

# **EXPRESSION OF INTEREST ADDENDUM REPORT**

KSMC-SaMi/CS/FBS-01-2079/080

## **Kalaiya Sub-Metropolitan City**

Kalaiya Sub-Metropolitan City

Kalaiya-5, bara, Nepal

Bara

Province Two

Kalaiya

Nepal

Addendum No: 1

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Invitation No: KSMC-SaMi/CS/FBS-01-2079/080

Dated On: 23-08-2022 00:00

## Following changes have been made in the bid document

### Chapter: General Information

SI No.	Relavant Clause No / Name	Existing Clause	Modified Clause
1	EOI Submission Address	Kalaiya Sub-Metropolitan City Kalaiya-5, bara, Nepal	as per e-GP system

**No Changes have been made**

## Chapter: 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. A maximum of 6 consultants shall be short listed

### i) Eligibility Criteria

Sl. No.	Criteria Title
1	Copy of Registration of the company/firm and renewal certificate of FY 2078/2079.[Mandatory]
2	Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission 2075/2076 to 2077/78 (B.S.) Tax exemption certificate.[Mandatory]
3	Copy VAT Registration certificate .[Mandatory]
4	Proof of last 7 year's work experience.[Mandatory]
5	Self -Declaration Letter in the Firm's Letter Pad Stating " The firm/consultant is not blacklisted, has not penalized on professional misconduct/fault and has no conflict of interest in this assignment" .[Mandatory]
6	Average consultancy services turnover of best three years in last 7 years should be at least NPR 6 Million..[Mandatory]
7	EOI Document is free of cost. No need to deposit document fee.
8	EOI Form 1: Letter of Application EOI Form 2: Applicant's Information Form EOI Form 3: Experience (3(A) and 3(B)) EOI Form 4: Capacity EOI Form 5: Qualification of Key Experts [Duly filled signed and official seal]
9	Note: Additional Information for bidder's  1. A consultant will be selected in accordance with the FBS method instead of QCBS method. (QCBS method of Point no. 6 of section B.Instruction for submission of Expression of Interest has been changed to FBS selection method)  2. A consultant should submit CV of all key exports with qualification, working experience and obtained training, others.

### ii) Evaluation Criteria

#### Technical Competence:

Sl. No.	Description	Minimum Requirement
1	Qualification of Key Experts (Position: Programme Coordinator)	Bachelor's degree in Humanities/ Management/ Law/Education
2	Experience of Key Experts (Position: Programme Coordinator)	Minimum 5 years Work experience in development related field . Out of which, 2 years of work experience as an Officer or above level in Govt./NGO/INGO or International Organizations.
3	Training of Key Experts (Position: Programme Coordinator)	Training in Safer Migration/Anti Human trafficking/Foreign employment/Office management/social mobilization (3 days or more)  will be preferred.
4	Work Experience of Key Experts (Position: Programme Coordinator)	Worked in the field of safer migration/Foreign employment  will be preferred.
5	Qualification of Key Experts (Position: Finance and Admin Officer)	Bachelor Degree in Management or Business Administration.

**Total Score: 40.0**

Sl. No.	Description	Minimum Requirement
6	Experience of Key Experts (Position: Finance and Admin Officer)	2-3 years Work experience in Admin and Finance in any organization.
7	Training of Key Experts (Position: Finance and Admin Officer)	Training in Financial Management (3 days to 4 days). will be preferred.
8	Qualification of Key Experts (Position: MRC Counselor (2 candidate))	10+2 / proficiency certificate in any academic discipline
9	Experience of Key Experts (Position: MRC Counselor (2 candidate))	Having 3 years of work experience in social mobilization
10	Training of Key Experts (Position: MRC Counselor (2 candidate))	Having training in communication/counseling/social mobilization (3 to 4 days)
11	Having academic degree in Law subject of Key Experts (Position: MRC Counselor (2 candidate))	Having academic degree in Law subject will be preferred.
12	Qualification of Key Experts (Position: Psychosocial Counselor (2 candidate))	Having no work experience in psychosocial counseling but Having degree relating to staff nurse, Health Assistant, public health, sociology, B.Ed in Health, Diploma in Counseling.
13	Gender of Key Experts (Position: Psychosocial Counselor (2 candidate))	Open for all
14	Qualification of Key Experts (Position: Financial Literacy Facilitator (2 candidate))	10+2 / proficiency certificate in any academic discipline
15	Work Experience of Key Experts (Position: Financial Literacy Facilitator (2 candidate))	Having experience of 2 years in teaching in adult education or literacy / financial literacy will be preferred.
16	Work Experience of Key Experts in safer migration/ foreign employment (Position: Financial Literacy Facilitator (2 candidate))	worked in sector of safer migration/ foreign employment will be preferred.
17	Gender of Key Experts (Position: Financial Literacy Facilitator (2 candidate))	Open for all

**Total Score: 40.0**

**Management Competence:**

Sl. No.	Description	Minimum Requirement
1	General Experience of consulting firm with in last 7 years Number of projects carried out in the field of Social Mobilization/ Human rights/Human trafficking/Empowerment of marginalized communities and other sector in last 7 years. ( duration of project must be one year and Project with less than one year duration is not consider for marking)	Number of projects carried out in the field of Social Mobilization/ Human rights/Human trafficking/Empowerment of marginalized communities and other sector in last 7 years.
2	Specific experience of consulting firm with in 7 years.	working experience in field of safer migration / foreign employment.
3	Similar Geographical experience of consulting firm	Working experience in bara district

**Total Score: 50.0**

**Geographical Competence:**

Sl. No.	Description	Minimum Requirement
1	Financial Capacity.[Average turnover required shall not	Average consultancy services turnover of best three years in

**Total Score: 10.0**

Sl. No.	Description	Minimum Requirement
	exceed 150% of cost estimate]	last 7 years should be at least NPR 6 Million.

**Total Score: 10.0**