Form: C-2) (list of the key professionals with minimum qualification and experience requirement as per ToR):200 Points.

Details of evaluation criteria in each category are as follows. Figures given in weightage indicate the maximum score that can be obtained in each sub category. The points will be allocated as shown below.

Detail Evaluation Criteria for EOI Document

S.N	Description	Marking	Weightage
A	**Capability of Firm**	**200 points**	
I	**Average Annual Turn Over in best three years of last five fiscal years from 2067/068 to 2072/073**	**30 Points**	
(i)	>8 million		100%
(ii)	> 6 to 8 million		75%
(iii)	5-6 million		50%
II	**Years of Experience of the firm (From the date of legally registered to the last date of submission of EoI)**	**40 points**	
(i)	>7 years		100%
(ii)	>5-7 years		75%
(iii)	5 years		50%
III	**Logistic of the Firm (Office Space, Computer, Printer, Photocopy Machine), Only 75% marks will be considered for rented office space with the following logistic(Support document is required)**	**30 Points**	
(i)	Excellent (Own Office Space with computer (> 8 no.), Printer (> 5no.) and Photocopy Machine (> 3 no.)		100%
(ii)	Good (Own Office Space with computer (> 5 no.), Printer (> 3 no.) and Photocopy Machine (> 2 no.)		75%
(iii)	Satisfactory (Own Office Space with computer (> 3 no.), Printer (> 2no.) and Photocopy Machine (> 2 no.)		50%
IV	**Human Resources(Full time 100% and 75% Weightage for Part time)**	**100 Points**	
(i)	One fulltime staff in each domain of environment. e.g. **Physical Environment** (Environmental/Civil Engineer/ Environmentalist/Geologist/Geographer), **Biological Environment** (Zoologist/Botanist/Forest Expert), **Socio-economic and cultural environment** (Sociologist/Economist/ Anthropologist/Rural/Development Development)		100%
(ii)	One fulltime staff in any two domain of environment. e.g. **Physical Environment** (Environmental/Civil Engineer/ Environmentalist/Geologist/Geographer), **Biological Environment** (Zoologist/Botanist/Forest Expert), **Socio-economic and cultural environment** (Sociologist/Economist/ Anthropologist/Rural/Development Development)		75%
(iii)	One fulltime staff in any one domain of environment. e.g. **Physical Environment** (Environmental/Civil Engineer/ Environmentalist/Geologist/Geographer), **Biological Environment** (Zoologist/Botanist/Forest Expert), **Socio-economic and cultural environment** (Sociologist/Economist/ Anthropologist/Rural/Development Studies)		50%
B	**Relevant Experience of the firms in last seven years**	**600 Points**	
B-1	Experience of the Firm carried out EIA of the hydropower(50 MW and above) projects	**100 Points**	
(i)	Three or more projects		100%
(ii)	Two projects		75%
(iii)	One project		50%
B-2	Experience of the Firm for the EIA/IEE of the transmission line projects of 132 kV and above capacity	**100 Points**	
(i)	Three or more projects		100%

(ii)	Two projects		75%
(iii)	One projects		50%
B-3	Experience of the Firm for the Environmental and Social Monitoring of the infrastructure development projects	**50 Points**	
(i)	Three or more projects		100%
(ii)	Two projects		75%
(iii)	One project		50%
B-4	Experience of the Firm for the supply of professional/expert manpower in study/construction of development projects	**100 Points**	100%
(i)	Three or more projects		75%
(ii)	Two projects		50%
(iii)	One project		
B-5	**Experience of the firm for the implementation of skill development training in the following area (As per CTEV Standards:390 hrs)**	**100 Points**	
(i)	Implementation of at least one training in each area of Electrical wiring, driving, automobile Repairing and masonry		100%
(ii)	Implementation of any three training in above mentioned four areas		75%
(iii)	Implementation of any two training in above mentioned four areas		50%
B-6	**Experience of the firm for the implementation of Social/Community Awareness in the following area**	**50 Points**	
i	Implementation of at least one training in each area of Social Awareness, safety, health and sanitation		100%
ii	Implementation of any two training in above mentioned three areas		75%
iii	Implementation of any one training in above mentioned three areas		50%
B-7	**Experience of the firm for the implementation of Environmental Conservation Awareness Program in the following area**	**50 Points**	
i	Implementation of at least one training in each area of Forest conservation/ wildlife conservation, NTFP, Capacity building for the Forest user groups and Forest Based Income Generation Program		100%
ii	Implementation of any 2-3 training in above mentioned four areas		75%
iii	Implementation of any one training in above mentioned four areas		50%
B-8	**Experience of the firm for the implementation of Small Scale Income Generation Activities in the following area**	**50 Points**	
i	Implementation of at least one training in each area of Agricultural productivity, vegetable farming, mushroom farming, livestock training, Fisheries Training and Micro-Enterprises Training		100%
ii	Implementation of any 4 training in above mentioned six areas		75%
iii	Implementation of any 2-3 training in above mentioned six areas		50%
C	**Proposed Key Personnel of the Firm (Qualification, Experience and Specific Experience)**	**200 points**	
I	**Qualification of Key Personnel**	**60 points**	
i	Ph.D.		100%
ii	Master's Degree		75%
iii	Bachelor's Degree		50%
II	**Years of Experience of Key Personnel**	**60 Points**	
i	Work Experience more than 10 Years		100%
ii	Work Experience of 5-10 years		75%
iii	Work Experience of 5 years		50%
III	**Specific Experience of Key Personnel**	**80 Points**	
i	5 years and above		100%
ii	3-5 years		75%
iii	3 years		50%

Step-III: SHORT-LISTING OF CONSULTING FIRMS

The first stage involves short listing of consulting firms from a long list comprising those firms which have expressed their interest for the services as described in the notice of Invitation for Consulting Services. The top ranked six firms obtaining at least 600 and above points out of total 1000 points in the EOI evaluation process will be listed for the said consultancy services as qualified firm.

In the second stage, The list of firms qualified in EOI process will be notified in due course of time for the submission of Technical and Financial proposals i.e. RFP Process. During RFP process the consulting firm will be selected in accordance with Quality and Cost Based Selection procedure (QCBS) with the procedures set out in the Public Procurement Act 2063 (2007) and Economic Administration Regulation of NEA,2068.

1.6.2 Clarification during Evaluation by NEA-ESSD

1. During the evaluation, NEA-ESSD may request the Applicant for necessary clarifications. The Applicant shall furnish the necessary clarifications expeditiously by the letter to NEA-ESSD at the address given in Clause 1.4.1.

2. Failure to provide information essential to evaluate the Applicant's qualifications, or to provide timely clarifications or substantiation of the information furnished, NEA-ESSD would be at liberty to declare such bidder as non-responsive and reject his/her document.

1.6.3 Rejection of EOI Document of Applicant

1. NEA-ESSD reserves the right to accept or reject any or all EOI proposals with or without giving any reason whatsoever and is not liable for any losses to Bidders due to such rejection.

2. The consulting firm must submit the eligibility documents (eligibility criteria) as indicated in 1.6.1 above viz; valid registration certificate of firm, VAT certificate, tax clearance certificate/ Documentary evidence of tax submission (for fiscal year 2072/073) and Self Declaration as shown in Form-A-3. The consultant also furnishes sufficient evidences showing the area and number of training conducted by the firm. Failure to submit these documents will result in rejection of the application.

3. Furnishing of false or wrong information, document or evidence by any firm or joint venture may result in rejection of the EOI document of the firm or their joint ventures.

1.7 NOTICE OF RESULT OF EVALUATION

All applicants irrespective of the qualification or disqualification will be notified in writing the result of qualification in due course of time. An applicant listed in the short-listing will be considered as qualified firm and will be invited to participate in the Request for Proposal process.

1.8 APPLICATION IN JOINT VENTURE

By submitting an EOI in joint venture, the Applicant represents that, if qualified and if awarded the contract after the RFP process, the Applicant with its constituent members shall be jointly responsible to perform the obligations of such contract.

1.9 SCOPE OF WORK AND DURATION OF ASSIGMENT

The general project information and scope of service of the assignment is given in Annex-1

2. CONTENT OF EOI DOCUMENT AND INSTRUCTIONS TOTHE APPLICANT

2.1 PREPARATION AND COMPLETENESS OF EOI APPLICATION

The EOI document shall be structured in accordance with the outlines given in the EOI form and must contain accurate and complete information as requested in the EOI form. The EOI document shall have no interlineations or overwriting, except as necessary to correct errors made by the Consulting Firm itself. Any such correction must be initialed by the person authorized to sign the application and stamped with the firm's seal.

2.1.1 *General Information*

1. The Applicant shall provide a Letter of Submittal with completed forms as provided in the Format Forms A to C in the EOI document. All necessary information shall be presented to demonstrate the firm/joint venture's capability, experience and professionals to be deployed for the study.

2. The Applicant shall enclose copies of registration certificate, tax clearance certificate/ Documentary evidence of tax submission (for fiscal year 2072/073), experience certificate or completion certificate, audit report of last five years and other relevant information.

3. The Applicant shall provide a statement of its willingness and commitment to abide by all applicable laws, regulations, and other requirements having the effect of law in the execution of this study, if selected.

2.1.2 *Information Regarding Technical & Financial Capability of the Consulting Firm*

Form A-1: Letter of Submission

The applicant shall submit with the EOI a submittal letter with name and full contact information of the authorized representative. The letter shall be signed by an authorized person of the firm or lead firm in the joint venture and shall be stamped by the company's seal. The format of submittal letter is given in Form A-1 of the document EOI. The letter shall also include the name of project being applied for.

Form A-2: Joint Venture Information

The applicant shall submit the joint venture information in Form A-2. The association between the Consulting Firms should be in the form of a joint venture only. The Joint Venture Agreement should clearly mention share percentage in JV and Power of Attorney must be submitted with the EOI Application.

Form A-3: Self Declaration Firm

The applicant shall submit a self-declaration statement stating that the Consulting Firm (all members in the joint venture) is not ineligible to participate in this procurement process, that the Consulting

Firm does not have any conflict of interest in the proposed assignment, and that the consulting Firm has not received any punishment while doing consulting business in last five years. The self-declaration letter shall be signed by an authorized person of the Consulting Firm and shall be stamped by the company's seal. The format of the self-declaration letter is given in Form A-3 of this EOI document.

Form A-4: Commitment to Code of Ethics and Anti-corruption Policy

The applicant shall submit a statement stating that the Consulting Firm shall abide by the code of ethics and anti-corruption policy. This commitment to abide by code of ethics and anti-corruption policy shall be presented in Form A-4 of this EOI document.

Form A-5: Eligibility Status

The applicant shall fill form A-5 and submit supporting documents to support the eligibility requirements(s). The supporting documents will be in the form of copies of registration certificate, VAT Certificate and Tax Clearance Certificate and work experience certificate completed by the firm.

Form A-6: Identification of the Firm

The background information of the consulting firm shall be presented in the prescribed Form A-6. Necessary documentary evidences should be provided to substantiate the data contained in the Form A-6.

Form A-7: Logistics Support of the Firm

The logistics of the consulting firm shall be presented in the prescribed Form A-7 of this EOI document. Necessary documentary evidences should be provided to substantiate the data contained in the Form A-7.

Form A-8: Financial Capability of the Firm

The financial capability of the consulting firm shall be presented in the prescribed Form A-8 of this EOI document. The financial status of the Consulting Firm shall be supported with audited reports for the preceding fiscal years. The financial capability of the Consulting Firm shall not be considered for evaluation if not supported by copies of audit reports.

2.1.3 *Relevant Work Experience of the Firm*

Experience of the Firm

Experience of the firms carried out EIA of hydropower projects with installed capacity of 50MW and above, IEE/ EIA of transmission line project (132 kV and above) and implementation of environmental and social monitoring works infrastructure development project in the last 7 years shall be presented in the prescribed Form B-1 and B-2 and B-3 respectively. Experience of the firm for the supply of professional/expert manpower in study/construction of development project in the prescribed Form B-4 and implementation of skill trainings, social awareness, environmental

conservation and income generation activities in the prescribed Form B-5, B-6, B-7 and B-8 respectively. The experience of the Consulting Firm shall be supported with evidence/proof in the form of experience certificates/completion certificates showing the dates of completion of the assignments, value of the consulting assignments. The experience of the Consulting Firm without evidence/proof shall not be considered for evaluation.

2.1.4 *Details of Key Professional staff to be deployed for the Study*

Form C

The consultant shall present the full time professionals available with the firm in the prescribed Form C-1 and the details of key professional staff to be deployed for the proposed work and their qualification and experience shall be presented in prescribed Form: C-2.

FORM A-1

LETTER OF SUBMISSION

[Letterhead of the Applicant, In case of Joint Venture, of the Lead Firm)

Date: .....

To,
The Chief
Environment and Social Studies Department
Kharipati, Bhaktapur

Sir,
Being duly authorized to represent and act on behalf of ……
……

(hereinafter "the Applicant"), and having reviewed and fully understood all the information provided in EOI, the undersigned hereby apply for qualification by NEA-ESSD as a consultant for the Safeguard implementation and Monitoring of Tamakoshi-Kathmandu 400 kV Transmission Line Project.

1. NEA-ESSD and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with the submitted EOI. This Letter 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 you to verify statements and information provided in this EOI, or with regard to the resources, experience, and competence of the Applicant.

2. NEA-ESSD and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.

3. This application is made in the full understanding that all decisions by NEA-ESSD related to this EOI are final, binding and not subject to review. NEA-ESSD shall be under no obligation to inform the Applicant of the reasons for its decisions or actions.

4. The Applicant hereby provides willingness and commitment to abide by all applicable laws, regulations, and other requirements having the effect of law in the execution of this study, if selected.

5. All further communication concerning this EOI proposal should be addressed to the following person who is authorized to represent and to receive all communication on behalf of the Applicant and its constituents.

[Person & Designation]

[Company]

[Address]

[Phone, Fax, Email]

6. The undersigned declare that the statements made and the information provided in the duly

Completed EOI proposal are complete, true and correct in every detail.

Signed	:
Name	:
Designation	:
For and on behalf of (Name of Applicant or Lead Firm in the joint venture)	:

FORM A-2

JOINT VENTURE INFORMATION

If the EOI is being submitted in Joint Venture, provide Joint Venture Information

S.N	NAME OF FIRM	POSTAL ADDRESS, TEL, FAX and E-mail	NAME OF CONTACT PERSON	TELPHONE OF CONTACT PERSON	SHARE PERCENTAGE IN JV
1.	Lead Firm				
2.	Partner Firm				

Note:

1. Maximum three (3) Firms can make Joint Venture.

2. In case of JV, The lead partner of the JV firm must have at least 40% of the share and each partner must have at least 25% of the share. JV of more than 3 firms is not allowed. Also the lead firm should hold the power of attorney.

3. Provide duly signed and stamped joint venture agreement and power of attorney of the signatories by each member in the JV.

Attachment

1. Joint Venture Agreement

2. Power of attorney of the signatory (ies) of the Applicants

FORM A-3

SELF DECLARATION FIRM

Date: .....

To,
The Chief

Environment and Social Studies Department

Kharipati, Bhaktapur

Sir,

We, ……..

(Name of all Consulting Firm) declare that we are legally eligible to participate in the procurement Process of consulting services for the Safeguard implementation and Monitoring of Tamakoshi-Kathmandu 400 kV Transmission Line Project.

We also declare that we do not have any conflict of interest in the said assignment.

We hereby also declare that we have not received any punishment while doing consulting business in the last five years.

Note: (*If any member of the consulting Firm is not eligible to participate in procurement process or has conflict of interest in the said assignment or has received any punishment while doing consulting business in the last five years, the same must be clearly mentioned in this form. Any history of litigation during the last five years shall also be declared here along with the relevant verdict.)*

Firm 1	Firm 2	Firm 3	Firm 4
Signature:	Signature:	Signature:	Signature:
Name:	Name:	Name:	Name:
Designation:	Designation:	Designation:	Designation:
For and on behalf of :	For and on behalf of:	For and on behalf of:	For and on behalf of:

FORM A-4

COMMITMENT TO CODE OF ETHICS ANDANTI-CORRUPTION POLICY

Provide the Firms' commitment to code of ethics and anti-corruption policy and a mechanism to Monitor the adherence to these policies.

Note – In case of JV, provide Form A-4 by each member of JV Partner.

FORM A-5

ELIGIBILITY STATUS

Fulfillment of Eligibility Requirements	**Status(Yes/No)**	**Remarks**
carrying out EIA of hydropower project with installed capacity of 50MW above capacity) in last 7 years as per Environment Protection Rules 1997		
Legally registered in Nepal under GoN rules & regulations at least 5 year from the last date of submission of EOI.		
Minimum average annual turnover of best three year over last five years > or =5 million		
Valid Registration Certificate (of each member of JV, in case of JV.)		
VAT Certificate (of each member of JV, in case of JV.)		
Tax clearance certificate / Documentary evidence of tax submission (for fiscal year 2072/073) (All for member of JV, in case of JV.)		
Self-Declaration as per Form A-3		
Joint Venture (JV) Agreement between the JV Partners and Power of Attorney signed & sealed by each member of JV, in case of JV.		
In case of JV, The lead partner of the JV firm must have at least 40% of the share and each partner must have at least 25% of the share. Also the lead firm should hold the power of attorney.		
Average annual turnover, best three years over the last five years of the lead firm must be the highest among all of the JV members.		

FORM A-6

IDENTIFICATION OF FIRM

Full name of the Firm:
Address:

(Please attach location map of your office)

Telephone number: Fax number: E-mail: Others:	**Year of Establishment:** Number of Years since establishment:
Corporate Registration: Date of Registration: Registration No: Date of last renewal: Valid up to:	**VAT Registration:** Date of Registration: VAT Registration No:
Name and address of contact person: Name and Designation of Contact Person: Address: Telephone number (Office): Telephone number (Residence) Mobile no: Fax: Email:	

Note: In case of the applicant being joint venture, provide similar information for each member in the Joint venture separately.

FORM A-7

LOGISTIC SUPPORT OF FIRM

Description	**Quantity/Numbers**
Total office space (Sq. ft.)	
No of Rooms	
Number of vehicles (four wheelers)	
Number of two wheelers vehicles	
Computer network in office	
Number of computers	
Number of printers	
Number of photocopy machine	
Office Space Rented or Own	

Signature :

Name & Designation :

For and on behalf of (Name of Applicant or Lead Firm of joint venture) :

Note:

- *In case of joint venture, provide similar information for each member in the joint venture separately*
- *Provide layout of the complex / training hall/classroom showing location and size.*
- *Provide layout of bed room and toilet showing bed capacity in each floor.*

FORM A-8

FINANCIAL CAPABILITY

Full Name of the Consulting Firm:

FINANCIAL STATUS

Description	**Amount in Million (NRs)**
Total assets	
Total liabilities	
Current liabilities	
Current assets	
Current credit resources	

Description	2068/069	2069/070	2070/071	2071/072	2072/073	Annual Average
Turnover in Million (NRs.)						

Note:

1. Provide similar information for each member in case of joint venture.

2. Average annual turnover of best three of last five years will be considered for evaluation. Supporting documents (Audited Report) should be submitted

3. In case of JV, average annual turnover of the lead firm must be the highest among all of the JV members. Minimum average annual turnover of best three years over the last five years shall be NRs. 5 Million. In case of JV, cumulative strength of JV partners will be evaluated for annual turnover.

FORM B-1

RELEVANT WORK EXPERIENCE OF THE FIRMS CARRIED OUT EIA OF HYDROPOWER PROJECT WITH INSTALLED CAPACITY OF 50MW OR ABOVE IN LAST 7 YEARS

S.N.	Name of the Project	Location	Client including Name of Project	Duration of Project	Value of Contract	Year of Completion

Note:

- *In case of joint venture, provide similar information for each member in the joint venture separately*

FORM B-2

EXPERIENCE OF THE FIRM CARRIED OUT EIA/IEE OF THE TRANSMISSION LINE PROJECT OF 132 KV AND ABOVE CAPACITY IN LAST 7 YEARS

S.N.	Name of the Project	Location	Client including Name of Project	Duration of Project	Value of Contract	Year of Completion

Note:

- *In case of joint venture, provide similar information for each member in the joint venture separately*

FORM B-3

EXPERIENCE OF THE FIRM FOR THE ENVIRONMENTAL AND SOCIAL MONITORING OF THE INFRASTRUCTURE DEVELOPMENT PROJECTS IN LAST 7 YEARS

S.N.	Name of the Project	Location	Client including Name of Project	Duration of Project	Value of Contract	Year of Completion

Note:

- *In case of joint venture, provide similar information for each member in the joint venture separately*

FORM B-4

EXPERIENCE OF THE FIRM FOR THE SUPPLY OF PROFESSIONAL/EXPERT MANPOWER IN STUDY/CONSTRUCTION DEVELOPMENT PROJECTS IN LAST 7 YEARS

S.N.	Name of the Project	Location	Client including Name of Project	Duration of Project	Value of Contract	Year of Completion

Note:

- *In case of joint venture, provide similar information for each member in the joint venture separately*

FORM B-5

EXPERIENCE OF THE FIRM FOR THE IMPLEMENTATION OF SKILL DEVELOPMENT TRAININGS AS PER CTEVT STANDARD IN THE AREA OF ELECTRICAL WIRING, DRIVING, AUTOMOBILE REPARING AND MASON IN LAST 7 YEARS

S.N.	Name of the Trainings	Location	Client including Name of Project	Duration of the training	No. of Participants	Value of Contract	Year of Completion

Note:

- *In case of joint venture, provide similar information for each member in the joint venture separately*

FORM B-6

EXPERIENCE OF THE FIRM FOR THE IMPLEMENTATION OF SOCIAL/COMMUNITY AWARENESS IN LAST 7 YEARS

S.N.	Name of the Trainings	Location	Client including Name of Project	Duration of the training	No. of Participants	Value of Contract	Year of Completion

Note:

- *In case of joint venture, provide similar information for each member in the joint venture separately* (LAST 7 YEARS)

FORM B-7

EXPERIENCE OF THE FIRM FOR THE IMPLEMENTATION OF ENVIRONMENTAL CONSERVATION AWARENESS (NTFP, FOREST CONSERVATION/ WILDLIFE CONSERVATION, CAPACITY BUILDING FOR COMMUNITY FOREST USER GROUPS, FOREST BASED INCOME GENERATION ACTIVITIES) IN LAST 7 YEARS

S.N.	Name of the Trainings	Location	Client including Name of Project	Duration of the training	No. of Participants	Value of Contract	Year of Completion

Note:

- *In case of joint venture, provide similar information for each member in the joint venture separately*

FORM B-8

EXPERIENCE OF THE FIRM FOR THE IMPLEMENTATION OF SMALL SCALE INCOME GENERATION **ACTIVITIES** (AGRICULTURAL PRODUCTIVITY INTENSIFICATION, VEGETABLE FARMING, MUSHROOM FARMING TRAININGS, LIVESTOCK TRAINING, MICRO-ENTERPRISES CREATION and FISHERIES TRAINING) IN LAST 7 YEARS

S.N.	Name of the Trainings	Location	Client including Name of Project	Duration of the training	No. of Participants	Value of Contract	Year of Completion

Note:

- *In case of joint venture, provide similar information for each member in the joint venture separately*

FORM-C

FORM: C-1: KEY PROFESSIONALS AVAILABLE IN THE FIRM (CV. REQUIRED)

S.N	Environmental Dominion	Name of Key Experts	Qualification(Including University and Year of Degree obtained)	Total Years of Experiences	Area of Experience	Years with company	Part or full time
1	Physical Environment						
2	Biological Environment						
3	Socio-economic and Cultural Environment)						

FORM: C-2: DETAILS OF KEY PROFESSIONAL STAFFS TO BE DEPLOYED FOR THE TASK ASSIGNMENT

S.N	Designation	Name of Key Experts	Qualification (Including University and Year of Degree obtained)	Total Years of Experiences	Years of Specific Experience with in details of the assignment
1	Team Leader/Sr. Environmental Expert (1)				
2	Forest Expert (1)				
3	Civil Engineer(1)				
4	Civil Overseer(1)				
5	GESI and Community Liaison Officers(2)				
6	Environmental Safeguard Officers(2)				
7	Social Safeguard Officers(2)				

Annex-I:

Project Information and Scope of Services

1. **Background**

Nepal Electricity Authority (NEA) is implementing Electricity Transmission Expansion and Supply Improvement Project (Loan 2808/ Grant 0270/ Grant 0271) with the financial assistance from Asian Development Bank (ADB). The project includes among other sub-projects Tamakoshi- Kathmandu 220/400 kV transmission line project (Project). The project scope includes the following:

a. Tamakoshi (New Khimti)- Barhabise 220/400 kV Transmission Line
b. Barhabise substation and bay extension at New Khimti substation
c. Barhabise-Kathmandu 220/400 kV and 132 kV Transmission line
d. Substations at Lapsiphedi (Bojini) and Changunarayan

2. Project Information

The Transmission Line Project is located in Middle Mountain and Hilly region of Nepal. The TL of Khimti-Barhabise Section starts from substation at Manthali Municipality (Former Phulasi VDC) of Ramechhap District and immediately enters into Melung Rural Municipality of Dolakha District. In Dolakha District, the alignment passes through 2 Rural Municipalities and 2 Municipalities fall under this section.

Similarly, the TL of Barhabise-Kathmandu Section starts from substation at Barhabise Municipality of Sindhupalchowk District. The alignment passes through 2 Rural Municipalities (Balephi and Indrwati) and 2 Municipalities (Barhabise and Chautara Sangachowkgadhi) of Sindhupalchowk, one Municipality (Madandeupur) of Kavrepalanchowk, one municipality (Changunarayan) of Bhaktapur and one Municipality (Shankarpur) of Kathmandu District. Altogether 4 Rural Municipalities and 7 Municipalities of 4 Districts (Sindhupalchowk, Kavrepalanchowk, Bhaktapur and Kathmandu) are taken for IEE study. Similarly, 132kV TL from Changunarayan Substation will be connected to Tower no. 014 SS-M (Duwakot) through 4km four circuit line named as looped in/ looped out line. The Initial Environmental Examination of this project has been approved by MoE.

2 Scope of Services

The major scope of work of the consultant for this assignment includes Environmental and Social Monitoring and Safeguards implementation of Tamokoshi-Kathmandu 400 kV Transmission line and associated substations. The detail of scope of work to be carried out by the consultant is given below:

- Set up and operationalize Safeguards Desk/Monitoring Unit
- Review and update the environmental and social safeguard documents ;
- Prepare Plan for Implementation of the activities mentioned in IEE/ EMP and RP documents prepared and to be prepared for the above mentioned TLPs;

2.1 Implementation of Environmental and Social Mitigation Measures

The consultant shall implement the following environmental and social mitigation measures mentioned in IEE/EMP and RP document prepared for the TLP. The major mitigation measures to be conducted by the consultant are as follows.

- Forest Management and Capacity Building Training
- *Training for Cultivation of NTFP under the RoW*
- *Conservation Awareness Raising(Forest, Wildlife Conservation and Biodiversity)*
- *Forest Based Income Generation and Entrepreneurship Training*
- *Orientation Workshop to the Concerned DFO staff*
- *Vegetable Farming Training*
- *Mushroom Farming Training*
- *Livestock Training*
- *Fisheries Training*
- *Micro-Enterprises Creation Training*
- *Skill Development Training (Electrical wiring, Driving and Masonry, (As per the CTEVT Standard with skill test)*
- *Social Awareness Program*
- *Occupational Safety Training*
- *Health and Sanitation Program*

2.2 Environmental and Social Safeguards Field Monitoring

The consultant shall conduct the environmental and social Safeguards Field monitoring for the period of 48 months of the transmission line project by establishing the site based unit offices. The key responsibilities of the consultant during the construction phase monitoring are as follows**.**

- Depute team in the field for environmental and social safeguards implementation and conduct site inspections of activities of the contractors for EMP compliance. Advise and ensure corrective measures are taken. The monitoring parameters shall be as mentioned in IEE/EIA, EMP and RP document prepared for the sub projects.
- Grievances Management and Information Disclosure.
- Assist Project Managers for Compliance of Safeguard Activities to be implemented under the project.
- Regular environmental and social monitoring of the project.

2.3 Public Consultation

The consultant shall carry out consultations with the community before and during the implementation of civil works.The consultant shall conduct the public consultation to the PAFs, affected community forest user groups, women groups, Dalits groups, ingenious people and local people on regular basis. The consultation shall be focused regarding the entire transmission line and effectiveness of implementation of environmental and social mitigation measures.

2.4 Staffing Requirement (For Form: C-II)

The consultant shall deploy the following experts for the site based considering 4 years of project cycle including 3 years construction and one year operation.

Table-2.1: Staffing Requirement

SN	Required Expertise	No. of Persons	Proposed Man-month
1	Sr. Environmental Specialist	1	16
2	Forest Expert	1	12
3	Civil Engineer	1	12
4	Civil Overseer	1	24
5	GESI and Community Liaison Officer	2	16
6	Environmental Safeguard officers	2	84
7	Social Safeguards Officers	2	84

2.5 Others Necessary Manpower Requirement

In addition, Office assistant (2-Person, one in each unit) having SLC graduated are also required for this assignment**.** Engagement of office assistant 48 months of full time inputs. The consultant shall also hire the Enumerators/supervisors on short term basis for updating of the approved documents and household survey.

2.6 Office Space and Logistic

The consultant shall establish 2 Environment and Social Management Units (ESMU) at the project site and bear the rent of office space, official logistic supports like commuters, printer, furniture etc.

2.7 Reporting Requirements

The consultant shall prepare and submit the following report to ESSD.

Table-3.2: Reporting Requirement

Report/Document	No of copies	Deliverables
Inception Report environment and social	Soft copy/ 3 hard copies	Within 30 days after the contract agreement
Monthly Report	Soft copy/ 3 hard copies	Every month after the effective date of the Contract, within 10 working days from the end of the month.
Updated IEE Report	Soft copy/ 4 hard copies	3 months after completion of check survey by the contractor
Supplementary IEE Report	Soft copy/ 6 hard copies	If required due to major changes in alignment especially in forest area
Public consultation and communication Plan	Soft copy/ 4 hard copies	Within 3 months after the consultant is on board
Compensatory Plantation Plan	Soft copy/ 4 hard copies	6 months after completion of check survey
Semi-Annual Environmental Compliance	Soft copy/ 3 hard copies	Every six months from Jan-June and Jul-Dec, within 2

Monitoring Report		weeks by end of June and Dec. each year
Semi-Annual Social Safeguards Compliance Monitoring Report	Soft copy/ 3 hard copies	weeks by end of June and Dec. each year
Final Project Environmental Safeguards Performance Report	Soft copy/ 4 hard copies	One month after the completion of the Project
Final Project Social Safeguards Performance Report	Soft copy/ 4 hard copies	One month after the completion of the Project
Updated resettlement plan and Indigenous People Plan	Soft copy/ 3 hard copies	As required
Quarterly environment and social management report	Soft copy/ 6 hard copies	Every Quarterly

3. Implementation Schedule

The proposed Safeguards Implementation and Monitoring program will be implemented within 48 months.