



EXPRESSION OF INTEREST (EOI)

**Title of
Consulting
service:**

Empowerment program for Single and helpless Women's

Method of Consulting Service: National

Project Name: *Empowerment program for Single and helpless Women's*

EOI:SRM/14/077/78

Office Name: Surnaya Rural Municipality


Office Address: Rauleshwor, Baitadi,
Sudurpaschim Province

Funding Agency: Governmental Budget



Abbreviations

CV	-Curriculum Vitae
DO	-Development Partner
EA	-Executive Agency
EOI	-Expression of Interest
FGD	-Focus Group Discussion
GON	-Government of Nepal
PAN	-Permanent Account Number
PPA	-Public Procurement Act
PPR	-Public Procurement Regulation
QCBS	-Quality Cost Based Method
TOR	-Terms of Reference
VAT	-Value Added Tax
SRH	- Sexual and Reproductive Health
MCH	- Maternal and Child Health
MHM	- Menstrual and Hygiene Management


(किमलापाते भट्ट)
प्रमुख प्रशासकिय अधिकृत

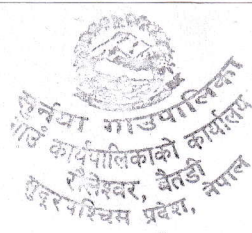
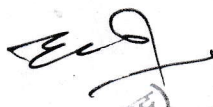


Table of Contents

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	25
Section V.	E. EOI Forms and Formats	28


(सचिवालय भट्ट)
प्रमुख प्रशासकिय अधिकृत

A. Request for Expression of Interest

Name of Employer: Surnaya Rural Municipality, Office of Rural Municipal

Executives

Date: 2078/01/06

Name of Project: *Empowerment program for Single and helpless Women's*

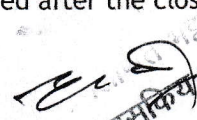
Government of Nepal (GoN) has allocated fund towards the cost of *Empowerment program for Single and helpless Women's*.
Sudurpaschim Province intends to apply portion of this fund to eligible payments under the Contract; for which this Expression of Interest is invited for National consulting service.
Surnaya Rural Municipality, office of Municipal Executives now invites Expression of Interest (EOI) from eligible consulting firms/company ("consultant") to provide the following consulting services:

1. Interested eligible consultants shall obtain further information and EOI document free of cost at Surnaya Rural Municipality, office of municipal executives, Rauleshwor, Battadi, Sudurpaschim Pradesh, Nepal
2. Consultants shall associate with other consultants to enhance their qualifications.
3. In case the last date of obtaining and submission of the EOI documents happen to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
4. EOI will be assessed based on Qualification 50%, Experience 40 %, and Capacity 10 % of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms/company will be invited to submit technical and financial proposal through a request for proposal.
5. Minimum score to pass the EOI is 60.

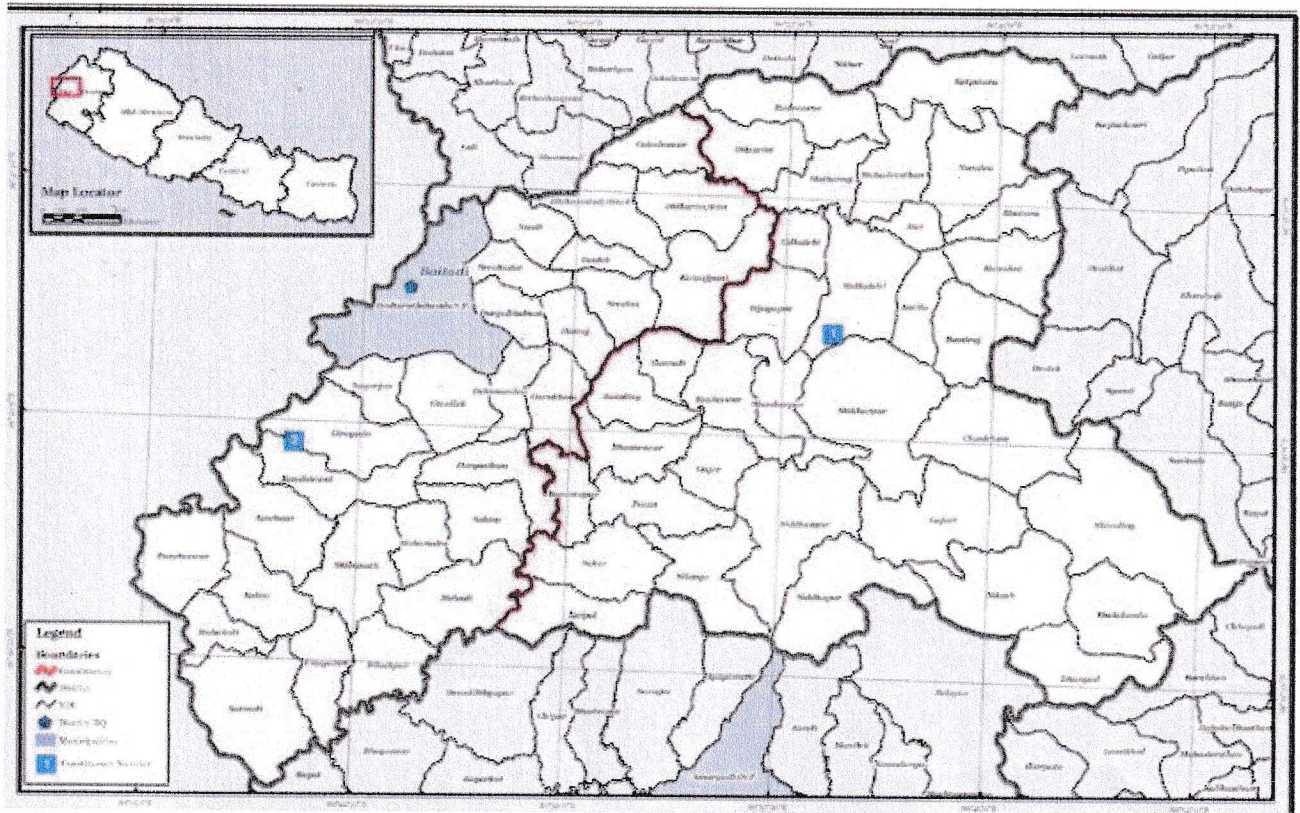
पञ्चाली नगरपालिका
(सुदूरपश्चिम प्रदेश)
२०७८

B. Instructions for Submission of Expression Interest

1. Expression of Interest shall be submitted by a sole firm or a joint venture of consulting firms.
2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employees of the firm or company, description of assignments of similar nature completed in the last Two years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment).
3. This expression of interest is open to all eligible consulting firm/company.
4. In case, the applicant is individual consultant, details of similar assignment experience, their location of last Two years and audited financial statements and bio data are required/considered for evaluation.
5. The assignment has been scheduled for a period of 1 month
6. Consultant shall be selected in accordance with QCBS method.
7. Expression of Interest should contain the 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 are required to provide the following information in 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. The completed EOI document must be submitted on or before the stipulated 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 will not be considered for evaluation.


प्रमुख प्रशासकिय अधिकृत

Background



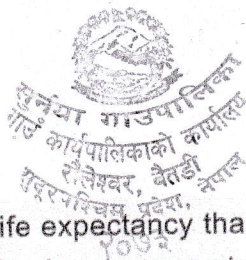
Baitadi District; historical name “Bairath”, a part of Sudurpaschim Province, is one of the 77 districts of Nepal. It is a Hilly district. Baitadi, with Dashrathchand as it’s headquarter, covers an area of 1,519 km² (586 sq. m) and has a population of 250,898 as per the census (2011). Baitadi district entails 56 village development Committee (VDCs) and two municipalities. Baitadi falls into the farthest western regional district of Nepal touching Jhulaghat, India, to its border, Nepal’s neighboring country.

Amongst them, Surnaya Rural Municipality is the one having an area of 124.52 km² where the whole training service is concentrated and going to be held. According to Cencus 2011 total population of the municipality is 18549 among which 45.7 % are male and 54.3% are female. In numbers the total population of male are 8471 and female are 10078. So density of population is 149 per sq km in surnaya rural municipality among its land covered by 124.52 sq. Km.

Background of the Project

Single and Helpless Women’s empowerment and gender issues are global issues, affecting countries across the world in a variety of ways. Unlike in more economically developed countries, women in Nepal have a vastly different roles and opportunities in society compared to continents like Europe and North America. For example, the majority of people in Nepal who cannot read or

(सुनया गाउँपालिका)
अधिकृत



women, they have a much lower life expectancy than men and the majority of women rely on men for their basic needs of housing, food and economic stability.

What is the situation for women in Nepal?

- 239 women out of every 10,000 die due to child birth.
- Employment rate of Nepalese women stands at 80%, far lower than for men.
- Nepalese women in rural areas are more vulnerable than those in urban or semi-urban areas, who typically lack better economic, health, education and empowerment opportunities.
- Nearly 85% of Nepalese women in employment work in the agricultural sector.
- Almost half of Nepalese women are married before they are 18 years old.
- The general rates of immunization and standards of health and nutrition for Nepalese women remain very poor, particularly in rural areas.

Major issues in women's health in Nepal:

- Shorter life expectancy and high maternal mortality rate.
- Higher infant and child mortality rates and neglect of girls' health.
- Mental Health issues for women are taboo.
- A lack of adequate health care services and access to contraception.
- Cultural and societal expectations and prejudices towards women's bodies, virginity and sexual activity and menstruation.

Why choose the Single and Helpless Women's Empowerment Program?

The empowerment of women is vital for increasing the prosperity and standard of living in local communities, regions and Nepal as a whole. The Single and Helpless Women's Empowerment Program builds upon the initiatives and work of the Nepalese government and NGOs at a local level, addressing the problems and meeting the needs of communities.

What is the goal of the Single and Helpless Women's Empowerment Program?

The major goal is to empower women socially and economically through education, life skills and income generation initiatives. Surnaya Rm provides education and training opportunities to women of various age groups through the teaching, motivating and developing life skills, supporting the women and girls most in need in Nepal.

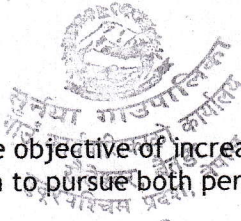
Objectives:

The goal of the project is to reduce poverty by empowering poor rural women and members of other disadvantaged groups, such as ethnic and low-caste, helpless, single women. Its objective is to improve the socioeconomic conditions of poor rural women, including ethnic and low-caste helpless, single women, through a process of economic, social, legal, and political empowerment. The project took an integrated approach, with four mutually supportive components, each with its own objective:

- (i) economic empowerment, with the objective of increasing income, assets, and employment opportunities for poor rural helpless, single women;
- (ii) legal empowerment, with the objective of increasing poor rural women's control over their lives through the use of law;

सुनया गाउँपालिका
कार्यपालिकाको कार्यालय
सुनया, कैलाली, नेपाल
2073

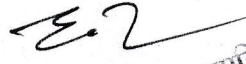
सुनया गाउँपालिका
कार्यपालिकाको कार्यालय
सुनया, कैलाली, नेपाल
2073



(iii) social empowerment, with the objective of increasing the availability of time and improved opportunities for poor rural women to pursue both personal and community development; and

(iv) institutional strengthening, with the objective of increasing the capacity of key institutions to mainstream gender and promote helpless, single women's empowerment.

(v) To enhance and educate sexual health to helpless, single women of all group who were deprived/skipped of such education during their primary levels of school and/or were not capable of having such education due to various other reasons.


(कमलापाते भट्ट)
प्रमुख प्रशासकिय अधिकृत



Scope of Consultancy Services: कार्यक्रमको औचित्य तथा क्षेत्र :

२०७३

प्रस्तावका क्षेत्रमा संचालन गर्न सकिने कार्यहरु :

सि.न.	TOR नम्बर	प्रस्तावका क्षेत्रहरु	प्रस्तावित कार्यक्रमहरु
१	SRM/NRM/14/077/78	एकल महिला सशक्तिकरण, आयआर्जन तथा जीविकोपार्जन सम्बन्धी कार्यक्रम	<ul style="list-style-type: none"> महिला स्वास्थ्य र पोषण, एकल महिला संग सम्बन्धित सामाजिक विभेद र हिंसा न्यूनिकरणका लागि सामाजिक सचेतना कार्यक्रम ८ वटै वडामा । आयआर्जनका लागि महिलाहरुको रुचीमा आधारित सीप विकासका क्षेत्रहरु प्राथमिकीकरण गर्ने जसमा (बाख्रा पालन, कुखुरा पालन, कृषि, उखु खेती, माहुरी खेती, सुख्खा फलफूल खेती) उपरोक्त उल्लेखित क्षेत्रमा तथ्याङ्क संकलन गरी सूचिकृत गर्ने । आवश्यकता सूचीको आधारमा ४५ वर्ष ननाघेका एकल महिलाको हकमा ५ दिने व्यवसायिक क्षमता विकास तालिम संचालन गर्ने । (४५ वर्ष नाघेका व्यवसाय गर्न नसक्ने एकल महिलाहरुको हकमा न्यून आयस्तर रही जीविकोपार्जनमा समस्या देखिएको अवस्था भएमा कम्तीमा ६ महिनाका लागि पुग्ने गरि राहत सामग्री वितरण गर्ने । (लुगा कपडा १ थान, चामल १ क्वी., गहुँ १ क्वी. दाल १० के.जि.) यस शिर्षक प्रयोजनका लागि एकल महिला भई बेसहारा रहेको १ सदस्यीय परिवार भएको हुनुपर्ने) तालिम प्राप्त गरेका एकल महिलाहरुको हकमा एकल महिला भित्र पनि आर्थिक रुपमा विपन्न, एकल विधवा भई १५ वर्ष मुनीका बालबालिकाको भरणपोषण गरिरहेका महिला मध्येबाट प्राथमिकताको आधारमा प्रतिवार्ड १० जना महिला छनौट गरी तोकिएको मापदण्डमा रही बाख्रा, कुखुरा, तरकारीको बिऊ तथा औषधी र कृषि सामग्री, फलफूलका बोटहरु वितरण गर्ने । जसमा : <ul style="list-style-type: none"> बाख्रा पालन गर्न चाहने एकल महिलालाई ५ वटा बाख्रा कम्तीमा ६ महिना उमेर पुगेको, कुखुराको चल्ला १०० वटा र आहारा कम्तीमा २ क्वी. तरकारीको बिऊ सिजन अनुसारको उन्नत जात, पाइप, खल्ली, हजारी र पोलिहाउस १/१ थान, फलफूलका बोटहरु ५० थान निजको मागमा आधारित, आवश्यक मल तथा प्रतिबोट रु. ५० संरक्षण तथा गोडमेलखर्च अनुगमन, निरीक्षण र कम्तीमा ३ महिना सम्मका लागि प्राविधिक सहयोग प्रदान गर्ने । एकल विपन्न, बसहारा महिलाहरुको छनौट गर्दा वार्ड जनप्रतिनिधिहरु र गाउँपालिकाको रहोबरमा रही प्रति वार्डबाट ८० जना ४५ वर्ष उमेर ननाघेका महिला छनौट गर्ने । साथै एकल विपन्न महिला गाउँपालिका


Time Schedule and Reporting Requirements

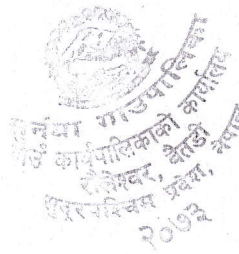
(कमलाज्योति भट्ट)
मुख्य प्रशासकिय अधिकृत



The project should be handed within 30 days after contract:

S. No	Report	Duration
1	Training Manual (Draft)	Before starting of training
2	Final Report of both training program	Ten Days after completion of both Training


(कमलपति शर्मा)
प्रमुख प्रशासकिय अधिकृत



Team Composition:

For completing the assigned tasks, the following shall be the personnel with academic qualifications and professional experiences.

S. No	Description	Minimum Qualification	Experience	No. of Person
1	Lead Trainer	Master in Anthropology/Sociology, Mass communication, or public Health.	Minimum 10 years in Sexual and Reproductive health (SRH) advocacy, capacity building, behavior change and communication (BCC), Social issues and capacity building areas	1
2	Human right advocator's	Masters in Humanities or Rural development or related field	experience of 5 years in related field	2
3	Assistant Trainer	Master/Bachelor in Sociology/ Public Health	Minimum 5 years in Public health (SRH, FP) advocacy and Behaviour change and communication related programs.	2
4	Facilitator	Intermediate	3 years' experience in Kishori group mobilization, Menstrual hygiene related training, SRH, child rights advocacy	2
5	Local Resource Person	Public relation officer	Should be Local well known on local socio-cultural context	2
5	Support Staff	Minimum SLC	Minimum 5 years	2

Mode of Payment:

This is a lump sum contract for delivery of a defined set of outputs. Payments are made at percentage of total contract value on the basis of the Consultant satisfactorily achieving the key milestones provisioned below:

- I. 50% of the contract amount after submission of Inception Report.
- II. 50% of the contract amount upon acceptance of the Final Report.

(कमलापाते भट्ट)
प्रमुख प्रशासकिय अधिकृत

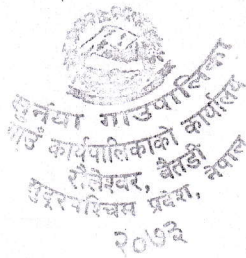
**Time Schedule:**

The total work period shall be of one months after the issuance of the work order. The consultant should mobilize its experts at the earliest after issuance of work order. In case of any other disturbance and all project completion date can be elongated in accordance to given condition .

Human Resources:

The consultant shall comprise of the well-organized, qualified and experienced team to accomplish the task in the scope of work shown above

(समजायते भए)
प्रमुख प्रशासकिय अधिकृत



Reporting and Deliverables

- Inception Report (manuals and routine, work schedule).
- Final Report (Project completion report including photographs, attendance sheet, minutes, manuals, participants checklist and their information).

Eligibility :

The ideal candidate should possess following qualification:

- A copy of Company/Organization Registration and Profile
- Registered in VAT;
- Can have Joint venture to strengthen the team: max 3 numbers
- Tax clearance certificate for immediate past fiscal year is in place;
- Tax Clearance Certificate up to 2019/20
- Should not have been listed as fraud or blacklisted.

Agreement

The consultant will be required to enter into an agreement with Surnaya Rural Municipality. The terms and condition of the agreement shall be given with Request for Quotation to the shortlisted firms only.

Input for Client


During the implementation of the consultancy service, the consultant shall incorporate any comments and suggestions provided by the officials of Surnaya Rural Municipality.

Copyright of the Work

The consultant in parts or whole thereof shall not disclose the photographs, detail plans, reports and analysis without proper consent with Surnaya Rural Municipality. All the photographs, details, drawings, analysis shall be handed over to Surnaya Municipality after completion. Surnaya Municipality shall provide work experience certificate as a proof of project Completion of the consultancy service after successful completion of the service.

Contact and Communication

The reporting officer for this assignment is the Head of office of Surnaya Rural Municipality. The consultant will make sure to include Program Coordinator and Team leader in the communication loop for soliciting information, cross-check of the information, logistic and secretarial support. During the field work, the consultant will be in direct contact with Municipal Office


(कर्मचारी भए)
प्रमुख प्रशासकिय अधिकृत

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	Copy of Registration of the company/firm	
2	Tax Clearance for Fiscal year 2076/77	
3	VAT/PAN Registration	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Applicant's Information Form	
6	EOI Form 3: Experience (3(A) and 3(B))	
7	EOI Form 4: Capacity	
8	EOI Form 5: Qualification of Key Experts	

ii) EOI Evaluation Criteria

A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Qualification of Key Trainer	As per TOR
2	Experience of Key Trainer	As per TOR

Score: 40.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of firm/organization	Minimum 2 years of experience in the field of consulting services in relevant areas.
2	Specific experience of consulting firm within last 3 years. In case of person, specific experience of the person within last 3 years.	Should have completed capacity building and advocacy related programs in similar area.

Score: 30.0

C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity	Average Annual Turnover (AAT) of last 2 years Financial capacity NRs. 15,00,000.00

Score: 10.0

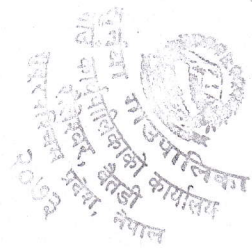
D. Evaluation of proposal :

Consultants provide Breakdown of total budget with suitable extra activities on the title, mentioned above


Score: 20.0

Note : In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such firm's or JV EOI shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.
The minimum technical score required to pass is 60 (sixty). The weight of above technical evaluation should be converted into 80% and financial evaluation is 20% .

प्रमुख प्रशासकिय अधिकृत
(कमलापाते भन्ने)



E. EOI Forms & Formats


(कमलापोते भट्ट)
प्रमुख प्रशासकिय अधिकृत

E. EOI Forms & Formats

Form 1. Letter of Application

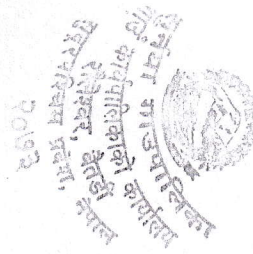
Form 2. Applicant's


information

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

Form 4. Capacity

Form 5. Qualification of Key Experts




(कमलापति भट्ट)
प्रमुख प्रशासकिय अधिकृत

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.: _____

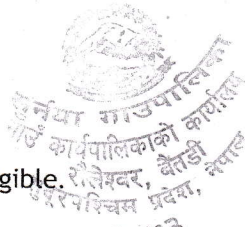
Email Address: _____

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.¹
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

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

Standard EOI Document



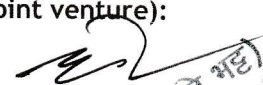
business and our Company/firm has not been declared ineligible.

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):



(दिनलामते भट्ट)
प्रमुख प्रशासकिय अधिकृत

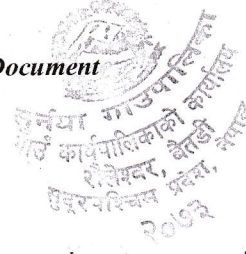
2. Applicant's Information Form

(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.)


(कमलापति भट्ट)
प्रमुख प्रशासकिय अधिकृत



3. Experience

3(A). General Work Experience

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

S. No.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						
6.						
7.						

(किमलापति भट्ट)
प्रमुख प्रशासकिय अधिकृत

Standard EOI Document

3(B). Specific Experience

Details of similar assignments undertaken in the previous Five years

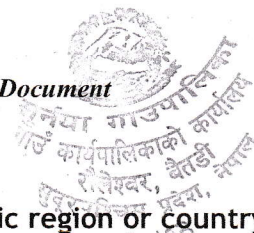
(In case of joint venture of two or more firms to be filled separately for each constituent member)

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

Firm's Name: _____

² Consultant should state value in the currency as mentioned in the contract

Standard EOI Document




3(C). Geographic Experience

Experience of working in similar geographic region or country

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

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


(प्रमुख प्रशासकिय अधिकृत)
प्रमुख प्रशासकिय अधिकृत

4. Capacity

4(A). Financial
Capacity

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

Annual Turnover	
Year	Amount Currency

- Average Annual Turnover

--

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

(कमलापाते भट्ट)
प्रमुख प्रशासकिय अधिकृत

Standard EOI Document

4(B). Infrastructure/equipment related to the proposed assignment³

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

(प्र. प्रशासक)
प्रमुख प्रशासकिय अधिकृत

³ 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)

S. No	Name	Position	Highest Qualification	Work Experience (in year)	Specific Work Experience (in year)	Nationality
1						
2						
3						
4						
5						

(Please insert more rows as necessary)

(किमलापति भट्ट)
प्रमुख प्रशासकिय अधिकृत