

# **EXPRESSION OF INTEREST (EOI)**

**Title of Consulting Service: Prepare a detailed project report (DPR) for Establishment of Computer Emergency Response Team (CERT) for Telecom/ICT/ICT industry;**

**Method of Consulting Service: National**

**Project Name : Prepare a detailed project report (DPR) for Establishment of Computer Emergency Response Team (CERT) for Telecom/ICT/ICT industry;**

**EOI : 01-NTA-CERT-2022**

**Office Name: Nepal Telecommunications Authority**

**Office Address: Kathmandu Kathmandu**

**Funding agency : Internal Resources**



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

# Request for Expression of Interest

## Government of Nepal (GoN)

Name of Employer: Nepal Telecommunications Authority

Date: 07-04-2023 13:33

Name of Project: Prepare a detailed project report (DPR) for Establishment of Computer Emergency Response Team (CERT) for Telecom/ICT/ICT industry;

1. Government of Nepal (GoN) has allocated fund toward the cost of Prepare a detailed project report (DPR) for Establishment of Computer Emergency Response Team (CERT) for Telecom/ICT/ICT industry; and intend to apply portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service
2. The Nepal Telecommunications Authority now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: Prepare a detailed project report (DPR) for Establishment of Computer Emergency Response Team (CERT) for Telecom/ICT/ICT industry;
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Nepal Telecommunications Authority, EGP only during office hours on or before 23-04-2023 12:00 or visit e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) or visit the client’s website <https://nta.gov.np/en>
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) EGP only on or before 23-04-2023 12:00
6. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
7. EOI will be assessed based on Qualification 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/person/ company/ organization.
4. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 4 years and audited balance sheet and bio data shall be considered for evaluation.
5. The assignment has been scheduled for a period of 120 Days. Expected date of commencement of the assignment is 01-05-2022.
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 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**

### **For Carrying out a Detail Study**

For Establishment of NTA's Computer Emergency Response Team (NTA-CERT)

#### **1. Background:**

Nepal Telecommunications Authority (NTA) is the sector specific regulatory body of the Government of Nepal (GoN) established under Telecommunication Act, 2053 for the development of the telecom/ICT sector. It has the responsibility to make the Telecom/ICT services reliable, accessible and affordable to all the citizens of Nepal.

NTA is also responsible for making policy decisions on overall Telecom/ICT security related issues. Therefore, Nepal Telecommunications Authority (NTA) has formulated "Cyber Security Byelaw, 2020", exercising the powers conferred by Section 62 of the Telecommunication Act, 2053 (1997) for the implementation of cyber security standards and best practices so as to protect ICT Infrastructure and Information Systems of Telecom/ICT Service Providers of Nepal from various malicious attacks and threats; and build trust and confidence of users towards using ICT technology and services.

The age of information and communication technology has made it possible for information and communications to be processed quickly. The cyber space has allowed the creation of virtual communities. Because of the vastness of the virtual environment, Cyberspace has exposed to various variables of threats, risks and vulnerabilities. The increase of cyber-attacks, incidents and events globally, is affecting individuals and organizations alike, whether accidental or deliberate. These incidents and events may have minimal to catastrophic adverse effect to the individual, group or organization, depending on the impact. Therefore, Information Security has become a major concern for everyone.

Amidst the COVID-19 situation in Nepal, more cyber-attacks to ICT infrastructure and incidents are happening with more services being online. The cyber-attacks and incidents are increasing with the increase of broadband penetration and digital services. The speed and efficiency in responding to any information security incident or event is crucial for containment, controlling and minimizing the associated costs in order to maintain, recover or ensure the continuity of operations at a normal or acceptable environment. In this regard, the establishment of Computer Emergency Response Team (CERT) has become essential. NTA, therefore, intends to engage a Consulting Firm to draft and develop "Detail Project Report (DPR) for Establishment of Computer Emergency Response Team (CERT)" for Telecom/ICT/ICT Industry.

#### **2. Objective:**

The main objective of this assignment is to prepare a detailed project report (DPR) for

“Establishment of Computer Emergency Response Team (CERT) for Telecom/ICT/ICT industry”.

**3. Scope of Work (SoW) :**

The consultant shall carry out the tasks/activities including but not limited to the followings:

**3.1 Perform Need Analysis :**

The consultant shall

- Study prevailing policies, laws, bylaws, rules and other relevant regulations of telecom/ICT sector in Nepal.
- Study and present the current cyber security scenario/status (major past cases of Cyber related attacks and breaches) of telecom/ICT sector in Nepal.
- Conduct at least three researches/studies of top CERT/CIRTs for each of developing and developed economies/countries which shall include:
  - Vision, Mission, Objective & strategy of such CERT.
  - Detailed Organogram including roles, responsibilities of the departments or sections of such CERT.
  - Detailed Human Resource map including roles/responsibilities of the key personnel.
  - By-laws/Working Procedure of such CERT.
  - Primary scope of such CERT.
  - Ongoing projects, past projects and proposed projects.
  - Collaboration model of such CERT with multiple stakeholders.
  - Detailed overview of core technical laboratories or facilities in such CERT.
  - Detailed overview of major tools (hardware & software) and ancillary facilities in such CERT.
  - Best practices adopted by such CERT.
  - Policy input or other deliverables provided by such CERT to its country and their success stories.
- Conduct meetings at the national level with officials from related ministries and stakeholders in coordination with NTA.
- Conduct meetings with international CERT of developed and developing economies/countries.
- Perform gap analysis with respect to developing and developed economies/countries to point out the areas that could be bridged to facilitate a more robust cyber security infrastructure through NTA-CERT.
- Suggest for establishment and operation of NTA-CERT along with its clear vision, mission, goal and identifying various elements of the ecosystem within NTA-CERT, highlighting their roles and responsibilities.

- Perform a projection of the future along with the benchmark against competing top three international CERTs of developing and developed economies/countries.

### **3.2 Perform Impact Analysis and Risk Assessment**

The consultant shall

- Study the impact of NTA-CERT in areas such as the economic, social, and its contribution to the cyber security resilience.
- Suggest a framework for quantifying the impact of NTA-CERT which helps to measure the impact of NTA-CERT (including Monitoring and Evaluation Framework).
- Identify all risks associated with establishment and operation of NTA-CERT and propose appropriate risk mitigation measures.
- Conduct meetings with concerned stakeholders in coordination with NTA.

### **3.3 Perform Ecosystem Analysis :**

The Consultant shall

- Study and identify the elements and relationship of the NTA-CERT tenants and ecosystem along with the organizational structure.
- Conduct meeting with concerned stakeholders to identify roles and impacts.
- Identify and suggest activities within NTA-CERT to create a dynamic environment for the continuous fortification of the Cyber Security capabilities.
- Conduct meetings with concerned stakeholders in coordination with NTA.

### **3.4 Perform Organizational Analysis**

The Consultant shall

- Study and suggest an Organogram for the NTA-CERT based on Organizational analysis of the similar CERTs of developing and developed countries/economies. The organizational analysis shall be comprised of, but not limited to:
  - Vision, Mission, Goals of NTA-CERT.
  - Short term/Medium Term/ Long Term strategy
  - Human Resource structure
  - Departments and Sections
  - TOR for different departments/sections and their collaboration model
- Identify and define the scope of NTA-CERT with an emphasis on areas which includes but not limited to the followings where NTA-CERT:

- o Maintains 24x7 Security Operations Center (Red Team / Blue Team, Digital Forensics, Fake News / Misinformation / Disinformation, Critical Infrastructure Monitoring etc.) ,
  - o Establish a public website to provide the general public as well as security professionals with cyber related information (vulnerabilities, public advisory etc.) ,
  - o Develops and participates in national, regional, and international level exercises.,
  - o Supports forensic investigations with recursive analysis on artifacts and provides support to law enforcement investigations.
  - o Provides behavior techniques for dynamic and static analysis and disseminates emerging cyber threat warnings. ,
  - o Prepares and operates National Cyber Alert System to disseminate cyber security information. ,
  - o Provides incident response capabilities to NTA's Licensees.
  - o Coordinates and Collaborates with domestic and international computer security incident response teams.
  - o Perform VAPT and Information Security Audit,
  - o Conducts Cyber Security Research and provides capacity Building, etc.
- Study and recommend appropriate Incidence handling plan and policy, detailed standard operating procedures (SOP) etc. for different business processes of NTA-CERT according to prevailing international practices.
  - Conduct meetings with concerned stakeholders in coordination with NTA.

### **3.5 Perform Analysis of required Infrastructure**

The consultant shall

- Study and suggest the types of Cyber Security labs (Digital Forensics Laboratory, Security Operation Center (SOC), Network Operation Center (NOC), and Cyber Range for Capacity Development, Hardware, IOT, and Industrial Automation Control System Security lab etc.) that would be necessary and feasible for NTA-CERT.
- Propose hardware & software tools and network inventories for each lab.
- Estimate required space and area to be allocated for the labs, incubators and ancillary facilities and services.
- Conduct meetings with concerned stakeholders in coordination with NTA.

### **3.6 Perform Collaboration Analysis:**

- The Consultant shall study and suggest possible collaboration model with the concerned stakeholders for NTA-CERT considering international practices. Specifically, the Consultant shall identify and include possible stakeholders and coordination mechanism with concerned stakeholders/International CERT for cyber security capacity development, promoting Cyber Resilience and Security of privately-owned Critical Infrastructures etc.
- The consultant shall also suggest modalities of Interaction and information sharing policy and framework among the stakeholders.
- Conduct meetings with concerned stakeholders in coordination with NTA.

### **3.7 Conduct Workshop**

The consultant shall conduct one day workshop (with approximately 50 participants, hi-tea & lunch) with concerned stakeholders presenting a draft final report incorporating outcomes of desk studies/researches and meetings to collect their feedback/suggestions/comments.

### **3.8 Perform Cost Estimation Analysis**

The Consultant shall study and prepare cost estimation for establishment and operation of NTA-CERT. The cost estimation shall be detailed separately for (i) Human Resources, (ii) Labs, (iii) Tools (Hardware & Software), (iv) Office Space etc.

### **3.9 Others :**

The consultant shall carry out any other activities/tasks as deemed necessary relevant to this assignment.

## **4. Qualifications and Experience of the Consultant:**

**A. Eligibility of the Consultant:** A consulting firm which complies with the following criteria shall be eligible for this consulting service.

- (i) The Consulting Firm shall be registered in Nepal with VAT/PAN. The Copies of registration certificates must be submitted.
- (ii) The Consulting Firm shall submit Tax Clearance Certificate/Tax Return Submission/Letter of Time Extension for Tax Return Submission of the past fiscal year (FY: 2077/078).
- (iii) The consulting Firm shall have a minimum of 5 years of its establishment as ICT/Telecom Company and a minimum of 2 years work experience in the field of Cyber Security Practices/ Information Security management

and systems. The evidences/certificates of the same must be provided by the consulting firm.

- (iv) The consulting firm shall have completed at least five ICT/Telecom projects/assignments and three Assignments/Projects in the field of cyber security/Information Security management and systems. The certificates of the completion of the assignments/projects from the concerned clients must be submitted. The work experience related to DPR in the field of ICT/Telecom will be preferred.
- (v) The consulting firm shall have minimum **average annual turnover of seven million rupees** in last three consecutive fiscal years (FY 075/76, 076/77, 077/78). The financial audit reports of last 3 fiscal years of the firm must be submitted.
- (vi) The consulting firm shall have positive net worth.
- (vii) The Cyber Security Firm must In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the Government of Nepal or respective Government of the country, 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.
- (viii) The consulting firm shall provide a team of experts with the following skill sets (Minimum Qualification and Experiences) stated below in section 'B'. If any of the experts do not meet the minimum Qualification and Experiences, the consulting firm shall not be eligible.

**B. Team Composition and their Qualifications and Experiences:**

**(i) Consultant's Team Composition:**

The consultant shall have at least the following members in its team to carry out the activities/tasks mentioned above in SoW:

- a) ICT/Telecom Expert – 1 Team Leader/Project Manager
- b) Information Security Expert (Engineer) -1 Member
- c) Information Security Analyst-1 Member
- d) Legal Expert-1 Member
- e) Economic Expert -1 Member

**(ii) Minimum Qualifications & Experiences**

SN	Domain Expert	Minimum Qualification	Minimum Work Experience/Skills	Estimated man-month (no. of personnel × total

				no. of months)
1.	ICT/Telecom Expert	<ul style="list-style-type: none"> <li>• Master degree in ICT/Telecom/Management</li> </ul>	<ul style="list-style-type: none"> <li>• At least 10 years of experience in the field of ICT/telecom.</li> <li>• Completion of at least 5 projects/assignments in the field of ICT/Telecom.</li> <li>• Completion of at least 2 other projects/assignments as team leader/Project Manager in the field of ICT/Telecom.</li> </ul>	1×3.5
2.	Information Security Expert (Engineer)	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Electronics/Communication/Computer/Telecom/IT Engineering or equivalent Engineering Degree.</li> <li>• Certifications in <b>CISA</b> (Computer Information Security Auditor) or <b>CISSP</b> (Certification of System Security Professional) or <b>ISO27001</b> will be highly preferable.</li> </ul>	<ul style="list-style-type: none"> <li>• At least 7 years of work experience in ICT/Telecom/Information security.</li> <li>• Completion of at least 5 projects/assignments related to ICT/Telecom.</li> <li>• Completion of at least 3 projects/assignments related to information security.</li> </ul>	1×3
3.	Information Security Analyst	<ul style="list-style-type: none"> <li>• Bachelor's Degree in ICT related field.</li> <li>• Certifications in CEH Practical or OSCP or SoC analyst or equivalent will be highly preferable)</li> </ul>	<ul style="list-style-type: none"> <li>• At least 3 years of work experience in Information Security.</li> <li>• Completion of at least 3 projects/assignments related to information security.</li> <li>• Completion Project as SOC</li> </ul>	1×3

			analyst/CERT expert will be preferred.	
4.	Legal Expert	<ul style="list-style-type: none"> <li>• Bachelor of Laws (L.L.B) or equivalent degree.</li> </ul>	<ul style="list-style-type: none"> <li>• At least 7 years of relevant work experience.</li> <li>• Completion of at least 1 project/assignment in the field of ICT/Telecom/Information security.</li> </ul>	1×2
5.	Economic Expert	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Economics or Equivalent Degree</li> </ul>	<ul style="list-style-type: none"> <li>• At least 7 years of relevant work experience.</li> <li>• Completion of at least 1 project/assignment in ICT/Telecom field.</li> </ul>	1×2

## 5. Deliverables and Time Schedule

S.N	Deliverables	Time Schedule (From the date of Signing of the contract)
1.	<b>Inception Report</b> along with methodologies and a detail plan of activities to accomplish the tasks as per the ToR.	Within 15 days.
2.	<b>Progress Report</b> after completion of the tasks/activities as per SoW 3.1 to 3.3 of the ToR.	Within 60 days.
3.	<b>Draft Detailed Project Report (DPR)</b> after completion of the tasks/activities as per SoW 3.4 to 3.7 of the ToR.	Within 105 days.
4.	<b>Final Detail Project Report (DPR)</b> after completion of all the tasks/activities as per SoW of the ToR.	Within 120 days.
<i>Note: The consultant shall submit softcopy and Signed hardcopy of the above reports.</i>		

## 6. Payment Schedule



S.N.	Milestones/Deliverables	Payment Amount (% of contract amount)
1.	The Submission of Inception Report and its Approval by NTA	10%
2.	The Submission of the Progress report	30%
3.	The Submission of the Draft <b>Detail Project Report (DPR)</b> and its Approval by NTA	40%
4.	The Submission of the <b>Final Detailed Project Report (DPR)</b> and its Approval by NTA	20%

7. **Duration of the Assignment:** This assignment must be completed within 4 months after signing of the contract.
8. **Selection Method:** The Consulting Firm will be selected by using "Quality and Cost Based Selection (QCBS) Method."



## **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/Tax Return Submission for FY 2077/78	
3	VAT/PAN Registration	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Applicants 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	Team Leader	as per TOR
2	Information Security Expert	as per TOR
3	Information Security Analyst	as per TOR
4	Legal Expert	as per TOR
5	Economic Expert	as per TOR

Score: 50.0

### B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	as per TOR
2	Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.	as per TOR

Score: 40.0

### C. Capacity

Sl. No.	Criteria	Minimum Requirement
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Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity	NPR 7 Million

**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.<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

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<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>
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			
<b>4.</b>			
<b>5.</b>			
<b>6.</b>			
<b>7.</b>			

**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**

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*(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>		

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<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)



## CURRICULUM VITAE (CV)

<b>Position Title and No.</b>	{e.g., K-1, TEAM LEADER}
<b>Name of Firm</b>	<i>Insert name of firm proposing the expert</i>
<b>Name of Expert:</b>	{Insert full name}
<b>Date of Birth:</b>	{day/month/year}
<b>Citizenship</b>	

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

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**Employment record relevant to the assignment:** {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, *type of employment (full time, part time, contractual)*, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

<b>Period</b>	<b>Employing organization and your title/position. Contact information for references</b>	<b>Country</b>	<b>Summary of activities performed relevant to the Assignment</b>
[e.g., May 2005-present]	[e.g., Ministry of ....., advisor/consultant to...  For references: Tel...../e-mail.....; Mr. Bbbbbb, deputy minister]		

**Membership in Professional Associations and Publications:**

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**Language Skills (indicate only languages in which you can work):**

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**Adequacy for the Assignment:**

<b>Detailed Tasks Assigned on Consultant's Team of Experts:</b>	<b>Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks</b>
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<b>{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved}</b>	

**Expert’s contact information:** (e-mail....., phone.....)

**Certification:**

I, the undersigned, certify to the best of my knowledge and belief that

*(i) This CV correctly describes my qualifications and experience*

*(ii) I am not a current employee of the GoN*

*(iii) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in Form TECH 6 provided team mobilization takes place within the validity of this proposal.*

*(iv) I was not part of the team who wrote the terms of reference for this consulting services assignment*

*(v) I am not currently debarred by a multilateral development bank (In case of DP funded project]*

*(vi) I certify that I have been informed by the firm that it is including my CV in the Proposal for the {name of project and contract}. I confirm that I will be available to carry out the assignment for which my CV has been submitted in accordance with the implementation arrangements and schedule set out in the Proposal.*

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of expert] Day/Month/Year*

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of authorized representative of the firm] Day/Month/Year*

Full name of authorized representative:

\_\_\_\_\_