

EXPRESSION OF INTEREST (EOI)

**Title of Consulting Service: NP-MOLESS-266864-
CS-QCBS-MTR-YETI-PMEP**

Method of Consulting Service: National

**Project Name : Mid-term Evaluation of Prime Minister Employment
Programme (PMEP) and Youth Employment Transformation Initiative (YETI)
Project**

EOI : NP-MOLESS-278006-CS-QCBS-MTR-YETI-PMEP-EOI3

Office Name: Ministry of Labour, Employment and Social Security

Office Address: Singhadurbar, Kathmandu Kathmandu Kathmandu

Funding agency : Loan

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: Ministry of Labour, Employment and Social Security

Date: 06-04-2022 00:00

Name of Project: Mid-term Evaluation of Prime Minister Employment Programme (PMEP) and Youth Employment Transformation Initiative (YETI) Project

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 Mid-term Evaluation of Prime Minister Employment Programme (PMEP) and Youth Employment Transformation Initiative (YETI) Project 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: Ministry of Labour, Employment and Social Security, PMEP- Youth Transformation Initiative Project
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Ministry of Labour, Employment and Social Security, Ministry of Labour, Employment and Social Security, PMEP, YETI Project Singhadurwar, Kathmandu, Floor No-4 during office hours on or before 20-04-2022 17:00 or visit e-GP system 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 Ministry of Labour, Employment and Social Security, PMEP, YETI Project Singhadurwar, Kathmandu, Floor No-4 on or before 20-04-2022 17:00
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 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.
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 4 Months . Expected date of commencement of the assignment is 01-06-2022.
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 Mid-term Evaluation of Prime Minister Employment Programme (PMEP) and Youth Employment Transformation Initiative (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.
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

Mid-term Evaluation of Prime Minister Employment Programme (PMEP) and Youth Employment Transformation Initiative (YETI) Project

Terms for Reference

1. Background

1.1 Prime Minister Employment Programme

Prime Minister Employment Programme (PMEP) is a national flagship programme; launched on 13 February 2019; that drives the labour market interventions to promote employment opportunities in the country. The programme implements the Right to Employment Act, 2018 in guaranteeing the minimum employment of 100 days to the registered unemployed. The goal of the programme is to enhance domestic employment opportunities and promote social protection objectives to the age group of 18-59 in the country. The major objectives of the programme are to a) provide employment services to act as Employment Guarantee Scheme (EGS) to registered unemployed, b) promote and expand the domestic employment opportunities through skilling, c) create and manage a cohesive and convergent environment to create more employment opportunities in the country, d) develop and manage policy intervention to support employment eco-system, e) contribute in creating, upgrading and expanding the community infrastructures and f) undertake research to identify new domestic employment opportunities. The PMEP results framework is presented in Appendix 1.

1.2 Youth Employment Transformation Initiative

PMEP is supported by the Youth Employment Transformation Initiative (YETI) Project; under the subsidised loan agreement with International Development Association (The World Bank Group); to address the gap in the labour supply side intervention and complement ongoing initiatives on the labour demand side. The project was inaugurated on 20 July 2020 and has been assisting PMEP to improve employment services and labour market outcomes, especially for youth. The YETI results framework is presented in Appendix 2.

2. Background to undertake Mid-term Evaluation

PMEP's employment generation till now is primarily based on the non-contributory public works based social protection. PMEP during the first year of implementation piloted the cash for work (CFW) initiative where the beneficiaries were selected by local level, although the application for F.Y. 2019/20 were collected, Based on the learning, the PMEP made an intensive revision on its CFW manual and the approaches to select the project at the local level. However, the second year of the programme implementation was also affected by the shortage of budget and a nationwide lockdown imposed by the Government of Nepal (GoN) to prevent its citizens from the Covid-19 pandemic. This has resulted in very low physical and financial progress as an average was limited to 16 days per beneficiary.

Both PMEP and YETI as per their respective Programme Documents should have undertaken the Mid-term Evaluation and planned in the annual budget and programme. During the third year of programme, the GoN through budget provisioned that the PMEP budget should only be spent on the wage of the labour and remaining cost for construction material and hand-tools should be covered by the local level budget. Additionally, the government also introduced a nationwide wage rate of Rs. 517 which further impacted the operational efficiency of the programme at the local level. Although the programme managed to increase the average employment rate of participating unemployed close to 76 days, however there are many criticisms associated from the spectrum of productive employment and useful asset creation.

The GoN has set the Sustainable Development Goal (SDG) target, particularly 'SDG Target 8.5 – By 2030 achieve full and productive employment and decent work for all women and men, including for young people and persons with disability, and equal pay for work of equal value'. The achievement of 'SDG Target 8.6 – By 2020, substantially reduce the proportion of youth not in employment, education or training' was largely impacted by the Covid-19 pandemic in the country. In addition to the SDG, the 15th Periodic Plan of the Government of Nepal has highlighted the need of initiating the programme that enhances the employment opportunities in the country, including to those youth as well as female who requires the support to maintain social justice in the country. This justified a wider scope of the programme and thus the Ministry of Labour, Employment and Social Security (MoLESS) has already initiated the Organisation and Management (O&M) Survey to introduce a new division – Domestic Employment Management Division- which is currently under the discussion at Cabinet.

More recently, YETI Project Steering Committee agreed to conduct a Mid-term Evaluation (MTE) of PMEP; with subset YETI; in order to obtain feedback on the policy and operational revision of PMEP. The intention of the MoLESS is to introduce a long-term programming as the PMEP's current 5-year plan is ending in the next fiscal year.

The MTE for both PMEP and YETI should be separated out given that the needs of the YETI MTE are different from the PMEP. Thus, this TOR is prepared to produce two separate deliverables- one report for PMEP MTE and another for YETI MTE.

2.1 Project Strategies and Objectives

The aim of the PMEP for current 5 year is to promote social protection objectives by promoting domestic employment opportunities. To achieve the aim, the PMEP during the initial 5 year was to undertake the major systemic development including the capacity building to ensure the objectives set out in the Act. The recent Annual Review of the programme has highlighted a requirement in shifting priorities and address the shortcoming of employment-ecosystem in the country. PMEP as a result of pandemic could not achieve an operational efficiency on system, process and capacity.

3. Objectives of the Evaluation

The Mid-term Evaluation (MTE) of PMEP and YETI will undertake the reviews of current programming whether the programme is on the right track to achieve its aim and objectives and also provides strategic and operational feedback to revise aims and objectives of the improved PMEP. The current 5-year programme is available on request from info@pmez.gov.np. Broadly, the current programme has the following outcome results:

- a. Increased productive employment opportunities
- b. Employment to registered unemployed guaranteed.
- c. Social justice promoted.
- d. Reduced forceful foreign migration.

The MTE should largely follow the [Monitoring and Evaluation Guidelines of National Planning Commission](#), but the PMEP including YETI requests evaluator to introduce the addition methodology / tools to derive the information to provide strategic suggestion. The specific objectives of the assignment is to:

- a. evaluate the results, including undertaking the assessments of output and outcome level activities and indicators towards achieving planned activities, goal and development objectives set for the PMEP and YETI respectively.
- b. understand the opportunities and key challenges and provide strategic recommendations to modify the PMEP and YETI operational and strategic direction.
- c. assess the effectiveness and efficiency of resources used.
- d. produce recommendations on legislative document-act, regulation and guidelines; including in the programme document to accommodate the plans till 2030.
- e. examine the appropriateness of the programme/project concept and design in realizing its immediate objective and the extent to which they have contributed towards the institutional, organizational, and technical capacity of the MoLESS, and lesson to partner in achieving its long-term strategic direction.

Additionally, the evaluation team examines the cross-cutting issues particularly:

- a. Poverty and Vulnerability Reduction
- b. Governance
- c. Gender and Social Inclusion
- d. Environment and Social Safeguard Issues

The objectives of the YETI MTE and the key questions/focus areas are outlined in Appendix 3.

4. Rationale of the MTE

PMEP is a relatively new flagship program of the government. The impact in the last few years has been limited with variation in implementation across Local Levels (LLs). As the GON's key employment response to COVID-19, its successful implementation is critical this FY and next FY in particular.

The MTE will provide evidence for any changes in policy required and operational direction for PMEP (including YETI) to take remedial steps in a timely manner to keep the project on track. The findings from the MTE will primarily be used by the MoLESS, PMEP, The World Bank, and other development partners in reviewing policies, implementation modalities and making necessary changes in annual planning and budgeting and to inform improvements in the delivery of the CFW, its effectiveness, issues and challenges and also it could contribute the new approach in social projections and employment generation. The study will help ensure transparency and accountability in line with program/project documents. In addition, the findings and recommendations shall be useful to partners, stakeholders and the Government to learn lessons from good practices in some LLs for the purpose of replicating it elsewhere and/or taking up approaches and activities that have proven to work in order to scale up the project. PMEP and YETI review would also significantly contribute to policy level interventions.

5. Methodology

The consulting firm will adopt a participatory approach by involving relevant stakeholders at different levels. The consulting firm will work closely with PMEP to design and implement the MTE including finalization of review objectives; conducting literature and secondary data review, preparing tools for collecting data at the central and field levels; finalizing field visit schedule, field data collection, compilation, and analysis; and preparing debriefing note and report.

The consulting firm will review policy and program documents, reports and datasets. That may include, but not be limited to, Labor Act 2017, Social Security Act 2017 Right to Employment Act 2018, PMEP Directive, CFW Community Project Operational Procedure, PMEP annual report, EMIS datasets, beneficiary satisfaction survey data, among others.

The consulting firm will select and visit at 21 LLs (three LLs per province) that represent: 1) ecological zones (mountain, hill, and terai), 2) the number of registered unemployed, 3) the average number of workdays, 4) ESCs with full (employment coordinator, technical assistance and employment assistant) or partial staffing, 5) higher and lower expenditure in the current Fiscal Year 2078/079, 6) LL (not) entering work related and financial data in the EMIS, and 7) LL sharing or not sharing their budgets other costs (e.g. material cost) to implement CFW projects.

The consulting firm will resort to qualitative methods and tools such as focus group discussion (FGDs) with the beneficiaries (three FGDs per sampled LL with mixed groups, females, and youth beneficiaries), key informant interviews with a wide range of stakeholders including LL elected leaders, employment service center officials, representatives of concerned ministries, donor agencies and international non-governmental organizations, non-government organizations and private sectors. Besides, the consulting firm will conduct case studies, observation of field sites, and interactions in the selected LLs. The study will consider gender equality and social inclusion (GESI) as well as safeguarding issues wherever applicable. This may include, but not be limited to, integration and implementation of these issues in the team composition, tools design, data collection, and reporting among others.

6. Scope of Work

This single terms of reference is developed to hire a consulting firm to undertake the MTE for both PMEP and YETI to produce two separate deliverables: one report of PMEP MTE and another for YETI MTE. The consulting firm needs to cover both categories of CFW project budget sources (government and World Bank Group fund for YETI project). This will allow comparison and discussion between YETI and non-YETI project beneficiaries in terms of strengths and gaps to help course correction and policy change.

PMEP covers the age group of people from 18-59 years, both youth (18 to 40 years) and beneficiaries from 40 to 59 years, in cash for work or temporary employment projects, to allow comparison between the supports to both categories.

Given the scope, the consulting firm will do the following activities:

- Review of documents, consultation with the stakeholders and field visits to the LLs representing all provinces as discussed in the methodology section.
- Prepare and submit the inception report outlining the objectives of evaluation, methodology for selecting LLs and stakeholder sampling, tools for data collection and tentative list of sites that will be selected as discussed in the methodology. The methodology could vary subject to the likelihood of COVID-19 pandemic and lock down.
- Finalize the data collection tools, field visits, and meeting schedules and make necessary travel arrangements.
- Conduct field visits and interactions with stakeholders, and conduct observation of structures maintained with the support from the project.
- Keep the project management unit team updated weekly of the progress against the work plan.
- Analyze data, draft report, present findings, and finalize the report.

7. Major Outputs and Final Deliverables of the Assignments:

With the objectives and scope of work, the firm will deliver the following major outputs in two separate deliverables: one report of PMEP MTE and another of YETI MTE:

- Inception report covering methodology for selecting LLs, and methodology for selecting and sampling a diverse range of stakeholders including beneficiaries, data collections tools, methodology/ specific software to be used for the data entry and analysis of qualitative data to be collected, field visit and consultation meeting plan (in the English language, both hard and soft copies)
- Weekly updates on progress against work plan (in English language, soft copy)
- Preliminary findings (in the English language, both hard and soft copies)
- Mid Term Report (in both English and Nepali languages, both hard and soft copies) with preliminary findings

- Final report (in both English and Nepali languages, both hard and soft copies)--- raw data, translated transcripts, photos and field data collection notes, Presentation materials in PPT slides with executive summary

8. Report Structure

- Table of Contents
- Abbreviations/ Acronyms
- Executive Summary
- Introduction
- Methodology
- Findings
- Conclusion and Recommendations
- Appendices (TOR, Data Collection Tools, Summary Tables, Diagrams or Charts if any, Photos, References)

9. Team Composition, and Qualifications of the Consulting Firm:

- The consulting firm will formulate a team led by the team leader and supported by two subject matter specialists. The team leader shall have at least Master's Degree or equivalent preferably PhD in relevant field with a minimum of 10 years of relevant professional experiences or equivalent combination of education and experiences as a team lead in conducting assessments or monitoring and evaluation or livelihood projects or employment related projects or Social Protection or Employment Creation projects. The Employment Expert/Social Protection Expert-1 shall have Master's Degree having experiences in labor Market or Social Protection or Public Work Program or employment creation approach in public sector and a minimum of 7 years of relevant professional experience. Monitoring and Evaluation Expert shall have at least Master's Degree having experiences in monitoring and evaluation of similar nature of project with a knowledge in management information system, and social safeguarding for added advantage and a minimum of 7 years of relevant professional experience. One of the team members preferably needs to be a female expert to maintain gender balance in the team and use expertise focusing at gender, social protection, and safeguarding. The team may recruit a number of field researchers as required to carry out field data collection and facilitate the team to set meetings and collect secondary information at the central and field levels.

The selection of the consulting firm will be based on the evaluation of the following qualifications.

- The consulting firm must have at least 5 years of experience in designing and conducting assessments, monitoring, and evaluation of livelihoods and employment related projects in Nepal
- The consulting firm should have worked to develop at least 5 project mid-term reviews/evaluations or final evaluations of the projects/programs or similar nature of scope.

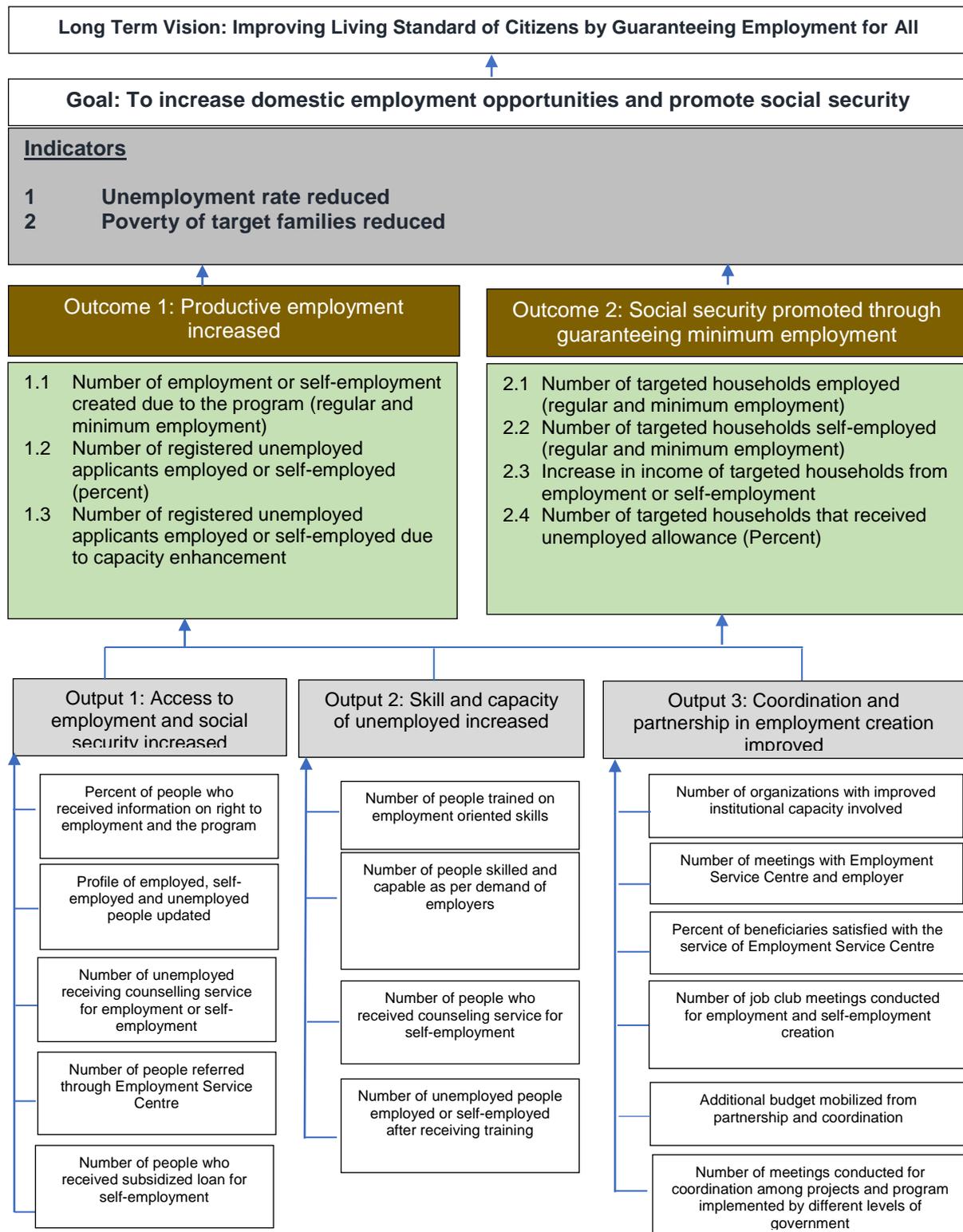
- The firm requires at least NPR four million rupees Average Annual Turnover of Best of 3 Fiscal Year of Last 7 Fiscal Years
- The consulting firm must have registered in VAT and should have the latest tax clearance up to FY 2077/78.
- The consulting firm with experience working with government agencies will get an added advantage.
- Demonstrated ability to lead policy dialogue at senior levels of government across agencies and donor agencies will be an added advantage.
- The team leader and subject matter experts should have excellent written, communication and presentation skills in both English and Nepali.

10. Tentative Timeline for mid-term evaluation:

The assignment needs to be completed in four months period starting on 1 June 2022 and ending on 30 September 2022. The tentative timeline of major activities are presented in the table below. If procurement takes long time, we will rearrange the schedule with sitting together.

Activities Description
Contract with the consulting firm
Commencement of the service
Inception report: Field visit plan finalization, data collection tool finalization, Literature review, Reporting framework and submission of review based findings.
Field Mobilization (data collection, conduct meetings, data analysis) and submission of preliminary findings
Deliverable of PMEP MTE
Submission of the PMEP MTE draft report
Feedback to the PMEP MTE draft report by PMU
Presentation of major findings at PMEP
Submission of the PMEP MTE final report including data and materials collected
Deliverable of YETI MTE
Submission of the YETI MTE draft report
Feedback to the YETI MTE draft report by PMU and WB
Presentation of major findings at PMEP and WB
Submission of the YETI MTE final report including data and materials collected

Appendix 1: PMP Results Framework



Appendix 2: YETI Project Results Framework

Narrative Summary and Indicator Statements	Baseline	End Target
Project Development Objective: To improve employment services and labour market outcomes especially for youth		
Percentage of people (disaggregated by gender and age group) supported by the project who take up a training, temporary work, or employment opportunity within one year of registration	0	40
Number of Employment Service Centres (ESCs) which are established and functional	0	753
Percentage of total project beneficiaries who are youth	0	60
Component 1: Strengthening of employment promotion systems and service		
Number of Local Levels where gender sensitive outreach campaign has been conducted (Number)	0	753
Number of Local Levels where ESC personnel are trained on delivery of ESC functions (Number)	0	753
National Employment Management Information System (NEMIS) established and functional (Text)	Designing underway	Established and functional
Component 2: Improving labour market outcomes of the vulnerable		
Number of workdays created through temporary employment programs (Number (Thousand))	0	10,000
Number of beneficiaries that completed on-the-job and life-skills training (Number)	0	59,500
Number of Local Levels trained on managing and implementation of temporary employment programs (Number)	0	753
Beneficiaries of social safety net programs (CRI, Number)	0	100,000
Beneficiaries of social safety net programs – Female	0	60,000
Component 3: Project management, monitoring and evaluation and capacity building		
Percentage of grievances registered related to the delivery of the project which are addressed as per the agreed service standard (Percentage)	0	80
Percentage of project beneficiaries satisfied with the employment services received (disaggregated by gender) (Percentage)	0	80

Appendix 3: Objectives and focus areas of the YETI Mid-Term Evaluation (MTE)

1. KEY OBJECTIVES

- 1.1. The main objectives of the MTE are:
 - To review the progress of the Project towards achieving the planned activities and development objectives set for the project;
 - To identify opportunities, challenges, and propose recommendations that will harness opportunities and address challenges identified; and
 - To present to all stakeholders the results achieved so far by the project.

2. In order to fulfill the above objectives the MTE will closely look in to the following:

2.1. HOW WELL HAS THE OPERATION PERFORMED IN TERMS OF OUTCOME INDICATORS AND INTERMEDIATE RESULTS?

- Has the operation made steady progress toward the achievement of the objectives and targets for each component?
- Is it likely to meet its development objectives?
- What kind of implementation issues/bottlenecks were encountered and were they resolved in a timely manner?
- Were the right kinds of activities funded?
- Have beneficiaries been satisfied with assistance received?
- What are aspects for restructuring of the Project?

2.2. HOW WELL HAS THE OPERATION BEEN MANAGED?

- How have the various stakeholders (Government, , Local government, Communities, etc.) performed in the overall implementation of the Project?
- How well has the Government coordinated this operation and harmonized its activities with other donor and government investments?
- Have the Project's operation manuals been followed and revised when necessary?
- Has procurement been carried out in a timely and quality fashion?
- How well were financial management and other disbursement related functions carried out? Were audits completed on a timely basis and what were the main findings? Were there delays in replenishing the special accounts? Were there problems/delays in terms of flow of funds to beneficiaries?
- Have reporting requirements been fulfilled?
- Have quality M&E systems been developed and utilized under the Project?

2.3. WHAT ARE THE IMPLICATIONS OF FEDERALIZATION OF STATE STRUCTURES ON PROJECT PERFORMANCE AND DESIGN?

- How has the transition to federal state structure affected the performance of Project implementation?
- What have been the key challenges so far and how has the implementing agency responded to them?
- What are the key challenges for Project implementation going forward?
- Does the Project design and development objectives need to be adjusted due to the changes brought about by the transition to federal structure?

2.4. WHAT ARE THE PROSPECTS AND OPTIONS FOR SUSTAINING, CONSOLIDATING AND/OR SCALING UP THESE INVESTMENTS?

- Is there a clear strategy for ensuring that investments initiated under the Project will continue after its closure?
- What changes are required to ensure the Project will fully achieve its PDO?
- What are implications for the Government, development partners, and beneficiaries of the scaling up of the Project?
- How can the Project better support the government's agenda on broader social protection agenda?

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	Tax Clearance/Tax Return Submission of FY 2077/78	
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	<p>1. Team Leader-1:at least Master's Degree or equivalent preferably PhD in relevant field with a minimum of 10 years of relevant professional experiences</p> <p>2. Monitoring and Evaluation Expert-1:at least masters degree in related field.</p> <p>3. Employment/Social Protection Expert-1:at least masters degree in related field.</p>
2	Experience of Key Experts	<p>1. Team Leader-1: Minimum 10 years of work experience in 10 years of relevant professional experiences or equivalent combination of education and experiences as a team lead in conducting assessments or monitoring and evaluation or livelihood projects or employment related projects or Social Protection or Employment Creation projects.</p> <p>2. Monitoring and Evaluation Expert-1:Demonstrable work experience in monitoring and evaluation of similar nature of project as a consultant team member of staff of implementing agency at least a minimum of 7 years of relevant professional experience</p> <p>3. Employment/Social Protection Expert-1:Demonstrable work experience in employment or labor Market or Social Protection or Public Work Program or employment creation approach in public sector and a minimum of 7 years of relevant professional</p>

Sl. No.	Criteria	Minimum Requirement
		experience

Score: 30.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	Experience or the engagement of of the firm in Research and Studies, Evaluation, Public Work Program, Employment and Labour Market, Social Protection or any field related to Baseline, Mid Term, End line or Final Project Evaluation
2	Specific experience of consulting firm within last 7 years.	1. At least 5 years of Experience in designing and conducting assessments, monitoring and evaluation of livelihoods and employment related projects in Nepal 2. At least 5 projects mid-term reviews/evaluations or final evaluations of the projects/programs or similar nature of scope
3	Similar Geographical experience of consulting firm	

Score: 50.0

C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity.	4 million NPR
2	Human Resources/Expert Management	Should Provide the information of Regular Employees and Experts Required as per EOI Template 5

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.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)

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. A Consultant will be selected in accordance with the **QCBS** method as per the World Bank Procurement Regulations for IPF Borrowers, Revised November 2020 method.
5. 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).*
6. 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.
7. 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 **Mid-term Evaluation of Prime Minister Employment Programme (PMEP) and Youth Employment Transformation Initiative (YETI) Project**."
8. 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.
10. Consulting firms are required to submit the supporting documents on firms relevant experience. Failure to submit the relevant supporting documents will be non-responsive and will not be scored.
11. The firms should not provide supporting documents for experiences for more than 15 pages of A4 size documents. It is advantageous to add the relevant services commenced in the past and the most recent experiences in the relevant consulting assignments. ***Please do not submit non-related work experiences and documents other than required documents mentioned in EOI and TOR.***