



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

Procurement of Consulting Services (For National Consulting Services)

**Issued By:
National Trust for Nature Conservation
Khumaltar, Lalitpur**

Poush 2075

Expression of Interest (EOI)

Title of Consulting Services: *Feasibility Study for Conservation Area in Jajarkot and Adjoining Areas*

Method of Consulting Service: National

Project Name : *Feasibility Study for Conservation Area in Jajarkot and Adjoining Areas*

EOI: 01/075/076

Office Name : *National Trust for Nature Conservation (NTNC)*

Office Address: *Khumaltar, Lalitpur*

Issued on: *January 01, 2019 (Poush 17, 2075)*

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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A. Request for Expression of Interest

National Trust for Nature Conservation

Date: 2075/09/17

Name of Project: Feasibility Study for Conservation Area in Jajarkot and Adjoining Areas

Name of the Donor Agency [if applicable]: _____

Donor Loan/Credit/Grant No [if applicable]: _____

1. National Trust for Nature Conservation has allocated fund toward the cost of **Feasibility Study for Conservation Area in Jajarkot and Adjoining Areas** and intends to apply a portion of this to eligible payments under the Contract for which this Expression of Interest is invited for **National consulting service**.
2. The **National Trust for Nature Conservation** now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services:
 - a. Conduct Feasibility Study for Conservation Area in Jajarkot and Adjoining Areas and Submit a brief report about it.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address **National Trust for Nature Conservation, Khumatar, Lalitpur** during office hours on or before **2075/10/01 (January 15, 2019)**. The EOI document can also be downloaded from website of NTNC, <http://www.ntnc.org.np>.
4. Consultants may associate with other consultants to enhance their qualifications.
5. 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.
6. 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 will be invited to submit technical and financial proposal through a request for proposal.
7. Minimum score to pass the EOI is **60%**.

B. 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.
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. The assignment has been scheduled for a period of **13 weeks from contract date**. Expected date of commencement of the assignment is **February 15, 2019**.
5. A Consultant will be selected in accordance with the **QCBS method**.
6. 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)*.
7. 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.
8. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the **Feasibility Study for Conservation Area in Jajarkot and Adjoining Areas**". The Envelope should also clearly indicate the **name and address of the Applicant**.
9. 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

Feasibility Study for Conservation Area in Jajarkot and Adjoining Areas

Background

The National Trust for Nature Conservation (NTNC) was established in 1982 by a Legislative Act as an autonomous and not-for-profit organization, mandated to work in the field of nature conservation in Nepal. For over three decades, the Trust has successfully undertaken over 300 small and large projects on nature conservation, biodiversity as well as cultural heritage protection, ecotourism, and sustainable development. The Trust's experience over the years has shown that conservation efforts in low income economies, such as Nepal, cannot be successful, much less sustainable, unless the needs and welfare of the local people are addressed. Holistic and integrated conservation and development program with active people's participation aimed at promoting local guardianship have been the focus of all the Trust activities.

Geographically, the Trust activities have spread from the sub-tropical plains of Koshi, Parsa, Chitwan, Bardia and Kanchanpur in the lowlands to the Annapurna, Manaslu and Gaurishankar region of the high Himalayas, including the trans-Himalayan region of Upper Mustang and Manang. Currently, the projects of Trust are divided into three geographical areas - the lowland, the mid-hills (Kathmandu Valley) and the high mountains. The Trust's activities in the lowlands are based in and around the Koshi Tappu Wildlife Reserve, the Parsa National Park, the Chitwan National Park, the Bardia National Park, the Banke National Park and the Shuklaphanta National Park located in the province one, three, five and seven of Nepal, through the Biodiversity Conservation Center (BCC) in Chitwan, the Bardia Conservation Program (BCP) in Bardia and the Suklaphanta Conservation Program (SCP) in Kanchanpur. Similarly, the Annapurna Conservation Area Project (ACAP), the Manaslu Conservation Area Project (MCAP) and Gaurishankar Conservation Area Project (GCAP) are three protected areas managed by the Trust in the mountain region. The Central Zoo is the only project of the Trust in Kathmandu Valley. As a new initiative, the Trust has established an Energy and Climate Change Unit to address the emerging issues of climate change through mitigation and adaptation approach and renewable energy technologies. The Trust has also worked on urban environment conservation with the Bagmati River Conservation Project and is interested to expend its projects in historical, cultural and important biological diversity areas of Nepal.

This terms of reference is prepared to study the feasibility of conservation area in Jajarkot and adjoining districts (Dailekh, Kalikot, Dolpa and Jumla). The districts lie in Karnali province. Karnali province consists of 10 districts including Humla, Mugu, Jumla, Kalikot, Dailekh, Surkhet, Salyan, Rukum west, Jajarkot and Dolpa. The total population of this province is 15,70,584 and the province covers 30,211 square kilometers of land which is around 21% of the total area of Nepal. There are 12 electoral constituencies for parliamentary and 24 for provincial. The region has diverse ethnicity which includes Bhramin, Chettri, Thakuri, Magar, Tharu, Tamang, Kham, Gurung and Sherpa. There is high possibility of tourism and hydro power in this province along with adequate amount of natural resources which can have positive impact on the overall economy of the country.

The Karnali province is one of the underdeveloped regions of the country characterized by inaccessibility, extreme poverty and with chronic food deficit region. Among others the root underlying causes for the region's underdevelopment inadequate viable livelihood

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opportunities, weak business sector, traditional subsistence agriculture technology and demographic factors are perhaps most potent. These have caused the area in isolation from the national development mainstream.

Mid mountainous region of Nepal is important from the biodiversity conservation prospective. Out of 118 ecosystems in Nepal, mid-mountain covers 53 ecosystems (45%) of the country. As of now, only limited area is covered inside protected area network in mid-mountain. Addressing the poverty by providing better livelihood opportunities can only help to conserve the rich biodiversity of the region. Despite its geographical harshness, poverty and isolation from the mainstream development and conservation the unique landscape, culture, indigenous tradition and biodiversity of the region, the area is highly potential for biodiversity conservation and tourism promotion.

The local government from Barekot and Nalghad rural municipalities of Jajarkot district have realized that harnessing the tourism potential of the region by declaring it as conservation area could be the means to alternative livelihood and conserving the rich biodiversity and landscape of the region. Thus, they have opted to have a conservation area and the local government together with the central government has requested NTNC to expedite the process of accessing the region for conservation area potentialities both from biodiversity conservation and economic perspective. Hence, this term of reference is prepared for the feasibility study of the Jajarkot (Barekot, Nalghad) and adjoining areas from Jumla, Dolpa, Dailekh, Kalikot to conserve and sustainable use of its biodiversity engaging local communities.

Objectives

Major objective is to conduct feasibility study to identify biodiversity status, socio-culture and tourism potentials in Jajarkot and adjoining areas to establish conservation area. Specifically, it aims to:

1. Assess floral and faunal biodiversity
2. Identify natural and socio-cultural assets and heritages
3. Explore potential tourism products and possibility of tourism development
4. Propose to delineate appropriate areas boundary for conservation area based on the landscape, biodiversity hotspot and tourism potential with possibilities of linking it with the existing tourism destinations of the region.
5. Propose the activities, human and financial resource required for the management of the proposed conservation area for five years

Expected Outputs

Following outputs are expected through this study:

1. Status of floral biodiversity is assessed and documented
2. Status of faunal biodiversity with particular focus on mammals, birds, aquatic is assessed and documented
3. Natural and socio-cultural assets and heritages are identified and listed

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4. Potential tourism products are explored and documented
5. Perceptions of local communities and stakeholders at various levels on biodiversity and culture conservation are documented
6. Detailed GIS maps with appropriate delineated area for conservation area are developed for Jajarkot and adjoining areas
7. Land use land cover map of the area is prepared
8. Detailed requirement of human and financial resources for the management of the proposed conservation area
9. Rational for declaring the proposed region as conservation area documented
10. List of required interventions based on the findings of the study for five years prepared

Methodology

The methods to be applied for the feasibility study include, but not limited to,

1. Desk review
2. Direct methods of floral assessment using appropriate sampling methods such as quadrat sampling, transect walks, species area curve
3. Direct methods of faunal diversity assessment using vintage point survey, transect walks
4. Indirect methods of faunal diversity assessment such as sign survey, pellet count, call count
5. Socio-economic survey
6. Focus group discussions
7. Key informants interviews
8. Consultations with local government, local communities, experts, and stakeholders at various levels

Deliverables

The deliverables of this assignment include:

- Inception report including methodology to be applied, detailed plan of action and schedule
- Draft study report for review and feedback
- Final study report incorporating comments and feedback received from the reviewers and national level sharing workshop (with a summary in Nepali)
- Progress reports including financial report

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- Other relevant documents, photographs, data, maps produced under this assignment

Duration and Time Frame

The feasibility study will be completed within three months from its commencement date.

Actual active time for the project work is calculated as follows:

Desk Review and inception report – 10 days

Travel time from Kathmandu to field site and field site to Kathmandu – 10 days

Field work – 30 days

Consultation meetings, draft report and feedback address – 20 days

Report finalization and submission – 5 days

Tentative timeline will be:

SN	Activity	Time line (Week)												
		1	2	3	4	5	6	7	8	9	10	11	12	13
1	Desk review													
2	Inception report													
3	Field work													
4	Consultation district and national level													
5	Prepare draft study report													
6	Comments and feedback on the draft study report													
7	Finalize and submit the study report													

Team Composition

The firm should have the biodiversity conservation/management related study experience and team members should have specific experience of concern discipline to qualify for the assignment.

The composition of the study team should comprise of:

1. Natural Resource Management Expert/Conservation Biologist- team leader, 1 person
2. Botanist - team member, 1 person
3. Zoologist - team member, 1 person

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4. Sociologist/Gender Equality and Social Inclusion (GESI) expert- team member, 1 person
5. Tourism expert - team member, 1 person
6. GIS expert – team member, 1 person

Team members should have a minimum of Master's degree and work experience in the relevant field. Prior work/research experience in similar high altitude areas of Nepal is preferred. Active time calculated for team leader is 75 days, Botanist, Zoologist, Sociologist/GESI expert, Tourism expert is 70 days and for GIS expert is 60 days to the project work.

Budget

The cost of the feasibility study for the consultant is NPR 27,79,153.79 (in words twenty seven lakhs seventy nine thousand one hundred fifty three rupees and seventy nine paisa only) including VAT.

Supervision

This work will be supervised by senior officers of NTNC to provide the suggestions and feedbacks on report and coordinate and facilitate for the consultation among the consultants and stakeholders.

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	Mandatory
VAT/PAN Registration (for National consulting firm only)	Mandatory
Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission Fiscal Year 2074/075	Mandatory
Joint Venture Agreement in case of Joint Venture	Mandatory
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>	<ol style="list-style-type: none"> 1. Team Leader- Masters in NRM//Forestry/Zoology or related field. 2. Botanist- Masters in Botany or related field. 3. Zoologist- Masters in Zoology or related field. 4. Sociologist/GESI Expert- Masters in Sociology/GESI related field. 5. Tourism Expert- Masters in Tourism Related field 6. GIS Expert- Masters in Geo-spatial Science or related field. 	50 %
<i>Experience of Key Experts</i>	Minimum 4 years of experience in related field of Expertise	
B. Experience		
<i>General of consulting firm</i>	<i>Experience in Feasibility study of any conservation/Tourism/Agriculture/Socio-economic related project</i>	40%
<i>Specific experience of consulting firm within last 7 years.</i>	<i>Experience in preparation of management plan, feasibility study reports (with special focus on NRM, Protected Areas, etc.)</i>	
<i>Similar Geographical experience of consulting firm</i>	<i>Experience of consulting service of same geographical area as Mid-Western Region</i>	
C. Capacity		
<i>Financial Capacity</i>	<i>Average Turnover not less than NPR Rs 34,00,000 of last three fiscal years i.e. FY 2072/073, 2073/074 and 2074/075 (Audited financial statements should be submitted)</i>	10%

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

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.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 business and our

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

EOI Document

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):

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.)

3. Experience

3(A). General Work Experience

(Details of assignments undertaken. Each consultant or member of a JV 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.						

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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) 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

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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.			

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

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

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

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

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

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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)

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)