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Expression of Interest (EOI) EOI Call No.: PTC/PLGSP/GESI-Audit/01/2078/79

Procurement of Consulting Service: for National Services

Project: Conducting Gender Equality and Social Inclusion Mainstreaming Audit (GESI Audit) of Local Governments.

Issued by:
Province Training Centre
Province and Local Governance Support Programme
Kalwalguri, Bhadrapur-10, Jhapa, Nepal

Issued on:9/7/2078

Fiscal Year: 2078/79

A. REQUEST FOR EXPRESSION OF INTEREST

Name of Employer: Province Training Centre, Kalwalguri, Jhapa, Province 1

Date: 9/7/2078

Name of Project: Conducting Gender Equality and Social Inclusion Audit (GESI Audit) of Local Government

- Province Training Centre (PTC) has received a grant from Provincial and Local Governance Support Programme (PLGSP) /MOFAGA/GoN for implementing an Annual Strategic Implementation Plan (ASIP) of Provincial Centre for Good Governance (PCGG)/PTC, for which this Expression of Interest (EOI) is invited for National Consulting Services.
- 2. The PTC now invites EOI from eligible consulting Firms/Service Providers (Consultants only legal persons or entities not natural persons) to provide consulting service for Conducting Gender Equality and Social Inclusion Audit (GESI Audit) of Local Government.
- 3. Interested eligible consulting firms/service providers may obtain EOI document free of cost at the PTC's website www.pcgg.p1.gov.np (or through email: provincetraining1@gmail.com by requesting to the focal person.

4. Consultants may associate with other consultant(s) (as a Joint Venture – JV) to enhance their qualifications.

- 5. EOI should be delivered/submitted in a sealed envelope and must reach the PTC Office, located in Kalwalguri, Bhadrapur-10, Jhapa, Province 1, or e-copy to PTC's email (provincetraining1@gmail.com) within the 15th day (Office hour) from the date of published this notice.
- 6. If in case, the last date of submission of the EOI application happens a holiday, the next working day will be deemed as the due date but the time will be same as stipulated.
- 7. EOI will be assessed based on Experience, Capacity of the applicant organization and proposed Human Resources. Based on evaluation of EOI, only shortlisted Consultants will be invited to submit technical and financial proposal through a Request for Proposal (RFP).
- 8. Minimum score to pass the EOI is 60 (Sixty).

B. INSTRUCTION FOR SUBMISSION OF EOI

- 1. EOI may be submitted by a sole consultant (legal person or entity) or a Joint Venture (JV) of consultants (legal persons/entities) of partners in JV shall be limited to three. A sole applicant is not allowed to be a JV partner and a JV partner of a JV is not allowed for another JV.
- 2. Interested Consultant must provide information indicating that they are qualified to perform the services. At least 3 (three) years' relevant experiences in GESI mainstreaming, Training/workshop facilitation (please, see the ToR for detail). The applicants should propose at least 3 teams of Experts (Each Team should comprise Team Leader/GESI Specialist-1 and Team Member/GESI Expert-1). If applicants are interested to submit EOI for more than one cluster then they should propose different Team(s) of Experts for each cluster. If the same expert(s) is/are proposed for more than one cluster, only first received application will be accepted and remaining applications will be automatically rejected.
- 3. This EOI is open to all eligible consultants (legal persons/entities) (not for the natural persons /individuals).
- 4. The assignment has been scheduled for the period of **90 days**. The expected date of commencement of the assignment is coming Poush, 2078.

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5. A Consultant/applicant 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 the Firm/service provider duly signed by authorized signatory.

(ii) Applicants shall provide the following information in the respective formats given in the EOI document:

Form-1: Letter of Application

Form-2: Applicant's Information

Form-3 (A) and 3 (B): Work Experience Details

Form-4: Financial Capacity Details

Form-5: Key Experts List

- 7. Applicant may submit additional information with their application, but shortlisting will be made based on the given evaluation criteria that provided in the EoI document.
- 8. EoI application shall be submitted Hard Copy or Electronic Copy (by E-mail). The EOI document must be duly completed and submitted in sealed envelope and should clearly marked as "EOI Application for Shortlisting for the GESI Audit of LGs Cluster #". The Envelope should also clearly indicate the Name and Address of the Applicant. Alternatively, applicants can submit their EOI application through E-mail by mentioning "EOI Application for GESI Audit of LGs_Cluster #" in Subject line.

Applicant Deadline: EoI should be received within Office hour of 15th day from the date
of the first publication of EOI notice. Any EOI received after the deadline and prepared in
other than prescribed format will not be accepted.

10. All EOI related documents should be compiled and submitted in a single envelope. In case of email, all EOI documents should be compiled in a single zip folder (not more than 10 MB) and submitted in a single email.

11. Address of EOI Submission: for hardcopy application,

Province Training Centre (प्रदेश प्रशिक्षण केन्द्र)

Kalwalguri, Bhadrapur-10,

Province 1, Nepal

For E-mail: provincetraining1@gmail.com

- 12. Applicants should submit separate EOI application for each cluster if they are interested and applying for more than one cluster. An applicant, who obtains the highest score, will be awarded in the final for only one cluster even if submitted the proposals for more than one cluster.
- 13. Applicant should submit a letter of Self-Declaration of 'Not-Black listed'. In case of JV, a written MoU between/among partners should be submitted.
- 14. The PTC will notify the short-listed applicants to initiate the process of RfP immediately after the completion of EoI evaluation.
- 15. The applicant should read out, agree upon and sign the EoI-ToR; and send it back along with application.



16. Any query concerning this EOI call, the interested consultants may contact to the focal person: Anita Guragain or Tshering Yodin Sherpa by phone (023-456063) or E-mail: provincetraining1@gmail.com within 7 days from the date of this notice published.

C. PROJECT DETAILS: Conducting Gender Equality and Social Inclusion Audit (GESI Audit) of Local Governments under the Cluster # (please, refer ToR for details).

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.

D.1. Eligibility and Completeness Test

SN	Documents and Letter of Declaration Required	YES/NO
1.	Firms/Service provider Registration and Renewal Certificates	
2.	VAT Registration (VAT is Mandatory)	1917EJTI
3.	Updated Evidence of Tax Clearance of FY 2076/77	obequi.
4.	Audit report of FY 2076/77 (or FY 2077/78 if applicable)	etoollA .
5.	Organization Profiles of Applicants (Max. 10 pages)	The state of the s
6.	A letter of Self-Declaration that Applicant is not blacklisted	
7.	EOI-Form-1: Letter of Application	
8.	EOI-Form-2: Applicant's Information	
9.	EOI-Form-3: Experiences - [3(A)], [3(B)] and [3(C)]	The Property of the
10.	EOI-Form-4: Applicant's Capacity	PARIET MA
11.	EOI-Form-5: Qualification of Key Experts (including CVs)	Thinks The second
12.	Written MoU of JV (if applicable)	
13.	Documents of at least 3-year's relevant work experiences of Applicant	eirbhA.

Please, enter the information requested in the spaces provided. Applicants refer companies, firms, NGOs and their joint ventures.

(PLEASE KEEP THE DOCUMENT IN SEQUENCIAL ORDER)



D.2. EOI Evaluation Criteria

SN	Description	Score
1.	Qualification of Human Resource/Experts	45
1.1	Qualification and Experience of Proposed Team Leaders	30
1.2	Qualification and Experience of Proposed Team Members	15
2.	Experience of Applicant	45
2.1	General Experience in overall	10
2.1	General Experience in the relevant field	10
2.2	Specific/Relevant Experience in the Relevant field (assignment related)	25
3.	Financial Capacity of Applicant	10
3.1	Average Annual turnover of the last 3 years (at least Rs. 20 Lakhs)	Cresty Equal
	Total Marks	100
	Note: Minimum Technical Score required to pass EOI	60 (Sixty)

Note: Experience and Financial Capacity of Applicant is applicable for Lead-partner in Case of JV.

D.3. Human Resource/Experts (for the project) (only national)

S.N. Human Resource		Human Resource No. Academic Qualification		Relevant Experience	
1	Team Leader/GESI Specialist	3	Master's degree in Gender and development or Sociology/ Anthropology or other subjects	Min. 5 Years	
2 Team member /GESI Expert		3	Bachelor's degree in Gender and development or Sociology/ Anthropology or other subjects	Min. 3 years	



FORM-1: LETTER OF APPLICATION

(in a Letter head with Office seal and signature of Authorized person of the Applicant or partner responsible for a JV)

Date: 2078/05/----

To,

Province Training Centre
Kalwalguri, Bhadrapur – 10, Jhapa
Province 1, Nepal
Tel: 023-456063; E-mail: provincetraining1@gmail.com

Sir/Madam,

- Being duly authorized to repent and act on behalf of (hereinafter "the applicant"), and having reviewed and duly understood all the short-listing information provided, the undersigned hereby apply to be short-listed by Province Training Centre (PTC) as consultant for Conducting Gender Equality and Social Inclusion Audit (GESI Audit) of Local Governments under the Cluster #).
- 2. Attached to this letter are photocopies of original documents defining;
 - a) The applicant's legal status;
 - b) The principal place of business;
- 3. PTC 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, experiences, and competence of the applicant.
- 4. PTC 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 contact person,

(Contact Person)

(Applicant Firm/Service Provider)

(Address)

(Phone, Email Address)

- 6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for offensive relating to the concerned profession of business and our firm/organization 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/organization or JV member(s) and the expert (s) will be disqualified from short-listing and participation in the assignment.
- 8. 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:

Office Seal

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For and on behalf of (Name of Applicant or Lead member/partner of JV)



FORM-2: APPLICANT'S INFORMATION

(In case of JV, each JV member should fill up this form/following formats separately and compile all under this section)

(name of firm/service provider)

1. Name of Firm/Service provider:	
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 and agency:	
5. Registered Office/Place of Business:	
6. Telephone No; Email Address (Compulsory)	
7. Name of Authorized Contact Person, Designation/Address/Phone:	
8. Name of Authorized Local Agent/Address/Phone:	
9. Total Number of Existing staffs:	regular to the extraologue with regular bridge
10. Number of regular professional staff:	



FORM-3: APPLICANT'S EXPERIENCE

(In case of JV, each JV member should fill up this form/following formats separately and compile all under this section)

(name of firm/service provider)

3. A. General Work Experience

(Add the details of assignments undertaken. Compulsory submitted work experiences of last 7 years)

SN	Name of Assignment	Location	Value of Contract	Year completed	Client	Description of work Carried out
ī					in classical	
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3. B. General Work Experience in the related field.

(Add the details of assignments undertaken. Compulsory submitted work experiences of last 7 years)

SN	Name of Assignment	Location	Value of Contract	Year completed	Client	Description of work Carried out
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SN	Name of Assignment	Location	Value of Contract	Year completed	Client	Description of work Carried out
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			Literatura de la compansión de la compan			

3.C. Experience in Specific/Relevant/Similar Assignments

Please, provide project sheets of **relevant projects carried out** by your firm/organization. Each project sheet should demonstrate experience of work in the sector and component applied for.

Sheets should be in the format below and each sheet should be used only for one project/assignment. (Please, add other sheets if needed)

Assignment name:	Approx. value of the contract: NRs
Country: Location (LG/District):	Duration of assignment (months):
Name of Client:	Total No. of staff-months of the assignment: Number of Staff:
Address:	Approx. value of the services provided by your firm under the contract: NRs
Start date: Completion date:	No. of Professional staff-months: No. of professional staffs/HRs:
Name of associated Firm/organization or JV partner, if any:	Name of senior professional staff of your firm involved and functions performed:
Narrative description of Project (in bri	ef & outputs):
Description of actual services provided	by your staff/HRs (in bullet):
Firm/organization' Name:	



FORM-4: APPLICANT'S CAPACITY

(In case of JV, each JV member should fill up this form/following formats separately and compile all under this section)

(name of firm/service provider)

4.A. Financial Capacity of the Applicant

Annual Turnover (of	last 3 years)
Fiscal Year	Amount Currency (NRs)
the state of the second	multi rature of the White along (ii)
Total	
Average	

4. B. Other Capacity

	Particulars	Unit	Quantity	Own	Rented
1.	Building (Office Rooms)			1	man-latti.
2.	Computers (Include numbers)				
3.	Printers (Include numbers)				
4.	Photocopiers (Include numbers)				
5.	Vehicles (Four wheelers)				
6.	Vehicles (Two wheelers)				most history
7.	Multimedia/Projector				antisanti - T
8.	Other machine /Office Equipment if				
	any		Maximum Library		



FORM-5: KEY EXPERTS/HUMAN RESOURCE

(name of firm/service provider)

5. A. Key Experts available/proposed for this assignment

S N	Name	Position	Highest Academic Qualification	Total Work experience in Year	Relevant Experience in year	Nationality
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	on Should (unit)	a livery class and		benerting	en and plant	Nepalese
		Team member				Nepalese
		mosts	e gail asbau	Uning Loads 119		Nepalese
- 1/10		La Freibbinon bail		Linux St (mes	Res 7	Nepalese
	enternal					Nepalese

Note: CV of the proposed HR/Experts should be submitted (Max. 5 pages of each expert). CVs of all proposed HR/Experts are mandatory. Please, refer Annex-1 for HR/Expert-CV-Format)

5. B. Regular staff

(In case of JV, each JV member should fill up this form/following formats separately and compile all under this section)

(name of firm/service provider)

Human Resources Details	Name	Education Qualifications	Years of Experience	Areas
Total Regular staff (Including Professional)			Ismael aditu	
		L week	at skylani ersina	
Total Regular Professional staff		V motoch		John C
	ı.			



Annex-1: CV-Format for Proposed HR/Experts (related to 5.A) Proposed Position:

			(Max.	5 pages)			
1. Perso	nal Inform	ation:	ballio W.	Touler.		September 1	_
Name:							
DoB:			Sex:				
Citizens	hip:		Citizenship and	Issue District	:		
Permane	ent Address	:					
Present/	Mailing Ad	dress:					
Contact	No.:				•	neorembal of	
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	k Experien (Year		npetencies (start	Position); 	Key Responsibilities	
	Ionth)		anization		(max	x. 4 bullets in each pos	
From	То						
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							Ų
(Note:	Please, mer	ntion only rel	evant positions th	at you hold in	the last	t 10 years)	
	3.A Total I	Experiences:	Years	Relevant E	Experie	nce: Years	
			1.				
4. Pub	lications ar	d Research	(if any):				
1							



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	Samuel Co.		and be	
5. References:			Control No	E mail
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	Position		Contact No.	E-mail
Name	Position		Contact No.	E-mail
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Annex-2: TOR of Conducting GESI Audit of LGs