

EXPRESSION OF INTEREST (EOI)

**Title of Consulting Service:
KM/CS/NCB/PAR/03/076/77**

Method of Consulting Service: National

**Project Name : Preparation of Digital Portal System for Kushma Municipality
to generate Profile of Kushma Municipality.**

EOI : KM/CS/NCB/PAR/03/076/77

Office Name: kushma Municipality

Office Address: Parbat Kushma Parbat

Funding agency : Internal Resources

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
RFP	-	Request for Proposal

Table of Contents

Section I.	A. Request for Expression of Interest	4
Section II.	B. Instructions for submission of Expression of Interest	6
Section III.	C. Objective of Consultancy Services or Brief TOR	8
Section IV.	D. Evaluation of Consultant's EOI Application	20
Section V.	E. EOI Forms and Formats	23

A. Request for Expression of Interest

Request for Expression of Interest

Government of Nepal (GoN)

Name of Employer: kushma Municipality

Date: 24-02-2020 00:00

Name of Project: Preparation of Digital Portal System for Kushma Municipality to generate Profile of Kushma Municipality.

1. Government of Nepal (GoN) has allocated fund toward the cost of Preparation of Digital Portal System for Kushma Municipality to generate Profile of Kushma Municipality. and intend to apply portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service
2. The kushma Municipality now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: Preparation of profile of the Kushma Municipality with data base of physical, economic, social, historical, environmental aspects, land resource, agriculture, forest, health, education, tourism and cultural aspects, livestock etc and deployment of mobile application for general public use to update the information related to their house, family or own individual.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address kushma Municipality, Kushma Municipality, Kushma, Parbat during office hours on or before 10-03-2020 12:00 or visit e-GP system www.bolpatra.gov.np/egp or visit the client’s website www.kushmamun.gov.np
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np/egp or manually to the address Office of Kushma Municipality, Kushma, Parbat on or before 10-03-2020 12:00
6. 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.
7. EOI will be assessed based on Qualification 30.0 %, Experience 50.0 %, and Capacity 20.0 % 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.
8. Minimum score to pass the EOI is 70

B. Instructions for Submission of Expression of

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/person/ 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.
5. The assignment has been scheduled for a period of 6 months. Expected date of commencement of the assignment is 10-05-2020.
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 in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the Preparation of Digital Portal System for Kushma Municipality to generate Profile of Kushma Municipality..The Envelope should also clearly indicate the name and address of the Applicant. Alternatively, applicants can submit their EOI application through e-GP system by using the forms and instructions provided by the system.
10. 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



GOVERNMENT OF NEPAL

Office of Kushma Municipality, Kushma,
Parbat

Kushma Municipality Online Portal

Preparation of Portal System for Kushma Municipality to generate
Profile of the Municipality System

Duration	12 months
Lead contractor for this deliverable	Office of Kushma Municipality
Funding Agency	Internal Resources
Method of Consulting Service	National
Confidentiality status	Public, Confidential to Office of Kushma Municipality, Kushma, Parbat, Restricted to bodies determined by the Office of Kushma Municipality, Kushma, Parbat.



Background

With different transitional phases of Nepal, the establishment of Federal Government has finally started to take its shape. The federal ministries are already at work and the political system has undergone substantial changes at all levels. With the local levels in the bottom, provincial at the middle and federal at top level, the government has formed according to the constitutional provisions in the hierarchy of present state mechanism. As the Constitution has envisioned that the local levels are the functional and autonomous entities working to serve people, the local level need a proper planning foundation to create a substantial change to the working population.

In the working context of local levels, Municipalities do need a proper means of collecting objective and authentic data on real-time population change, agriculture, geography, culture, economy, environment, health, education, drinking water, sanitation, service delivery, tourism, business and trade. Without the proper framework of collecting efficient data in low latency, the long-term and short-term plans for development will be hindered.

On the other hand, Schedule 8 of the Constitution has enlisted the rights of the local level to be exercised to ensure their autonomy. One of the rights in the list is to conduct and keep an updated record of household data collection on the multiple sectors aforementioned. Therefore, this project aims to prepare a complete profile of the Municipality on the basis of secondary data collection from relevant government and other institutions, census reports of CBS, Municipal Ward Office, and community based organizations and other social groups.

Local Self-Governance Act (LSGA) provisions formulation of local development plan according to needs-based, bottom-up and participatory approach. It has prominently defined tangible steps for formulation of such development plan. Underlying objective of this plan is to make investment for planned development within each of the local bodies territory. Ultimately, development endeavors help attaining sustainable livelihood and improved well-being of people. Peoples needs for sustainable livelihood and improved well-being are such that they require better access to information, markets and opportunities; they need better access to health, education and other goods and services.

In the context stated above, Government of Nepal, Kushma Municipality has initiated for the preparation of Municipality Profile of Kushma Municipality. So, Kushma Municipality, Office of Municipal Executive invites proposals from the experienced eligible National Consultants/firms registered Nepal under GON rules and regulations who are qualified as per ToR for the preparation of Municipal Profile.

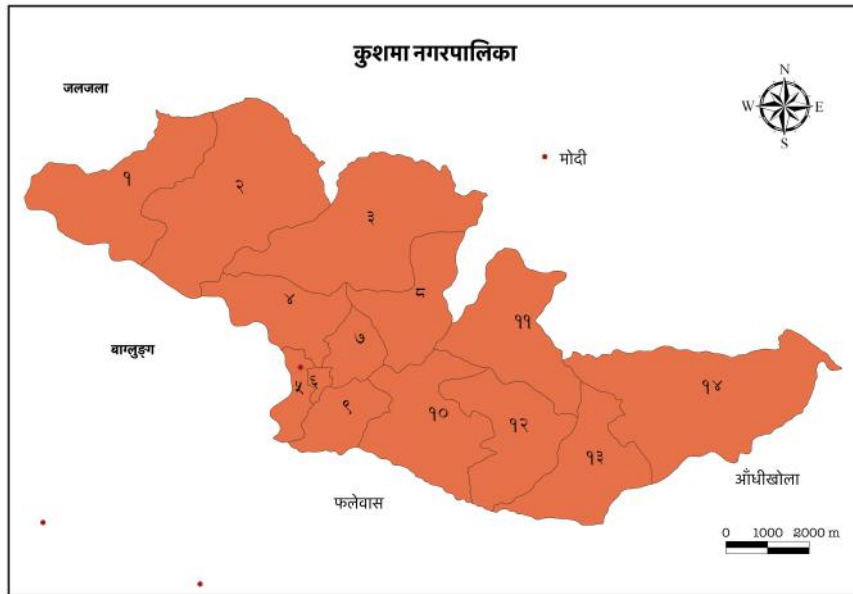


Figure 1: Kushma Map

Study Area

The area of study includes all the 14 wards of Kushma Municipality with a total area of 93.22 sq km. The figure 1 shows the area of study.



Terms of Reference - Kushma Portal

The activities will be done directly under the supervision of Kushma Municipality and discussed as per the evaluation criterion prepared by the special committee of Kushma Municipality formed for Portal Implementation Plan. The company under the act will provide the following deliverables at the end of contract.

- Collection of National Level, Provincial Level and Local Level Indicators
- Preparation of profiles of the Kushma Municipality with data base of physical, economic, social, historical, environmental aspects, land resource, agriculture, forest, livestock etc.
- Deployment of mobile application for general public use to update the information related to their house, family or own individual.
- Preparation of on-demand response forms made easily available to the Kushma people.
- Online Shopping platform for the locally identified small business.
- Integrate payment of municipal taxes from the portal.
- Development of automated report compilation system.
- Develop a secure digital identity card for every individual in the municipality.
- Develop digital map depicting important places, organizations and population distribution.
- Develop digital calendar showing activities of elected representatives at municipal and ward-level.
- Preparation of questions in field of Education, Health, Tourism and inclusive of all standard indicators of Nepal Government to be asked for efficient planning and implementation of short-term and long-term activities of the Kushma Municipality.

Rationale

The objective of e-governance is to facilitate both the government and her people by implementing a robust, secure and highly efficient digital governance system. Nepal is already progressing to implement an on-demand governance system. Gandaki province on the other hand is actively establishing its ministries and activities in correspondence with digital society. The value of information comprehensive of all the societal activities from the lowest hierarchy of society - an



individual; to the highest hierarchy of the society - the rulers; is very highly valuable. It is the objective of Kushma Municipality to anticipate all the necessary activities in between these societies. It will directly affect the preparation of master plan, periodic plan on long-term and to identify resources and means for finding new perspectives to development. The Constitution and the Local Government Operation Act, 2074 have clearly articulated the obligations of Integrated Urban Development Plan, strategic plans based on the profile by the local levels. The rationale of ToR is self-justifiable since it directly associates with public information and determines the drive of government activities to lead a prosperous society.

Objectives

The specific objective of this portal system is:

- To prepare all-inclusive and comprehensive database system of Kushma Municipality incorporating people data and institutional data.

The specific tasks related to Kushma Portal are:

- **Mobile Application** for data creation only authorized by municipal officer and real-time data updates by general public under provision of Kushma Municipality.
- **Dynamic forms and questions** for aggregative analysis.
- **Ward and Municipal Profile** automatic to the activities performed in the online portal system.
- **Online Shopping Platform** for the local business seeking market opportunities.
- **Integrated Pay System** for the Municipal Tax collection using digital wallet services.
- **Digital ID** of individual, family and house for implementing Metric Addressing System at the Municipal Sectors.
- **Digital organization of institutional data** for determining the social behavior of an individual and the organizational composition of its population.
- **Online Calendar** of representatives of Kushma Municipality.



Scope of Work

The primary data collection will be done in all the 14 wards of Kushma Municipality. The validation of user data will succeed by verifying with any scanned certificates or via the responsible line agency. The digitally approved data will be digitally signed so that the forging of the document will not take place.

Digital ID Card Development The community users of Kushma Municipality shall have one digital ID having a QR Code, Photo and Personal Details.

Digital Resource Map Development The tourist attractions, streets, offices and major places will be made digitally available under this heading. The blog pages and articles will follow immediately from the map. The maps will have the coordinates as defined by the GPS from the mobile devices like tablets.

Report Analytics The analytics of the data collected will be presented on the dashboard.

Exporting data to different formats The data from the system will be able to be exported in different digital formats (JSON, Excel).

API Development For the data request from agencies other than the consultant, the API will give access to read and write information to selected fields as agreed upon by consultant and associated agencies.

Data Backup and Recovery The data backup and log will be done on daily basis. The backup will be maintained on same cloud platform. Both parties trust the cloud Service provider for data backup. If any data loss occurred on the running server, the recovery request has to be made via email by the consultant to Developer and notified by SMS or call. The recovery will follow on date and time as agreed by both parties.

Form Development The consultant can develop any forms themselves from the administrator mode of the portal site. The form fields will have file upload feature, Multiple Choice Question, Simple Text Question, Floating Number Fields and custom validation rules (separate jquery or javascript).

Capacity Development The consultant will capacitate the Municipal members to efficiently run the system. It will be done through Orientation programme, User Manual and Training Sessions as demanded by Municipal Committee.



Methodology

Profile of the Kushma Municipality and its Ward Offices has to be prepared by analyzing primary and secondary information. The portal system will be the hub for municipal activities in its center body as well to its ward levels. It will be made available in both nepali and english languages. The study method consists of following techniques:

- Preliminary overall preparation and planning for field mobilization and questionnaire finalization. The following contents are mandatory for each profile:
 - (i) The basic forms to be incorporated are as follows:
 - Personal Details
 - Family Details
 - Education Details
 - Health
 - Women
 - Agriculture - Livestock Related
 - Agriculture - Farming Related
 - Energy and Forest
 - Business and Industry
 - Access to Physical Infrastructure and Other Facilities
 - Food Subsistence status
 - Income
 - Vital Registrations
 - License Details
 - (ii) The profile will be prepared keeping in par with sustainable development of Kushma municipality.
 - (iii) Visualizations using bar chart, line graphs, pie charts etc have to be presented.
 - (iv) Digital or printed data collected from other institutions/organizations have to be incorporated.
- Organization of Municipal level orientation meeting and field level meeting.



- Preparation of Compatible mobile application for household/ Institutional data collection and training for enumerator as well as municipal coordinators.
- Preparation of Maps for Field Visit/appraisal and field work.
- Collection of Primary data using Tab/GPS in each household within the municipality.
- Design and Development of application for different hierarchy of users.
- Presentation and collection of feedback from the concerned agencies.

Composition of Study Team

Table 1: Minimum Requirements of Key Experts of Study Team

S.No.	Expert	Person	Month	Description
1	Team Leader	1	5	Master degree in Computer Engineering/ Application/ Geomatics Engineering with minimum 6 years experience.
2	System Designer	1	2	Master Degree in Computer Engineering or related field with minimum 3 years experience
3	Statistician	1	1	Masters Degree in Statistics with minimum of 5 years experience
4	GIS Expert	1	1	Bachelor Degree in Geomatics Engineering/ Geoinformation/ GIS/ RS or related field with minimum 2 years experience
5	Web-Application Developer	1	2	Bachelor Degree in Computer Science or related field with minimum 2 years experience
6	Android App Developer	1	2	Bachelor Degree in Computer Science or related field with minimum 2 years experience
7	Database Designer	1	1	Bachelor Degree in Computer Science or related field with minimum 2 years experience
8	GIS/CAD Operator	1	2	Bachelor Degree in Computer Science or related field
9	Computer Operator	1	1	10/Intermediate in any subject
10	Field Enumerators	14	1	11/Intermediate in any subject



Roles and Responsibilities

Role of the Consultant

- Consultant shall be responsible to supply technical personnel and complete consulting work as stipulated in ToR. and work under the team leader. Consultant's personnel shall directly participate in fieldwork and plan preparation, under the supervision and instructions of the team leader. The fieldwork among other things includes data gathering, ward and municipal level meetings as per requirement.
- Consultant shall be responsible for making available of logistics including computers, printer, scanner photocopier, and vehicle as stipulated in ToR for use in the field.
- Consultant shall be responsible for undertaking necessary training programs to municipal as well as departmental technical personnel on data collection, management and other relevant computer skills that are required in connection to profile preparation.
- Keep appropriately the records and minutes of the meetings/ workshops.
- Gather data and carry out necessary analysis and inform the outcome of such analysis to the team leader and to the planning team during plan preparation.
- Undertake the task of preparing digital profile in complete as described in this TOR, under the supervision of the team leader.
- The consultant shall accomplish the work in close contact and guidance with the Office of Municipal Executive.
- Consultant shall be responsible for Annual Maintenance (AMC) for the first year.

Role of the Municipality

- Municipality shall depute its senior official preferably from the Technical section to coordinate internally and externally in the entire process till the completion of preparation profile. Municipality shall also depute the full-time technical officer/ personnel to be associated with the study team.
- Municipality shall help the team to provide and gather data. It may also raise specific issues and provide suggestions separately to the team.
- Municipality should have its own server to handle its data after completion of hosting period of the consultant



- Municipality shall make the payment of contract amount to the consultant.

Expected Output

At the end of the project, the consultant and municipality will assess the outcome based on the defined TOR. The consultant shall prepare a complete profile of the municipality and its wards in accordance to standards set by **MOFAGA**. The major criteria of evaluation will be:

- (i) The Quality of Ward and Municipal Profiles generated by the Portal System.

- (ii) The ease of using the mobile application to post data by the public and the ease of viewing results.

- (iii) The quality of data visualizations based on the indicators used.

- (iv) The ability of data to be reused by other applications and synchronized accordingly.

- (v) The complete visualization of arena specific to agriculture, population, economy, physical infrastructures etc. defined by the forms.

- (vi) GIS Maps as per necessary.



Time Plan

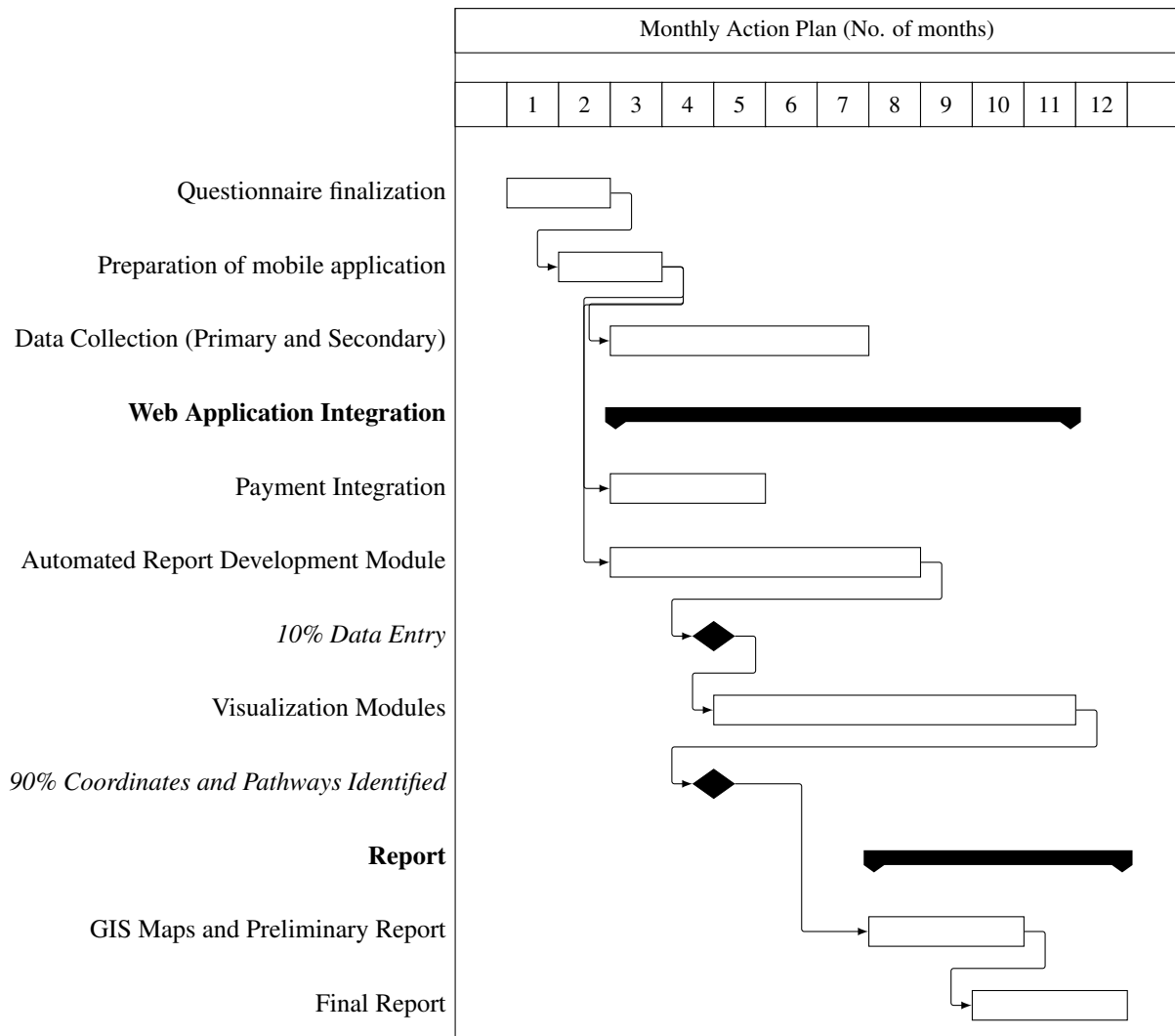


Figure 2: Time plan for implementation of PORTAL system

Payment Schedule

Installments	Time Period	Percentage of Work Carried Out	Percentage of Payment
1	3 months	25%	40%
2	3 months	25%	20%
3	3 months	25%	20%
4	3 months	25%	20%

Table 2: Payment With Installments

D. Evaluation of Consultant's EOI Application

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	Corporate Registration	
2	Tax Clearance/Tax Return Submission	
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 Experts	As per TOR
2	Experience of Key Experts	As per TOR

Score: 30.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	Projects including mapping and profile preparation, database administration & security implementation having consulting value more than 3 Lakhs (exc. VAT)
2	Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.	Preparation of rural/ municipal profile, development plan, GIS related projects, Addressing System, MIS, web application development, mobile application development, infographic report development completed within last 7 years
3	Similar Geographical experience of consulting firm	Projects relevant to similar geographical region

Score: 50.0

C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity.[Average turnover required shall not exceed 150% of cost estimate]	The Average Annual Turnover of best 3 years within last 5 years shall be 2 million
2	Infrastructure/equipment related to the proposed assignment.[This Evaluation criteria should be deleted if infrastructure/equipment are not the part of the proposed assignment]	Vehicle (4 wheels and 2 wheels), office space, GIS, GPS, DGPS, photocopy, printer, computer/laptop

Score: 20.0

Minimum score to pass the EOI is: 70

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.

E. EOI Forms & Formats

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

Standard 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

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):

Standard EOI Document

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.)

Standard EOI Document

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.						

Standard EOI Document

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

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.			

Standard EOI Document

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.)

Standard EOI Document

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.

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)

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)