

# **EXPRESSION OF INTEREST (EOI)**

**Title of Consulting Service: NP-MOLESS-266864-  
CS-CQS-PWP-TRAINING-ASS**

**Method of Consulting Service: National**

**Project Name : Procurement of the consulting firm for Training to Technical  
Assistants on Labor Based Public Work Programs**

**EOI : NP-MOLESS-266864-CS-CQS-YETI-WB-EOI-2**

**Office Name: Ministry of Labour, Employment and Social Security**

**Office Address: Singhadurbar, Kathmandu Kathmandu Kathmandu**

**Funding agency : Loan**

**Loan/Credit/Grant number : IDA-P160696**



## 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

## **Table of Contents**

Section I.	A. Request for Expression of Interest	5
Section II.	B. Instructions for submission of Expression of Interest	7
Section III.	C. Objective of Consultancy Services or Brief TOR	9
Section IV.	D. Evaluation of Consultant's EOI Application	16
Section V.	E. EOI Forms and Formats	19

## **A. Request for Expression of Interest**

# Request for Expression of Interest

## Government of Nepal (GoN)

Name of Employer: Ministry of Labour, Employment and Social Security

Date: 26-01-2022 00:00

Name of Project: Procurement of the consulting firm for Training to Technical Assistants on Labor Based Public Work Programs

Name of the Donor Agency: Loan

Donor Loan/Credit/Grant No: IDA-P160696

1. Government of Nepal (GoN) has received a Loan from Single Envelope Procedure toward the cost of Procurement of the consulting firm for Training to Technical Assistants on Labor Based Public Work Programs and intends to apply a portion of this loan/credit/grant to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service
2. The Ministry of Labour, Employment and Social Security now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services: Procurement of the consulting firm for Training to Technical Assistants on Labor Based Public Work Programs
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Ministry of Labour, Employment and Social Security, Prime Minister Employment Program (PMEP) Youth Information Transformation Initiative (YETI) Singhadurwar, Kathmandu during office hours on or before 09-02-2022 16:00 or visit e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) or visit the client's website <https://pmep.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](http://www.bolpatra.gov.np/egp) Prime Minister Employment Program (PMEP) Youth Information Transformation Initiative (YETI) Singhadurwar, Kathmandu on or before 09-02-2022 16:00
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 40.0 %, Experience 40.0 %, and Capacity 20.0 % of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
8. Minimum score to pass the EOI is 70

## **B. Instructions for Submission of Expression of**

# Instructions for Submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms.
2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment).
3. This expression of interest is open to all eligible Consulting Firm/Company.
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 2.5 Months. Expected date of commencement of the assignment is 15-04-2022.
6. A Consultant will be selected in accordance with the QCBS method.
7. Expression of Interest should contain following information:
  - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
  - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
    - EOI Form: Letter of Application (Form 1)
    - EOI Form: Applicant's Information (Form 2)
    - EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))
    - EOI Form: Capacity Details (Form 4)
    - EOI Form: Key Experts List (form 5).
8. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
9. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the Procurement of the consulting firm for Training to Technical Assistants on Labor Based Public Work Programs. The Envelope should also clearly indicate the name and address of the Applicant. Alternatively, applicants can submit their EOI application through e-GP system by using the forms and instructions provided by the system.
10. The completed EOI document must be submitted on or before the date and address mentioned in the "Request for Expression of Interest". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

## **C. Objective of Consultancy Services or Brief TOR**

## 1. Background

Government of Nepal (GoN) under the subsidized loan of International Development Association ("World Bank") is implementing Youth Employment Transformation Initiative Project (PAD2751). Ministry of Labor, Employment and Social Security (MoLESS) has established Project Management Unit (PMU) at Prime Minister Employment Programme (PMEP) to coordinate and implement the project activities. PMEP is Government of Nepal's flagship program which envisions guaranteeing minimum employment of 100 days of work to the registered unemployed in labor-intensive public works/temporary employment, or provides a subsistence wage in the absence of work, to eligible households. PMEP implements Youth Employment Transformation Initiative (YETI) project with objective to improve the employment support services and labor market outcomes of the youth.

In order to provide support to the Local Governments (LG), Technical Assistants (TAs) have been hired in almost all Employment Service Centers with the purpose of supporting local level implementation particularly implementation and monitoring of temporary employment activities. There is a need to ensure that the TAs are all capable of providing this support and all follow the same minimum standards. For this purpose, MOLESS has designed this capacity development training program to provide the TAs with necessary skills.

Capacity development of the Employment Service Centers (ESCs), including the TAs, will cover a) orientation on project and implementation; b) skills on use of MIS; c) understanding of the role of the ESCs; d) support to the LGs for planning, implementing and supervising the temporary employment; e) understanding of environmental and social safeguards, and COVID safe standards; f) ability to provide administrative support to the LGs for YETI reporting requirements.

## 2. Objective of the assignment

The main objective of the proposed physical (face-to-face) training event is to improve skills of the LG-based PMEP team on technical planning; survey, design and estimation works; quality assurance and reporting activities associated with public works using labour intensive construction practices.

## 3. Scope of work

The scope of works to be provided by the service providers shall cover the following aspects:

- a. Prepare training materials to cover the skills required for both PMEP and YETI. The material should consist of modules, slides and illustrations demonstrating practical use of engineering tools used in Labor Based Technology approach, infrastructure development processes, associated Occupational Health and Safety risks and essential skills to deliver public works.
- b. Provide physical training sessions to 753 Technical Assistants (1 each from 753 Local Governments employed by Local Governments for PMEP). The delivery of the training shall consider the limitations set by COVID-19 pandemic while delivering the training physically at a preferred and convenient location for a cluster of LGs.
- c. The consultants should provide study materials as per the objective of the project. Accordingly, good practices of Karnali Employment Programme and National Reconstruction Authority can be used as a reference for training materials.
- d. Prepare assignment completion report with learnings from the training programme.

The services shall be provided through a consulting firm with competencies defined in sections below.

## 4. Training Delivery Method

The training to TAs from 753 Local Municipalities will be delivered through total of 30 training events in groups of 25 trainees. Each training session will be carried out for 3 days covering 2 days of class based training and 1 day of field based training to be delivered at a nearby site. The training events shall be completed within a month.

Details on numbers of trainings session and group of trainers are as follows:

Total Local Governments selected	753
Estimated No of Trainee/ Technical Assistant for each LG:	1
Estimated trainee in a session	25
Proposed groups of trainers	5

## **Standard EOI Document**

Days per training event	3
Total no. of training events with a group of 25 technicians	30
Total training sessions per group of trainers	6
Total training days per group	18
Total days per group including 1 day interval between the 2 sessions (excludes training material preparation period)	24

The training shall be delivered using a method that including slides, illustrative materials and engineering instruments to demonstrate use of appropriate tools. The illustrative materials used for training should be relevant to the training purposes. In undertaking the events, covid-19 instruction should strictly be followed. The training content shall consist both Social Protection (SP) approaches for engineering staff as well as engineering methods / techniques that are applied to deliver social protection objectives for public work programs. The training should also consist social and environmental safeguard including OHS provisions that apply to the project.

### **5. Deliverables**

The consultant shall deliver the training events as per the scope above and submit a report consisting of lessons learned and recommendations for future training programmes.

### **6. Timeframe**

The consultancy services are expected to start from April 2022 and complete by June 2022.

### **7. Reporting arrangement**

The consultants shall report directly to Component Manager of the PMEP at MOLESS.

### **8. Qualification Criteria**

The training program shall be delivered by a firm with at least 5 years of experience or engagement in capacity building/Training in short term market based skills development (Civil Works) or public work program or relevant civil engineering sectors-Mason, Carpentry, House Wiring, Road Repairs and Maintenance, plumbing etc. The experience preferably in social protection based public work programs will get additional advantage. The firm should have conducted at least five training events of capacity building training in short term skills development training (Civil Works) or PWP or similar nature.

The qualifications of the team members shall comply with the following:

**Lead Trainer:** Bachelor in Civil Engineering or above with more than 10 years of work experience of managing or advising public works programme implementation or civil works related training. The consultant should have at least 5 years of work experience on labour-based technology, some knowledge in related occupational health and Safety or/and training to government/non-government engineering staff (Overseers/Sub overseers/Engineers or LLs technical staff- in Civil Works) . Proven experience of social protection through public works programme is desirable and an asset. The lead consultant shall undertake the following activities:

- i. Reviews the skill priorities and need assessment of trainees.
- ii. Design the training curriculum and submit to the project for approval.
- iii. Lead the pilot demonstration training with slides and illustrative training materials on use of engineering tools and instruments.
- iv. Delivers the training in association with Assistant Trainer.
- v. Prepares the report with lesson learnt in association with Assistant Trainer

**Assistant Trainer:** Bachelor in Civil Engineering or equivalent and over 5 years of public

## **Standard EOI Document**

infrastructure development experience and relevant OHS issues.. Demonstrable work experience of working in social protection projects implemented by government or INGOs and/or training government/non-government engineering staff(Overseers/Sub-Overseer/Engineers, technical assistant of LLs-in Civil Works). Supporting the Lead Trainer, the Assistant Trainer undertakes the following responsibilities:

- i. Supports Lead Trainer in course content preparation
- ii. Lead the pilot demonstration training with slides and illustrative training materials on use of engineering tools and instruments.
- iii. Assist Lead Trainer to deliver the training to TAs.
- iv. Support Lead Trainer in writing the final report.
  - *(Note: The firm Should Propose the list of Lead Trainers and Assistant Trainers for the total of estimated 30 training events, The CVs of at least 2 lead trainers and 2 assistance trainers should be submitted by consulting firm, however, the firm should propose the lists of all lead trainers or assistant trainers required in **EOI Form: Key Experts List (form 5) based on the terms of reference**).*

### **9. Suggested Session Plan and Activities**

The 3-day training events shall be organized to enable the participants to learn essential skills in planning, organizing, managing and assurance of quality of public work program schemes delivered through PMEP to meet social protection objectives. It is important the participants learn the key skills as well as objectives of the programs with considerations that the public work schemes largely involve maintenance of existing infrastructures, including rural roads, irrigation schemes and other public assets.

The training sessions are suggested to include:

- i. Classroom-based sessions: 1.5 days
- ii. Group works: 0.5 days
- iii. Field based activities to demonstrate related site works: 1 day

Total: 3 days

The bidder are suggested to broadly cover the areas of skills outlined in the table given in Annex 1. However, the bidders may suggest additional areas or modifications in the contents based on their experience.

### **10. Training Methodology and Anticipated Results**

The training event organization and preparations shall be highly participatory, inclusive, gender-friendly and result-oriented. The trainer teams shall ensure that there is one-to-one attention provided to the participants to ensure that participants are engaged, and their views/queries are responded in a timely and effective manner.

To ensure the points above, the following are considered in preparing for and organizing the training events:

- a. The training contents are designed in a simple and well-illustrated format to be understood by varying range of engineering professionals i.e. ranging from Graduate Engineers to Sub-Engineers.
- b. Training shall be delivered using power point slides, hand-outs, group works and field based demonstrations on use of appropriate engineering instruments such as Measuring Tapes, Abney Level, Total Stations etc.

## **Standard EOI Document**

- c. There shall be ample opportunity to provide participants to ask questions and receive responses.
- d. Attention to meet individual requirements will be provided to ensure that each participants has opportunity to learn required skills.
- e. The training venue and area shall be gender friendly and include provisions such as breast-feeding areas, as well as offer access to health and safety measures through First Aid provisions, and tampons for women participants.

Each training event will be covered by a Lead Trainer and a Assistant Trainer.

At the end of the training events, the participants are expected to have the understanding on the following areas:

- a. Social Protection and how it relates to Public Works Programs (PWP)
- b. Labour based construction approach and modalities
- c. Cycle of PWP stages including planning and maintenance
- d. PWP management and reporting
- e. Use of district rates, Work Norms and Rate Analysis
- f. Skills and tools for detailed survey, design, cost estimation and work package allocation, and layout
- g. How to design differently for maintenance and new schemes
- h. Quality assurance and reporting of works

### **11. Monitoring of Training Activities**

The training events shall be subjected to quality monitoring by PMEP/MOLESS authorities to ensure compliance to agreed quality and delivery standards. For this purpose, PMEP shall assign its appropriate Officers to each training event. The assigned consulting firm shall cooperate and provide necessary documentation and access to the training sessions and participants as well as provide briefs on the progress and any issues/details that may allow the monitoring authorities to support the expert team as necessary.

**12. Training Venue:** All training will be conducted in the prime located cities in 7 provinces. Final venue will be confirmed before the issuance of request for proposal

Prime Minister Employment Program  
**Training program for Technical Assistants**

**Indicative Training Contents**

Planning	Project cycle and project selection	Survey and Design	Construction Planning/Process	Environment and Social Safeguard	Construction	Quality Control	Operation, Rehabilitation and Maintenance
<ul style="list-style-type: none"> <li>•Need Assessment and feasibility study</li> <li>• Planning process ( 7- steps planning)</li> <li>•Resource Identification and integration</li> <li>•Maintenance of existing infrastructures vs the need of new Infrastructures</li> </ul>	<ul style="list-style-type: none"> <li>•Stages of Project Cycle</li> <li>•Selection of appropriate schemes</li> </ul>	<ul style="list-style-type: none"> <li>•Basic Engineering Tools and Equipment</li> <li>•Efficient usage of equipment</li> <li>•Data quality over the Data quantity</li> <li>Design Criteria (NRRS-2071,Irrigation Policy of ,Nepal Water Supply and Sanitation Policy -2014, NBC)</li> <li>•New construction vs Old construction</li> <li>•General errors in design</li> </ul>	<ul style="list-style-type: none"> <li>•Labor Based</li> <li>•Simple Engineering Processes</li> <li>•Techniques involving local resources, local skill development</li> <li>•Light Touch Approach</li> </ul>	<ul style="list-style-type: none"> <li>•Policies aiding the safeguard : (Environment Protection Act (GON) ESS and EFSS (WBG) SDG Policies) ESMF of the project OHS related to public works</li> <li>•Bio-engineering</li> </ul>	<ul style="list-style-type: none"> <li>•Layout</li> <li>•Labour Based Construction approach</li> <li>• Health and Safety of workers</li> <li>•Community involvement Gender Sensitivity at site</li> <li>•Common errors in construction</li> </ul>	<ul style="list-style-type: none"> <li>•Quantity and Cost Estimate</li> <li>•Design vs Actual construction</li> <li>•Valuation of work</li> </ul>	<ul style="list-style-type: none"> <li>•Management and Organisation</li> <li>• Communication and Documentation</li> <li>•Periodic repairs to prevent extreme damages</li> </ul>

<b>Infrastructures covered: Maintenance of</b>
Rural Roads
Water Supply Schemes
Community Buildings
Irrigation Schemes

***Standard EOI Document***

## **D. Evaluation of Consultant's EOI Application**

# Evaluation of Consultant's EOI Application

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

## i) Eligibility & Completeness Test

Sl. No.	Criteria Title	Compliance
1	Corporate Registration- Mandatory	
2	Latest Tax Clearance/Tax Return Submission- Mandatory	
3	VAT/PAN Registration-Mandatory	
4	EOI Form 1: Letter of Application-Mandatory	
5	EOI Form 2: Applicant's Information Form-Mandatory	
6	EOI Form 3: Experience (3(A) and 3(B))-Mandatory	
7	EOI Form 4: Capacity- Mandatory	
8	EOI Form 5: Qualification of Key Experts-Mandatory	
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.	

## ii) EOI Evaluation Criteria

### A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Qualification of Key Experts	At least Masters degree in Civil Engineering for Lead Trainers and At least Bachelors degree in Civil Engineering for Assistant Trainers
2	Experience of Key Experts	<p>A. Lead Trainers up to 2:</p> <ul style="list-style-type: none"> <li>- At least 5 years of experience in managing or advising public works programme implementation or civil works related training</li> <li>- At least 5 years Experience in labor-based technology, some knowledge in related occupational health and Safety and training to government/non-government engineering staff (Overseers/Sub overseers/Engineers-Civil Works or technical LL staff working in civil works)</li> </ul> <p>B. Assistant Trainers: Max 2</p> <p>At least 5 years of experience demonstrable work experience in social protection projects implemented by government or INGOs and/or training government/non-government engineering staff(Overseers/Sub-Overseer/Engineers, technical assistant of LLs-in Civil Works)</p> <p>(Please note that Maximum Length of CV for relevant experiences shall not exceed more than 3 pages)</p>

Score: 40.0

**B. Experience**

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	At least 5 years of experience in Experience or the engagement of of the firm in capacity building/Training or public work program or social protection or capacity building in similar or different field with local government or provincial government.  ( General Experiences of the firm shall not exceed maximum 7 pages)
2	Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.	- At least 5 five years Experience or the engagement of of the firm in capacity building/Training in short term market based skills development (Civil Works) or public work program or relevant civil engineering sectors-Mason, Carpentry, House Wiring, Road Repairs and Maintenance, plumbing -At least five training events of capacity building training in short term skills development training (Civil Works) or PWP or similar nature  ( Specific Experiences of the firm shall not exceed maximum 5 pages)
3	Similar Geographical experience of consulting firm	Please include no of districts worked by consulting firm.

**Score: 40.0****C. Capacity**

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity.	At least 10 million
2	-Human Resource Capacity/Experts Management -Infrastructure and Equipment	-CV of at least 2 Lead Trainers and 2 Trainers -The firm shall propose the infrastructure/equipment it has or can manage(List out information)

**Score: 20.0****Minimum score to pass the EOI is: 70**

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.<sup>1</sup>
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

---

<sup>1</sup> 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.)*

<b>S. N.</b>	<b>Name of assignment</b>	<b>Location</b>	<b>Value of Contract</b>	<b>Year Completed</b>	<b>Client</b>	<b>Description of work carried out</b>
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) <sup>2</sup> :
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:  <b>Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.</b>	

Firm's Name: \_\_\_\_\_

<sup>2</sup> 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)*

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

<b>Annual Turnover</b>	
<b>Year</b>	<b>Amount Currency</b>

- **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 assignment<sup>3</sup>**

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

---

<sup>3</sup> 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)*

<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>	<b>Nationality</b>
1						
2						
3						
4						
5						

(Please insert more rows as necessary)



# **Standard Expression of Interest (EOI) Document for Shortlisting of Consultants and Consulting Services**

## **Procurement of Consulting Services**

### **Issued By:**

Ministry of Labor, Employment and Social Security  
Prime minister Employment Program (PMEP)  
Youth Employment Transformation Initiative

**26 January 2022**

(NOTE: THIS DOCUMENT IS ISSUED MANUALLY BY MOLESS AS A SUPPORTING INFORMATION FOR THE ASSIGNMENT AND WILL REMAIN VALID IF INFORMATION ON AUTO GENERATED EOI DOCUMENT MISMATCH WITH THIS DOCUMENT)

# Expression of Interest (EOI)

**Title of Consulting Services:** *Training to Technical Assistants on Labor Based Public Work Programs*

**Method of Consulting Service:**  
***National Open Competitive Proposal From Consultant Qualification Selection Method***

**Project Name** : *Youth Employment Transformation Initiative*

**EOI:** NP-MOLESS-266864-CS-CQS-PWP-TRAINING-ASS

**Office Name** : *Ministry of Labor, Employment and Social Security*

**Office Address:** *Singhadurwar, Kathmandu*

**Issued on:** 26 January 2022

Financing Agency: IDA Loan/Credit/Grant  
(Project ID: P160696)

***Standard EOI Document***

**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

## **Contents**

<b>A. Request for Expression of Interest .....</b>	<b>5</b>
<b>B. Instructions for submission of Expression of Interest.....</b>	<b>6</b>
<b>C. Objective of Consultancy Services or Brief TOR .....</b>	<b>7</b>
<b>D. Evaluation of Consultant’s EOI Application .....</b>	<b>7</b>
<b>E. EOI Forms &amp; Formats .....</b>	<b>12</b>
1. Letter of Application .....	13
2. Applicant’s Information Form .....	15
3. Experience.....	16
4. Capacity .....	19
5. Key Experts (Include details of Key Experts only) .....	21

**Standard EOI Document**

**A. Request for Expression of Interest**

Government of Nepal  
*Ministry of Labor, Employment and Social Security*  
Date: 26 January 2022  
Name of Project: Youth Employment Transformation Initiative

Name of the Donor Agency: IDA  
Donor Loan/Credit/Grant No: P160696

1. Government of Nepal (GoN) has *received a credit* from IDA toward the cost of Youth Employment Transformation Initiative and intends to apply a portion of this *credit* to eligible payments under the Contract for which this Expression of Interest is invited for Consulting Services on **Training to Technical Assistants on Labor Based Public Work Programs.**
2. The **Ministry of Labor, Employment and Social Security (MoLESS)** now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services: **Training to Technical Assistants on Labor Based Public Work Programs..**
3. Interested eligible consultants (Firm) may obtain further information and EOI document free of cost at the address **Ministry of Labor, Employment and Social Security, Prime Minister Employment Program (PEMP), Youth Employment Transformation Initiative Project(YETI)** during office hours on or before **9 February 2022, 4:00 pm** or visit e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) or visit the client's website <https://pmep.gov.np/notice>.
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](http://www.bolpatra.gov.np/egp) **or manually to the address** MoLESS, PEMP, YETI Project, Singhadarwar, Kathmandu on or before **9 February 2022, 4:00 pm.**
6. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
7. EOI will be assessed based on **Qualification 40%, Experience 40, and Capacity 20%** of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
8. Minimum score to pass the EOI is **70%**

## Standard EOI Document

### B. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms and the maximum number of partners in JV shall **be limited to two**.
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 only**.
4. The assignment has been scheduled for a period of **2.5 months**. Expected date of commencement of the assignment is 15 **April 2022**.
5. A Consultant will be selected in accordance with the **Consultant Qualification Selection** method as per the World Bank Procurement Regulations for IPF Borrowers, Revised November 2020 method.
6. Expression of Interest should contain following information:
  - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
  - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
    - *EOI Form: Letter of Application (Form 1)*
    - *EOI Form: Applicant's Information (Form 2)*
    - *EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))*
    - *EOI Form: Capacity Details (Form 4)*
    - *EOI Form: Key Experts List (form 5).*
7. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
8. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the **Training to Technical Assistants on Labor Based Public Work Programs-YETI Project**. 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.
9. The completed EOI document must be submitted on or before the date and address mentioned in the "**Request for Expression of Interest**". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

## **C. Objective of Consultancy Services or Brief TOR**

### **1. Background**

Government of Nepal (GoN) under the subsidized loan of International Development Association ("World Bank") is implementing Youth Employment Transformation Initiative Project (PAD2751). Ministry of Labor, Employment and Social Security (MoLESS) has established Project Management Unit (PMU) at Prime Minister Employment Programme (PMEP) to coordinate and implement the project activities. PMEP is Government of Nepal's flagship program which envisions guaranteeing minimum employment of 100 days of work to the registered unemployed in labor-intensive public works/temporary employment, or provides a subsistence wage in the absence of work, to eligible households. PMEP implements Youth Employment Transformation Initiative (YETI) project with objective to improve the employment support services and labor market outcomes of the youth.

In order to provide support to the Local Governments (LG), Technical Assistants (TAs) have been hired in almost all Employment Service Centers with the purpose of supporting local level implementation particularly implementation and monitoring of temporary employment activities. There is a need to ensure that the TAs are all capable of providing this support and all follow the same minimum standards. For this purpose, MOLESS has designed this capacity development training program to provide the TAs with necessary skills.

Capacity development of the Employment Service Centers (ESCs), including the TAs, will cover a) orientation on project and implementation; b) skills on use of MIS; c) understanding of the role of the ESCs; d) support to the LGs for planning, implementing and supervising the temporary employment; e) understanding of environmental and social safeguards, and COVID safe standards; f) ability to provide administrative support to the LGs for YETI reporting requirements.

### **2. Objective of the assignment**

The main objective of the proposed physical (face-to-face) training event is to improve skills of the LG-based PMEP team on technical planning; survey, design and estimation works; quality assurance and reporting activities associated with public works using labour intensive construction practices.

### **3. Scope of work**

The scope of works to be provided by the service providers shall cover the following aspects:

- a. Prepare training materials to cover the skills required for both PMEP and YETI. The material should consist of modules, slides and illustrations demonstrating practical use of engineering tools used in Labor Based Technology approach, infrastructure development processes, associated Occupational Health and Safety risks and essential skills to deliver public works.
- b. Provide physical training sessions to 753 Technical Assistants (1 each from 753 Local Governments employed by Local Governments for PMEP). The delivery of the training shall consider the limitations set by COVID-19 pandemic while delivering the training physically at a preferred and convenient location for a cluster of LGs.
- c. The consultants should provide study materials as per the objective of the project. Accordingly, good practices of Karnali Employment Programme and National Reconstruction Authority can be used as a reference for training materials.
- d. Prepare assignment completion report with learnings from the training programme.

The services shall be provided through a consulting firm with competencies defined in sections below.

### **4. Training Delivery Method**

The training to TAs from 753 Local Municipalities will be delivered through total of 30 training events in groups of 25 trainees. Each training session will be carried out for 3 days covering 2 days of class based training and 1 day of field based training to be delivered at a nearby site. The training events shall be completed within a month.

Details on numbers of trainings session and group of trainers are as follows:

Total Local Governments selected	753
Estimated No of Trainee/ Technical Assistant for each LG:	1

## **Standard EOI Document**

Estimated trainee in a session	25
Proposed groups of trainers	5
Days per training event	3
Total no. of training events with a group of 25 technicians	30
Total training sessions per group of trainers	6
Total training days per group	18
Total days per group including 1 day interval between the 2 sessions (excludes training material preparation period)	24

The training shall be delivered using a method that including slides, illustrative materials and engineering instruments to demonstrate use of appropriate tools. The illustrative materials used for training should be relevant to the training purposes. In undertaking the events, covid-19 instruction should strictly be followed. The training content shall consist both Social Protection (SP) approaches for engineering staff as well as engineering methods / techniques that are applied to deliver social protection objectives for public work programs. The training should also consist social and environmental safeguard including OHS provisions that apply to the project.

### **5. Deliverables**

The consultant shall deliver the training events as per the scope above and submit a report consisting of lessons learned and recommendations for future training programmes.

### **6. Timeframe**

The consultancy services are expected to start from April 2022 and complete by June 2022.

### **7. Reporting arrangement**

The consultants shall report directly to Component Manager of the PMEP at MOLESS.

### **8. Qualification Criteria**

The training program shall be delivered by a firm with at least 5 years of experience or engagement in capacity building/Training in short term market based skills development (Civil Works) or public work program or relevant civil engineering sectors-Mason, Carpentry, House Wiring, Road Repairs and Maintenance, plumbing etc. The experience preferably in social protection based public work programs will get additional advantage. The firm should have conducted at least five training events of capacity building training in short term skills development training (Civil Works) or PWP or similar nature.

The qualifications of the team members shall comply with the following:

**Lead Trainer:** Bachelor in Civil Engineering or above with more than 10 years of work experience of managing or advising public works programme implementation or civil works related training. The consultant should have at least 5 years of work experience on labour-based technology, some knowledge in related occupational health and Safety or/and training to government/non-government engineering staff (Overseers/Sub overseers/Engineers or LLs technical staff- in Civil Works) . Proven experience of social protection through public works programme is desirable and an asset. The lead consultant shall undertake the following activities:

- i. Reviews the skill priorities and need assessment of trainees.
- ii. Design the training curriculum and submit to the project for approval.
- iii. Lead the pilot demonstration training with slides and illustrative training materials on use of engineering tools and instruments.
- iv. Delivers the training in association with Assistant Trainer.
- v. Prepares the report with lesson learnt in association with Assistant Trainer

## **Standard EOI Document**

**Assistant Trainer:** Bachelor in Civil Engineering or equivalent and over 5 years of public infrastructure development experience and relevant OHS issues.. Demonstrable work experience of working in social protection projects implemented by government or INGOs and/or training government/non-government engineering staff(Overseers/Sub-Overseer/Engineers, technical assistant of LLs-in Civil Works). Supporting the Lead Trainer, the Assistant Trainer undertakes the following responsibilities:

- i. Supports Lead Trainer in course content preparation
- ii. Lead the pilot demonstration training with slides and illustrative training materials on use of engineering tools and instruments.
- iii. Assist Lead Trainer to deliver the training to TAs.
- iv. Support Lead Trainer in writing the final report.
  - *(Note: The firm Should Propose the list of Lead Trainers and Assistant Trainers for the total of estimated 30 training events, The CVs of at least 2 lead trainers and 2 assistance trainers should be submitted by consulting firm, however, the firm should propose the lists of all lead trainers or assistant trainers required in EOI Form: Key Experts List (form 5) based on the terms of reference).*

### **9. Suggested Session Plan and Activities**

The 3-day training events shall be organized to enable the participants to learn essential skills in planning, organizing, managing and assurance of quality of public work program schemes delivered through PMEP to meet social protection objectives. It is important the participants learn the key skills as well as objectives of the programs with considerations that the public work schemes largely involve maintenance of existing infrastructures, including rural roads, irrigation schemes and other public assets.

The training sessions are suggested to include:

- i. Classroom-based sessions: 1.5 days
- ii. Group works: 0.5 days
- iii. Field based activities to demonstrate related site works: 1 day

Total: 3 days

The bidder are suggested to broadly cover the areas of skills outlined in the table given in Annex 1. However, the bidders may suggest additional areas or modifications in the contents based on their experience.

### **10. Training Methodology and Anticipated Results**

The training event organization and preparations shall be highly participatory, inclusive, gender-friendly and result-oriented. The trainer teams shall ensure that there is one-to-one attention provided to the participants to ensure that participants are engaged, and their views/queries are responded in a timely and effective manner.

To ensure the points above, the following are considered in preparing for and organizing the training events:

- a. The training contents are designed in a simple and well-illustrated format to be understood by varying range of engineering professionals i.e. ranging from Graduate Engineers to Sub-Engineers.

## **Standard EOI Document**

- b. Training shall be delivered using power point slides, hand-outs, group works and field based demonstrations on use of appropriate engineering instruments such as Measuring Tapes, Abney Level, Total Stations etc.
- c. There shall be ample opportunity to provide participants to ask questions and receive responses.
- d. Attention to meet individual requirements will be provided to ensure that each participants has opportunity to learn required skills.
- e. The training venue and area shall be gender friendly and include provisions such as breast-feeding areas, as well as offer access to health and safety measures through First Aid provisions, and tampons for women participants.

Each training event will be covered by a Lead Trainer and a Assistant Trainer.

At the end of the training events, the participants are expected to have the understanding on the following areas:

- a. Social Protection and how it relates to Public Works Programs (PWP)
- b. Labour based construction approach and modalities
- c. Cycle of PWP stages including planning and maintenance
- d. PWP management and reporting
- e. Use of district rates, Work Norms and Rate Analysis
- f. Skills and tools for detailed survey, design, cost estimation and work package allocation, and layout
- g. How to design differently for maintenance and new schemes
- h. Quality assurance and reporting of works

### **11. Monitoring of Training Activities**

The training events shall be subjected to quality monitoring by PMEP/MOLESS authorities to ensure compliance to agreed quality and delivery standards. For this purpose, PMEP shall assign its appropriate Officers to each training event. The assigned consulting firm shall cooperate and provide necessary documentation and access to the training sessions and participants as well as provide briefs on the progress and any issues/details that may allow the monitoring authorities to support the expert team as necessary.

**12. Training Venue:** All training will be conducted in the prime located cities in 7 provinces. Final venue will be confirmed before the issuance of request for proposal

Prime Minister Employment Program  
**Training program for Technical Assistants**

**Indicative Training Contents**

Planning	Project cycle and project selection	Survey and Design	Construction Planning/Process	Environment and Social Safeguard	Construction	Quality Control	Operation, Rehabilitation and Maintenance
<ul style="list-style-type: none"> <li>•Need Assessment and feasibility study</li> <li>• Planning process ( 7- steps planning)</li> <li>•Resource Identification and integration</li> <li>•Maintenance of existing infrastructures vs the need of new Infrastructures</li> </ul>	<ul style="list-style-type: none"> <li>•Stages of Project Cycle</li> <li>•Selection of appropriate schemes</li> </ul>	<ul style="list-style-type: none"> <li>•Basic Engineering Tools and Equipment</li> <li>•Efficient usage of equipment</li> <li>•Data quality over the Data quantity</li> <li>Design Criteria (NRRS-2071,Irrigation Policy of ,Nepal Water Supply and Sanitation Policy -2014, NBC)</li> <li>•New construction vs Old construction</li> <li>•General errors in design</li> </ul>	<ul style="list-style-type: none"> <li>•Labor Based</li> <li>•Simple Engineering Processes</li> <li>•Techniques involving local resources, local skill development</li> <li>•Light Touch Approach</li> </ul>	<ul style="list-style-type: none"> <li>•Policies aiding the safeguard : (Environment Protection Act (GON) ESS and EFSS (WBG) SDG Policies) ESMF of the project OHS related to public works</li> <li>•Bio-engineering</li> </ul>	<ul style="list-style-type: none"> <li>•Layout</li> <li>•Labour Based Construction approach</li> <li>• Health and Safety of workers</li> <li>•Community involvement Gender Sensitivity at site</li> <li>•Common errors in construction</li> </ul>	<ul style="list-style-type: none"> <li>•Quantity and Cost Estimate</li> <li>•Design vs Actual construction</li> <li>•Valuation of work</li> </ul>	<ul style="list-style-type: none"> <li>•Management and Organisation</li> <li>• Communication and Documentation</li> <li>•Periodic repairs to prevent extreme damages</li> </ul>

<b>Infrastructures covered: Maintenance of</b>
Rural Roads
Water Supply Schemes
Community Buildings
Irrigation Schemes

## **D. 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: Ministry of Labor, Employment and Social Security, PMEP, YETI Project

Full Address of Client: Singhadurwar, Kathmandu

Telephone No.: 4200477

Fax No.: \_\_\_\_\_

Email Address: info@pmep.gov.np

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 MOLESS, **YETI Project** as Consultant for **Training to Technical Assistants on Labor Based Public Work Programs**.
2. Attached to this letter are photocopies of original documents defining:
  - a) the Applicant's legal status;
  - b) the principal place of business;
3. **MOLESS, PMEP, YETI Project** 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. **MOLESS, PMEP, YETI Project** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.<sup>1</sup>
5. All further communication concerning this Application should be addressed to the following person,

*National Project Director*

*Ministry of Labor, Employment and Social Security, PEMP, YETI Project*

*Singhadurwar, Kathmandu*

+977 14200477
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 business and our Company/firm has not been declared ineligible.

---

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

**Standard EOI Document**

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.)  
Only Maximum of two members in a joint venture is accepted*

<b>S. N.</b>	<b>Name of assignment</b>	<b>Location</b>	<b>Value of Contract</b>	<b>Year Complete d</b>	<b>Client</b>	<b>Description of work carried out</b>
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) <sup>2</sup> :
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:  <b>Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.</b>	

Firm's Name: \_\_\_\_\_

<sup>2</sup> 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)*

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

<b>Annual Turnover</b>	
<b>Year</b>	<b>Amount Currency</b>

- **Average Annual Turnover of Best of 3 Fiscal Year  
Of Last 7 Fiscal Years**

--

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

*Standard EOI Document*

**4(B). Infrastructure/equipment related to the proposed assignment<sup>3</sup>**

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

---

<sup>3</sup> 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)*

<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>	<b>Nationality</b>
1						
2						
3						
4						
5						

(Please insert more rows as necessary) Please note that **CVs of at least 2 lead trainers and 2 assistant trainers- will be evaluated. Failure to submit CVs of 4 experts shall NOT be scored.**