

EXPRESSION OF INTEREST (EOI)

**Title of Consulting Service: Empowering Communities
for Livelihoods and Biodiversity (ECOLAB)**

Method of Consulting Service: National

**Project Name : Empowering Communities for Livelihoods and Biodiversity
(ECOLAB)**

EOI : ECOLAB/01/081/082

Office Name: National Trust for Nature Conservation

Office Address: Khumaltar, Lalitpur Lalitpur

Funding agency : Grant

Loan/Credit/Grant number : P9399

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
BRC	-	British Red Cross
NTNC	-	National Trust for Nature Conservation

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	17
Section V.	E. EOI Forms and Formats	20

A. Request for Expression of Interest

Request for Expression of Interest

Government of Nepal (GoN)

Name of Employer: National Trust for Nature Conservation

Date: 28-05-2025 16:30

Name of Project: Empowering Communities for Livelihoods and Biodiversity (ECOLAB)

Name of the Donor Agency: Grant

Donor Loan/Credit/Grant No: P9399

1. Government of Nepal (GoN) has received a Grant from Single Envelope Procedure toward the cost of Empowering Communities for Livelihoods and Biodiversity (ECOLAB) 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 National Trust for Nature Conservation now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: Biological Baseline Survey in Sudur-Paschim Province for Indian Pangolin
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address National Trust for Nature Conservation, National Trust for Nature Conservation, Khumaltar, Lalitpur during office hours on or before 13-06-2025 13:00 or visit e-GP system www.bolpatra.gov.np/egp or visit the client’s website www.ntnc.org.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 National Trust for Nature Conservation, Khumaltar, Lalitpur on or before 13-06-2025 13:00
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 50.0 %, Experience 40.0 %, and Capacity 10.0 % of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
8. Minimum score to pass the EOI is 60

B. Instructions for Submission of Expression of Interest

Instructions for Submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms and the maximum number of partners in JV shall be limited to three.
2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment).
3. This expression of interest is open to all eligible consulting firm/company/ organization.
4. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 4 years and audited balance sheet and bio data shall be considered for evaluation.
5. The assignment has been scheduled for a period of 6 months. Expected date of commencement of the assignment is 08-08-2025.
6. A Consultant will be selected in accordance with the QCBS method.
7. Expression of Interest should contain following information:
 - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
 - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
 - EOI Form: Letter of Application (Form 1)
 - EOI Form: Applicant's Information (Form 2)
 - EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))
 - EOI Form: Capacity Details (Form 4)
 - EOI Form: Key Experts List (form 5).
8. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
9. The Expression of Interest (EOI) document must be duly completed and submitted by electronically only using the forms and instructions provided by the system.
10. The completed EOI document must be submitted on or before the date and address mentioned in the "Request for Expression of Interest". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

C. Objective of Consultancy Services or Brief TOR



Terms of Reference (ToR)

for

Biological Baseline survey in Sudharpaschim Province for Indian Pangolin

Empowering Communities for Livelihood and Biodiversity (ECOLAB) Project



Handwritten signature

Handwritten signature

Handwritten signature



Summary

General objective	Baseline Survey of Indian Pangolin in Kailali District.
Location (s)	1) Dhangadi Sub-Metropolitan City (Ward No. 17 & 19), 2) Godawari Municipality (Ward No. 2 & 4), 3) Chure Rural Municipality (Ward No. 2 & 5)
Consultation lead	Contracted party
Consultation Manager	National Trust for Nature Conservation (NTNC)
Timeframe	To be completed within 6 months after the date of contract.
Expected outputs	<ul style="list-style-type: none">• Collected and established the baseline data of Indian Pangolin in the proposed locations.• Assessed habitat conditions and threats to Indian pangolin within the targeted community forests.• Conducted social survey to understand awareness, knowledge and attitudes of communities on pangolins

1. Background

With the financial partnership from the Jersey Overseas Aid (JOA), Empowering Communities for Livelihoods and Biodiversity (ECOLAB) is a four-year project (August 2024– July 2028) which is being implemented covering the ecologically sensitive Chure Hills region of Nepal's far-western Kailali District; benefitting communities and ecosystem in the municipalities of Chure, Godawari, Tikapur, Bhajani and Dhangadi. The ECOLAB is a consortium project with a partnership agreement among BRC, NRCS, NTNC which brings years of enrich working experience in the area nature conservation and humanitarian services in the country.

The ECOLAB project expects to directly reach a minimum 14,495 people residing in above mentioned five municipalities through a number of project activities in 48 months with the following overarching outcomes.

- **Outcome 1:** Community– led Nature-based Solutions improve the conservation of endangered species, protect the environment, and build resilience of communities to climate vulnerabilities.
- **Outcome 2:** Vulnerable communities have access to climate-smart livelihood opportunities that diversify their source of income and support in sustainably managing natural resources.

Aaste
Amir





- **Outcome 3:** The use of evidence-based research, knowledge and learning is strengthened for conservation policy, action planning, and decision making.

The project aims to enhance biodiversity conservation and promote sustainable livelihood for vulnerable communities by integrating nature-based solutions.

2. Methodology

The methodology for this activity includes a social survey and a biophysical survey to establish baseline information on pangolins in the study area. The social survey incorporates a structured questionnaire survey, and the biophysical survey incorporates the pangolins burrow survey in a systematic approach. The methodology should align with the Pangolin Monitoring Protocol and Pangolin Conservation Action Plan (2018-2022).

At the start of contract, the consulting firm/ individual will consult with the project team of NTNC to understand the expected outcome of the project at different levels. This will help the consulting firm/individual to understand the project and develop a detailed methodology and different tools or strategies to be considered while conducting the assignment.

The consulting firm/ individual will collaborate with the project team in any kind of inconvenience.

3. Deliverables/expected outputs

- a) An inception report, including the baseline survey design, tools, instruments, questionnaire, and work plan, should be provided within a week of signing the contract.
- b) Survey data, both social and biophysical
- c) Report draft and consultation workshop
- d) Final Baseline survey reports by 6 months after the date of contract.





4. Timeline

The final document must be submitted within 6 months after the date of contract.

SN	Activity	Timeline in Months after the date of contract					
		1 st	2 nd	3 rd	4 th	5 th	6 th
1	Desk Review						
2	Consultation and Planning						
3	Field Visit and Survey						
4	Share the Draft Report						
6	Comments and feedback on the draft report from a workshop						
7	Finalize and submit the Final Report						

5. Budget

The total budget for the assignment is NRs 10,00,000/- (Ten Lakh Rupees only) including VAT.

5.1 Payment schedule

- 10% after inception report.
- 40% after receiving and accepting the draft report.
- 40% after receiving the final report and accepting the report.
- 10% after delivery of all documents stated in (3) Deliverables/expected outcomes.

6. Consultancy firm/consultant's profile

6.1 Essential criteria of firm

- At least 5 years of demonstrated experience in conducting assessment and surveys.
- Experience of having commissioned similar studies in biodiversity, ecological systems, and conservation and working with local communities.
- Preferences will be given to those who have demonstrated experience in working in this field.

Aashu
Am. V.





- Should have clear tax clearance record and timely update.

6.2 Team Composition

The average working time for **Team leader** is **70 days**, for **technicians** **60 days** and for **Biologist** is **50 days**

Team Leader (1)

- The team leader must be a Nepali national and have in experience in species assessments, conservation biology, and biodiversity conservation at national or international levels.
- At least a Master's degree (PhD preferred) environment, forest, wildlife conservation, ecology, or a related field,
- At least 5 years' experience in species assessments, conservation biology, and biodiversity conservation
- Team Leader should have demonstrated leadership in managing large-scale conservation projects, as well as expertise in biodiversity assessment, monitoring, and species surveys.
- Strong communication and stakeholder engagement skills.

Technicians (2)

- Bachelors or Master degree in Natural Resource Management/Forestry, Environment, zoology, ecology is a minimum requirement
- At least 3 years' experience, preferably with field surveys and monitoring.

Biologist (2)

- Master's degree in Conservation Biology, Wildlife Biology, ecology or a related field.
- At least 5 years' experience in the biodiversity assessment and conservation of mammalian species, field-based research, species monitoring and habitat assessments.
- Strong analytical skills, along with expertise in species distribution, population dynamics, field surveys, wildlife monitoring and conservation challenges.

Note: The team leader must be a Nepali national and have strong knowledge in biodiversity Assessment preferably in forest corridor and buffer zones with minimum of master's degree in Forestry or wildlife biology or Zoology or Environmental Sciences or Natural resource management or Biodiversity Conservation. Should have at least 5 years working experience in biodiversity conservation and other related fields. The team leader should demonstrate strong report writing skills, data analysis and communication skills in English and Nepali.

Handwritten signatures:





7. Expression of Interest

Nepali based organisations or consulting firms are encouraged to apply.

The interested firm or individual consultant should submit an expression of interest including both full Technical and Financial offer. These include the following:

- I) Technical Offer - A method statement / proposal outlining the proposed approach to ensure quality is maintained throughout the duration of the contract and how they propose to meet the Terms of Reference.

a) Curriculum Vitae

- CV(s) of the consultant(s) or firm proposed for the task, with a focus on similar assignments. If multiple people are involved, an outline of roles/responsibilities also needs to be included.

b) Evidence of previous work

- Examples of similar reports including supporting documents in recent past.
- At least 3 references from the organization(s) for whom those pieces of work were contracted.

c) Timeframe: Tentative start and end date for completion of all deliverables.

Female led consultant team/consultant is highly encouraged to apply for this piece of work.

- II) Financial Offer - This consists of a detailed financial proposal for the delivery of the services outlined above, with costing broken down significantly for each component and sub-component.

8. Confidentiality and Intellectual Property Rights

'Intellectual Property Rights' refers to any patent, copyright, design right, community design right, registered design, rights in know-how, or any similar right in any part of the world and shall include any applications for the registration of any patents or registered designs or similar rights capable of registration in any part of the world.

8.1 Intellectual Property Rights

- (a) All Intellectual Property Rights whatsoever in any work produced by the Contractor belongs to NTNC absolutely and the Contractor hereby waives and shall procure that the





Individuals (or any individuals it uses in any capacity to provide or assist in providing the Services) waives any moral rights or any other rights whatsoever which it may have in such work and will, at the expense of NTNC, take or join in taking such steps to vest such rights in NTNC or enforce the same on behalf of NTNC shall require.

(b) The Contractor shall indemnify the NTNC against any costs claims demands expenses or liabilities arising from a claim brought against NTNC by a third-party alleging infringement of its intellectual property rights arising from use of NTNC of the Services provided by the Contractor.

8.2 Confidentiality

All information collected for this assignment will remain the property of NTNC explicit permission by both parties for any use not stated here.



Lasty *Am. ...*

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	
2	Tax Clearance of FY 2080/081	
3	VAT/PAN Registration	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Applicant's Information Form	
6	EOI Form 3: Experience (3(A) and 3(B))	
7	EOI Form 4: Capacity	
8	EOI Form 5: Qualification of Key Experts	
9	In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible consultant.	
10	If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV shall not be eligible to participate in procurement process till the concerned Court has not issued the decision of clearance against the Corruption Charges.	

ii) EOI Evaluation Criteria

A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Qualification of Key Experts	Team Leader - at least a master degree in environment, forest, wildlife conservation, ecology, or a related field
2	Qualification of Key Experts	Biologists- at least a master degree in conservation biology, wildlife biology, ecology or a related field
3	Qualification of Key Experts	Technicians - at least bachelor degree in natural resource management, forestry, environment, zoology, ecology
4	Experience of Key Experts	Team Leader- at least 5 years experience in species assessments, conservation biology and biodiversity conservation
5	Experience of Key Experts	Biologists - at least 5 years experience in biodiversity assessment and conservation of mammalian species, field-based research, species monitoring and habitat assessment
6	Experience of Key Experts	Technicians- at least 3 years experience preferably with field surveys and monitoring

Score: 50.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	Related to Baseline Survey
2	Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.	Survey on Wildlife related to social and biophysical survey

Sl. No.	Criteria	Minimum Requirement
3	Similar Geographical experience of consulting firm	experience of consulting service in Chure Terai Region

Score: 40.0

C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity.[Average turnover required shall not exceed 150% of cost estimate]	NPR 12,00,000

Score: 10.0

Minimum score to pass the EOI is: 60

Note : If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such consultant's proposal shall be excluded during the evaluation.

E. EOI Forms & Formats

E. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

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

Form 4. Capacity

Form 5. Qualification of Key Experts

Standard EOI Document

1. Letter of Application

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

Date:

To,

Full Name of Client: _____

Full Address of Client: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Sir/Madam,

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

[Person]

[Company]

[Address]

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

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

Standard EOI Document

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

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

Signed :

Name :

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

Standard EOI Document

2. Applicant's Information Form

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

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

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

Standard EOI Document

3. Experience

3(A). General Work Experience

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

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

Standard EOI Document

3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years

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

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

Firm's Name: _____

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

Standard EOI Document

3(C). Geographic Experience

Experience of working in similar geographic region or country

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

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