

EXPRESSION OF INTEREST (EOI)

Title of Consulting Service: Mapping, analysis and study of subject matter to harmonize the curriculum of the technical stream of school level (grade 9-12) and pre-diploma and diploma level under CTEVT

Method of Consulting Service: National

Project Name : Mapping, analysis and study of subject matter to harmonize the curriculum of the technical stream of school level (grade 9-12) and pre-diploma and diploma level under CTEVT

EOI : CDC/NCS/081/82/04

Office Name: Curriculum Development Centre

**Office Address: Madhyapur Thimi, Sanothimi, Bhaktapur Madhyapur Thimi
Bhaktapur**

Funding agency : Government Budget

Abbreviations

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

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A. Request for Expression of Interest

Request for Expression of Interest

Government of Nepal (GoN)

Name of Employer: Curriculum Development Centre

Date: 07-01-2025 06:00

Name of Project: Mapping, analysis and study of subject matter to harmonize the curriculum of the technical stream of school level (grade 9-12) and pre-diploma and diploma level under CTEVT

1. Government of Nepal (GoN) has allocated fund toward the cost of Mapping, analysis and study of subject matter to harmonize the curriculum of the technical stream of school level (grade 9-12) and pre-diploma and diploma level under CTEVT 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 Curriculum Development Centre now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: Mapping, analysis and study of subject matter to harmonize the curriculum of the technical stream of school level (grade 9-12) and pre-diploma and diploma level under CTEVT
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Curriculum Development Centre, Sanothimi, Bhaktapur during office hours on or before 22-01-2025 12:00 or visit e-GP system www.bolpatra.gov.np/egp or visit the client’s website www.moecdc.gov.np
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np/egp on or before 22-01-2025 12:00
6. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
7. EOI will be assessed based on Qualification 45.0 %, Experience 45.0 %, and Capacity 10.0 % of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
8. Minimum score to pass the EOI is 60

B. Instructions for Submission of Expression of Interest

Instructions for Submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms and the maximum number of partners in JV shall be limited to three.
2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment).
3. This expression of interest is open to all eligible consulting firm/person/ company/ organization.
4. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 4 years and audited balance sheet and bio data shall be considered for evaluation.
5. The assignment has been scheduled for a period of 2 months and 10 days. Expected date of commencement of the assignment is 16-03-2025.
6. A Consultant will be selected in accordance with the QCBS method.
7. Expression of Interest should contain following information:
 - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
 - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
 - EOI Form: Letter of Application (Form 1)
 - EOI Form: Applicant's Information (Form 2)
 - EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))
 - EOI Form: Capacity Details (Form 4)
 - EOI Form: Key Experts List (form 5).
8. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
9. The Expression of Interest (EOI) document must be duly completed and submitted by electronically only using the forms and instructions provided by the system.
10. The completed EOI document must be submitted on or before the date and address mentioned in the "Request for Expression of Interest". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

C. Objective of Consultancy Services or Brief TOR

प्राविधिक धार तर्फ विद्यायालय तह (कक्षा ९-१२) र सिटिइभिटीको प्रि डिप्लोमा र डिप्लोमा तहको पाठ्यक्रममा सामञ्जस्यता कायम गर्न विषयवस्तुको नक्साङ्कन, विश्लेषण र अध्ययन

१. पृष्ठभूमि

नेपालको संविधानको शिक्षासम्बन्धी हक धारा ५१ को (ज) मा नागरिकका आधारभूत आवश्यकता सम्बन्धी नीतिहरू अन्तर्गत (१) मा शिक्षालाई वैज्ञानिक, प्राविधिक, व्यावसायिक, सीपमूलक, रोजगारमूलक एवं जनमुखी बनाउँदै सक्षम, प्रतिस्पर्धी, नैतिक एवं राष्ट्रिय हितप्रति समर्पित जनशक्ति तयार गर्ने, रहेको छ ।

शिक्षा ऐन, २०२८ को दफा ६ को माध्यमिक शिक्षा अन्तर्गत (घ) मा प्राविधिक तथा व्यावसायिक माध्यमिक शिक्षा रहेको छ । अनिवार्य तथा निःशुल्क शिक्षा सम्बन्धी ऐन, २०७५ को दफा १७ मा प्राविधिक शिक्षा सम्बन्धी व्यवस्था अन्तर्गत (१) आधारभूत तह पूरा गरेको प्रत्येक नागरिकलाई प्रचलित कानून बमोजिम माध्यमिक शिक्षा वा सो सरहको प्राविधिक शिक्षा प्राप्त गर्ने अधिकार हुनेछ । (२) यस दफामा लेखिएदेखि बाहेक आधारभूत तहपछि प्रदान गरिने प्राविधिक शिक्षा सम्बन्धी व्यवस्था प्रचलित कानून बमोजिम हुनेछ भनिएको छ ।

राष्ट्रिय पाठ्यक्रम प्रारूप, २०७६ ले कक्षा ९ देखि १२ सम्मको चार वर्ष अवधिको शिक्षालाई माध्यमिक शिक्षा कायम गरिएको छ । माध्यमिक शिक्षा साधारण, परम्परागत र प्राविधिक तथा व्यावसायिक गरी तीन प्रकारको हुनेछ भनिएको छ । विद्यालयमा प्राविधिक तथा व्यावसायिक शिक्षा संचालन (संशोधन सहित) निर्देशिका, २०६९ ले “विद्यालयमा प्राविधिक तथा व्यावसायिक शिक्षा” भन्नाले विद्यालयहरूमा कक्षा ९ देखि सञ्चालन हुने प्राविधिक तथा व्यावसायिक शिक्षा धार सम्झनुपर्छ भन्ने उल्लेख गरेको छ ।

राष्ट्रिय पाठ्यक्रम प्रारूप, २०७६ ले अनुसन्धान र पाठ्यक्रम मूल्याङ्कन सम्बन्धी व्यवस्था गरेको । जसमा पाठ्यक्रम विकास केन्द्रले पाठ्यक्रम विकास, कार्यान्वयन र परिमार्जनका लागि पृष्ठपोषण प्राप्त गर्न अनुसन्धान र पाठ्यक्रम मूल्याङ्कन कार्यलाई नियमित रूपमा अवलम्बन गर्ने छ । पाठ्यक्रमका सम्बन्धमा अध्ययन अनुसन्धान गर्न पाठ्यक्रम विकास केन्द्र पूर्ण रूपमा जिम्मेवार हुने छ । अनुसन्धानका आधारमा पाठ्यक्रम तथा पाठ्यपुस्तकलाई समसामयिक सुधार गर्ने नीतिलाई प्राथमिकता दिइने छ । ज्ञानमा आधारित समाज, सूचना तथा प्रविधिको विकास र प्रयोग, विश्व परिवेशमा

उत्पन्न शैक्षिक, सामाजिक, सांस्कृतिक, राजनीतिक, आर्थिक परिवर्तनसमेतका आधारमा पाठ्यक्रमलाई समसामयिक, सान्दर्भिक र व्यावहारिक बनाउन नियमित रूपमा यसको मूल्याङ्कन गरिने छ भन्ने उल्लेख गरेको छ ।

वर्तमान अवस्थामा शिक्षा ऐन, २०२८ मा उल्लेख भए अनुरूप प्राविधिक तथा व्यावसायिक माध्यमिक शिक्षा नेपाल सरकारबाट अनुदान प्राप्त हुनेगरी बाली विज्ञान २०५, सिभिल इञ्जिनियरिङ १४२, कम्प्युटर इञ्जिनियरिङ १०९, पशु विज्ञान ४६ र इलेक्ट्रिकल इञ्जिनियरिङ ३५ गरी ५३७ वटा सञ्चालनमा रहेका छन् । त्यसै गरी प्राविधिक शिक्षा तथा व्यावसायिक तालिम परिषद्बाट प्राविधिक शिक्षा तथा व्यावसायिक तालिम परिषद् ऐन, २०४५ अनुसार छोटो समयवधिका तालिमहरू, प्रि डिप्लोमा र डिप्लोमाका कार्यक्रमहरू सञ्चालनमा रहेका छन् ।

नेपाल सरकारले अख्तियार गरेका विभिन्न सम्बन्धित क्षेत्रका नीतिगत व्यवस्थाहरूको समेत कार्यान्वयन गर्न सहयोग पुगोस् भन्ने हेतुले पाठ्यक्रम, पाठ्यपुस्तक र मूल्याङ्कनका विषयहरूमा रहेर यो कार्यक्रम गर्न लागिएको हो ।

२. उद्देश्य (Objective)

प्राविधिक धार तर्फ विद्यालय तह (कक्षा ९-१२) र सिटिइभिटीको प्रि डिप्लोमा तहको पाठ्यक्रममा सामञ्जस्यता कायम गर्न विषयवस्तुको नक्साङ्कन, विश्लेषण र अध्ययन गर्नु ।

३. अनुसन्धानको कार्यक्षेत्र (Scope of the research)

प्राविधिक धार तर्फ विद्यालय तह (कक्षा ९-१२) र सिटिइभिटीको प्रि डिप्लोमा तहको पाठ्यक्रममा सामञ्जस्यता कायम गर्ने सम्बन्धी अनुसन्धान तोकिएको समयमा नै सम्पन्न गर्न निम्नानुसारका कार्यहरू सम्पन्न गर्नु पर्नेछः

१. प्रकृया प्रतिवेदन र कार्यसूची स्वीकृतिका लागि पेस
२. सुझाव र तथ्याङ्क संकलन साधन विकास
३. पाठ्यक्रम विकास केन्द्रको संलग्नतामा साधन सुधार कार्यशाला सञ्चालन र पाठ्यक्रम विकास केन्द्रबाट स्वीकृतीका लागि पेस
४. स्थलगत रूपमा गुणस्तरीय र साङ्ख्यिक तथ्याङ्क संकलन, पाठ्यक्रम विकास केन्द्रसँगको संयुक्त अनुगमन आयोजना
५. साहित्यको पुनरावलोकन
६. तथ्याङ्क विश्लेषण: R, QDA, SPSS र अन्य सफ्टवेयरको आवश्यकता अनुसार प्रयोग

७. प्रतिवेदन विकास
 - मुल प्रतिवेदन अंग्रेजी भाषामा र झलक सारांश प्रतिवेदन नेपाली भाषामा
 - प्रतिवेदनमा विज्ञ र सरोकारवालाहरूको कार्यशालाबाट सुझाव संकलन
८. कार्य सम्पादन र बाह्य विज्ञसमेतको संलग्नतामा सुझाव अनुसार अन्तिम प्रतिवेदन तयार गरी पेश
९. भुक्तानीका लागि स्वीकृत प्रतिवेदन पेश

४. अनुसन्धानको स्वरूप र विधि

पाठ्यक्रम विकास केन्द्रका यस्ता सम्पूर्ण कार्यहरू विद्यमान जनशक्ति, समय र स्रोत तथा साधनबाट मात्र सम्पन्न हुन नसक्ने भएकाले विज्ञ सेवा खरिद तथा परामर्श सेवा अन्तर्गत परामर्शदाता संस्थामार्फत सम्पन्न गर्ने गरिएको छ । सार्वजनिक खरिद ऐन २०६३ तथा सार्वजनिक खरिद नियमावली २०६४ (संशोधनसहित) अनुसार छनौट भएका संस्था तथा विज्ञहरू मार्फत सम्बन्धित क्षेत्र तथा विषयवस्तुको प्रत्यक्ष अवलोकन, अध्ययन तथा अन्तरक्रियामार्फत प्रमाणका आधारमा तोकिएको कार्य सम्पन्न गरिन्छ ।

यस कार्यशर्तमा बाह्य विज्ञबाट सम्पादन हुने प्राज्ञिक कार्यहरूलाई सूचिकृत गरी स्पष्ट गरिएको छ । अनुसन्धान सम्पन्न गर्नका लागि योजना चरण देखि प्रतिवेदनलाई प्रकाशन गर्ने चरणसम्म सम्पन्न गर्नुपर्ने कार्यहरू यस केन्द्रको प्रत्यक्ष अनुगमनमा हुने र सोको validation देखि बाह्यविज्ञबाट तेस्रोपक्षको रूपमा प्राविधिक कार्यसमेत हुने मोडेलमा यो अनुसन्धानको ढाँचा तयार भएको छ । यस ढाँचामा अनुसन्धान गर्दा केन्द्रका प्राविधिक कर्मचारीहरूले समस्यालाई गहीरोसँग बुझ्ने, अनुभुत गर्ने अवसर पाउने हुँदा क्षमता विकास हुनेछ भने तेस्रोपक्षको रूपमा बाह्य विज्ञको संलग्नताले यसको प्राज्ञिक प्रकृति, वस्तुनिष्ठता र निष्पक्षता समेतमा निखार आउने हुनाले blended मोडेलमा यो अनुसन्धान सम्पन्न गर्न कार्यविवरण सहितको कार्यशर्त तयार गरिएको छ ।

(क) अनुसन्धानको ढाँचा

यस अनुसन्धानको प्रकृति Qualitative प्रकृतिको हुनेछ । आवश्यकता अनुसार साङ्ख्यिक तथ्याङ्कहरू समेतमा आधारित हुन सक्नेछ ।

(ख) अनुसन्धानको स्थान र नमुना

नमुना छनोटका आधारः

- अनुसन्धानको नमुना सातै प्रदेशबाट समेटिने छ ।

- माध्यमिक विद्यालय, विद्यालय र स्रोतकक्षाहरू समेत नमुना छनोटमा पर्नेछन् । तर नमुना छनोट गर्दा प्राविधिक शिक्षा भएका विद्यार्थी उपलब्ध हुने स्थानहरूमात्र छनोट गर्नु पर्ने भएकाले शिक्षा तथा मानवस्रोत विकास केन्द्र प्राविधिक शिक्षा शाखाले उपलब्ध गराएको तथ्याङ्कका आधार मानिने छ ।
- न्यून, मध्यम र उच्च विद्यार्थीसङ्ख्या भएका मध्ये तीन प्रकारकै विद्यालयहरू छनोटमा पर्नेछन् ।

यो अनुसन्धानको स्थान र नमुना यस प्रकार हुनेछः

- सुदुर पश्चिम प्रदेशः राष्ट्रिय मावि लगायत र अन्य २ ओटा विद्यालय = ३ विद्यालय
- कर्णाली प्रदेशः शिव मावि विरेन्द्रनगर र अन्य २ ओटा विद्यालय = ३ विद्यालय
- लुम्बिनी प्रदेशः कालिका मानव मावि। वुटवल, रूपन्देही र अन्य २ ओटा विद्यालय = ३ विद्यालय
- गण्डकी प्रदेशः धवलागिरी वीरेन्द्र मावि। बाग्लुङ र अन्य २ ओटा विद्यालय = ३ विद्यालय
- वाग्मती प्रदेशः आदर्श मावि, भक्तपुर र अन्य २ ओटा विद्यालय = ३ विद्यालय
- मधेश प्रदेशः नेपाल राष्ट्रिय मावि कलैया र अन्य २ ओटा विद्यालय = ३ विद्यालय
- कोशी प्रदेशः पब्लिक मा.वि धरान लगायत र अन्य २ ओटा विद्यालय = ३ विद्यालय

उल्लेखित नमुनामा लिइएका स्थानहरूका विद्यार्थी र शिक्षकहरूको उपलब्धतामा समस्या भएमा नमुनालाई पाठ्यक्रम विकास केन्द्रले परिवर्तन गर्न सक्नेछ ।

(ग) **अनुसन्धान साधनः** In-depth interview, FGD, document study, quantitative/survey tools लगायत आवश्यकताअनुसार तोकिएका उत्तरदाता (उदाहरणका लागि: विद्यार्थी, शिक्षक, प्र.अ., अभिभावक, वि.व्य.स., नीति निर्माता आदि)

५. **परामर्श दाता र विज्ञको योग्यता तथा अनुभव**

- संस्थाको नियमानुसार कम्पनी दर्ता, गत आ.व.सम्मको कर चुक्ता, भ्याट वा प्यान दर्ता, गत आ.व.सम्मको लेखापरीक्षण प्रतिवेदन भएको ।

- प्रतिवेदन लेखनका साथै विभिन्न विषयमा खोज अनुसन्धान गरी अनुभव प्राप्त गरेको ।
- दृष्टी अपाङ्गता सम्बन्धी ज्ञान र अनुभव भएको ।
- UDL शिक्षण रणनीतिका बारेमा जानकारी भएको ।
- समावेशी शिक्षा सम्बन्धी ज्ञान भएको ।
- Quantitative, qualitative and mixed अनुसन्धान ढाँचको ज्ञान, सीप भएको ।
- तथ्याङ्क विश्लेषण गर्ने जनशक्ती भएको हुनु पर्ने ।
- प्रतिवेदन तयार गर्ने विज्ञको शैक्षिक योग्यता related क्षेत्रमा कम्तिमा स्नातकोत्तर र विद्यावारिधिलाई प्राथमिकता हुने ।

६. पाठ्यक्रम विकास केन्द्रको जिम्मेवारी

- पत्राचार र सहजिकरण
- अनुसन्धानका लागि नमुना विद्यालयको सूची
- विकास गरिएका साधन र प्रतिवेदन अध्ययन गरी सुझाव प्रदान र स्वीकृति
- सम्झौता अनुसार भुक्तानी

७. विज्ञको न्यूनतम शैक्षिक योग्यता र अनुभव

क्र.स.	जनशक्ति प्रकार	पद	न्यूनतम योग्यता	अनुमानित सङ्ख्या	समयावधि र कार्यदिन	न्यूनतम अनुभव
१	मुख्य जनशक्ति	Team leader	Masters degree	१ जना	५० दिन	सम्बन्धित क्षेत्रमा कम्तिमा ५ वर्षको कार्य अनुभव
२	मुख्य जनशक्ति	Researcher	Masters degree	२ जना	३० दिन	सम्बन्धित क्षेत्रमा कम्तिमा ५ वर्षको कार्य अनुभव
३	सहायक	Field enumerator	Bachelors degree	१४ जना	७ दिन	सम्बन्धित क्षेत्रमा कम्तिमा २ वर्षको कार्य अनुभव
४	सहायक	Data analyst	Bachelors degree	२ जना	३० दिन	सम्बन्धित क्षेत्रमा कम्तिमा २ वर्षको कार्य अनुभव

परामर्श दाताको प्रस्तावित जनशक्तिको परिवर्तन सम्बन्धी नियम सार्वजनिक खरिद नियमावलीको नियम ६९ मा भएको ब्यवस्था अनुसार हुने । मुख्य जनशक्तिलाई मात्रै मुल्यांकन गरिनेछ ।

८. छनौट विधि: गुणस्तर र लागत विधि ।

९. अध्ययनका क्रियाकलाप र समयसीमा

क्र.सं.	अध्ययनका क्रियाकलाप	समय अवधि र समयसीमा (सम्झौता भएको मितिदेखि)
१	Inception प्रतिवेदन	१ हप्ता
२	साधन निर्माण	२ हप्ता
३	साधनमा सुझाव संकलन र सुधार	१ हप्ता
४	साहित्यको पुनरावलोकन	२ दिन

५	तथ्याङ्क सङ्कलन	एक महिना
६	प्रतिवेदन लेखन	२ दिन
७	प्रस्तुती र सुझाव सङ्कन	१ दिन
८	अन्तिम प्रतिवेदन	१ हप्ता दिन

काम सम्पन्न गर्ने अवधि: सम्झौता भएको मितिले दुई महिना १० दिनसम्म ।

१०. भुक्तानी विधि (Payment Procedure)

अन्तिम प्रतिवेदन प्राप्त भएपछि पुरा भुक्तानी हुने ।

११. बजेट

आवश्यक खर्च हुने क्षेत्रहरू साधन विकास, कर्मचारी, विज्ञ, तथ्याङ्क संकलन, पृष्ठपोषण, अनुगमन र प्रतिवेदन तयारीका लागि प्रयोग हुने ।

१२. उपलब्धि

यस अनुसन्धानबाट निम्नानुसारका output प्राप्त हुनेछन्

- विश्लेषण नभएका सङ्कलन तथ्याङ्क
- विश्लेषण र तालिकीकरण गरिएको तथ्याङ्क
- प्रतिवेदन डिजिटल १/१ प्रति र प्रिन्टेड कपी ३/३ प्रति
- प्रतिवेदन सारांश झलक दुवै विषयको फरक फरक गरी जम्मा २ प्रति
- नतिजाको प्रवोधिकरणका लागि पावरपोइन्ट र वेबसाइटमा अपलोड हुने स्तरमा सम्पादित प्रतिवेदनहरू

१३. आचरण (Ethics): व्यक्तिगत सूचनाको गोपनियता कायम गर्ने, तटस्थता र विज्ञता हुनुपर्ने ।

D. Evaluation of Consultant's EOI Application

Evaluation of Consultant's EOI Application

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

i) Eligibility & Completeness Test

Sl. No.	Criteria Title	Compliance
1	Firm Registration / Company Registration	
2	Tax Clearance for F.Y. 080/81	
3	VAT/PAN Registration	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Applicant's Information Form	
6	EOI Form 3: Experience (3(A) and 3(B))	
7	EOI Form 4: Capacity	
8	EOI Form 5: Qualification of Key Experts	
9	In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible consultant.	
10	If the 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 shall not be eligible to participate in procurement process till the concerned Court has not issued the decision of clearance against the Corruption Charges.	
11	Power of Attorney	
12	Joint Venture Agreement (if any)	

ii) EOI Evaluation Criteria

A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Qualification of Team Leader	Master degree .Higher degree will get added value.
2	Qualification of Researcher-A	Master degree .Higher degree will get added value.
3	Qualification of Researcher-B	Master degree .Higher degree will get added value.
4	i) Experience of Team Leader	Minimum of 5 years of experience in the related sector.
5	ii) Experience of Team Leader	At least one research project experience as team leader in education related project work
6	i) Experience of Researcher-A	Minimum 5 years of experience in the education related field
7	ii) Experience of Researcher-A	At least one research project experience as team member or researcher
8	i) Experience of Researcher-B	Minimum 5 years of experience in the education related field
9	i) Experience of Researcher-B	At least one research project experience as team member or researcher

Score: 45.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
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Sl. No.	Criteria	Minimum Requirement
1	i) General Experience of consulting firm	At least 3 years of work experience in research activities. More than 3 years of experience will get added value
2	ii) General Experience of consulting firm	At least 1 research work activity. Higher number of experiences will get added value
3	i) Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.	At least one project work experience related to education field . Higher number of project experience will get added value
4	ii) Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.	At least one education related project focused on harmonizing curriculum.
5	Similar Geographical experience of consulting firm	Education related Research work experience that include at least 3 different provincial geography.

Score: 45.0

C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity.	Average Annual Turnover of best 3 years within last 10 years shall be at least NRs. 8 Lakhs

Score: 10.0

Minimum score to pass the EOI is: 60

Note : If the 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 consultant's proposal shall be excluded during the evaluation.

E. EOI Forms & Formats

E. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Experience (*General, Specific and Geographical*)

Form 4. Capacity

Form 5. Qualification of Key Experts

Standard EOI Document

1. Letter of Application

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

Date:

To,

Full Name of Client: _____

Full Address of Client: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by **[Insert name of Client]** as Consultant for **[Insert brief description of Work/Services]**.
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. **[Insert name of Client]** and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. **[Insert name of Client]** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.¹
5. All further communication concerning this Application should be addressed to the following person,

[Person]

[Company]

[Address]

[Phone, Fax, Email]
6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or

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

Standard EOI Document

business and our Company/firm has not been declared ineligible.

7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed :

Name :

For and on behalf of (name of Applicant or partner of a joint venture):

Standard EOI Document

2. Applicant's Information Form

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

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

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

Standard EOI Document

3. Experience

3(A). General Work Experience

(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						
6.						
7.						

Standard EOI Document

3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years

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

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) ² :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment: Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.	

Firm's Name: _____

² Consultant should state value in the currency as mentioned in the contract

Standard EOI Document

3(C). Geographic Experience

Experience of working in similar geographic region or country

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

No	Name of the Project	Location (Country/ Region)	Execution Year and Duration
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Standard EOI Document

4. Capacity

4(A). Financial Capacity

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

Annual Turnover	
Year	Amount Currency

- **Average Annual Turnover**

--

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

Standard EOI Document

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

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

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

Standard EOI Document

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

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

SN	Name	Position	Highest Qualification	Work Experience (in year)	Specific Work Experience (in year)	Nationality
1						
2						
3						
4						
5						

(Please insert more rows as necessary)