



Government of Nepal

Ministry of Forests and Soil Conservation

Adaptation for Smallholders in Hilly Areas (ASHA)

Project Coordination Unit (PCU)

Hattisar, Kathmandu, Nepal

REQUEST FOR EXPRESSION OF INTEREST (EOI) FROM SERVICE PROVIDERS (SPS)

(First Publication on Sep 19, 2017)

Government of Nepal has received a grant from the International Fund for Agriculture Development (IFAD) towards the cost of **Adaptation for Smallholders in Hilly Areas (ASHA)**. Part of the proceeds of the grant is intended to finance eligible payments under the contract for which this Invitation for Expression of Interest (EOI) is issued.

Adaptation for Smallholders in Hilly Areas (ASHA) Project is an undertaking of Ministry of Forests and Soil Conservation (MoFSC) with the financial support of International Fund for Agricultural Development (IFAD) (ASAP Grant No.: 2000000755 & IFAD Grant No.: 2000000756). This is a six-year project (effective from 26 February 2015) has been implemented in six districts of Mid-western Development Region (Kalikot, Dailekh, Salyan, Jajarkot, Rukum and Rolpa) in first phase subject of extension in additional districts in the second phase.

The **Adaptation for Smallholders in Hilly Areas (ASHA) Project** is intend to apply part of this fund to payment under the contracts to avail professional services of Service Provider (SP) in the following areas on **as and when needed basis** for FY 2017/18:

Service Areas:**Assignment 1: Prepare Enhanced Local Adaptation Plan for Action (LAPA)**

The overall objectives of this service is to deliver the Enhanced Local Adaptation Plan for Action (LAPA) preparation by applying GIS-based sub watershed and the participatory scenario development (PSD) approaches, and further, to develop a set of lessons learned for scaling up the enhanced approach of LAPA preparation.

This assignment consists of **5 different packages**, whereas package-1 (Dailekh district), Package-2 (Rukum district), Package-3 (Kalikot district), Package-4 (Rolpa district) and Package-5 (Jajarkot district). This assignment selection is under the Fixed Budget Selection (FBS) method.

Assignment 2: Establishment of Permaculture Farm Sites for the ASHA project

The main objective of this assignment is to establish 6 permaculture demonstration farm sites possibly one in each project district in different ecological gradient to test the different climate resilient crop /livestock/forestry varieties and practices. The demonstration farm sites would need to operationalize for the duration of the ASHA project, with sustainability criteria built in for post-project continuation. The demonstration farm sites will function as a learning platform for other interested farmers, building a knowledge base on potential livelihood options at possible agro-ecological zones.

This assignment selection is under the Quality and Cost Based Selection (QCBS) method from Agro on-farm research based firm/company/organization.

Assignment 3: Social Mobilization Service

The main objective of this assignment is to ensure effective participation of project beneficiaries through the services of social mobilization in all phases of project interventions for preparation and implementation of enhanced Local Adaptation for Action (LAPA) by providing human resources of social mobilizers.

This assignment consists of **2 different packages**, whereas package-5 (Rolpa district) and Package-2 (Jajarkot district). This assignment selection is under the Fixed Budget Selection (FBS) method from Non Government Organization (NGO) only.

All the eligible firms willing to provide the service are requested to submit their Expression of Interest (EOI) for the above assignment by **office hours, Oct 13, 2017** under the following terms and conditions. Late submissions will not be accepted:

- The details of the assignment (draft TOR) are available from ASHA PCU and interested firms are encouraged to submit their EOI to ASHA PCU. The interested firms must provide description of completed similar assignments, work experience in the specified areas, availability of appropriate skills among staff, etc. to show their technical and managerial competence to perform the services. The EOI must be submitted in a prescribed form available at ASHA PCU or can be downloaded from our website at www.asha.gov.np.
- One firm can express its interest more than one packages in same assignment and/ or different assignments with separate EOI by clearly mentioning the name of the packages & assignment. Lack of mentioning the name of the package(s) and assignment(s) a firm intends to apply will lead to the rejection.
- One firm may submit only one bid in any single package or assignment, either as a partner of the joint venture or as an individual.
- In case of applying in Joint Venture, each of the JV partners duly signed in the JV agreement paper shall be submitted along with EOI.
- The firms must submit **self certified** copies of firm's registration certificate (with renewal if applicable), VAT registration certificate, Tax Clearance Certificate/Tax returns submission evidence for the FY 2072/73 and Work Certificates along with the EOI. A **written statement of declaration** that the firm is not ineligible to participate in procurement proceedings and has no conflict of interest and has not been punished for a business. In addition to this for the Assignment 3: Social Mobilization Service, NGO must submit the final audited financial report of last three year up to FY 2072/73 with average annual turnover of NRs. 5,000,000.00 to show financial capacity.
- The procurement procedure will follow the IFAD Project Procurement Guidelines and Handbook.
- PCU reserves the right to reject any or all of the EOIs at any stage without assigning any reason whatsoever and without incurring any liability to the affected applicant(s). PCU will not be responsible for any cost of expenses incurred by the firms in connection with the preparation or delivery of their EOI.
- In case, if the last date for submission is declared as a holiday by Government of Nepal after issue of this EOI Notice, then first working day thereafter will be the last date for submission.

For further information please contact:

The Project Coordinator (Contact no. +977-1-4434504, Email: mjnavaly@gmail.com)

Sample Format for Expression of Interest for the Consultancy Service

(The Consulting firms must submit this Eoi format)

Date:

To
The Project Coordinator
Adaptation for Smallholders in Hilly Areas (ASHA) Project
Project Coordination Unit (PCU)
Hattisar, Kathmandu, Nepal.

Sub: **Expression of Interest (EOI)**

Dear Sir,

In response to your public notice, inviting expression of interest for the consultancy service for the **Assignment:** published in on , we hereby express our interest to offer our services for the assignment named above under the terms and conditions specified in your referred public notice. We are fully aware that this form intends to express our interest in **Assignment:** The necessary information that may be required by you to assess our suitability to undertake the said assignment is given as the following.

1. Firm

1.1 Name of the firm:

Address:

Telephone:

Fax:

Email:

1.2 Name of the contact person:

Designation:

1.3 Date established:

1.4 Number of regular staff (Do not include external resource persons)

Professional staff (internal)

Non-professional technical staff

Administrative/support staff

others:

(specify)

1.5 Proposed lead person:

Education:

Experience year:

Area of Expertise:

2. Experience of the Firm and its staff

2.1 General experience of the firm (See Annex- 1)

(List all experience of the firm during the last ten years)

2.2 Relevant experience of the firm in the expressed interest area: (see Annex - 2)

(List of relevant experience of the firm in the expressed interest area during the last ten years)

2.3 Firm's professional staff with relevant experience in the expressed interest area: (see Annex-3)

(Do not include external resource persons)

2.4 External Resource Persons available to the firm with relevant experience in the expressed interest area: (see Annex-4)

2.5 Enclosures: The copy of the following documents has been attached herewith.

1.1 Notarized copies of:

- NGO registration with valid renew ☐;
- VAT registration certificate ☐;
- Tax Clearance Certificate/Tax return submission evidence for the F/Y 2072/73 &
- Relevant Work Experience Certificates ☐.

1.2 Declaration Statement:

- A written statement of declaration that the firm(s) is not ineligible to participate in procurement proceedings & has no conflict of interest & has not been punished for a business ☐ (from each partner if application in JV)

1. In case of applying in Joint Venture, each party of the JV partners duly signed in JV agreement paper shall be submitted along with EOI ☐

2. Company/Firm Profile ☐

3. Assurance of the Firms capacity based on work experience certificates ☐

The information furnished by us in this expression of interest is correct to the best of our knowledge. Based on these information we understand you would be able to shortlist us for submitting our proposals to provide you our services for the above named assignment. We, however, understand that the ASHA reserves the right to decide whether or not to short-list our firm / organization without disclosing the reason what so ever.

Sincerely yours,

On behalf of the firm:

Signature: _____

Name of the Signatory:

Designation:

Date:

(Company Seal)

ANNEX 1
General Experience of the Firm during the Last 10 Years

S. No.	Name of the assignment	Name of the client served	Address of the client	Duration of the assignment			Total Cost of the assignment	No. of professional person months used for the assignment
				From (Date)	To (Date)	Total months		

ANNEX 2
Relevant Experience of the Firm during the Last 10 Years

S. No.	Name of the assignment	Name of the client served	Address of the client	Duration of the assignment			Total Cost of the assignment	No. of professional person months used for the assignment
				From (Date)	To (Date)	Total months		

ANNEX 3

Relevant Experience of the Firm's internal Professional Staff

S. No.	Name of the staff	Education	Total years of experience	Relevant experience					
				Duration			Position	Name of the assignment	Client
				From (Date)	To (Date)	Total months			

ANNEX 4

Relevant Experience of the External Resource Persons Available to the Firm

S. No.	Name of the Resource Person	Education	Total years of experience	Present Employer	Relevant experience					
					Duration			Position	Name of the assignment	Client
					From (Date)	To (Date)	Total months			

Sample Format for Expression of Interest for the Service

(The NGOs must submit this EOI format)

Date:

To
The Project Coordinator
Adaptation for Smallholders in Hilly Areas (ASHA) Project
Project Coordination Unit (PCU)
Hattisar, Kathmandu, Nepal.

Sub: **Expression of Interest (EOI)**

Dear Sir,

In response to your public notice, inviting expression of interest for the service for the **Assignment:** published in on, we hereby express our interest to offer our services for the assignment named above under the terms and conditions specified in your referred public notice. We are fully aware that this form intends to express our interest in **Assignment:** **Package:**
The necessary information that may be required by you to assess our suitability to undertake the said assignment is given as the following.

1. NGO

1.1 Name of the NGO:

Address:

Telephone:

Fax:

Email:

1.2 Name of the contact person:

Designation:

Mobile No.:

1.3 Date established:

1.4 Number of regular staff (Do not include external resource persons)

Professional staff (internal)

Non-professional technical staff

Administrative/support staff

others:

(specify)

1.5 Proposed lead person:

Education:

Experience year:

Area of Expertise:

2. Experience of the NGO and its staff

2.1 General experience of the NGO (See Annex- 1)

(List all experience of the NGO during the last ten years)

2.2 Relevant experience of the NGO in the expressed interest area: (see Annex - 2)

(List of relevant experience of the NGO in the expressed interest area during the last ten years)

2.3 NGO's professional staff with relevant experience in the expressed interest area: (see Annex-3)

(Do not include external resource persons)

2.4 External Resource Persons available to the NGO with relevant experience in the expressed interest area: (see Annex-4)

2.5 Enclosures: The copy of the following documents has been attached herewith (Please confirm with check box).

1.1 Notarized copies of:

- NGO registration with valid renew ☐;
- VAT registration certificate ☐;
- Tax Clearance Certificate/Tax return submission evidence for the F/Y 2072/73 &
- Relevant Work Experience Certificates ☐;

1.2 Copy and Declaration of:

- Final audited financial report of last three year up to F/Y 2071/72 with average annual turnover of NRs. 5,000,000.00 to show financial capacity ☐;
- A written statement of declaration that the NGO(s) is not ineligible to participate in procurement proceedings & has no conflict of interest & has not been punished for a business (from each partner if application in JV) ☐

2. In case of applying in Joint Venture, each party of the JV partners duly signed in JV agreement paper shall be submitted along with EOI ☐

3. Company/NGO Profile ☐

4. Assurance of the NGOs capacity based on work experience certificates ☐

The information furnished by us in this expression of interest is correct to the best of our knowledge. Based on these information we understand you would be able to shortlist us for submitting our proposals to provide you our services for the above named assignment. We, however, understand that the ASHA reserves the right to decide whether or not to short-list our NGOs without disclosing the reason what so ever.

Sincerely yours,

On behalf of the NGO:

Signature: _____

Name of the Signatory:

Designation:

Date:

(Company Seal)

ANNEX 1
General Experience of the NGO during the Last 10 Years

S. No.	Name of the assignment	Name of the client served	Address of the client	Duration of the assignment			Total Cost of the assignment	No. of professional person months used for the assignment
				From (Date)	To (Date)	Total months		

ANNEX 2
Relevant Experience of the NGO during the Last 10 Years

S. No.	Name of the assignment	Name of the client served	Address of the client	Duration of the assignment			Total Cost of the assignment	No. of professional person months used for the assignment
				From (Date)	To (Date)	Total months		

ANNEX 3

Relevant Experience of the NGO's internal Professional Staff

S. No.	Name of the staff	Education	Total years of experience	Relevant experience					
				Duration			Position	Name of the assignment	Client
				From (Date)	To (Date)	Total months			

ANNEX 4

Relevant Experience of the External Resource Persons Available to the NGO

S. No.	Name of the Resource Person	Education	Total years of experience	Present Employer	Relevant experience					
					Duration			Position	Name of the assignment	Client
					From (Date)	To (Date)	Total months			