

# **EXPRESSION OF INTEREST (EOI)**

**Title of Consulting Service: Development of Addressal Mechanism for problems and risks associated with construction and operation of hydro-electric power plants in Nepal**

**Method of Consulting Service: National**

**Project Name : Development of Addressal Mechanism for problems and risks associated with construction and operation of hydro-electric power plants in Nepal**

**EOI : WECS/04/2081-82**

**Office Name: Water and Energy Commission Secretariat**

**Office Address: Singh durbar Kathmandu**

**Funding agency : Government Budget**



## **Abbreviations**

CV	Curriculum Vitae
EA	Executive Agency
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
WECS	Water and Energy Commission Secretariat

## **Table of Contents**

Section I.	A. Request for Expression of Interest	5
Section II.	B. Instructions for submission of Expression of Interest	7
Section III.	C. Objective of Consultancy Services or Brief TOR	9
Section IV.	D. Evaluation of Consultant's EOI Application	18
Section V.	E. EOI Forms and Formats	21

## **A. Request for Expression of Interest**

# Request for Expression of Interest

## Government of Nepal (GoN)

Name of Employer: Water and Energy Commission Secretariat

Date: 20-12-2024 00:00

Name of Project: Development of Addressal Mechanism for problems and risks associated with construction and operation of hydro-electric power plants in Nepal

1. Government of Nepal (GoN) has allocated fund toward the cost of Development of Addressal Mechanism for problems and risks associated with construction and operation of hydro-electric power plants in Nepal and intend to apply portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service
2. The Water and Energy Commission Secretariat now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: The project involves identifying and listing hydropower plants under construction and operation in Nepal, followed by consultations with key stakeholders, including government agencies, Independent Power Producers, development partners, and local communities, to gather insights on hydropower development. Comprehensive assessments will be conducted to categorize issues related to construction and operation, covering technical, environmental, social, financial, and legal dimensions. Potential risks in these areas will be identified, and risk assessments will be performed using appropriate modeling techniques. Based on these findings, an implementation plan, strategies, and policy interventions will be developed to address identified challenges. Management frameworks will be prepared to support the execution of remedial measures, while an institutional framework will be established to monitor and evaluate the effectiveness of risk mitigation efforts during the construction and operation of hydropower projects.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Water and Energy Commission Secretariat, Water and Energy Commission Secretariat  
Singh durbar  
Kathmandu  
Bagmati Province  
Nepal during office hours on or before 05-01-2025 12:00 or visit e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) or visit the client’s website [www.weecs.gov.np](http://www.weecs.gov.np)
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) on or before 05-01-2025 12:00
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 40.0 %, Experience 50.0 %, and Capacity 10.0 % of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
8. Minimum score to pass the EOI is 60

## **B. Instructions for Submission of Expression of Interest**

# Instructions for Submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms and the maximum number of partners in JV shall be limited to three.
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.
4. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 4 years and audited balance sheet and bio data shall be considered for evaluation.
5. The assignment has been scheduled for a period of 12 months. Expected date of commencement of the assignment is 01-04-2026.
6. A Consultant will be selected in accordance with the QCBS method.
7. Expression of Interest should contain following information:
  - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
  - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
    - EOI Form: Letter of Application (Form 1)
    - EOI Form: Applicant's Information (Form 2)
    - EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))
    - EOI Form: Capacity Details (Form 4)
    - EOI Form: Key Experts List (form 5).
8. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
9. The Expression of Interest (EOI) document must be duly completed and submitted by electronically only using the forms and instructions provided by the system.
10. The completed EOI document must be submitted on or before the date and address mentioned in the "Request for Expression of Interest". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.



## **C. Objective of Consultancy Services or Brief TOR**

## **Terms of Reference of**

### **Development of Addressal Mechanism for problems and risks associated with construction and operation of hydro-electric power plants in Nepal**

#### **1. Introduction**

Hydro-electric power plants are vital for Nepal's energy infrastructure, providing sustainable electricity and contributing to the country's economic development. However, the construction and operation of these plants come with a range of risks and problems. The construction of hydropower plants in Nepal is accompanied by several major technical challenges due to the country's rugged and diverse topography. Engineers often face difficulties related to design and engineering flaws, as the unpredictable geological conditions can complicate construction efforts. Issues such as improper site assessment and inadequate construction practices can lead to structural problems, including dam instability and reservoir leakage. Additionally, the remote and difficult access to construction sites can delay project timelines and increase costs, further exacerbating the technical risks involved.

Environmental risks are a significant concern in the development of hydropower projects in Nepal. The alteration of river systems and the creation of reservoirs can disrupt local ecosystems, affecting both aquatic and terrestrial wildlife. Water quality may deteriorate due to increased sedimentation, which can harm aquatic life and impact local communities that rely on these water sources. Furthermore, the construction and operation of hydropower plants can lead to erosion and sedimentation issues, which not only affect the environment but can also impact the long-term viability of the project.

Social risks are equally pressing, as hydropower projects often lead to the displacement of local communities. This displacement can result in loss of traditional livelihoods and disrupt social structures, leading to conflicts and resistance from affected populations. The relocation process, if not managed properly, can exacerbate poverty and social tensions, making it essential to address these issues through effective community engagement and compensation strategies. The socio-economic impacts of these projects require careful consideration to mitigate adverse effects and ensure equitable outcomes for local populations.

Financial and operational risks also play a crucial role in the success of hydropower projects. Cost overruns are a common issue, driven by unforeseen challenges and budget mismanagement, which can jeopardize the financial viability of the project. Additionally, maintaining operational efficiency and ensuring safety standards are critical to the long-term success of the plant. Compliance with regulatory requirements is necessary to avoid legal and financial penalties. Effective risk management and robust planning are essential to address these financial and operational challenges, ensuring that the benefits of hydropower projects outweigh the associated risks.

The need for remedial measures in addressing the risks and problems associated with the construction and operation of hydropower plants in Nepal is critical to ensuring the successful and sustainable development of these projects. Given the complex interplay of technical, environmental, social, financial, and operational challenges, effective remedial strategies are essential for mitigating adverse impacts and preventing project failures. Remedial measures help to rectify design and engineering flaws, address environmental degradation, manage social displacement, and control financial and operational uncertainties. By implementing comprehensive risk management practices and responsive solutions, stakeholders can enhance project resilience, safeguard local ecosystems and communities, and achieve the long-term benefits of hydropower energy while minimizing associated risks.

This Terms of Reference (ToR) outlines the scope, objectives, and methodologies for addressing these issues through remedial and managerial measures.

## **2. Objectives**

The objectives of the study are given below:

- To identify the key problems and risks associated with the construction and operation of hydro-electric plants in Nepal.
- To develop a comprehensive set of remedial measures, implementation plan, strategies and policy intervention measures to address identified problems and risks mitigation.

## **3. Scope of the work**

The scope of the works are as follows:

- Identify the list of hydropower plants, being constructed and operated, in Nepal
- Consultation with the key stakeholders involved in hydropower development i.e. government agencies, Independent Power Producers, development partners and local communities.
- Conduct assessments to identify and categorize problems related to construction and operation of hydropower. The problems shall include, but not limited to, technical, environment, social, financial and legal.
- Figure out the potential risks (technical, environment, social, financial and legal) involved in construction and operation phases of hydropower projects and carry out the risk assessment using suitable modeling technique.
- Develop implementation plan, strategies and policy intervention measures to rectify identified issues during the construction and operation phases.
- Prepare management frameworks for the implementation of remedial strategies and measures against the risks associated with hydropower construction and operation.
- Prepare institutional framework to monitor the implementation of risk avoiding measures and evaluate their effectiveness.

## **4. Study Approach**

The proposed study approach is outlined below, however the consultant may propose an own elaborative approach in the spirit of the objective of the study.

### **i. Consultation Process**

The study involves consultations with relevant agencies, professionals, academicians, stakeholders, and other related parties.

### **ii. Data Collection and Management**

The Consultant will gather existing data and information related to construction and operation of hydropower projects in Nepal. This includes resources prepared by various entities such as the Ministry of Energy, Water Resources and Irrigation (MOEWRI), Water and Energy Commission Secretariat (WECS), Department of Electricity Development (DOED), Nepal Electricity Authority (NEA), hydropower developers and other non-governmental or private organizations. The consultant shall conduct Key Informant Interview and focus group discussion, to collect qualitative data on risks and problems of hydropower projects.

### iii. Field Visits

Field studies should begin promptly after the approval of Inception Report and be conducted frequently. All expenses related to logistics, allowances, and transportation during fieldwork will be covered by the Consultant. The Consultant shall conduct site visit to the major hydropower projects, at least 3 (three) projects of installed capacity of 1-25MW, 25-100MW and more than 100 MW (out of them, at least one shall be in construction phase and one in operation phase) of Chamelia+Bheri, Marsyangdi, Trishuli Tamakoshi, Likhu and Arun River Basins. The list of the projects shall be finalized after consultation with WECS. WECS officials will accompany the field visit. The cost for field visit of WECS officials will be borne from the provisional sum.

### iv. Methodology

The Consultant will develop a methodological framework aligned with the scope of the study as outlined in Section 3 of this TOR.

### v. Study Management

Effective management of the study is crucial for carrying out the assigned tasks. The Consultant will closely coordinate with the Energy Division at WECS. Senior Divisional Engineer (S.D.E.) of Energy Division of WECS will work alongside the Consultant for daily execution and monitoring of the study. The team leader will be responsible for all communications and coordination with WECS. Office space and setup are the Consultant's responsibility, thus the cost shall be borne by the Consultant themselves. The cost for office facilities and office space shall not be included in the bidding price.

## 5. Output of the study

The outputs of this study shall be in the form of reports with compiled data, analysis and results in hard copy as well as in a digital form. Nominated staff of WECS and other relevant ministries and/ or departments will be trained by the Consultant in the use of any model or software used or developed during the study.

The Consultant shall submit the following reports:

- a. **Inception Report:** As soon as the study starts, the Consultant shall prepare an Inception Report. Based on discussions with WECS, the Consultant shall review and verify the content of the tasks required. Specifically, the Consultant shall review the existing/available information, and prepare plans for the field studies. The Consultant will elaborate: (i) conceptual framework of the study, (ii) methodology, (iii) main tasks, (iv) work and staffing plans, and (v) reporting program. The Consultant shall **submit 3 (three) hard copies and 1 (one) soft copy** of the Inception Report within one month from the date of the agreement. The Inception report will be presented by the Consultant and discussed during the one-day consultation workshop. WECS will provide comments and suggestions on the Inception Report. Thereafter, the final Inception Report will be re-submitted by the Consultant and subsequently be approved by WECS.
- b. **Interim Report:** The Consultant shall submit **3 (three) hard copies and 1 (one) soft copy** of the Interim Report within 5 (five) months after submission of the Inception Report. Most of the field studies shall be completed by this reporting period. The Consultant shall prepare the interim report by including the major findings of the interviews and field visit to hydropower projects (under construction and operation). The Interim report will be presented by the Consultant and discussed during the one-day consultation workshop. WECS will provide comments and suggestions on the

Interim Report. Thereafter, the Interim Report will be re-submitted by the Consultant and subsequently be approved by WECS.

- c. **Draft Report:** The Consultant shall submit **3 (three) hard copies and 1 (one) soft copy** of the Draft Report within 5 (five) months after submission of the Interim Report. The Draft Report shall present the complete analysis and findings of the Study, which includes risk assessment modeling, problems identification and optimal solution, remedial and policy intervention measures and strategies for mitigating potential risks and problems. The Draft report will be presented by the Consultant and discussed during the one-day consultation workshop.
- d. **Final Report and Research Article:** The Consultant shall incorporate all the comments and suggestions provided by WECS on the Draft Report and submit **5 (five) hard copies and 1 (one) soft copies** of the Final Report within 1 (one) month of the submission of Draft Report. Additionally, the Consultant shall submit the draft of the research article to WECS

### 6. Work Schedule:

The Consultant shall complete the entire study project within a period of **12 (twelve) months** from the effective date of contract. It is the responsibility of the Consultant to plan in detail the work schedule and expert person-months schedule to complete the assigned work within the assigned time frame.

### 7. Staffing Requirements

The following are the requirements of experts for the study. However, the consultant may include additional experts during the project period without any additional expenses on the agreed amount.

S.N.	Human Resources	Number	Man Months	
			Office	Field
1.	Team Leader	1	4	3
2.	Geology/Geotechnical Expert	1	2	3
3.	Environment Expert	1	1.5	1
4.	Financial Analyst	1	1.5	1
5.	Mechanical Expert	1	2	3
6.	Electrical Expert	1	2	3
7.	Hydropower Engineer	1	4	3
8.	Office Manager	1	4	3

The responsibility of the experts are, but not limited to, the following:

#### 7.1 Team Leader

The team leader shall have substantial experience in the area of Hydropower Sector. S/he shall at least have Master's degree in Hydropower Engineering or related equivalent field with Bachelor's Degree in Civil Engineering having at least 15 (fifteen) years of professional experience in related field with specific experience in construction or operation of hydropower projects. S/he will be responsible to:

- Take full responsibility for the consulting team and as per the scope of work, provide overall direction to the consulting team, and coordinate between individual experts.
- Carry out extensive consultations with the key stakeholders obtaining suggestions and concurrence with the contents of the study.

- Identify the technical (structural and water utilization) problems that had occurred during construction and operation of hydropower projects in Nepal and provide feasible solution to these problems.
- Identify the legal problems and risks involved in hydropower projects.
- Compile all types of problems and risks (Technical, Financial, Legal, Environmental and Social) involved in various hydropower projects in Nepal and prepare a clear and concise policy intervention measures and implementation plan to these problems.
- Prepare management and institutional frameworks for implementation of problem and risk remedial plan.
- Prepare detailed schedules for the office and field works.
- Organize meetings and workshops.
- Ensure timely delivery and quality control of the outputs required as per the scope of work.

## **7.2 Geology/Geotechnical Expert**

The Geology/Geotechnical Expert shall have substantial experience in the area of Hydropower Sector. S/he shall at least have Master's degree in Geology study, Geo-technical Engineering or related equivalent field having at least 10 (ten) years of professional experience in related field with specific experience in hydropower projects. S/he will be responsible to:

- Identify the geo-technical risks for the construction of all types of hydropower projects in Nepal.
- Figure out the geo-technical problems and difficulties faced by hydropower projects from the field visit, interviews and study works.
- Prepare and recommend feasible solution and policy intervention measures to the problems.
- Assist the Team Leader in timely delivery of all outputs and preparation of reports.

## **7.3 Environment Expert**

The Environment Expert shall at least have Master's degree in Environment Engineering/ Environment Science or related equivalent field with at least 10 (ten) years of professional experience in related field with specific experience in Hydropower Projects/Hydropower Planning and Policy Making. S/he will be responsible to:

- Work closely with other members of the core technical team and assist the team leader.
- Identify the environment and social problems observed during construction and operation phase of hydropower development in Nepal and recommend the feasible implementation plan/solution to those problems.
- Assist team leader for the preparation of implementation plan, management frameworks and institutional frameworks.
- Assist the Team Leader in timely delivery of all outputs and preparation of reports.

## **7.4 Financial Analyst**

The Financial Analyst shall have substantial experience in the area of Hydropower Sector. S/he shall at least have Master's degree in Business study/administration or related equivalent field having at least 7 (seven) years of professional experience in related field with specific experience in hydropower projects. S/he will be responsible to:

- Identify the financial risks associated with the construction of all types of hydropower projects in Nepal.
- Figure out the financial problems and difficulties faced by hydropower projects from the field visit, interviews and study works.
- Prepare and recommend feasible solution and policy intervention measures to the problems.
- Assist the Team Leader in timely delivery of all outputs and preparation of reports.

### **7.5 Hydropower Engineer**

The Hydropower Engineer shall at least have Bachelor's degree in hydropower engineering/civil engineering or related equivalent field with at least 5 (five) years of professional experience in related field with specific experience in Hydropower Projects. S/he will be responsible to:

- Work closely with other members of the core technical team and assist the team leader.
- Identify the technical problems associated with civil structures, water utilization during construction and operation of hydropower projects in Nepal.
- Work in co-ordination with Team Leader to provide the feasible solution to the above-mentioned technical problems.
- Assist team leader for the preparation of implementation plan, management frameworks and institutional frameworks.
- Assist the Team Leader in timely delivery of all outputs and preparation of reports.

### **7.6 Mechanical Expert**

The Mechanical Expert shall at least have Master's degree in Mechanical or related equivalent field with at least 10 (ten) years of professional experience in related field with specific experience in Hydropower Projects. S/he will be responsible to:

- Work closely with other members of the core technical team and assist the team leader.
- Identify the technical problems associated with hydro-mechanical components, plant and machineries used for construction and operation of hydropower projects in Nepal.
- Work in co-ordination with Team Leader to provide the feasible solution to the above-mentioned technical problems.
- Assist team leader for the preparation of implementation plan, management frameworks and institutional frameworks.
- Assist the Team Leader in timely delivery of all outputs and preparation of reports.

### **7.7 Electrical Expert**

The Electrical Expert shall at least have Master's degree in Electrical or related equivalent field with at least 10 (ten) years of professional experience in related field with specific experience in Hydropower Projects. S/he will be responsible to:

- Work closely with other members of the core technical team and assist the team leader.
- Identify the technical problems associated with electro-mechanical components and transmission line

involved in construction and operation of hydropower projects in Nepal.

- Work in co-ordination with Team Leader to provide the feasible solution to the above-mentioned technical problems.
- Assist team leader for the preparation of implementation plan, management frameworks and institutional frameworks.
- Assist the Team Leader in timely delivery of all outputs and preparation of reports.

## **8 Payment Mode:**

The payment schedule will be as mentioned in the table below:

<b>S. N.</b>	<b>Payments</b>	<b>Payment (%) of total contract amount</b>	<b>Preconditions of payment</b>
1.	First Installment	30	After submission and approval of Inception Report
2.	Second Installment	40	After the submission and approval of Interim Report
3.	Third Installment	40	After the submission of Final Report and draft of research article and after approval of Final Report

## **9 Language of the Report:**

All the reports should be prepared and submitted in English.

## **10 Competencies:**

The Organization/Consulting firm should have the following competencies:

- Excellent communication skill, good working relationship with the government and other organizations, and ability to collect and analyze data and information;
- Excellent ability to quickly grasp and synthesize inputs from a range of disciplines related to this subject area;

## **11 Qualifications:**

The consulting firm should provide lists of qualified human resources with proven track records. The study team should comprise of specialist and/or knowledge-based human resources having required qualifications and experiences in relevant fields/thematic areas to carry out the works as included in the scope of this study. S/he should have fluent written and oral communication in English.

## **12 Deliverables/Technology Transfer:**

The consultant shall deliver the report within the specified time frame and successfully complete the project within the designated duration. The consultant shall conduct a 5 (five) days technology transfer training to WECS officials and other government officials.

## **13 Research publication:**



The Consultant shall submit the draft of the research article to WECS. The first author shall be the head of Energy division of WECS. Other colleagues from Energy division, WECS will be co-authors and one of the prime responsible persons from the consultant will be the co-author.

#### **14. Property Rights**

WECS shall have the sole authority on all data (primary and analyzed), methodology, analysis conducted during this study. The consultant shall not use the outcome of this study and any of the information of this study in any other studies without receiving prior approval from WECS.

## **D. Evaluation of Consultant's EOI Application**

# Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

## i) Eligibility & Completeness Test

Sl. No.	Criteria Title	Compliance
1	Notarized copy of Company/Firm Registration certificate (of each member of JV in case of JV)	
2	The Lead Firm shall have minimum 7 (seven) years of experience	
3	Notarized Copy of VAT & PAN Registration certificate (of each member in case of JV)	
4	Notarized copy of Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission for the FY 2080/ 2081 (of each member of JV in case of JV)	
5	Self declaration letter of the firm (in case of JV, the consultants shall submit self-declaration either separately or jointly by signing each member of JV)	
6	Joint Venture Agreement between JV partners duly signed by authorized signatories and stamped with company seal of each member of JV & clearly mentioning the name of lead firm, name of JV partners, roles and responsibilities of each members, name of authorized signatories (in case of JV)	
7	The total number of consulting firms including the lead firm shall not exceed a maximum of three in JV	
8	An applicant must not submit more than one (1) EOI application either as a single entity or as a partner in JV firm	
9	Power of attorney of authorized signatories of JV agreement from their respective firm with signature and stamp of each member of JV (in case of JV)	
10	Power of attorney to lead firm by JV partners (in case of JV)	
11	EOI Form 1: Letter of Application	
12	EOI Form 2: Applicant's Information Form	
13	EOI Form 3: Experience (3(A) and 3(B))	
14	EOI Form 4: Capacity	
15	EOI Form 5: Qualification of Key Experts	

## ii) EOI Evaluation Criteria

### A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Team Leader	Master's degree in Hydropower Engineering or related equivalent field with Bachelor's Degree in Civil Engineering having at least 15 (fifteen) years of professional experience in related field with specific experience in construction or operation of hydropower projects.
2	Geology/Geo-technical Expert	Master's degree in Geology study, Geo-technical Engineering or related equivalent field having at least 10 (ten) years of professional experience in related field with specific experience in hydropower projects
3	Environment Expert	Master's degree in Environment Engineering/ Environment Science or related equivalent field with at least 10 (ten) years of professional experience in related field with specific experience in Hydropower Projects/Hydropower Planning and Policy Making
4	Financial Analyst	Master's degree in Business study/administration or related equivalent field having at least 7 (seven) years of professional experience in related field with specific experience in

Sl. No.	Criteria	Minimum Requirement
		hydropower projects
5	Hydropower Engineer	Bachelor's degree in hydropower engineering/civil engineering or related equivalent field with at least 5 (five) years of professional experience in related field with specific experience in Hydropower Projects
6	Mechanical Expert	Master's degree in Mechanical or related equivalent field with at least 10 (ten) years of professional experience in related field with specific experience in Hydropower Projects
7	Electrical Expert	Master's degree in Electrical or related equivalent field with at least 10 (ten) years of professional experience in related field with specific experience in Hydropower Projects

**Score: 40.0**

### **B. Experience**

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	Minimum 7 (seven) years of general experience in consulting jobs.
2	Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.	Experience of the firm in: <ul style="list-style-type: none"> <li>Conducted research works/ study/ consulting job in hydropower projects.</li> </ul> (The completed projects / tasks having contract amount/ value more than 2 million Nepalese rupees shall only be considered for evaluation)

**Score: 50.0**

### **C. Capacity**

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity.	Average Annual Turn-over (AAT) of the best three Fiscal Years in last five consecutive Fiscal Years (in NRs.) is at least 17 million.

**Score: 10.0**

**Minimum score to pass the EOI is: 60**

Note : If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such consultant's proposal shall be excluded during the evaluation.

## **E. EOI Forms & Formats**

## **E. EOI Forms & Formats**

Form 1. Letter of Application

Form 2. Applicant's information

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

Form 4. Capacity

Form 5. Qualification of Key Experts

**Standard EOI Document**

**1. Letter of Application**

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

Date: .....

To,

Full Name of Client: \_\_\_\_\_

Full Address of Client: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by **[Insert name of Client]** as Consultant for **[Insert brief description of Work/Services]**.
2. Attached to this letter are photocopies of original documents defining:
  - a) the Applicant's legal status;
  - b) the principal place of business;
3. **[Insert name of Client]** and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. **[Insert name of Client]** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.<sup>1</sup>
5. All further communication concerning this Application should be addressed to the following person,  
  
*[Person]*  
  
*[Company]*  
  
*[Address]*  
  
*[Phone, Fax, Email]*
6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or

---

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

**Standard EOI Document**

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):**



**Standard EOI Document**

**2. Applicant's Information Form**

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

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*)
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

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

**Standard EOI Document**

**3. Experience**

**3(A). General Work Experience**

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

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

**Standard EOI Document**

**3(B). Specific Experience**

**Details of similar assignments undertaken in the previous seven years**

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

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) <sup>2</sup> :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment:  <b>Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.</b>	

Firm's Name: \_\_\_\_\_

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

**Standard EOI Document**

**3(C). Geographic Experience**

**Experience of working in similar geographic region or country**

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

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

**Standard EOI Document**

**4. Capacity**

**4(A). Financial Capacity**

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

<b>Annual Turnover</b>	
<b>Year</b>	<b>Amount Currency</b>

- **Average Annual Turnover**

--

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

**Standard EOI Document**

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

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

---

<sup>3</sup> Delete this table if infrastructure/equipment for the proposed assignment is not required.

**Standard EOI Document**

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

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

<b>SN</b>	<b>Name</b>	<b>Position</b>	<b>Highest Qualification</b>	<b>Work Experience (in year)</b>	<b>Specific Work Experience (in year)</b>	<b>Nationality</b>
1						
2						
3						
4						
5						

(Please insert more rows as necessary)

## **EOI Evaluation Criteria**

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria:

<b>Eligibility and Completeness Test</b>	<b>Compliance</b>
Notarized copy of Company/Firm Registration certificate (of each member of JV in case of JV)	Consultant shall submit document
The Lead Firm shall have minimum 7 (seven) years of experience	Shall Comply
Notarized Copy of VAT & PAN Registration certificate (of each member in case of JV)	Consultant shall submit document
Notarized copy of Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission for the FY 2080/ 2081 (of each member of JV in case of JV)	Consultant shall submit document
Self declaration letter of the firm (in case of JV, the consultants shall submit self-declaration either separately or jointly by signing each member of JV)	Consultant shall submit document
Joint Venture Agreement between JV partners duly signed by authorized signatories and stamped with company seal of each member of JV & clearly mentioning the name of lead firm, name of JV partners, roles and responsibilities of each members, name of authorized signatories (in case of JV)	Consultant shall submit document
The total number of consulting firms including the lead firm shall not exceed a maximum of three in JV	Shall Comply
An applicant must not submit more than one (1) EOI application either as a single entity or as a partner in JV firm	Shall Comply
Power of attorney of authorized signatories of JV agreement from their respective firm with signature and stamp of each member of JV (in case of JV)	Consultant shall submit document
Power of attorney to lead firm by JV partners (in case of JV)	Consultant shall submit document
EOI Form 1: Letter of Application	Consultant shall duly fill the given form
EOI Form 2: Applicant's Information Form	Consultant shall duly fill the given form
EOI Form 3: Experience (3(A) and 3(B))	Consultant shall duly fill the given form
EOI Form 4: Capacity	Consultant shall duly fill the given form
EOI Form 5: Qualification of Key Experts	Consultant shall duly fill the given form

### **A. Proposed Key Professionals for the Study – 40 Marks**

<b>S.N.</b>	<b>Proposed Key professional for the study</b>	<b>No.</b>	<b>Qualification &amp; Experiences</b>	<b>Marks</b>
1.	Team Leader	1	Master's degree in Hydropower Engineering or related equivalent field with Bachelor's Degree in Civil Engineering having at least 15 (fifteen) years of professional experience in related field with specific	8



			experience in construction or operation of hydropower projects	
2.	Geology/Geo-technical Expert	1	Master's degree in Geology study, Geo-technical Engineering or related equivalent field having at least 10 (ten) years of professional experience in related field with specific experience in hydropower projects	6
3.	Environment Expert	1	Master's degree in Environment Engineering/ Environment Science or related equivalent field with at least 10 (ten) years of professional experience in related field with specific experience in Hydropower Projects/Hydropower Planning and Policy Making	6
4.	Financial Analyst	1	Master's degree in Business study/administration or related equivalent field having at least 7 (seven) years of professional experience in related field with specific experience in hydropower projects	4
5.	Hydropower Engineer	1	Bachelor's degree in hydropower engineering/civil engineering or related equivalent field with at least 5 (five) years of professional experience in related field with specific experience in Hydropower Projects	4
6.	Mechanical Expert	1	Master's degree in Mechanical or related equivalent field with at least 10 (ten) years of professional experience in related field with specific experience in Hydropower Projects	6
7.	Electrical Expert	1	Master's degree in Electrical or related equivalent field with at least 10 (ten) years of professional experience in related field with specific experience in Hydropower Projects	6

### B. Work Experience of the Firm – 50 Marks

S.N.	Criteria	Minimum Requirement	Marks
1.	General Experience of the firm (Only Lead firm in case of Joint Venture)	Minimum 7 (seven) years of general experience in consulting jobs.	20
2.	Specific experience of the Consulting Firm (in Last Seven years)	Experience of the firm in: <ul style="list-style-type: none"> <li>• Conducted research works/ study/ consulting job in hydropower projects. <i>(The completed projects / tasks having contract amount/ value more than 2 million Nepalese rupees shall only be considered for evaluation)</i></li> </ul>	30

### C. Capacity of the Firm in NRs – 10 Marks

C.1	Financial Capacity of the Firm in NRs	Average Annual Turn-over (AAT) of the best three Fiscal Years in last five consecutive Fiscal Years (in NRs.) is at least 17 million.	10
-----	---------------------------------------	---	----

**Minimum Pass Marks shall be 60 Marks.**

### **Notes on Evaluation Criteria:**

- a) The Consultant must put the signature of authorized representative and company's stamp on each and every page of the EOI. In absence of signature of authorized representative and stamp of company, the particular page will not be considered for evaluation.
- b) In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible consultant.
- c) The relevant figures/numbers of each member of joint venture shall be added together to calculate cumulative figures/numbers of the joint ventures for the purpose of evaluation of experience and turnover of the firm(s).
- d) The experience of the firm shall be supported with notarized copies of experience/completion certificates showing the name & type of consulting service, project size/value of service and date of completion of the assignment. Experience of the firm with work completion certificate shall not be considered for evaluation.
- e) Only study completed project will be considered for evaluation. The ongoing study or partially completed project will not be considered for evaluation.
- f) Each page of Curriculum Vitae (CV) of the key professional shall be submitted with expert's signature in blue indelible ink along with notarized copy of Nepal Engineering Council (NEC) certificate of the professionals required to be registered as per NEC Act, 2055 and Regulation, 2057 and notarized copy of Academic certificates (Bachelor's degree to higher degree) shall also be submitted for each expert.
- g) A firm shall not propose the same key professional for more than one designation.
- h) If more than one consulting firms propose the same professional, enquiry shall be made by the client to verify the authenticity of the professional, if necessary.
- i) If WECS finds the proposed key professional doubtful regarding education, experience or any issues then such professional may be asked to appear in WECS office for verification. Failing to appear in such verification may cause disqualification.