



परामर्श सेवाको लागि आशय पत्र((EOI) पेश गर्ने सम्बन्धी सूचना  
(प्रकाशित मिति: २०८०/११/१८)

यस मन्त्रालयको लागि आ.ब. २०८०/८१ मा आवश्यक पर्ने देहाय बसोजिम परामर्श सेवा खरिद गर्ने प्रयोजनार्थ विद्युतीय माध्यमबाट राष्ट्रियस्तरमा खुल्ला आशयपत्र आह्वानका लागि यो सूचना प्रकाशन गरिएको छ। यो सूचना यस मन्त्रालयको वेबसाईट [www.moh.koshi.gov.np](http://www.moh.koshi.gov.np) बाट तथा आशय पत्र सम्बन्धी कागजात सार्वजनिक अनुगमन कार्यालयको वेबसाईट [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) बाट प्राप्त गर्न सकिनेछ ।

देहाय:

क्र.स.	विवरण	IFP No.
१	Study on Out-of-Pocket Expenditure associated with Health Service Utilization among People with Disabilities in Koshi Province	MoH/CON/RHI/02/2080/81
२	Assessment of status and inequalities in key health indicators (including SDG and UHC) in Koshi Province	MoH/CON/RHI/03/2080/81
३	Study on stroke, cardiovascular diseases, and epilepsy in Koshi Province	MoH/CON/RHI/04/2080/81

थप जानकारीका लागि सम्पर्क नम्बर: ०२१-५९०६७१, ०२१ ५९०६७२

*Amu*

*Devi*  
१३/११  
सचिव

# **EXPRESSION OF INTEREST (EOI)**

**Title of Consulting Service: Study on Out-of-Pocket Expenditure associated with Health Service Utilization among People with Disabilities in Koshi Province.**

**Method of Consulting Service: National**

**Project Name: Research on Health Issues/AWPB-2080/81**

**EOI: March 1/2080-81**

**Office Name: Ministry of Health, Koshi Province**

**Office Address: Devkota Chowk, Biratnagar, Morang,  
Koshi Province**

**Funding agency: MoH/AWPB-2080-81**

## 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
MoH	-	Ministry of Health
QCBS	-	Quality and Cost Based Selection
PPMO	-	Public Procurement Monitoring Office

# Request for Expression of Interest

## Government of Koshi Province

### Ministry of Health

Name of Employer: Ministry of Health, Koshi Province

Date: 01-03-2024

Name of Project: Research on Health Issues/AWPB-2080/81

1. Government of Koshi Province has allocated budget through annual workplan and budget (AWPB)-2080/81 toward the implementation of health-related research and study 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 Ministry of Health now invites Expression of Interest (EOI) from eligible consulting firms (hereafter called-consultant) to conduct the following consulting services:  
  
The Ministry of Health (MoH) has intended to conduct the study on **Out-of-Pocket Expenditure associated with Health Service Utilization among People with Disabilities in Koshi Province**. This study is expected to benefit person with disability and their families. The aim of the study is to generate a comprehensive report focusing on the out-of-pocket expenditures and patterns of health service utilization among individuals with disabilities in the Koshi province. The MoH is seeking qualified technical consulting firms to carry out the study.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Secretariat of Ministry of Health, Devkota Chowk, Morang, Koshi Province Nepal during office hours on or before 17-03-2024 12:00 or visit e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) or visit the website [www.moh.koshi.gov.np](http://www.moh.koshi.gov.np)
4. Expressions of interest shall be delivered online through e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) on or before 17-03-2024 12:00
5. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date, but the time will be the same as stipulated.
6. EOI will be assessed based on Qualification 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.
7. After the evaluation EOI, based on the ranking in an average three to six highest scorer consulting firms shall be notified to submit further technical and financial proposal.
8. Minimum score to pass the EOI is 60

# Instructions for Submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture (JV) of consulting firms and the maximum number of partners in JV shall be limited to three. The lead of JV and contract among JV Partners should be clearly assigned and documented in EOI. The evaluation of EOI shall be based on qualification, experience and capacity of lead JV Partner.
2. Interested consultants must provide information indicating that they are qualified to perform the services (legal documents, descriptions, organization profile, employee of the firm or company, description of completed assignments in the last 7 years, experience in similar assignment, general qualifications and the key personnel to be involved in the purposed assignment).
3. This expression of interest is open to all eligible consulting firm company/ organization.
4. The assignment has been scheduled for a period of 3 months. Expected date of commencement of the assignment is 20-05-2024. The period of assignment can be adjusted with extending number of human resources.
5. A Consultant will be selected in accordance with the QCBS method.
6. Expression of Interest should contain following information:
  - A covering letter addressed to the MoH 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))
    - EOI Form: Capacity Details: (Form 4A and Form 4B)
    - EOI Form: Key Experts List (Form 5A and Form 5B).
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 by electronically only 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.

# **Terms of Reference (TOR) For Health Service Utilization and Out-of Pocket Expenditure Associated with Disability in Koshi Province**

## **1. Background**

A consultant or researcher is expected to undertake a comprehensive analysis of the relationship between disability, health, poverty, and out-of-pocket expenditures on health by individuals with disabilities in the Koshi province. The study will also analyze the prevailing situation concerning the utilization of health services by person with disability. The ultimate objective is to formulate a pragmatic plan geared towards establishing an inclusive environment that ensures accessibility to health services for people with disabilities. The desired outcome of the study is the generation of a detailed report summarizing the findings and recommendations derived from the study within this specified scope of work.

## **2. Scope of Work**

- 2.1 The consultant or consulting organization is mandated to cover all 14 districts within the Koshi province as study frame and conduct the study utilizing a sample determined through a scientifically rigorous method.
- 2.2 It is imperative for the consultant or consulting organization to seek approval for the study protocol, encompassing the framework, process, methods, sample determination, and tools, from the Ministry of Health before initiating the study. The study process can incorporate both quantitative and desk review methods.
- 2.3 Coordination with the Ministry of Health is essential for data collection, and consultants or consulting organizations may utilize questionnaires if required for data collection.
- 2.4 The development of data collection tools and the arrangement of data collectors are the responsibilities of the consultant or consulting organization. The use of popular digital software for data collection is recommended.
- 2.5 Ethical clearance for the study or research is a prerequisite, and the consultant or consulting organization must obtain the necessary approvals.
- 2.6 Strict adherence to the instructions provided by the Ministry of Health during the operation is mandatory. A detailed report of the completed work must be submitted to the Ministry upon conclusion.
- 2.7 Prior to submitting the final report to the Ministry of Health, the consultant or consulting organization is obligated to present a draft report at least twice in ministry-level discussion and interaction programs. Suggestions and comments gathered during these sessions should be incorporated into the final report.
- 2.8 The format of the final report to be submitted by the consultant or consulting organization should strictly adhere to the prescribed guidelines.

**3. Time Frame:** All records and reports must be submitted to the Ministry of Health, Biratnagar, by June 28, 2024. Compliance with this deadline is crucial to ensure the timely review and utilization of the study outcomes.

**4. Selection Criteria:** The selection process for the consultant will adhere to the guidelines outlined in the Public Procurement Act, 2063, and the Public Procurement Regulations, 2064. Proposals submitted by bidders will undergo evaluation using the quality and cost method, ensuring a comprehensive assessment that considers both the quality of the proposed services and the associated costs. This approach ensures a thorough and transparent selection process in accordance

with the stipulated procurement regulations.

5. **Eligibility:** Consultant firms or organizations meeting the specified qualifications are required to submit the necessary documents along with a letter of intent. The submission should include comprehensive documentation demonstrating the fulfillment of the qualifications outlined in the selection criteria or eligibility criteria specified by the Ministry.

To participate in the selection process, consultant firms or institutions must submit the following documents along with the Letter of Intent:

- Copy of Consultant Firm/Institution Registration Certificate.
- Copy of certificate of registration/permit to work as per existing rules.
- Copy of updated tax payment certificate.
- Copy of VAT/PAN registration certificate.
- Certificates of educational qualification and experience of the required human resource.
- Must meet the qualifications stipulated by the current law.
- Must not be under any form of blacklisting.

**6. Experience:**

- At least 7 years of experience in consulting services, in case of Joint venture lead partner's work experience is mandated. (Preference will be given to consulting organizations/firms with experience in disability and health economics)
- Worked on studies and research in related field.

**7. Self- Declaration and Code of Ethics:**

The self-declaration and commitments letter as per following table shall be signed by an authorized person of the firm and shall be stamped by the company's seal.

- Declaration of Understanding of TOR
- Declaration of non-conflict of interest
- Declaration of not included in suspension or sanction list
- Commitments for Code of Ethics and for Adherence to Anti-Corruption Policy

**8. Human Resources:**

Human resources purposed for this study are as of follows:

SN	Human Resources	Qualification with expertise	Experience	Quantity	Duration
1	Team Leader	Master's degree in public health/medicine and knowledge of operational research and field survey	7 years of experience in the field of related research.	1	90 days
2	Field Coordinator	Graduation in Public Health/ Medicine/ Nursing, Field Survey, Team Management knowledge	3 years' experience in research field.	7	30 days
3	Data Analyst	Bachelor's degree in Public Health/Biostatistics and knowledge of data analysis	3 years of working experience in data analysis	1	60 days
4	Data Collector	Passed certificate level and experience in data collection	field survey experience	56	30 days

. The period of assignment can be adjusted with extending number of human resources.

## 9. Payment modality:

The Ministry will disburse the consultant's payment based on the following details:

- Upon submission of the inception report, the ministry will release first installment 20% of agreed budget to initiate the study
- Upon submission of draft report, the Ministry will release the second installment, equivalent to 40% of the agreed budget.
- Upon submission of the final report, the Ministry will release the remaining amount as the final installment. If the any installment is not received, the entire amount will be provided as a lump sum after the final report submission.

*Note: The payment is subject to taxation as per the prevailing laws of the Government of Nepal.*

## 10. Other tasks:

- Other matters not mentioned in this job description will be included in the contract.
- If the conditions mentioned in the job description conflict with the prevailing law, it will be according to the prevailing law.
- The ministry will not be obliged to pay the amount according to the contract in case the works are not completed as per the details of the work area and the contract.
- Even when the consultant or consulting organization is selected and the work is being carried out, the ministry can cancel the contract at any time if the work is not satisfactory and the contract cannot be implemented.

## 11. Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked based on the Ranking Criteria in listed study packages separately.

<b><u>i)Eligibility &amp; Completeness Test</u></b> (EOI will be rejected if required documents mentioned in this section are not submitted)	<b>Compliance</b>
Copy of Registration of the company/firm in Office of Company Registrar with 7years of registration (Mandatory)	
Value Added Tax (VAT) Registration Certificate (Mandatory)	
Tax Clearance Letter for FY 2079/080 (Mandatory)	
Last three years report of financial audit (Mandatory)	
Declaration of not included in suspension or sanction list (Mandatory)	
Organizational profile (Mandatory)	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Experience (3(A) and 3(B) )	
EOI Form 4: Capacity (4(A) and 4(B))	
EOI Form 5: Qualification of Key Experts (Form 5A and Form 5B)	

<b><u>ii) EOI Evaluation Criteria</u></b>	<b><u>Evaluation milestone</u></b>	<b>Max Score</b>	<b><u>Score [Out of 100%]</u></b>
<b>A. Qualification</b>			
<i>Qualification of Key Expert (team Leader)</i>	Masters- 8 mark, PHD 10 Marks)	10	<b>30 %</b>
<i>Experience of Key Expert (team leader</i>	Experience (minimum 7 years -12 mark, 7- less than 10 years-16 Mark, above 10 years- 20 Marks)	20	



B. Experience			
General experience of consulting firm (if JV, lead partner's experience)	Experience (minimum 7 years -12 mark, 7- less than 10 years-16 Mark, above 10 years- 20 Marks)	20	50 %
Specific experience of consulting firm (If JV, lead partner's experience)	Experience ( minimum 7 years -18 mark, 7- less than 10 years-24 Mark, above 10 years- 30 Marks)	30	
C. Capacity			
Financial Capacity(annual turn over)	Less than 50 lakhs-6 Mark, 50 lakhs to 1 cr-8 Mark, above 1cr- 10 Mark	10	20 %
Infrastructure and equipment related to study	Basic equipment (laptop, tab and others -3 Mark, Basic equipment with statistical tool-5 Mark	5	
Experience of Human resources (purposed for study) except team leader and data collector	Minimum experience as per TOR-3 Marks, above experience than TOR-5	5	

*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. In case of JV, qualification, experience, and capacity of lead partner is evaluated.*

## 1. Letter of Application(Form 1)

(Letter head paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date: .....

To,

Ministry of Health

Biratnagar, Koshi Province

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

[Person  
]  
[Company]  
ny]  
[Address]  
s]  
[Phone, Fax, Email]
6. We declare that, we have no conflict of interest in the proposed procurement proceedings.
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. Applications by joint ventures has been provided on a separate sheet, relevant information for each party to the Application.

9. 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 Lead partner of a joint venture):**

## **2. Applicant's Information Form (Form 2)**

*(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:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

*(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)*

### 3. Experience (Form 3)

#### 3(A). Work Experience(general)

<i>Project/service</i>	<i>Area of experience</i>	<i>Duration</i>	<i>Proof of experience(eg. Contract)</i>

#### 3 B. Work Experience (Related to study)

<i>Project/service</i>	<i>Area of experience</i>	<i>Duration</i>	<i>Proof of experience (eg. Contract)</i>

## 4. Capacity (Form 4)

### 4(A). Financial Capacity

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

Average Turnover	
Fiscal Year	Amount NRs
FY 2077/078	
FY 2078/079	
FY 2079/080	
Three year's Average	

### 4(B). Infrastructure and related Equipment available with organization Basic equipment (laptop, tab and others, and statistical tool-Stata, Kobo, Ep-info and others)

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

SN	Description	Unit	Quantity	Remarks

## **5. Key Experts( Form 5)** *(Include details of Key Experts only)*

### *5A. Current Employee of the organization*

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

<b>SN</b>	<b>Name</b>	<b>Position</b>	<b>Highest Qualification</b>	<b>Work Experience (in year)</b>	<b>Specific Work Experience (in year</b>
1					
2					
3					
4					
5					

### *5B. Purposed Human Resource for study except data collector (attach CV )*

<b>SN</b>	<b>Name</b>	<b>Position</b>	<b>Highest Qualification</b>	<b>Work Experience (in year)</b>	<b>Specific Work Experience (in year</b>
1					
2					
3					
4					
5					



# **EXPRESSION OF INTEREST (EOI)**

**Title of Consulting Service: Assessment of status and inequalities in key health indicators (including SDG and UHC) in Koshi Province.**

**Method of Consulting Service: National**

**Project Name: Research on Health Issues/AWPB-2080/81**

**EOI: March 1/2080-81**

**Office Name: Ministry of Health, Koshi Province**

**Office Address: Devkota Chowk, Biratnagar, Morang,  
Koshi Province**

**Funding agency: MoH/AWPB-2080-81**

## **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
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TOR	-	Terms of Reference
VAT	-	Value Added Tax
MoH	-	Ministry of Health
QCBS	-	Quality and Cost Based Selection
PPMO	-	Public Procurement Monitoring Office

# Request for Expression of Interest

## Government of Koshi Province

### Ministry of Health

Name of Employer: Ministry of Health, Koshi Province

Date: 01-03-2024

Name of Project: Research on Health Issues/AWPB-2080/81

1. Government of Koshi Province has allocated budget through annual workplan and budget (AWPB)-2080/81 toward the implementation of health-related research and study 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 Ministry of Health now invites Expression of Interest (EOI) from eligible consulting firms (hereafter called consultant) to conduct the following consulting services:  
  
The Ministry of Health (MoH) has intended to conduct the study on **assessment of status and inequalities in key health indicators (including SDG and UHC) in Koshi Province**. The aim of the study is to obtain a detailed report by status and analyzing the existing inequalities in the province related to the sustainable development goals of health and the indicators of universal health coverage and the utilization of health services in the province. The MoH is seeking qualified technical consulting firms or experienced consultant to carry out the study.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Secretariat of Ministry of Health, Devkota Chowk, Morang, Koshi Province Nepal during office hours on or before 17-03-2024 12:00 or visit e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) or visit the website [www.moh.koshi.gov.np](http://www.moh.koshi.gov.np)
4. Expressions of interest shall be delivered online through e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) on or before 17-03-2024 12:00
5. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date, but the time will be the same as stipulated.
6. EOI will be assessed based on Qualification 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.
7. After the evaluation EOI, based on the ranking in an average three to six highest scorer consulting firms shall be notified to submit further technical and financial proposal.
8. Minimum score to pass the EOI is 60

# Instructions for Submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture (JV) of consulting firms and the maximum number of partners in JV shall be limited to three. The lead of JV and contract among JV Partners should be clearly assigned and documented in EOI. The evaluation of EOI shall be based on qualification, experience, and capacity of lead JV Partner.
2. Interested consultants must provide information indicating that they are qualified to perform the services (legal documents, descriptions, organization profile, employee of the firm or company, description of completed assignments in the last 7 years, experience in similar assignment, general qualifications, and the key personnel to be involved in the purposed assignment).
3. This expression of interest is open to all eligible consulting firm company/ organization.
4. The assignment has been scheduled for a period of 3 months. Expected date of commencement of the assignment is 20-05-2024. The period of assignment can be adjusted with extending number of human resources.
5. A Consultant will be selected in accordance with the QCBS method.
6. Expression of Interest should contain following information:
  - A covering letter addressed to the MoH 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)
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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 by electronically only 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.

# **Terms of Reference (TOR) For Assessment of Status and Inequalities in Key Health Indicators (Including SDG And UHC) in Koshi Province.**

## **1. Background**

The pivotal role of provincial governments and health ministry is indispensable in expediting the attainment of Sustainable Development Goal targets and universal coverage objectives. The aim of the study is to obtain a detailed report by status and analyzing the existing inequalities in the province related to the sustainable development goals of health and the indicators of universal health coverage and the utilization of health services in the province. The MoH is seeking qualified technical consulting firms or experienced consultant to carry out the study. The objective is to provide support in formulating a realistic plan to drive health programs towards the SDG goal and progressive realization of universal health coverage.

## **2. Scope of Work**

- 2.1 The consultant or consulting organization is mandated to cover all 14 districts within the Koshi province as study frame and conduct the study utilizing a sample determined through a scientifically rigorous method.
- 2.2 It is imperative for the consultant or consulting organization to seek approval for the study protocol, encompassing the framework, process, methods, sample determination, and tools, from the Ministry of Health before initiating the study. The study process can incorporate both quantitative and desk review methods.
- 2.3 Coordination with the Ministry of Health is essential for data collection, and consultants or consulting organizations may utilize questionnaires if required for data collection.
- 2.4 The development of data collection tools and the arrangement of data collectors are the responsibilities of the consultant or consulting organization. The use of popular digital software for data collection is recommended.
- 2.5 Ethical clearance for the study or research is a prerequisite, and the consultant or consulting organization must obtain the necessary approvals.
- 2.6 Strict adherence to the instructions provided by the Ministry of Health during the operation is mandatory. A detailed report of the completed work must be submitted to the Ministry upon conclusion.
- 2.7 Prior to submitting the final report to the Ministry of Health, the consultant or consulting organization is obligated to present a draft report at least twice in ministry-level discussion and interaction programs. Suggestions and comments gathered during these sessions should be incorporated into the final report.
- 2.8 The format of the final report to be submitted by the consultant or consulting organization should strictly adhere to the prescribed guidelines.
- 3. Time Frame:** All records and reports must be submitted to the Ministry of Health, Biratnagar, by 28 June, 2024. Compliance with this deadline is crucial to ensure the timely review and utilization of the study outcomes.
- 4. Selection Criteria:** The selection process for the consultant will adhere to the guidelines outlined in the Public Procurement Act, 2063, and the Public Procurement Regulations, 2064. Proposals submitted by bidders will undergo evaluation using the quality and cost method, ensuring a comprehensive assessment that considers both the quality of the proposed services and the associated costs. This approach ensures a thorough and transparent selection process in accordance with the stipulated procurement regulations.

- 5. Eligibility:** Consultant firms or organizations meeting the specified qualifications are required to submit the necessary documents along with a letter of intent. The submission should include comprehensive documentation demonstrating the fulfillment of the qualifications outlined in the selection criteria or eligibility criteria specified by the Ministry.

To participate in the selection process, consultant firms or institutions must submit the following documents along with the Letter of Intent:

- Copy of Consultant Firm/Institution Registration Certificate.
- Copy of certificate of registration/permit to work as per existing rules.
- Copy of updated tax payment certificate.
- Copy of VAT/PAN registration certificate.
- Certificates of educational qualification and experience of the required human resource.
- Must meet the qualifications stipulated by the current law.
- Must not be under any form of blacklisting.

**6. Experience:**

- At least 7 years of experience in consulting services( In case of Joint venture, lead partner experience is mandated (preference will be given to consulting organizations/firms with experience in related field)
- Worked on studies and research in related field.

**7. Self- Declaration and Code of Ethics:**

The self-declaration and commitments letter as per following table shall be signed by an authorized person of the firm and shall be stamped by the company's seal.

- Declaration of Understanding of TOR
- Declaration of non-conflict of interest
- Declaration of not included in suspension or sanction list
- Commitments for Code of Ethics and for Adherence to Anti-Corruption Policy

**8. Human Resources:** Human resources purposed for this study are as of below:

SN	Human Resources	Qualification with expertise	Experience	Quantity	Duration
1	Team Leader	Master's degree in public health/medicine and knowledge of operational research and field survey	7 years of experience in the field of related research.	1	90 days
2	Field Coordinator	Graduation in Public Health/ Medicine/ Nursing, Field Survey, Team Management knowledge	3 years' experience in research field.	7	30 days
3	Data Analyst	Bachelor's degree in Public Health/Biostatistics and knowledge of data analysis	3 years of working experience in data analysis	1	60 days
4	Data Collector	Passed certificate level and experience in data collection	field survey experience	56	30 days

*Note:-The period of assignment can be adjusted with extending number of human resources.*

## 9. Payment modality:

The Ministry will disburse the consultant's payment based on the following details:

- Upon submission of the inception report, the ministry will release first installment 20% of agreed budget to initiate the study
- Upon submission of draft report, the Ministry will release the second installment, equivalent to 40% of the agreed budget.
- Upon submission of the final report, the Ministry will release the remaining amount as the final installment. If the any installment is not received, the entire amount will be provided as a lump sum after the final report submission.

*Note: The payment is subject to taxation as per the prevailing laws of the Government of Nepal.*

## 10. Other tasks:

- Other matters not mentioned in this job description will be included in the contract.
- If the conditions mentioned in the job description conflict with the prevailing law, it will be according to the prevailing law.
- The ministry will not be obliged to pay the amount according to the contract in case the works are not completed as per the details of the work area and the contract.
- Even when the consultant or consulting organization is selected and the work is being carried out, the ministry can cancel the contract at any time if the work is not satisfactory and the contract cannot be implemented.

## 11. Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked based on the Ranking Criteria in listed study packages separately.

<b><u>i)Eligibility &amp; Completeness Test</u></b> (EOI will be rejected if required documents mentioned in this section are not submitted)	<b>Compliance</b>
Copy of Registration of the company/firm in Office of Company Registrar with 7years of registration (Mandatory)	
Value Added Tax (VAT) Registration Certificate (Mandatory)	
Tax Clearance Letter for FY 2079/080 (Mandatory)	
Last three years report of financial audit (Mandatory)	
Declaration of not included in suspension or sanction list (Mandatory)	
Organizational profile (Mandatory)	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Experience (3(A) and 3(B) )	
EOI Form 4: Capacity (4(A) and 4(B))	
EOI Form 5: Qualification of Key Experts (Form 5A and Form 5B)	

<b><u>ii) EOI Evaluation Criteria</u></b>	<b><u>Evaluation milestone</u></b>	<b>Max Score</b>	<b><u>Score [Out of 100%]</u></b>
<b>A. Qualification</b>			
<i>Qualification of Key Expert (team Leader)</i>	Masters- 8 mark, PHD 10 Marks)	10	<b>30 %</b>
<i>Experience of Key Expert (team leader</i>	Experience (minimum 7 years -12 mark, 7- less	20	

	than 10 years-16 Mark, above 10 years- 20 Marks)		
<b>B. Experience</b>			
<i>General experience of consulting firm (if JV, lead partner’s experience)</i>	Experience (minimum 7 years -12 mark, 7- less than 10 years-16 Mark, above 10 years- 20 Marks)	20	<b>50 %</b>
<i>Specific experience of consulting firm (If JV, lead partner’s experience)</i>	Experience ( minimum 7 years -18 mark, 7- less than 10 years-24 Mark, above 10 years- 30 Marks)	30	
<b>C. Capacity</b>			
<i>Financial Capacity(annual turn over)</i>	Less than 50 lakhs-6 Mark, 50 lakhs to 1 cr-8 Mark, above 1cr- 10 Mark	10	<b>20 %</b>
<i>Infrastructure and equipment related to study</i>	Basic equipment (laptop, tab and others -3 Mark, Basic equipment with statistical tool-5 Mark	5	
<i>Experience of Human resources (purposed for study) except team leader and data collector</i>	Minimum experience as per TOR-3 Marks, above experience than TOR-5	5	

*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. In case of JV, qualification, experience, and capacity of lead partner is evaluated.*

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## 1. Letter of Application (Form 1)

(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date: .....

To,

Ministry of Health

Biratnagar, Koshi Province

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.
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
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. Applications by joint ventures has been provided on a separate sheet, relevant information for each party to the Application.

9. 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 lead partner of a joint venture):**

## **2. Applicant's Information Form (Form 2)**

*(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 (including CTEVT affiliation):
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

*(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)*

### 3. Experience(Form 3)

#### 3(A). Work Experience(general)

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

<i>Project/service</i>	<i>Area of experience</i>	<i>Duration</i>	<i>Proof of experience (eg. Contract)</i>

#### 3 B. Work Experience (Related to study)

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

<i>Project/service</i>	<i>Area of experience</i>	<i>Duration</i>	<i>Proof of experience (eg. Contract)</i>

## 4. Capacity (Form 4)

### 4(A). Financial Capacity

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

Average Turnover	
Fiscal Year	Amount NRs
FY 2077/078	
FY 2078/079	
FY 2079/080	
Three year's Average	

### 4(B). Infrastructure and related Equipment available with organization Basic equipment (Laptop, tab and others, and statistical tool-Stata, Kobo, Ep-info and others)

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

SN	Description	Unit	Quantity	Remarks

## **5. Key Experts (Form 5)** *(Include details of Key Experts only)*

### *5A. Current Employee of the organization*

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

<b>SN</b>	<b>Name</b>	<b>Position</b>	<b>Highest Qualification</b>	<b>Work Experience (In year)</b>	<b>Specific Work Experience (In year)</b>
1					
2					
3					
4					
5					

### *5B. Purposed Human Resource for study except data collector (attach CV)*

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

<b>SN</b>	<b>Name</b>	<b>Position</b>	<b>Highest Qualification</b>	<b>Work Experience (in year)</b>	<b>Specific Work Experience (in year)</b>
1					
2					
3					
4					
5					

# **EXPRESSION OF INTEREST (EOI)**

**Title of Consulting Service: Assessment of Stroke,  
Cardiovascular disease and Epilepsy status in Koshi  
Province.**

**Method of Consulting Service: National**

**Project Name: Research on Health Issues/AWPB-2080/81**

**EOI: March 1/2080-81**

**Office Name: Ministry of Health, Koshi Province**

**Office Address: Devkota Chowk, Biratnagar, Morang,  
Koshi Province**

**Funding agency: MoH/AWPB-2080-81**

## **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
MoH	-	Ministry of Health
QCBS	-	Quality and Cost Based Selection
PPMO	-	Public Procurement Monitoring Office



# Request for Expression of Interest

## Government of Koshi Province

### Ministry of Health

Name of Employer: Ministry of Health, Koshi Province

Date: 01-03-2024

Name of Project: Research on Health Issues/AWPB-2080/81

1. Government of Koshi Province has allocated budget through annual workplan and budget (AWPB)-2080/81 toward the implementation of health-related research and study 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 Ministry of Health now invites Expression of Interest (EOI) from eligible consulting firms (hereafter called consultant) to conduct the following consulting services:  

The Ministry of Health (MoH) has intended to conduct the study on **Stroke, Cardiovascular disease and Epilepsy status in Koshi Province**. The primary objective of this study is to investigate and analyze the key non-communicable diseases in Koshi province, specifically focusing on stroke, heart, and blood vessel-related diseases along with epilepsy. The aim is to obtain a comprehensive report by identifying the prevailing conditions and determinants associated with these health issues. The MoH is seeking qualified technical consulting firms or experienced consultant to carry out the study.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Secretariat of Ministry of Health, Devkota Chowk, Morang, Koshi Province Nepal during office hours on or before 17-03-2024 12:00 or visit e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) or visit the website [www.moh.koshi.gov.np](http://www.moh.koshi.gov.np)
4. Expressions of interest shall be delivered online through e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) on or before 17-03-2024 12:00
5. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date, but the time will be the same as stipulated.
6. EOI will be assessed based on Qualification 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.
7. After the evaluation EOI, based on the ranking in an average three to six highest scorer consulting firms shall be notified to submit further technical and financial proposal.
8. Minimum score to pass the EOI is 60

# Instructions for Submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture (JV) of consulting firms and the maximum number of partners in JV shall be limited to three. The lead of JV and contract among JV Partners should be clearly assigned and documented in EOI. The evaluation of EOI shall be based on qualification, experience, and capacity of lead JV Partner.
2. Interested consultants must provide information indicating that they are qualified to perform the services (legal documents, descriptions, organization profile, employee of the firm or company, description of completed assignments in the last 7 years, experience in similar assignment, general qualifications, and the key personnel to be involved in the purposed assignment).
3. This expression of interest is open to all eligible consulting firm company/ organization.
4. The assignment has been scheduled for a period of 3 months. Expected date of commencement of the assignment is 20-05-2024. The period of assignment can be adjusted with extending number of human resources.
5. A Consultant will be selected in accordance with the QCBS method.
6. Expression of Interest should contain following information:
  - A covering letter addressed to the MoH 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) and 3(B))
    - EOI Form: Capacity Details: (Form 4A and Form 4B)
    - EOI Form: Key Experts List (Form 5A and Form 5B).
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 by electronically only 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.

# **Terms of Reference (TOR) For Assessment of Stroke, Cardiovascular Disease, and Epilepsy status in Koshi Province.**

## **1. Background**

The provincial government plays a crucial role in the control of non-communicable diseases, aligning with the national health policy and program priorities. In Koshi province, the primary non-communicable diseases include stroke, heart and blood vessel-related conditions and epilepsy. The study, conducted by a consulting firm /researcher, aims to identify the conditions and determinants of these diseases. The objective is to provide support in formulating a realistic plan for disease control, aligning with the provincial health priorities outlined in the completed report.

## **2. Scope of Work**

- 2.1 The consultant or consulting organization is mandated to cover all 14 districts within the Koshi province as study frame and conduct the study utilizing a sample determined through a scientifically rigorous method.
- 2.2 It is imperative for the consultant or consulting organization to seek approval for the study protocol, encompassing the framework, process, methods, sample determination, and tools, from the Ministry of Health before initiating the study. The study process can incorporate both quantitative and desk review methods.
- 2.3 Coordination with the Ministry of Health is essential for data collection, and consultants or consulting organizations may utilize questionnaires if required for data collection.
- 2.4 The development of data collection tools and the arrangement of data collectors are the responsibilities of the consultant or consulting organization. The use of popular digital software for data collection is recommended.
- 2.5 Ethical clearance for the study or research is a prerequisite, and the consultant or consulting organization must obtain the necessary approvals.
- 2.6 Strict adherence to the instructions provided by the Ministry of Health during the operation is mandatory. A detailed report of the completed work must be submitted to the Ministry upon conclusion.
- 2.7 Prior to submitting the final report to the Ministry of Health, the consultant or consulting organization is obligated to present a draft report at least twice in ministry-level discussion and interaction programs. Suggestions and comments gathered during these sessions should be incorporated into the final report.
- 2.8 The format of the final report to be submitted by the consultant or consulting organization should strictly adhere to the prescribed guidelines.

**3. Time Frame:** All records and reports must be submitted to the Ministry of Health, Biratnagar, by June 28, 2024. Compliance with this deadline is crucial to ensure the timely review and utilization of the study outcomes.

**4. Selection Criteria:** The selection process for the consultant will adhere to the guidelines outlined in the Public Procurement Act, 2063, and the Public Procurement Regulations, 2064. Proposals submitted by bidders will undergo evaluation using the quality and cost method, ensuring a comprehensive assessment that considers both the quality of the proposed services and the associated costs. This approach ensures a thorough and transparent selection process in accordance with the stipulated procurement regulations.

- 5. Eligibility:** Consultant firms or organizations meeting the specified qualifications are required to submit the necessary documents along with a letter of intent. The submission should include comprehensive documentation demonstrating the fulfillment of the qualifications outlined in the selection criteria or eligibility criteria specified by the Ministry.

To participate in the selection process, consultant firms or institutions must submit the following documents along with the Letter of Intent:

- Copy of Consultant Firm/Institution Registration Certificate.
- Copy of certificate of registration/permit to work as per existing rules.
- Copy of updated tax payment certificate.
- Copy of VAT/PAN registration certificate.
- Certificates of educational qualification and experience of the required human resource.
- Must meet the qualifications stipulated by the current law.
- Must not be under any form of blacklisting.

**6. Experience:**

- At least 7 years of experience in consulting services, in case of joint venture experience of lead partner is mandated (preference will be given to consulting organizations/firms with experience in related field)
- Worked on studies and research in the field of health.

**7. Self- Declaration and Code of Ethics:**

The self-declaration and commitments letter as per following table shall be signed by an authorized person of the firm and shall be stamped by the company's seal.

- Declaration of Understanding of TOR
- Declaration of non-conflict of interest
- Declaration of not included in suspension or sanction list
- Commitments for Code of Ethics and for adherence to Anti-Corruption Policy

**8. Human Resources:** Human resources purposed for this study are as of below:

SN	Human Resources	Qualification with expertise	Experience	Quantity	Duration
1	Team Leader	Master's degree in public health/medicine and knowledge of operational research and field survey	7 years of experience in the field of related research.	1	90 days
2	Field Coordinator	Graduation in Public Health/ Medicine/ Nursing, Field Survey, Team Management knowledge	3 years' experience in research field.	7	30 days
3	Data Analyst	Bachelor's degree in Public Health/Biostatistics and knowledge of data analysis	3 years of working experience in data analysis	1	60 days
4	Data Collector	Passed certificate level and experience in data collection	field survey experience	56	30 days

*Note:- The period of assignment can be adjusted with extending number of human resources.*

## 9. Payment modality:

The Ministry will disburse the consultant's payment based on the following details:

- Upon submission of the inception report, the ministry will release first installment 20% of agreed budget to initiate the study
- Upon submission of draft report, the Ministry will release the second installment, equivalent to 40% of the agreed budget.
- Upon submission of the final report, the Ministry will release the remaining amount as the final installment. If the any installment is not received, the entire amount will be provided as a lump sum after the final report submission.

*Note: The payment is subject to taxation as per the prevailing laws of the Government of Nepal.*

## 10. Other tasks:

- Other matters not mentioned in this job description will be included in the contract.
- If the conditions mentioned in the job description conflict with the prevailing law, it will be according to the prevailing law.
- The ministry will not be obliged to pay the amount according to the contract in case the works are not completed as per the details of the work area and the contract.
- Even when the consultant or consulting organization is selected and the work is being carried out, the ministry can cancel the contract at any time if the work is not satisfactory and the contract cannot be implemented.

## 11. Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked based on the Ranking Criteria in listed study packages separately.

<b><u>i)Eligibility &amp; Completeness Test</u></b> (EOI will be rejected if required documents mentioned in this section are not submitted)	<b>Compliance</b>
Copy of Registration of the company/firm in Office of Company Registrar with 7years of registration (Mandatory)	
Value Added Tax (VAT) Registration Certificate (Mandatory)	
Tax Clearance Letter for FY 2079/080 (Mandatory)	
Last three years report of financial audit (Mandatory)	
Declaration of not included in suspension or sanction list (Mandatory)	
Organizational profile (Mandatory)	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Experience (3(A) and 3(B) )	
EOI Form 4: Capacity (4(A) and 4(B))	
EOI Form 5: Qualification of Key Experts (Form 5A and Form 5B)	

<b><u>ii) EOI Evaluation Criteria</u></b>	<b><u>Evaluation milestone</u></b>	<b>Max Score</b>	<b><u>Score [Out of 100%]</u></b>
<b>A. Qualification</b>			
<i>Qualification of Key Expert (team Leader)</i>	Masters- 8 mark, PHD 10 Marks)	10	<b>30 %</b>
<i>Experience of Key Expert (team leader</i>	Experience (minimum 7	20	

	years -12 mark, 7- less than 10 years-16 Mark, above 10 years- 20 Marks)		
<b>B. Experience</b>			
<i>General experience of consulting firm (if JV, lead partner's experience)</i>	Experience (minimum 7 years -12 mark, 7- less than 10 years-16 Mark, above 10 years- 20 Marks)	20	<b>50 %</b>
<i>Specific experience of consulting firm (If JV, lead partner's experience)</i>	Experience ( minimum 7 years -18 mark, 7- less than 10 years-24 Mark, above 10 years- 30 Marks)	30	
<b>C. Capacity</b>			
<i>Financial Capacity(annual turn over)</i>	Less than 50 lakhs-6 Mark, 50 lakhs to 1 cr-8 Mark, above 1cr- 10 Mark	10	<b>20 %</b>
<i>Infrastructure and equipment related to study</i>	Basic equipment (laptop, tab and others -3 Mark, Basic equipment with statistical tool-5 Mark	5	
<i>Experience of Human resources (purposed for study) except team leader and data collector</i>	Minimum experience as per TOR-3 Marks, above experience than TOR-5	5	

*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. In case of JV, qualification, experience, and capacity of lead partner is evaluated.*

## 1. Letter of Application (Form 1)

*(Letter head paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)*

Date: .....

To,

Ministry of Health

Biratnagar, Koshi Province

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.
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
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.

## **2. Applicant's Information Form (Form 2)**

*(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 (including CTEVT affiliation):
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

*(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)*



### 3. Experience(Form 3)

#### 3(A). Work Experience(general)

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

<i>Project/service</i>	<i>Area of experience</i>	<i>Duration</i>	<i>Proof of experience (eg. Contract)</i>

#### 3 B. Work Experience (Related to study)

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

<i>Project/service</i>	<i>Area of experience</i>	<i>Duration</i>	<i>Proof of experience (eg. Contract)</i>

## 4. Capacity (Form 4)

### 4(A). Financial Capacity

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

Average Turnover	
Fiscal Year	Amount NRs
FY 2077/078	
FY 2078/079	
FY 2079/080	
Three year's Average	

### 4(B). Infrastructure and related Equipment available with organization Basic equipment (Laptop, tab and others, and statistical tool-Stata, Kobo, Ep-info and others)

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

SN	Description	Unit	Quantity	Remarks

## **5. Key Experts (Form 5)** *(Include details of Key Experts only)*

### *5A. Current Employee of the organization*

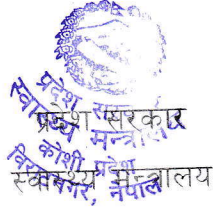
*(In case of joint venture of two or more firms to be filled separately for each constituent member)*

<b>SN</b>	<b>Name</b>	<b>Position</b>	<b>Highest Qualification</b>	<b>Work Experience (In year)</b>	<b>Specific Work Experience (In year)</b>
1					
2					
3					
4					
5					

### *5B. Purposed Human Resource for study except data collector (attach CV)*

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

<b>SN</b>	<b>Name</b>	<b>Position</b>	<b>Highest Qualification</b>	<b>Work Experience (in year)</b>	<b>Specific Work Experience (in year)</b>
1					
2					
3					
4					
5					



कोशी प्रदेश, नेपाल

परामर्श सेवाको लागि आशय पत्र((EOI) पेश गर्ने सम्बन्धी सूचना

(प्रकाशित मिति: २०८०/११/२०)

यस मन्त्रालयको लागि आ.ब. २०८०/८१ मा आवश्यक पर्ने परामर्श सेवा खरिद गर्ने प्रयोजनार्थ विद्युतीय माध्यमबाट राष्ट्रियस्तरमा खुल्ला आशयपत्र आह्वानका लागि मिति २०८०/११/१८ मा प्रकाशित सूचनाको आशयपत्र संख्या MoH/CON/RHI/02/2080/81, MoH/CON/RHI/03/2080/81, MoH/CON/RHI/04/2080/81 को TOR मा मुल्यांकनको आधार र योग्यताको बिस्तृतिकरण गरी सच्याइएको व्यहोरा सम्बन्धित सबैको जानकारीको लागि अनुरोध छ ।

थप जानकारीका लागि सम्पर्क नम्बर: ०२१-५९०६७१, ०२१५९०६७२

*Ambed*

*[Signature]*  
प्रति