



Expression of Interest (EOI)

**Preparation of Integrated Sustainable Development Plan (ISDP)
of
*Birgunj Metropolitan City***

Method of Consulting Service
National

**Issued By:
Birgunj Metropolitan City**

Date: 2075-11-19

Abbreviations

CV	-	Curriculum Vitae
DO	-	Development Partner
EA	-	Executive Agency
EOI	-	Expression of Interest
GON	-	Government of Nepal
ISDP	-	Preparation of Integrated Sustainable Development Plan
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
TOR	-	Terms of Reference
VAT	-	Value Added Tax

A. Request for Expression of Interest

Birgunj Metropolitan City
Office of the Municipal Executive
Adarshnagar, Birgunj, Province No 2, Nepal

Date: 2075-11-19

Preparation of Integrated Sustainable Development Plan (ISDP) of Birgunj Metropolitan City

- Birgunj Metropolitan City has allocated fund toward *the cost of Preparation of Integrated Sustainable Development Plan (ISDP) Birgunj Metropolitan City* and intends to apply a portion of this **fund** to eligible payments under the Contract for which this Expression of Interest is invited for *National consulting service*.
- The *Birgunj Metropolitan City* now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services:

Preparation of Integrated Sustainable Development Plan of Birgunj Metropolitan City.

Detail of objectives and scope are as per as ToR.

- Interested eligible consultants may obtain further information and EOI document free of cost at the address *Birgunj Metropolitan City, Adarshnagar, Birgunj* from **2075-11-19 during office hour** or for more details visit official website <http://www.birgunjmun.gov.np>
- Expressions of interest shall be delivered manually to the address Birgunj Metropolitan City, Adarshnagar, Birgunj on or before **2075-12-04, 12:00 PM**.
- The consultants may form a Joint Venture (JV) among maximum of three partners only to enhance their qualification and the partnership should not be repeated to other joint ventures.
- 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.
- EOI will be assessed based on **Qualification 40%, Experience 50%, and Capacity 10%** of consulting firm/s 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.
- Minimum score to pass the EOI is **60%**.
- *Birgunj Metropolitan City* reserves the right to accept or reject any or all applications, or cancel the entire proceedings without giving any reasons, whatsoever.
- Pre-bid meeting will be held 10 days before of last date of submission at 2:00 pm in BMC office.

B. INSTRUCTIONS FOR SUBMISSION OF EXPRESSION OF INTEREST

- Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms.
- 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*).
- This expression of interest is open to all eligible **consulting firms**.
- In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 3 years and audited balance sheet and bio data shall be considered for evaluation.
- The assignment has been scheduled for a period of *six months from the date of agreement*. A Consultant will be selected in accordance with the **QCBS** method.
- Expression of Interest should contain following information:
 - A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
 - 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).

- 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.
- 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 Integrated Sustainable Development Plan of Birgunj Metropolitan City**. 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.
- 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. Brief TOR

Terms of Reference (TOR) for Preparation of Integrated Sustainable Development Plan (ISDP) of Birgunj Metropolitan City.

1. Background

Most of the cities and regions of Nepal, except Kathmandu Valley and its vicinity, remain deprived of economic growth as well as deliberate investment. The urban centers are already confronting the backlog of infrastructure services. This backlog continues to grow also owing to weak municipal capacity including the limited financial base. Consequently, urban investments remain largely uncoordinated and fragmented and are being channeled to make provisions for basic facilities rather than to strategic projects which would have made greater economic impacts in the region.

On the other hand, potentials/opportunities of the urban centers in the region are not fully examined. Similarly, the role of cities and their inter-linkages in contributing to regional economic growth is less understood and appreciated. Consequently, urban potential as well as complementarities of comparative advantages of cities/towns are less exploited. The resultant is the inability of urban areas to serve as dynamic engines of growth. The implications might be more, outmigration from small urban centers and rural area to the larger cities resulting wider ramification on the quality of life and natural environment of others cities. This trend adds further regional disparity.

The implication would be development of specific/strategic urban infrastructures as well as specialized activities according to specific potential and comparative advantage of a place. This will reduce duplication of investment in the region as well as help optimize the scarce national resource – leading to development of a sustainable urban system within the region. Such system will comprise of cities with complementing urban functions resulting in a self-contained and self-reliant urban economic region.

In this context, with the goal of maintaining balanced urban system, Government of Nepal (GoN) has already initiated development of new towns Similarly Birgunj Metropolitan City is planning for development and improvement in the quality of life of people of the Birgunj city in a sustainable way.

2. Objectives

The main objective of the proposed assignment is to make identified and proposed development projects sustainable in an integrated way. The specific objectives are:

- To find out way of improving revenue of BMC sustainably.
- To conserve and protect environment of BMC for a long period.
- To organize spatial growth of settlements in an appropriate direction in order to provide infrastructure and services to the large number of populace effectively and efficiently.
- To contribute in realizing Sustainable Development Goal number 11 i.e. “Sustainable Cities and Communities” of UN
- To pave a road map of development in different sector with strategy, policy formulation and action plans
- To facilitate in execution of vision of BMC.
- To formulate the integrated sustainable development action plan of the city for ten year horizon that includes guiding policies, strategies, strategic programs/ projects, action plan for each five years periods and development control tools to foster the growth potential of the city.

3. Scope of works

Followings are the scope of work within the assignment:

- To collect reports, Map, data and information related to the assignment as part of desk study.
- To identify key Sustainable Development Indicators/issues.
- To analyze the key priority economic, environmental, cultural and social issues consisting primarily, demography, heritage, cultural/social harmony, GESI, trade and commerce; health, education, sanitation, pollution, drainage, greenery, solid waste management etc.
- To analyze opportunities and constraints for spatial development for settlements with due consideration of disaster risks and different development/economic potentials, area of comparative advantages of the area.
- To analyze physical infrastructure and services comprising mainly of road, communication, sewer, transport, security, fire
- Financial analysis consisting of revenue generation of municipality.
- Sustainable development potential analysis
- To carryout SWOT analysis in line with sustainable development concept.
- To assess role and function of the city in the region/province,
- To assess the state and trends of sustainable development (SD) issues.
- To Identify specific five key priority issues in social, economic, physical/spatial and environmental sectors and analyze those identifying gaps and challenges to be addressed in the action plan.
- To assess preliminary effect of climate change.
- Assessment of disaster risk reduction practices.
- To identify thematic development opportunities on social, economic. Physical/spatial and environment in line with the Metropolitan Sustainable Development vision and priority.
- To frame and prepare outlines of infrastructure, social, economic and other related projects which are substantial to meet the objective of this assignment.
- To assess and prepare/endorse/ propose for amendment policies, strategies for sustainable development of identified sectors.
- To prepare the sustainable development information system to monitor the ISDP based on the indicator;

4. Approach and Methodology:

4.1 The approach

The preparation of the ISDP shall be based on available credible scientific data and indicator. The first phase of preparation of the ISDP is to conduct collection and assessment of the available collected information and consultation with the stakeholders of the Birgunj Metropolitan city to identify the Sustainable Development Vision and identify the key five priority issues in economic, environmental and social sectors. The identified priority issues shall/can be analyzed using the DPSIR framework (Drivers, Pressure, State, Impact and Response) to identify the gaps and need which will help in preparing project and plan in addressing the gaps and needs considering in achieving SD vision of the Metropolitan. Based on the consultation and analysis of the SD priority issues a Sustainable development plan will be prepared on various sector.

After development of Draft report content & identifying the key priority issues from workshop, the collected information from the desk study will be used to develop the draft report by analyzing the identified issues using DPSIR framework. The needed further information for the preparation of the first draft of ISDP will be collected from the concern office. Dissemination event shall be organised to inform the outputs of the study.

4.2 Information /feedback / data collection:

After preparing checklist, relevant information and/or data shall be collected by applying following methods:

- Questionnaire survey, interview with stakeholders and field observation to collect primary data.
- Relevant literatures and documents, as secondary information, shall be collected by visiting concerned agencies.
- Spatial data shall be collected by secondary information and satellite image or other source. However, it shall be verified to the extent possible, by field visit.
- Organize consultation workshop to identify key pressing Sustainable development (economical, environmental and Social) issues of the Birgunj Metropolitan City by inviting Metropolitan, ward office official and key personality and stakeholders who can contribute in identifying the key issues and in development of the content of the report

4.3 Existing situation and data analysis:

Analysis of data shall be done by manually and also by using computer software viz. SPSS, MS Excel and other relevant tools. The interrelation among the various variables shall be thoroughly analysed. Graphical methods may also be utilized to do the analysis.

4.4 Maps and / or Drawings preparation:

Secondary information such as cadastral maps, satellite imagery, topographical maps and other relevant maps prepared by various agencies shall be used for preparing base maps. No

topographical survey shall be carried out. Maps/Drawings/Plans shall be prepared by taking reference of satellite image with the application of GIS software, Auto Cad software. Google image, open source maps can be extensively used. If necessary, field measurement shall be carried out for the places or situations where accuracy is required. Other relevant drawings shall also be prepared by using the similar program. If specific details have to be prepared, those shall be done by using software like Studio Max, Sketch up, Form G etc. free hand sketches.

5. Work Schedule

	Activities	Months					
		1	2	3	4	5	6
1	Desk Study/Collection of information/Field verification	■					
2	Analysis of Data and information		■	■			
3	SD indicators preparation with analysis of SD issues			■	■		
4	SD plan preparation on various themes				■	■	
5	Report preparation incorporating inputs and comments received from stakeholders					■	■
6	Final layout of the report for publication						■

6. Output expected

The assignment is expected to produce following outputs with due consideration of sustainability in an integrated way:

- A complete picture of role and function of BMC in the regional and urban perspective,
- Sustainable Development Plan on social, economic, physical/spatial, and environmental sector with tentative budget figure. The plans shall range from town level to ward level.
- Indicator based Sustainable Development information system to monitor the sustainable development of BMC.
- long-term physical development plan with identification of prioritized settlement development area and tools for its implementation viz. Land pooling including prefeasibility of some selected area.
- Proposed land use plan
- Review of building bye laws.
- Transportation development plan including consideration for handicapped people
- Environmental management and development plan
- Social development plan
- Conservation, cultural and tourism development plan
- Disaster risk management plan
- Economic development plan
- Physical infrastructure development plan including sidewalk improvement plan.
- Financial development plan
- Institutional development plan

- Information dissemination system
- Five year action plan consisting of project outline covering twenty year horizon.
- Proposed policy and institutional setup for implementation of the ISDP in achieving the vision;

7. PROPOSED PERSONNEL REQUIREMENTS

The consulting team shall be comprised of the following personnel:

S.N.	Position	No. of person required	Duration	Qualification
1.	Urban Planner/Team Leader	1	3.0 months	At least Master Degree, Ph.D is preferred, in urban Planning/ City Planning/Urban Design/ Regional Planning /with 15 years working experience after Master degree in the fields of Periodic Plan/ Physical Development Plan/ Land Pooling/ IAP/ Regional Development Plan
2.	Environment Expert	1	1 month	At least Master's Degree, Ph.D is preferred, in Environmental Engineering with 10 years' work experience in related field after Master's Degree.
3.	Urban Designer	1	1.25 months	At least Master Degree in urban Design with 7 years working experience after Master degree in the fields of Urban Design/planning
4.	Economist/Financial Analyst	1	1.75 months	At least Master's Degree in Economics/Finance with 10 years work experience in related field after Master's Degree.
5.	Sociologist/Community Development Expert	1	1.50 months	At least Master's Degree in Sociology/Anthropology with 10 years work experience in related field after Master's degree.
6.	GIS expert	1	2 months	At least Master's Degree in Geo-Informatics or Master's in Geography, Computer Science and have GIS courses with 10 years of work experience in related field after

S.N.	Position	No. of person required	Duration	Qualification
				Master's degree.
7.	Transport expert	1	0.75 months	Preferably Master's Degree in Transport Engineering with 7 years work experience in related field.
8.	Geologist/Geo-Technical Engineer	1	0.50 months	At least Master's Degree in Geotechnical Engineering with 10 years' work experience in related field.
9.	Statistician / Data Analyst	1	1 month	At least Master's Degree, Ph.d preferred, in Statistics with 10 Years of work experience in related field
10.	Institutional Development Expert	1	1 month	Preferably Master's Degree in social science with 10 year's work experience in related field. Legal Background preferred.
11.	Civil Infrastructure Engineer /	1	1.50 months	At least Master's Degree in Civil Engineering with 5 years' work experience in related field.
12.	Architect	1	1.00 months	At least Bachelor's Degree in Architecture with 7 years work experience in related field.
13.	Natural Resource Management Expert	1	0.5 man month	Master's degree in Natural Resource related subject with 7 years' Experience
14.	Agronomist / Horticulturist	1	0.75 man month	Master's degree in Agriculture / Horticulture with 7 years experience
15.	Alternate Energy expert /	1	0.5 mm	Master's degree in alternative energy with 5 years' experience in related field
16.	Water and Sanitation Specialist	1	1 mm	Master's degree in WASH related disciplinary with Minimum 10 years' of experience in WASH related field.
17.	Botanist/Forest expert	1	0.5 mm	Master's degree in Botany / forestry with 15 years' experience in related field

S.N.	Position	No. of person required	Duration	Qualification
18.	IT Expert	1	1 month	Master's Degree, preferably Ph.D. with working experience of 10years minimum in IT related field.
19.	Tourism Expert	1	0.5 mm	Master degree in Tourism, Ph. D Degree preferred with 15 years' experience in tourism sector
20.	Local Staffs	1	6 mm	Bachelor's degree in any subject with three years' experience

8. SUBMISSION OF REPORTS

Inception Report – within one month of commencement of assignment

Interim Report – within three months of commencement of assignment

Draft Report – within five months of commencement of assignment

Final Report - within six months of commencement of assignment

9. DURATION OF CONSULTING SERVICES – 6 months

10. MODE OF PAYMENT

The consultant will be paid in four instalments. The no of instalments, time period, payment % and no of reports are as follows:

No of Installment	Payment in % of total bid amount
First Progress (Inception Report)	20%
Second Progress (Interim Report)	30%
Third Progress (Draft Report)	30%
Fourth Progress (Final Report)	20%

D. Evaluation of Consultant’s EOI Application

D. 1 ELIGIBILITY AND QUALIFYING CRITERIA

SN	Eligibility Criteria	Compliance	Status
1	Cooperate Registration	Yes/No	Pass/Fail
2	VAT/PAN Registration	Yes/No	Pass/Fail
3	Tax Clearance of FY 074/75 PAN Certificate	Yes/No	Pass/Fail
4	Years of Standing min. 5years (At least one firm in case of JV)	Yes/No	Pass/Fail
5	JV Agreement in case of Firms in JV	Yes/No	Pass/Fail
6	Adherence to code of Ethics and Anti-Corruption Policy	Yes/No	Pass/Fail
7	EOI Form 1: Letter of Application		
8	EOI Form 2: Applicant’s Information Form		
9	EOI Form 3: Qualification of Key Experts		
10	EOI Form 4: Experience (3(A) and 3(B))		
11	EOI Form 5: Capacity		

Note 1: Consulting Firms can form a Joint Venture (JV). The EOI of Short List must clearly mention the name of the leading firm with financial liabilities.

Note 2: Maximum no of JV Firms : Three

Note 3: The same firm shall not be allowed to submit EOI individually and in JV for same package. Every JV shall be unique. (“Example 1 : EOI for Firm A and Firm A JV Firm B” – Not allowed) (“Example 2 : EOI for Firm A JV with Firm B and Firm B JV Firm C”- Not allowed)

Note 4: Consulting Firms shall submit the EOI document with tape binding. Spiral bindings and lose sheets with hard cover shall not be entertained.

D 2 QUALIFYING CRITERIA

Consultant’s EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

S.N.	Description of Criteria	Marks Out of 100	Minimum Marks to Be scored
1	Qualification and Experience of Key Experts	40	70 out of 100
2	Experience of Firm	50	
3	Capacity of firm	15	

Note 5: CV of each professional key personnel shall be submitted with signature of professional and authorized representative of the firm/JV. Scanned signature shall cause to rejection of CV for EOI evaluation

Note 6: Proposed professional key personnel shall not be repeated by the same firm/JV and/or another firm/JV. In case of repetition of professional key personnel, the Unit shall ask via email the person for physical presence within three days to declare him/herself the firm/JV to whom he/she shall want to be associated.

Note 7: CV of personnel's shall clearly mention his/her e-mail address and mobile number.

Note 8: The firm/JV shall have to submit the NEC registration certificate for engineer professionals only and academic certificates for others.

Note 9: The firm/JV shall also have to submit any certificate as evidence of his/her education (degree) as required above.

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

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,
Birgunj Metropolitan City
Office of the Municipal Executive
Birgunj, Parsa Province No.2, Nepal
Telephone No.: +977 051 522802, 522803
Email Address: info@birgunjmun.gov.np | ito.birgunjmun@gmail.com

Sir/Madam,

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 Birgunj Metropolitan City as Consultant for {Insert brief description of Work/Services}.

Attached to this letter are photocopies of original documents defining:

- the Applicant's legal status;
- the principal place of business;

Birgunj Metropolitan City 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.

Birgunj Metropolitan City and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.

All further communication concerning this Application should be addressed to the following person,

Authorized Signature/s:

Name and title of signatory/signatories:

Name of consulting firm/s:

Complete Address:

Stamp/s:

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 Company/firm has not been declared ineligible.

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.

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)

Name of Firm/Company:

- Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*)
- Date of Registration / Commencement of Business (*Please specify*):
- Country of Registration:
- Registered Office/Place of Business:
- Telephone No; Fax No; E-Mail Address:
- Name of Authorized Contact Person / Designation/ Address/Telephone:
- Name of Authorized Local Agent /Address/Telephone:
- Consultant's Organization:
- Total number of staff:
- 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 <i>out</i>
1.						
2.						
3.						
4.						
5.						
6.						
7.						

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):
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: _____

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)

<i>No</i>	<i>Name of the Project</i>	<i>Location (Country/ Region)</i>	<i>Execution Year and Duration</i>

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

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

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

No	Infrastructure/equipment Required	Requirements Description
1		

2		
3		
4		
5		

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)