

Expression of Interest (Eoi)

For

Short listing of Consulting Firms

for

Capacity Development Package for Water User's

Association and Municipality Engineers

(National)

Issued on: 15 November 2021

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TOWN DEVELOPMENT FUND

**Town Development Fund (TDF)
New Baneshwor, Kathmandu**

Expression of Interest

Notice No: 09/Eol/ TDF/078/79

Contract Identification No: 2018/402-797

First Date of Publication November 15, 2021

1. The Town Development Fund (TDF) allocated internal resource and invites experienced and eligible national consultants to submit Expression of Interest (Eol) to provide Capacity Development Package for Water User's Association and Municipality Engineers.
2. Further information and documents regarding the above-mentioned service can be downloaded from the website: www.tdf.gov.np or www.bolpatra.gov.np/egp.
3. Expression of Interest shall be delivered online through e-GP system www.bolpatra.gov.np on or before 12:00 Noon 30 November, 2021 (14 mangsir, 2078) and opening shall be on 14:00 PM 30 November, 2021 (14 mangsir, 2078) .


1. INTRODUCTION

Asian Development Bank (ADB) has provided financial assistance to Small Towns Water Supply and Sanitation Sector Project. With the financial assistance of ADB, the STWSSSP (Phase 1,2 and 3) and Urban Towns water Supply and sanitation project have aimed at providing safe drinking water supply and sanitation services in most of the towns under the Municipalities of Nepal.

A subsidiary loan agreement between Ministry of Finance (MOF) and the Town Development Fund (TDF) has been signed off to provide sub loans to Water Users and Sanitation Committee (WUSC) in each town. The WUSC is responsible to run, operate and manage their water supply system whereas TDF is responsible to recover loan investment from Water User's committees with respect to the loan financing agreement between Water User Committees and TDF. As a counterpart institution, TDF is providing technical assistance to water User committee to enable them to install, operate, maintain, run the water systems with the user's satisfaction as well as capacities on of tariff collection, revenue generation and paying back in regular basis. Supports on business plan development, installation and running of financial software, training on e-billing are some examples of TDF's technical assistance. In present situation, TDF has not been able to get the desired return from some water systems and WSUs committee; About 20% of the schemes have not been able to operate properly and are struggling to provide desired services to the users and are substantially lagging behind on debt payment; that has increased the default risk of TDF to pay the government. Time to time field visits and rapid assessment from the TDF staffs, has observed that number of projects are suffering with lower level of management and leadership skills and many of them are applying manual system to maintain their financial book keeping and transactions. Given poor skills, they are neither sensitized on running their business nor do they have any business plan or strategy to envies the sustainable and reliable service delivery

Apart from working with the WSUAs, TDF has a long history of collaboration with the municipalities in urban infrastructure development, capacity enhancement and institutional strengthening in particular. In spite of lending loans to municipalities, TDF provides technical assistance throughout the project cycle and post project management for cost recovery purposes and for sustainable operation and maintenance, TDF has learnt and realized that the Engineers in municipality lacks adequate knowledge and skills on contract management and procuring qualitative goods and services. It does have impacts on contract development, monitoring and follow up and procuring goods, materials and services while complying with the national procurement policy and guidelines. Town Development Fund (TDF) is committed to enhance the capacity of its partners; therefore, it has come to a conclusion to provide contract management and procurement trainings to the municipalities officials and Engineers.

MFCB actions have been implementing in 15 municipalities namely Bhadrapur, Mechinagar, Itahari, Dharan, Janakpur, Hariwon, Hetauda, Dhulikhel, Gorkha, Tansen, Butwal, Tulsipur, Birendranagar, Dhangadhi and Bheemdatta. Under the institutional development component of MFCB Programme,



TDF intends to hire consulting firm in order to prepare detailed project reports of 5 bankable investment projects in province no.1 and 2.

2. OBJECTIVE OF THE ASSIGNMENT

The objectives of the capacity development activities for WSUAs are to strengthen the institutional, management and financial capacity of the WUAs and improve their performances on service delivery, loan repayment and business development in particular.

Next objective is to strengthen the municipal governance through robust contract management and procurement systems and workforces.

3. SCOPE OF WORK

1. Provide TOT (Training of Trainers) on business plan development for Water Users Association

This training intends to develop key Facilitators who would be able to support the WUAs in developing business plan for technical smartness and suitable growth of the organization.

2. Provide training on project and organization management for WUAs

Managers from WUAs are capacited on organization management, project cycle management and they will get insights in management skills and tools; herewith will be able to improve their performances using the smart management tools.

3. Provide a training on e-billing and computer based accounting systems (includes software installation too) to WUAs

Institutional strengthening of WUAs while acclimatizing them with the electronic billing (tariff payment) and enhancing their skills on computerized accounting systems.

4. Provide training to municipalities Engineers and Officials on contract management and procurement

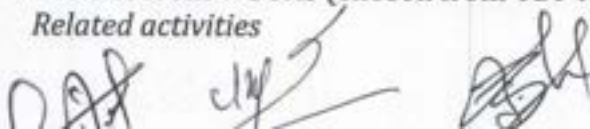
Enhance municipalities' capacity on contract management and also on procurement of services and goods in line with the municipal procurement guidelines and or the national procurement policy.

KEY DELIVERABLES and ACTIVITIES

Deliverable 1

Manage, facilitate and conclude 5 days TOT on Water utility business plan for 15 officials from WSUAs (chosen from TDF Nepal).

Related activities



- Prepare and submit the training contents, training methodology and training modules with lesson plans (objective of each session should be mentioned) and session plans
- Should submit the training timeline and sign off the agreement the Party should inform about the training venue.
- Search and assign the Trainers (Facilitators) and other human resources required
- An inception report within 15 days of the contract signed off Manage the logistic and accommodation (meals and lodging) according to TDF's rule
- Pre and post-training evaluation
- Training proceeding report along with the photographic and attendance for evidences

Deliverable 2

Deliver a project and organization management trainings (5 days) for WUAs Managers or senior staff(TDF will choose the participants).

Related activities

- Prepare and submit the training contents, training methodology and training modules with lesson plans (objective of each session should be mentioned) and session plans
- Should submit the training timeline and signing off the agreement the Party should inform about the training venue Search and assign the Trainers (Facilitators) and other human resources required
- Manage the logistics and accommodation (meals and lodging) according to TDF's rule
- An inception report within 15 days of contract signing off while delineating all these concerns
- Pre and post-training evaluation
- Training proceeding report along with the photographic and attendance for evidence

Deliverable 3

Provide 3 days training for 50 officials on e-billing and computer-based accounting systems and install the related software package for each (two training events with 25 participants in a group).

Related activities

- Training modules should be prepared and submitted for both the e-billing and accounting software
- A demo of the software and its run should be shown to TDF prior to the training
- Should submit the training timeline and signing off the agreement the Party should inform about the training venue Search and assign the Trainers (Facilitators) and other human resources required
- An inception report within 15 days of contract signing off while delineating all these concerns
- Manage the logistics and accommodation (meals and lodging) according to TDF's rule
- Pre and post-training evaluation so far possible and applicable
- Install or support to install the accounting software
- Training proceeding report along with the photographic and attendance for evidence

Deliverable 4

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Provide 3 days training to municipalities Engineers and Officials on contract management and procurement management.

Related activities

- Prepare and submit the training contents, training methodology, and training modules with lesson plans (objective of each session should be mentioned) and session plans
- Case studies, procurement processes and assurance checklist, etc. should be included in the lesson plans
- Should submit the training timeline and signing off the agreement the Party should inform about the training venue Search and assign the Trainers (Facilitators) and other human resources required
- An inception report within 15 days of contract signing off while delineating all these concerns
- Manage the logistics and accommodation (meals and lodging) to participants according to TDF's rule
- Pre and post-training evaluation
- Training proceeding report along with the photographic and attendance for evidence

4. CRITERIA FOR SHORT LISTING

The following criteria will be applicable for evaluating the submitted Expression of Interests for preparing a list of qualified Consulting Firm(s) to whom the Request for Proposal (RFP) will be made available at a later stage. There are two parts of Short Listing Criteria: (1) Eligibility Criteria (Pass/Fail); (2) Ranking Criteria (according to PWD).

ELIGIBILITY CRITERIA (PASS/FAIL) (MANDATORY)

All Consulting Firm(s) must fulfill the following eligibility criteria to be considered for short listing.

	Yes/No	Pass/Fail
1 Corporate Registration	Yes/No	Pass/Fail
2 VAT Registration Certificate	Yes/No	Pass/Fail
3 Tax Clearance of FY 2076/77 and Tax submission evidence or Time extension letter for FY 2077/78	Yes/No	Pass/Fail
4 Adherence to Code of Ethics and Anti-Corruption Policy	Yes/No	Pass/Fail
5 Power of Attorney in case JV	Yes/No	Pass/Fail
6 Self Declaration	Yes/No	Pass/ Fail
7 Minimum years of Standing (Lead Partner of JV must have minimum 10 years of standing)	Yes/No	Pass/Fail

The Firm can form a JV with maximum of two other firms for the qualification enhancements and clearly mention the Lead Firm with financial liabilities.

3. RANKING CRITERIA

The Consulting Firm(s) submitting the Expression of Interest will be selected on the basis of the information on the following ranking criteria:

SN	Particulars	Allocated Max. marks
1	General Experience of the firm(s) in consulting services in Civil Engineering works	10
2	Work experience of the firm(s) in Similar Projects	30
3	Experiences of Works in Similar Geographical Region/Area.	10
	Financial Capacity	10
4	Availability of Professional Key Staff with Suitable Qualifications	10
5	Technical Manpower (Human Resources with qualifications and experiences)	25
6	Office set up and Logistics	5
	Total	100

The firms shall be short-listed (ranked) according to the above criteria. The Firm/JV must score minimum 50% on each criteria and at least 70% on the overall ranking criteria as mentioned above. Only a minimum three number and maximum six top rankings shall be qualified for short listing.

4. INFORMATION TO THE FIRMS

The Consulting Firm(s) are required to complete the following forms in addition to other information regarding their organization. Information submitted need to be supported with necessary proving documents. In case of a JV please complete these forms individually for each partner, putting their forms together in sequence. A firm can have JV with only two another firm.

1. General Experience of the Firm(s) in Consulting Services during the last 7 years* (Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)

Experience of the consulting Firm for managing and delivering of any type of training service within last 7 Years. The Consultancy fee should be more than 2.0 Million without VAT will be considered for evaluation.

S. No	Name of the Project (Consulting services)	Contract Amount of Consulting Services	Year of Completion

* Should be supported by work Completion Certificates Provided by the Clients and project Data Sheets.

2. Work Experience in similar projects during the last 7 years*

Experience of the consulting Firm for managing and delivering business plan training program as well as TOTs programs, project management training, accounting software, e-billing training and procurement & contract management training with duration of more than 3 days within last 7 Years. The Consultancy fee should be more than 2.0 Million without VAT will be considered for evaluation.

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

S. No	Name of the Project (Consulting services)	Contract Amount of Consulting Services	Year of Completion
1			
2			
...			

* Should be supported by work Completion Certificates Provided by the Clients and project Data Sheets.

3. Experiences in Geographical Region/Area*

Experience of the consulting Firm for managing and delivering business plan training program as well as TOTs programs, project management training, accounting software and e-billing training and installing software and procurement and contract management training more than 3 days within last 7 Years. The Consultancy fee should be more than 2.0 Million without VAT will be considered for evaluation.

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

S. No	Name of the Project	Location of the project	Year of Completion	Contract Amount of Consulting Services

* Should be supported by work Completion Certificates Provided by the Clients and Project Data Sheets.

4. Availability of Technical, Administrative and Supporting Staff with Suitable Qualifications

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

Type	Minimum Qualification	Minimum Experience in years
1. Team Leader/ Coordinator	Master Degree	7
2. Trainer/s (Experts) on ToT Training	Master Degree	2
3. Trainer/s (Experts) on Management Training	Master Degree	5
4. Trainer/s (Experts) on Computer Software Training	Bachelors Degree	5
5. Trainer/s (Experts) on Procurement and Contract Management Training	Master Degree	5

Note: This staffs are not necessarily among the key personnel for the particular project. The firm(s) shall submit the CVs of the key personnel to be involved in the project.

- If the CVs of expert are repeted from different firms, TDF may verify with respective company requiring their involvement.

5. FINANCIAL CAPACITY

Annual Turnover of the Firm(s) for the previous Five Fiscal years. *(In case of joint venture of two or more firms to be filled separately for each constituent member)*

S.No.	Year	Annual Turnover (NRs.)
1	2072/73	
2	2073/74	
3	2074/75	
4	2075/76	
5	2076/77	

Note: the above information should be supported by the auditor's reports/tax clearance certificate of the corresponding fiscal year.

6. OFFICE EQUIPMENTS AND FACILITIES

List the office equipment, vehicles & facilities available with and owned by the firm(s)

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

S. No	Equipment/Facility	Quantities	Specifications
1	Office Space with training facility		2000 Sq.ft.
2	Computer and Printer	5 nos	
3	E-billing and computer based accounting system software - Minimum-2	1 nos	

Note: In case of Office Equipment and Facilities ownership certificate should be attached.

The Proposal must fulfill all the requirements mentioned in the notice. A successful Firm or JV shall secure minimum 70% of the total marks.

7. SELF DECLARATION AND CODE OF ETHICS

7.1 SELF DECLARATION

The Applicant shall submit Self Declaration as per clause 40 - 2 (e) of Public Procurement Regulation, 2064 mentioning that the consulting firm/firms are not ineligible to participate in this procurement process, that the consulting firm/firms does not have any conflict of interest in the proposed assignment, and that the consulting firm/firms has not received any punishment while doing consulting business and litigation history (if any). In case of JV and/or association, each individual consultant shall submit Self Declaration separately or they can submit the Self Deceleration jointly by signing each member of JV and/or association mentioning information requested in Self Declaration. The self-declaration letter shall be signed by an authorized person of the consulting firm/firms and shall be stamped by the company's seal.

7.2 COMMITMENT OF CODE OF ETHICS AND ANTI-CORRUPTION POLICY

The applicant shall submit a statement stating that the Consultant shall abide by the code of ethics and anti-corruption policy.

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