

Expression of Interest (EOI)

Title of Consulting Services

Study on Potential Own Source Revenue for Province no. 1

Method of Consulting Service *National*

Project Name: Study on Potential Own Source Revenue for Province no. 1
EOI : OCMCM/PSP/P1/OSR/RFP/01/2021-22
Office Name : Provincial Support Programme (PSP)
**Office Address: Office of the Chief Minister and Council of Ministers,
Province no.1, Biratnagar, Nepal**

Issued on : 20 December, 2021

Financing Agency: PSP(PwC)/Province 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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A. Request for Expression of Interest

Province Government
Office of the Chief Minister and Council of Ministers
Provincial Support Programme
Province no. 1, Biratnagar, Nepal

Date: **20 December, 2021**

Name of Project: **Study on Potential Own Source Revenue for Province no. 1**

1. **Province Government, Province no. 1** has allocated fund from Provincial Support Programme (PSP) *toward the cost of “Study on Potential Own Source Revenue for Province no. 1”* and intends to apply a portion of this fund to eligible payments under the Contract for which this Expression of Interest (EOI) is invited for National consulting service.
2. The Office of the Chief Minister and Council of Ministers, Provincial Support Programme, Province no. 1, Biratnagar, Nepal now invites EOI from eligible consulting firms (“consultant”) to provide the following consulting services:
 - The main objective of the assignment is to study potential own source revenue of Province no. 1 and provide set of strategic recommendations in short-term, medium-term and long-term to reduce the fiscal gap and make Province no. 1 fiscally sustainable.
 - Scope of the work (as mentioned in ToR).
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address “The Office of the Chief Minister and Council of Ministers, Provincial Support Programme, Province no. 1, Biratnagar, Nepal” during office hours on or before 04 January, 2022 and 12.00 AM or visit the following websites:
 - a. <https://ocmcm.p1.gov.np>
 - b. <https://merojob.com>
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through the client’s email: **in_psp@pwc.com** on or before 04 January 2022 and 12.00 AM.
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 40%, Experience 40%, and Capacity 20%** 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%**.

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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 and the maximum number of partners in JV shall be limited to three.
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 **National consulting firms or a joint venture of consulting firms**.
4. The assignment has been scheduled for a period of **five months**. Expected date of commencement of the assignment is **01 March, 2022**.
5. A Consultant will be selected in accordance with the **Quality and Cost Based Selection (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 **"Study on Potential Own Source Revenue for Province no. 1"**". The Envelope should also clearly indicate the ***name and address of the Applicant***. Alternatively, applicants can submit their EOI application through email (in_psp@pwc.com) by using the forms and instructions provided by the system.
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

Term of Reference
for
consulting service to
Study on Potential Own Source Revenue of Province no. 1

1. Context

Constitution of Nepal 2015 outlined the deferral journey of Nepal by forming three spheres of government. The federalism of Nepal is unique in nature. The state power, both the rights and responsibilities, has been divided across federal, provincial and local levels of government with a mix of exclusive and concurrent powers. The subnational governments can formulate laws, on financial rights, set their own budgets, make decisions, device plans and policies, implement those plans, levy taxes, and collect revenue. Despite the slow pace Nepal's federal devolution taking shape in the spirit of fiscal architecture supporting the new rights and responsibilities of subnational governments. Mobilization of Own Source Revenue (OSR) is important for sub national government's improved ability to provide public goods and services, lower poverty, capacity development at province and local level, and economic development. In the context of Nepal, sub-national government refers here Provincial Government and Local Government and OSR refers to the revenue generated by those sub-national governments from taxes assigned to them by the Constitution of Nepal and laws with service charges, and fees. Principally, improving OSR by sub national government can also reduce the pressure of federal government in the face of rising public debt and recurrent expenditure. In addition, strengthening OSR generation can also help improve fiscal autonomy, increase source of revenue, and achieve control over development agenda of sub-national government. The sound revenue system, especially OSR at Provincial and Local level, is critical prerequisite for the success of fiscal federalism in Nepal.

Constitution Mandate and Federal Laws: The Constitution of Nepal envisages fulfilment of exclusive and concurrent power and responsibilities in schedule 5 to 9 by federal, provincial and local level based on the principles of cooperation, coordination and co-existence. It has laid the foundation for fiscal federalism and also assigned revenue sources to all three level of governments. They have also the constitutional power to enact laws, prepare budget and mobilize their own source revenue (OSR).

The enactment of Intern Governmental Fiscal Arrangement Act, 2074 (IGFAA) and National Natural Resource and Fiscal Commission Act, 2074 provided more clarity of revenue assignment with fiscal transfers to provincial and local government to fund their respective functions. As per the constitutional and legal provisions, provincial and local governments also receiving the four types grants (equalization, conditional, complementary and special) with revenue sharing from the federal government as major sources.

Current Scenario and Mandate of Province no. 1: With the successful completion of the election of all spheres of the government, Province no. 1 has also been formulating and implementing the budget with resource mobilization including own source revenue (OSR) since its establishment in 2074. In the last three years, the average OSR of Province no. 1 is about 10% in its total budget. It seems that there is a need to mobilize potential OSR to enhance revenue and fulfil the expenditure needs. As per first periodic plan of Province no. 1 Government (2076/77-2080/81), it has targeted to enhance revenue from OSR to be 20% in total budget by the end of FY 2080/81. Further, a total amount of NPR 1,442.80 billion has been estimated as expenditure needs for Province no. 1 Government to achieve the long term development goals. Out of this amount, the Government of Province no. 1 has to mobilize NPR 557 billion, the private sector NPR 776 billion and remaining NPR 79.30 billion from the cooperative sector for this planning periods. However, the total budget of Province no. 1 is only from 32.47 billion to 43.64 billion during the period of FY 2075/76 to 2078/79. Annual budget seems to have been estimated very below as per expenditure needs. OSR have been estimated as 10%-12% out of the total budget. The collection efficiency of OSR is only 67% and 74% during the period of FY 2076/77 and FY 2077/78 as compared to estimated and actual amount respectively. Province no. 1 is highly depending with federal grants and revenue sharing.

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With analysing the expenditure needs and financial capacity of the Province no. 1 as mentioned above, it needs that the internal resource mobilization capacity should be made more effective. House land fee and vehicle tax are main sources as OSR of Province no. 1. However, agriculture income tax, as potential and an exclusive tax for Province Government, has not been collected so far. Recent analysis by Province Support Program (PSP) based on OAG and other study reports point to several issues on OSR i.e. weak tax administration system, policy gap and limited capacity of Province no. 1. The policy and program document of Province no. 1 for FY 2078/79 has also described the potential revenue to be collected from agriculture, forest, tourism and other areas to be resolved the issues with necessary laws and procedures. Further, the Government of Province no. 1 has also proposed a Task Force team with comprising an expert in their budget speech for FY 2078/79 (point # 158).

Provincial Support Program (PSP): PSP under the leadership of the Government of Province no. 1 is contributing to strengthen and sustain the federal institution building process. PSP is focused on enabling the capacity of Province and Local Government in Province no. 1, to develop policies to exercise their rights in spirit of constitution; to establish and strengthen the governance systems and procedures for improved efficiency for equitable developments and service delivery; and to enhance transparency and accountability of provincial government towards its citizen and constituency. In the presence of Chief Minister, PSP was signed between the Government of Nepal and Government of Switzerland in Biratnagar on 17 January 2020.

Outcome 2 of PSP intends to support vertical and horizontal collaboration between local and province government through revenue mobilization with sharing of natural resources between Province and LG equitability (Output 2.2). Among others, study on OSR is identified as an important activity by PSP and Ministry of Economic Affairs and Planning (MoEAP). The MoEAP has already formed a Task Force team with their decision of scope of works and requested to PSP for technical support for this study on OSR.

In above background, PSP through YPO for fiscal year 2021-22 intends to support Province 1 Government to identify potential revenue and establishment of natural resource database system with policy guidelines of natural resources (river based materials) for its sharing and sustainability. The support from PSP would be to conduct the study on potential OSR through a consultant team (domain experts) to be recommended to the Government of Province no 1 with action plan (short term, mid term and long term). The proposed activity is reciprocal to outcome 2 (Province no. 1 and LGs cooperate on selected development priorities), output 2.1 (Province and LGs form strategic partnerships on selected priorities) and activity no 2.2.1 (Support to conduct study on potential own source revenue of Province no. 1 Government), 2.2.2 (Support to establish database of natural resources in Province), 2.2.3 (Support to update existing natural resource revenue sharing mechanism by PG to Municipalities) and 2.2.4. (Support to develop provincial level directives/procedures for sustainable use of natural resources (river based materials)) of PSP Yearly plan of operation 2020-21.

2. Objective of the Assignment:

The main objective of the assignment is to study potential own source revenue of Province no. 1 and provide set of strategic recommendations in short-term, medium-term and long-term to reduce the fiscal gap and make Province no. 1 fiscally sustainable.

2.1 Expected Outputs

The proposed assignment will have TWO major outputs and they are:

2.1.1 Preparation of Revenue Improvement Action Plan of Province no. 1, and it includes:

- Assessment current practices and issues on own source revenue collection (policy, institution and human resource capacity with tax and non tax collection system etc)
- Study the best practices adopted by other Provinces of Nepal and international level (if possible) and make necessary recommendation for Province no. 1 for revenue enhancement and management system.
- Trend analysis on collection of internal revenue and the coverage, collection mechanisms of major revenues and underlying causes of low revenue;
- Analysis and recommend new tax base and tax rates for different nature of tax and non-tax;
- Recommend different strategies and policy reform to raise own source revenue at optimum level (Agriculture Income Tax, House Land Registration Fee, Vehicle Tax,

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Natural Resources including forest, tourism and river based materials (database), physical infrastructures etc);

- Review and analysis of the provincial tax and non-tax policies from a GESI perspective and provide strategic and action-oriented recommendations to incorporate GESI perspective into the policies and practices.
- Recommend scientific basis for sustainable tax/non-tax rates- which acknowledge the capacity to pay, nature and size;
- Review the current revenue administration system and recommend for modernize revenue administrative system with organogram, collection, billing system and internal control of revenue administration;
- Recommend effective mechanism process for revenue sharing between Province and Local government.
- Preparing result based action plan for FIVE years;
- Review and Analysis on current fiscal year's Financial Bill of Province 1 and recommend as Model Bill based on study report or findings in consultative manner.

2.1.2 Prepare a robust legal framework and procedure guideline for promotion of key revenue sources and its streamlining practices at Province no. 1 (Agriculture Income Tax, House Land Registration Fee, Vehicle Tax and Natural Resources including forest, tourism and River-based materials etc) and It includes;

- Assessment of current practices and issues of Agriculture Income Tax, House Land Registration Fee, Vehicle Tax.
- Assessment of current practices and issues of natural resource including forest, tourism, river based materials and other areas under provincial level.
- Establish natural resource database system of Province no. 1.
- Prepare legal framework of Agriculture Income Tax, House Land Registration Fee, Vehicle Tax with procedures guideline for the tax assessment, billing, collection and control.
- Prepare procedure guideline for natural resource (forest, tourism, river based materials etc) and its sharing and mechanism between PG and LG.
- Assessment of existing institutional mechanism and recommend appropriate institutional setup to promote and facilitate citizen and private sector engagement in provincial development and revenue enhancement.
- Policy recommendation with analysing gap and overlap on federal and other level laws to establish and implement revenue assignment of Provincial level at Province no. 1.

3. Scope of the Study

- Prepare a comparative study and analysis of the constitutional, policy, legal provisions, institutional and human resources related to the revenue assignment under the province government;
- Analyse the existing situation on each revenue sources of Province no. 1 Government and recommend as solution;
- Identify potential areas and sources of internal revenue of Province no. 1 Government and its mapping at each local level;
- Prepare strategic action plan with improvement and suggestion for enhancement of revenue sources in relation to tax and non-tax rate and base with collection and management mentioned in Schedule 2 of Inter-Governmental Financial Management Act, 2074;
- Review the past years' revenue received from natural resources at local level and recommend for revenue enhancement in this regard;
- Recommend the required policy for tax/non tax with rate/fees, institutional setup and human resources for Province no. 1 for the proposed revenue and its mobilization;
- Review the revenue levied by Provincial Government and collected by the local level in the close coordination with local level and respective provincial line agencies and recommend solutions to the problem;

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- Recommendation on rates and base (scope) with administrative system for the purpose of legal framework on agricultural income tax and natural resources management including procedures and mechanism for revenue sharing on natural resources;
- Recommendation of technology based revenue management system to be adopted by Provincial Government as per its revenue assignment mentioned in Schedule 6 and other Schedules of the Constitution of Nepal with further in Intergovernmental Finance Management Act, 2074;
- Explore and increase the tax and non-tax base for Province no. 1 Government.
- Refer the best practices adopted by other provinces of Nepal for revenue enhancement and management and make necessary recommendations to the Province 1 Government.
- FIVE years' revenue projection with justification in real basis for tax and non tax to be supported for annual budget and mid term expenditure framework (MTEF) for Province 1 Government.
- Recommendation to Province no. 1 Government for the amendment in federal and other level laws, if any contradiction, to establish and implement the revenue assignment in line with constitution of Nepal for provincial level.

4. Role of Task Force Committee and PSP

4.1 Role of Task Force Committee

The Revenue Task Force is an Expert's task force and members appointed by the MoEAP for a period of 6 months. The Expert will chair the Revenue Task Force Committee with comprising Secretary from different Ministries and Team Leader (invitee) from PSP as members. All meetings of the Task Force will be conducted in accordance with the committee procedures as approved by MoEAP. A Technical Team or Study Team (domain experts) hired by PSP will be provided to the Task Force Committee to support for overall study process with report as per scope of works. The Committee will guide and monitor for the study carried out by the Technical Team/Study Team.

4.2 Role of PSP

- Hire and deploy a firm with technical team (domain experts) to supported to the MoEAP and its Task Force Team for overall study process, report preparation with action plan and policy documents.
- Support to Task Force Team for overall management (through consulting firm) as per requirement for the study.
- Track the record and monitoring of Technical Team to be ensured the report in the timely and quality to achieve the objectives of this assignment.

5. Composition of Experts (Role, Experience and no of engagement days)

The assignment can be carried by a consulting firm comprises a Technical Team demonstrating capacity and evidence of conducting such study earlier with an inclusive team composed as in the table below:

S.N	Proposed Position	Qualification and Key Expertise	No of Person	Person Days	Main Responsibilities	Remarks
1.	Fiscal Federalism & Tax Administration Expert (as Team Leader)	Master degree in relevant subject (Preferably Ph. D.), with proven track of at least 15 years' experience on Policy/Governance with Fiscal Federalism, Tax Laws and Tax Administration, Public Finance, Study/Research etc.	1	60 days across 20 weeks	Overall management. as Team Leader, with coordination among team members, government and non government agencies at federal, provincial and local level for the study report and policy documents preparation including legal framework as per requirements	
2	Natural	Master in Natural	1	35 days	Review the document with	

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S.N	Proposed Position	Qualification and Key Expertise	No of Person	Person Days	Main Responsibilities	Remarks
	Resource Specialist (Agriculture, Forest etc)	Resource Management or Agriculture or Forest sectors or relevant field. At least 10 years' experience on natural resource mobilization and related field.		across 20 weeks	<p>national and international practices and consult with NNRFC and other key stakeholders for identify key issues and gap on natural resources including forest, tourism, hydropower, river based materials etc and its sharing mechanism.</p> <p>Establish database system for natural resource management of each local level at Province 1 and its status for policy analysis</p> <p>Recommend to the NNRFC and Provincial 1 Government with policy, procedures system for revenue sharing and its standard with sharing mechanism.</p> <p>Support for preparation for the legal framework of Agriculture Income Tax, river based materials, forest, tourism etc. .</p> <p>Other as per requirement for Natural Resource Management related works.</p>	
3	House Land Registration Specialist (Administration and Management)	Master's degree i.e. MBA, MPA, MA or relevant field with at least 10 years working experience in administration and management level with house and land management sector.	1	25 days across 20 weeks	<p>Review gap and overlap with current issues on house land registration.</p> <p>Recommend for policy and implementation level with technical with automation system for tax collection and its sharing mechanism.</p> <p>Support for new legal framework for house land registration tax based on study report and feedback from key stakeholders (federal, provincial and local).</p> <p>Other as per requirement for House Land Registration related works.</p>	
4	Transportation Specialist (Administration and Management)	Master degree in relevant field with at least 10 years working experience in administration and management level with transportation management sector.	1	25 days across 20 weeks	<p>Review prevailing laws and regulations of transportation and its issues on provincial level</p> <p>Study the current practices at federal and other provinces level with issues</p>	

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S.N	Proposed Position	Qualification and Key Expertise	No of Person	Person Days	Main Responsibilities	Remarks
					<p>and gap for implementation including its best practices, if any in other Provincial level.</p> <p>Recommend for policy and implementation level with technical with automation system for tax collection and its sharing mechanism.</p> <p>Recommend and support for preparation of legal framework for vehicle registration tax based on study report and feedback of key stakeholders (federal, provincial and local).</p> <p>Other as per requirement for Vehicle tax related works.</p>	
5	PFM Expert /Research Associate (Tax and non Tax with Government Account)	MBA, MBS, MPA or MA in Economic or other relevant areas with public finance. At least 6 years' experience in PFM sectors. Preference is given to experience on fiscal policy with tax and non-tax at government level or working in OSR study process.	1	45 days across 20 weeks	<p>Support to Team Leader and other domain experts for overall OSR study process with data collection and report preparation.</p> <p>Support for legal frameworks for Province 1 based on study reports with recommendation and feedback from other domain experts and key stakeholders for this study.</p>	
6.	Economist	MA in Economics with at least 10 years' experience in micro/macro-economic and fiscal sectors and its analysis. Preference is given to experience of tax and non-tax with working in OSR study and its policy level related works.	1	20 days across 20 weeks	<p>Conduct economic analysis of Province 1 and its impact on tax and non-tax sectors. Provide technical support for OSR study in economic prospective and recommend further policy for potential tax, service fees and other tax and non-tax considering its feasible and viable.</p> <p>Other works as per requirement in economic development perspective for resource mobilization.</p>	
7	Legal Expert	Bachelor's in Laws (BL) or LLB with major subject in taxation or fiscal law or any related works. Preference is given at least 6 years experience in related field.	1	30 days across 20 weeks	<p>Review prevailing federal, provincial and local laws and provide feedback on overall laws for this study and its scope of works not to be contradicts each other.</p> <p>Provide technical support for preparation of legal frameworks as per requirement (agriculture, natural resources, vehicle tax etc).</p>	

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S.N	Proposed Position	Qualification and Key Expertise	No of Person	Person Days	Main Responsibilities	Remarks
8	GESI Expert	Master's degree in gender studies, development studies, public policy or other relevant fields in social science with at least 10 years' experience in the related field.	1	20 days across 20 weeks	Provide technical support for provincial level tax and non-tax policy analysis with strategic recommendation from a GESI perspective. Other work will be as per requirement of the scope of work.	

Note:

- (a) Senior Political Federalism Analyst will also be engaged through PSP for overall quality assurance of the assignment.
- (b) The consulting firm shall manage to mobilize local enumerators to collect the PRIMARY DATA of natural resources from 137 local levels.
- (c) The number of days and potential HR may be adopted in the future subject to final agreement negotiation with the Province Government.

6. Methodology/Approach for the study

The assignment requires wide consultation and meetings with political party, committee of Province Assembly, relevant government agencies at federal (NNRFC, Ministry of Finance and other key line ministries and agencies, Revenue Board, FNCCI with other private sector representative, Local Government Association-LGAs etc), provincial level (Ministries, PTCO, Province 1 Chapter LGAs, other government and non-government agencies including private sector etc) and selected SIX local levels and deskwork followed by review of relevant literatures including relevant acts, rules, procedures, national and international level reports with best practices. Methodology tools need to be developed to collect data as per requirement based on scope of works. Regarding database for natural resource management, it will be collected and established based on information of all 137 local levels.

7. Deliverables and Timeline

Final delivery of the assignment would be final report with action plan for OSR of Province no. 1 including natural resource database system with legal framework by milestones as below:

S. N.	Deliverable/Milestones	Timeline
1	Inception report including methodology, tools and report template, followed by desk review and literature review	Within THREE weeks of agreement
2	Workshop at Province no. 1 level and selected LGs	Within SEVEN weeks of agreement
3	Workshop at Federal Level	Within TEN weeks of agreement
4.1	Natural resource database system with status and issues for policy and its sharing (all 137 LGs of Province no. 1)	Within FOURTEEN weeks of agreement
4.2	A draft report in agreed template followed by field visit, data collection and data analysis	Within FOURTEEN weeks of agreement
5	A draft report in legal framework (agriculture income tax, house land registration tax, vehicle tax, natural resources with river based materials)	Within SIXTEEN weeks of agreement
6	Workshop and Presentation at Province 1 (with key expert views)	Within EIGHTEEN weeks of agreement
7.1	Final report of OSR followed by presentation of the draft report and incorporating feedback.	Within TWENTY weeks of agreement
7.2	Final legal framework followed by presentation of the draft and incorporating feedback (agriculture income tax, house land registration tax, vehicle tax, natural resources with river-based materials etc)	Within TWENTY weeks of agreement

With these all milestones, the assignment is expected to be delivered within 20 WEEKS of commencement of the contract from the date of agreement.

8. Reporting

Task Force Committee of MoEAP and Team Leader of Provincial Support Program (PSP) through Financial Management & Reform Specialist of PSP.

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D. 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 up to Fiscal year - 077/78 (for National consulting firm only)	
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	Minimum Requirement	Score
A. Qualification		
<i>Qualification and experience of Key Experts</i>		40 %
A. 1. Fiscal Federalism & Tax Administration Expert (as Team Leader)	Master degree in relevant subject (Preferably Ph. D.), with proven track of at least 15 years' experience on Policy/Governance with Fiscal Federalism, Tax Laws and Tax Administration, Public Finance, Study/Research etc.	
A. 2. Natural Resource Specialist (Agriculture, Forest etc)	Master in Natural Resource Management or Agriculture or Forest sectors or relevant field. At least 10 years' experience on natural resource mobilization and related field.	
A. 3. House Land Registration Specialist (Administration and Management)	Master's degree i.e. MBA, MPA, MA or relevant field with at least 10 years working experience in administration and management level with house and land management sector.	
A. 4. Transportation Specialist (Administration and Management)	Master degree in relevant field with at least 10 years working experience in administration and management level with transportation management sector.	
A. 5. PFM Expert /Research Associate (Tax and non Tax with Government Account)	MBA, MBS, MPA or MA in Economic or other relevant areas with public finance. At least 6	

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	years' experience in PFM sectors. Preference is given to experience on fiscal policy with tax and non-tax at government level or working in OSR study process.	
A. 6. Economist	MA in Economics with at least 10 years' experience in micro/macro-economic and fiscal sectors and its analysis. Preference is given to experience of tax and non-tax with working in OSR study and its policy level related works.	
A. 7. Legal Expert	Bachelor's in Laws (BL) or LLB with major subject in taxation or fiscal law or any related works. Preference is given at least 6 years experience in related field.	
A. 8. GESI Expert	Master's degree in gender studies, development studies, public policy or other relevant fields in social science with at least 10 years' experience in the related field.	
B. Experience		
<i>B. 1. General experience of consulting firm</i>	<i>Working experience of at least 7 years.</i>	40%
<i>B. 2. Specific experience of consulting firm within last 7 years.</i>	<i>Experience in conducting similar assignment in the field of public finance management, policy and governance sector in Provinces/Palikas.</i>	
<i>B.3. Similar Geographical experience of consulting firm</i>	<i>Working experience in Province no. 1.</i>	
C. Capacity		
<i>C. 1. Financial Capacity</i>	<i>Minimum NRs. 15 Million or More within Last 7 Years evaluated as average of best 3 Years.</i>	20%
<i>C.2. Adequacy of the proposed work plan and methodology in responding to the Terms of Reference</i>	<ul style="list-style-type: none"> - <i>Understanding of the ToR, objectives and scope of work, expected outputs, deliverables with timelines, work schedules,</i> - <i>Technical Approach – (Approach, methodology, work plan and tools proposed)</i> - <i>Reflection on anything new and innovative approach which can be applied to achieve the outcomes and goals effectively and efficiently</i> 	

Minimum Score to pass the EOI: 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

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

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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.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.

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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):

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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.)

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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.			

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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 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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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)