



Standard Expression of Interest (EOI) Document for Shortlisting of Consultants and Consulting Services

Procurement of Consulting Services: National

Issued By:
Prime Minister Agriculture Modernization Project
Project Management Unit
Khumaltar, Lalitpur

Falgun, 2080



[Signature]
Project Director

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PREFACE

1. This Standard Expression of Interest (EOI) document has been prepared by Public Procurement Monitoring Office of Government of Nepal (GoN) for the use by its implementing agencies including the procurement entities of Government Ministries, Departments, Authorities and Government owned corporate bodies for short listing of Consulting Firms for recruitment of consultants. The EOI document can be used for short listing of consultants for Quality and Cost-Based Selection (QCBS), Quality-Based Selection (QBS), Fixed Budget Based Selection (FBS), Least Cost Selection (LCS) and Consultant's Qualification Selection (CQS).
2. This Preface and notes provided for the procurement entity in this EOI document should be deleted.
3. EOI evaluation weightage range given in this document should be deleted and assignment specific weightage within the given the range should be provided while issuing the EOI document.



Expression of Interest (EOI)

Title of Consulting Services
PMAMP/CS/QCBS-01/2080/81

Method of Consulting Service: *National*

Project Name: Effectiveness Study of Custom Hiring Centres Operated Under the Support of PMAMP

EOI: PMAMP/CS/QCBS-01/2080/81

Office Name: Prime Minister Agriculture Modernization Project (PMAMP)

Office Address: Khumaltar, Lalitpur

Issued on: 3rd Falgun, 2080

Financing Agency: Government Budget



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Abbreviations

- CV - Curriculum Vitae
- DO - Development Partner
- 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



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Project Director

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Prasad
Project Director
Ministry of Agriculture and Forestry Development
Project Management Unit
Lalitpur
Government of Nepal

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A. Request for Expression of Interest

Government of Nepal
Ministry of Agriculture and Livestock Development
Prime Minister Agriculture Modernization Project
Project Management Unit

Date: 2080/11/03

Name of Project: **Effectiveness Study of Custom Hiring Centres Operated Under the Support of PMAMP**

1. Prime Minister Agriculture Modernization Project (PMAMP) has allocated fund **toward the cost of Effectiveness Study of Custom Hiring Centres Operated Under the Support of PMAMP**.and intends to apply a portion of this **fund** to eligible payments under the Contract for which this Expression of Interest is invited for **National consulting service**
2. **The Prime Minister Agriculture Modernization Project (PMAMP)** now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services: **Effectiveness Study of Custom Hiring Centres Operated Under the Support of PMAMP**.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address PMAMP, Project Management Unit, Khumaltar, Lalitpur during office hours on or before **2080/11/17** or visit the client's website www.pmamp.gov.np.
4. Interested eligible consultants may submit Copy of Registration of the company/firm, VAT/PAN Registration and Tax Clearance of FY 2079/80.
5. Consultants may associate with other consultants to enhance their qualifications.
6. Expressions of interest shall be delivered **by mail/ by hand/ by courier to the address:The Prime Minister Agriculture Modernization Project (PMAMP), Khumaltar,Lalitpur** on or before **2080/11/18, 12:00 noon**.
7. 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.
8. EOI will be assessed based on **Qualification 40%, Experience 50%, and Capacity 10%** 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.
9. Minimum score to pass the EOI is **60 out of 100**.

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Project Management Unit
Khumaltar, Lalitpur
Government of Nepal
Ministry of Agriculture and Livestock Development
Prime Minister Agriculture Modernization Project

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B. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm.
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/ company/ organization**.
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.¹
5. The assignment has been scheduled for a period of **110 days**. Expected date of commencement of the assignment is **2080-12-05**
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 mail / by hand / by courier in sealed envelope**.
10. The sealed envelope shall be clearly marked as "EOI Application for Short-listing for the **Effectiveness Study of Custom Hiring Centres Operated Under the Support of PMAMP**. The Envelope shall also clearly indicate the **name and address of the Applicant**.²
11. 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.

¹ Delete if EOI is not called for person.

² In case of option "electronically only" delete this paragraph



Objective of Consultancy Services or Brief TOR

1. BACKGROUND

In its 15th plan, National Planning Commission has defined Prime Minister Agriculture Modernization Project (PMAMP) as one of the game changer projects of Nepal Government. Ministry of Agriculture and Livestock Development has been implementing the PMAMP since fiscal year 2073/74. PMAMP is working throughout the country via four departments: pocket, block, zone and super zone. This project aims at self-reliant economy through modernization, specialization, mechanization and industrialization of the agriculture sector.

Currently, the federal component of PMAMP has been implemented in 16 specialized agriculture production and industrial centers (Superzone) and 177 Commercial agriculture production and processing centers (Zone) in 77 different districts of the country. Commercial agriculture production centers (Block) and agriculture production centers (Pocket) components of the projects are being implemented by provincial and local government. The project aims at implementing 21 super zones, 300 zones, 1500 blocks and 15000 pockets by the end of project by the end period of the project.

Agricultural mechanization is one of the major strategies of PMAMP. To manage the increasing shortage of labor force in agriculture and reduce the cost of production by improving work and resources use efficiency, agricultural mechanization is important in the agricultural sector to establish it as a profitable business. In an effort to enhance agricultural productivity and support farmers via mechanization, PMAMP has established Custom Hiring Centers (CHCs). These CHCs have been established throughout the country (particularly in Terai region) to facilitate the mechanization of farming processes and improving overall agricultural productivity, quality and farm business. These CHCs serve as crucial hubs for providing farmers with access to modern agricultural machineries and equipment on a rental basis. The implementation of CHCs aims to address various challenges faced by farmers, such as the higher cost of agricultural machinery, limited access to modern technology, and the need for timely and efficient farming practices.

CHC is a relatively new concept in Nepalese agriculture. To ensure the profitable sustainability of CHCs, it is imperative to conduct a comprehensive effectiveness study including both technical and economic impacts. This study will evaluate the overall impact (status, efficiency, and sustainability) of the CHC model, identifying strengths, weaknesses, opportunities, and threats. The findings will provide valuable insights for policymakers,



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agricultural stakeholders, and the PMAMP to make informed decisions and optimize the functioning of CHCs in future.

2. OBJECTIVES

The overall objective of this study will be to explore, document, examine and evaluate the impact of CHCs established in the financial and technical assistance of PMAMP. The specific objectives are to:

- Evaluate the availability of farm power (kW/ha) in CHC effecting area and share of the total power by different sources (human, draught animal, tractors, power tillers, threshers and etc.) based on unit agricultural operations.
- Evaluate the machine operational efficiency (MoE) of major agricultural machines (tractor, combines, power tiller, rice transplanter, thresher) used in selected CHCs.
- Analyze and evaluate the effects of agricultural mechanization via CHC in fallow land utilization and or cultivation area, input uses (water, seed and fertilizer), time saving, cropping diversification and intensity, crop production, productivity, post-harvest losses and overall increase in farm productivity.
- Evaluate the economic benefits of CHC to the farmers and the cost effectiveness of the program
- Measure social benefits and farmer satisfaction with CHC services (considering factors such as subsidy, accessibility, affordability, and the quality of equipment).
- Identify the pros and cons of CHCs and recommending the best approach for “fixing hiring charges of agricultural machineries based on use and size of machines”.
- Examine gaps and issues concerning economic and technical efficiency of machines, and thereby recommending suggestions and future courses of action to be adopted by government for sustainability and profitability of CHCs (organizational, managerial and operational components).

3. SCOPE OF WORK

- **Assess Impact:**

Approve the detailed questionnaire for surveys including every aspects of specific objectives. Conduct field visit, focus group discussion (FGD), key informant interviews (KII) and comprehensive surveys with farmers (participatory, inclusive and consultative approach) who have utilized CHC services to quantify and answer the approved specific objectives.

Analyze available data objective wise before and after the introduction of CHCs.



D. B. Bhandari
Project Director

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- **Efficiency and Operations:**

Evaluate the management structure and operational processes of CHCs, including the procurement, maintenance, and distribution of agricultural machineries.

Assess the financial sustainability of CHCs by examining budgetary allocations, revenue generation, and expenditure patterns.

- **Farmer Satisfaction:**

Administer satisfaction surveys to farmers, collecting feedback on the accessibility, affordability, and usability of CHC services.

Conduct focus group discussions to gather qualitative insights into farmers' experiences with CHCs.

- **Identify Challenges:**

Engage with CHC staff, farmers, and relevant stakeholders through interviews and discussions to identify challenges faced by CHCs in terms of implementation, operations, and community engagement.

Analyze existing reports and documentation to understand historical and current challenges faced by CHCs in Nepal as well as neighboring countries including India and Bangladesh.

- **Economics of the CHC**

The cost of CHC and benefits to the farmers

- **Recommendations:**

Develop recommendations based on the findings (technical and economic) from the impact assessment, operational efficiency analysis, and identification of challenges. Prioritize recommendations according to their potential impact and feasibility for implementation.

Provide a roadmap for implementing recommended changes and improvements.

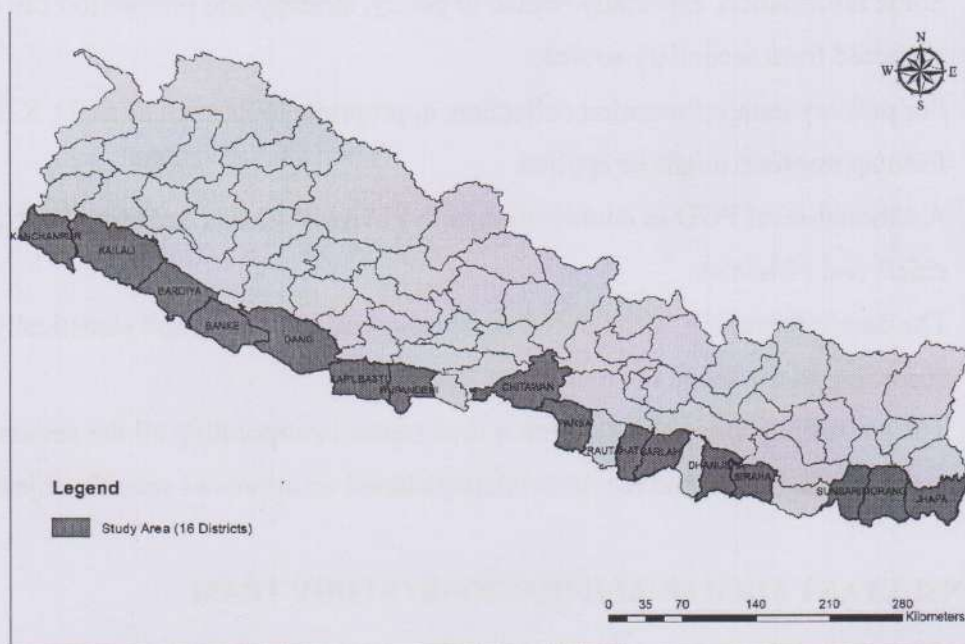
4. STUDY AREA

The study will cover 16 districts where CHCs are actively operated and supported by PMAMP.



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District	No.of CHCs	District	No.of CHCs	District	No.of CHCs
Kanchanpur	2	Kapilbastu	4	Dhanusha	1
Kailali	2	Rupendehi	1	Siraha	1
Bardiya	4	Chitwan	3	Sunsari	2
Banke	2	Parsa	1	Morang	2
Dang	3	Rautahat	1	Jhapa	2
		Sarlahi	1		

5. METHODOLOGY

The consulting team do have liberty to use varieties of widely accepted and scientific methods to accomplish the given task. They should keep themselves informed of the relevant activities and concerned in the given context. All the activities should be carried out as per the latest applicable and established methodologies tools and techniques. PMAMP and MOALD are the major clients of this task whose inputs and concerns should be well considered during this study.

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1. Some information, especially related to policy, strategy and production can be collected from secondary source.
2. For primary data/information collection, appropriate tools such as FGD, KII and so forth appropriate might be applied.
3. A national-level FGD in coordination with PMAMP-PMU (including PMU, PIUs chiefs and officials).
4. The data/information will be verified, synthesized, tabulated and statistically analyzed according to the scope of work.
5. The consulting firm should submit a final report incorporating all the necessary information, results and recommendations based on approved specific objectives.

6. CONSULTANT FIRM QUALIFICATIONS / STUDY TEAM

1. The Consulting firm should be able to demonstrate the best capability to handle the assignment solely in relation to its human resource and past track record on conducting similar related to agriculture sector.
2. The team leader should have sufficient academic qualifications and experience in agricultural engineering (mechanization) sector.

Team Composition and Experience:

Experts	Key Qualification	No	Expected inputs (person-days)	Professional Experience
Team Leader	At least master degree in engineering and related science with bachelor in agricultural engineering (must)/ or at least master in Agri-economics	1	60	At least ten years
Agricultural engineer	At least bachelor in agricultural engineering	1	90	At least five years
Agricultural officer	At least bachelor in agricultural science	1	60	At least three years
Field engineer	At least bachelor in agricultural engineering	1	60	At least three years
Field assistant	At least intermediate degree	1	60	At least one year

The consulting firm shall depute qualified and experienced experts after orientation of proposed master plan, ensuring quality of data and report.



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7. INPUTS TO BE PROVIDED BY CLIENT

PMAMP will provide the following support to the consultant.

- PMAMP shall provide data/information, reports and references up to availability upon request from the consultant.
- Officials from the PMAMP will facilitate/guide for the task up to their availability of time and resource.
- PMAMP may provide space for discussions and meeting upon request from the consultant

8. OUTPUT/ DELIVERABLE

A comprehensive report giving outcomes of all the tasks described in the scope of the work has to be produced. The report needs to be fully referenced (with data sources identified). The final report should be submitted in five sets of hardcopy and electronic copies in two pen drive.

a. Time Schedule and Reporting Requirements

The consultancy assignment will be effective with the contract. The consulting team will be required to prepare and submit Inception Report, Field Progress Report, Draft Final Report; and Final Report (hard copy and electronic copy) in accordance with the time schedule presented below.

b. Reporting Time Schedule

Inception Report with final survey questionnaire	Within 15 days of Contract
Field Progress Report (1 st draft) submission	Within 65-75 days of Contract.
FGD	Within 75-85 days of Contract
Draft Final Report submission to PMAMP	Within 85-95 days of Contract.
Final Report presentation	Within 95-100 days of Contract
Final Report submission	Within 110 days of Contract

9. MODE OF PAYMENT

The amount shall be paid as per agreement to the consulting firm assigned for the study. However, the firm can claim the payment either in a single installment after submission and acceptance of final report as per TOR or in installment as follows:



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SN	Installment	Schedule
1	First Installment	20% of the total agreement amount upon submission and acceptance of inception report
2	Second Installment	50% of the total agreement amount upon submission and acceptance of field progress report
3	Final Installment	Remaining 30% of the total agreement amount upon submission and acceptance of final report

10. SELECTION METHOD

The consulting firm shall be selected under the Sealed Quotation Method as per the Public Procurement Act, 2063 (Rule No. 40) and Public Procurement Regulations, 2064 (Rule No. 84).



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Ministry of Agriculture and Animal Husbandry
Government of Nepal
Project Management Unit
Kilim, Lalitpur

C. 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	Compliance
Copy of Registration of the company/firm	
VAT/PAN Registration (<i>for National consulting firm only</i>)	
Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission [<i>insert Fiscal year</i>] (<i>for National consulting firm only</i>)	
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.	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Experience (3(A) and 3(B))	
EOI Form 4: Capacity	
EOI Form 5: Qualification of Key Experts	

ii) EOI Evaluation Criteria	Insert Minimum Requirement if Applicable	Score [Out of 100%]
A. Qualification		
<i>Qualification of Key Experts</i>	20 (PhD= 20, Masters=18)	40%
<i>Experience of Key Experts</i>	20 (more than 12 years=20, 10-12 years=18, Below 10 years=16)	
B. Experience		
<i>General experience of consulting firm</i>	20 (5 or more assignment=20, 2-4 assignment=18, 1 assignment=16)	50%
<i>Specific experience of consulting firm within last 7 years.</i>	30 (more than 7 years-30, 5-7 years-28, Below 5 years-26)	
C. Capacity		
<i>Financial Capacity³</i>	10 (Average Annual Turnover of Best of 3 Fiscal Year Of Last 7 Fiscal Years greater than 130-150%=10, 100-129%= 8, 50-100%=6)	10%

³ Average turnover required shall not exceed 150% of cost estimate

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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 Eol shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.



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Project Director

Project Director

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D. 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


Government of Nepal
Ministry of Agriculture and Livestock Development
Prime Minister's Agriculture Modernization
Project Management Unit
Khumaltar, Lalitpur
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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.⁴
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

⁴ Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

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Annual
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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):


Project Director


Government of Nepal
Ministry of Agriculture and Livestock Development
Prime Minister Agriculture Modernization Project
Project Management Unit
Khumaltar, Lalitpur

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2. Applicant's Information Form

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.)



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3. Experience

3(A). General Work Experience

(Details of assignments undertaken. Each consultant must fill in this form.)

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



Prakash
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3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) ⁵ :
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: _____



⁵ Consultant should state value in the currency as mentioned in the contract

4. Capacity

4(A). Financial Capacity

Annual Turnover	
Year	Amount Currency

- Average Annual Turnover of Best of 3 Fiscal Year Of Last 7 Fiscal Years

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


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Project Management Unit
Khumaltar, Lalitpur
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5. Key Experts (Include details of Key Experts only)

SN	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)


Government of Nepal
Ministry of Agriculture and Livestock Development
Agriculture Modernization Project
Project Management Unit
Kharipati, Lalitpur
Pranendra Mishra
Project Director