

EXPRESSION OF INTEREST (EOI)

Title of Consulting Service: 01-Policy-NTA-2078/79

Method of Consulting Service: National

**Project Name : CONSULTANCY SERVICES ON THE DEVELOPMENT OF
DRAFT INTEGRATED NATIONAL ICT POLICY**

EOI : 01-Policy-NTA-2078/79

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: 30-12-2021 20:00

Name of Project: CONSULTANCY SERVICES ON THE DEVELOPMENT OF DRAFT INTEGRATED NATIONAL ICT POLICY

1. Government of Nepal (GoN) has allocated fund toward the cost of CONSULTANCY SERVICES ON THE DEVELOPMENT OF DRAFT INTEGRATED NATIONAL ICT POLICY 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: Formulate a draft framework of Integrated National ICT Policy of Nepal anchored on a diagnostic analysis of current state-of-play of ICT and Digital economy sector in Nepal.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Nepal Telecommunications Authority,EGp during office hours on or before 14-01-2022 12:00 or visit e-GP system 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 EGp on or before 14-01-2022 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

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/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 2 Months. Expected date of commencement of the assignment is 15-03-2022.
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 CONSULTANCY SERVICES ON THE DEVELOPMENT OF DRAFT INTEGRATED NATIONAL ICT POLICY". 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

TERMS OF REFERENCE (TOR)
FOR CONSULTANCY SERVICES ON
THE DEVELOPMENT OF DRAFT INTEGRATED NATIONAL ICT POLICY

1. Introduction

Telecommunications and overall ICT sector in Nepal has registered an impressive growth over the recent years thanks largely to the policy of sector liberalization adopted by the Government. Competitive intensity of the sector has increased and as a result, telecom penetration is significantly on the rise throughout the country. On a more comparative analytical framework though, there is a great deal of room for improvement in the sector, especially in areas of broadband availability, access and affordability as well as cyber security and digital payments, among others. The fundamentals shaping the telecommunications and digital economy sector has also brought to fore the need to formulate policy responses in ways that factor in the dynamism of the sector, promote innovation and enhance overall readiness to harness transformative potential unleashed by such technological advancements.

Information and Communication Technologies are increasingly at the core of strategies aimed at securing the goals of sustainable development and stimulating economic growth in countries around the world. Among others, these technologies are shaping the way social interaction takes place and public services are delivered in some fundamental ways. It is precisely along those lines that the Government of Nepal has placed a great deal of importance on transformative potential of ICTs and Digital technologies, positioning these technologies within the larger context of its far reaching developmental aspirations premised around sustainable development and poverty reduction as overarching goals.

ICTs and Digital technologies assume significance in the light of the fact that efficiency more than ever is now a predictor of competitiveness. As such, nations, private sector entities and people that find the means to become more efficient and productive will advance and prosper.

Promotion of key foundational elements of a robust ICT and Digital development ecosystem including that of a comprehensive policy regime aligned with fundamentals shaping the sector as well as broadband services and an enhanced broadband ecosystem offer compelling prospects for providing new opportunities in many areas of national life, including trade and commerce, health and education and expanded access to a wide range of government services. Information, communication and digital technologies can help generate jobs, promote growth and productivity and, ultimately, long-term economic competitiveness. Expanded broadband and internet access as a foundational anchor of digital strategies can also serve wide ranging policy goals along the lines, for example, of SDGs, including eradication of extreme poverty, provision of universal education, and improving health and gender equality.

Despite transformative potential of ICT, the fact remains that existing policy and regulatory provisions in ICT and telecommunications sector in Nepal fall short of fully taking into account

growing potential of technological dynamism that characterizes the sector. Government of Nepal believes that ICTs and digital technologies can be effectively harnessed to transform economic relations, enhance productivity and create new services if developed and deployed properly.

The Government has formulated a number of policies covering the ICTs sector over the years including National Information and Communication Technology Policy, 2015, Telecommunication Policy, 2060 and National Broadband Policy 2071 for harnessing ICTs to meet overarching policy outcomes and development goals. However, the emerging technological reality based on IP-based convergence and its attendant policy and regulatory ramifications calls for coherent and integrated policy responses that would mark a departure from largely ‘siloed’ policy approaches as is evident through the presence of disparate policy documents in the ICT sector in Nepal.

This defines the context within which the Government of Nepal has embarked upon the development of an Integrated National Information and Communication Technology Policy in order to come up with an umbrella policy framework covering all the dimensions of emerging ICTs and digital economy landscape. The initiative also draws its rationale from the need to assess the overall policy impact on the sector from the policy provisions that are currently in force. For example, Information and Communication Technology Policy 2072 had envisioned a set of targets achievable by 2077 which is in need of review to inform further policy agenda. Among others, the proposed Integrated National ICT Policy is envisioned to serve as an umbrella policy framework encompassing telecommunication and broadband, ICTs and digital economy landscape with a view to helping position latest advances in ICT and digital technologies within the broad based development and growth aspirations of the country.

2. Objective

The objective of this assignment is to formulate a draft framework of Integrated National ICT Policy of Nepal anchored on a diagnostic analysis of current state-of-play of ICT and Digital economy sector in Nepal.

3. Rationale:

- Technology convergence in telecommunications sector has underscored the need to revisit policy instruments currently in force as for their relevance, coherence and value in terms of driving investment and growth, promoting innovation and reach, meeting development goals and achieving governance reform
- Need for a coherent policy framework factoring-in cross-cutting and overlapping nature of ICTs and digital technologies
- Emergent need to assess overall policy environment within the context of launching of an overarching Digital initiative in the form of Digital Nepal mission announced by the Government
- Telecommunication policy has not been reviewed since 2060 BS and should be rewritten considering the fast development in technology and telecom industry - a trend being

increasingly shaped by convergence, and in the changed political/structural context of the country.

- Most targets of the broadband policy are set to be achieved by 2020 AD, so it is timely to revisit the same as a way of assessing impact of on-going policy instruments and informing future policy agenda
- ICT policy has to be revised to address the Convergence and the changing roles of ICT in the economy and society.

4. Scope of Work

The consultant should prepare a draft of an integrated ICT policy. In particular, the following tasks need to be executed:

- a) To carry out a general diagnostic study of ICT and digital economy sector in Nepal within the overall context of existing policy frameworks (ICT Policy, Broadband Policy and Telecommunication Policy). Such a study should take stock of current ICT and digital economy scenario of the country and assess the efficacy or lack thereof, of policy and regulatory instruments currently in-force.
- b) To make informed and implementable recommendations on policy provisions based on best international practices regarding ICT policies.
- c) To study existing legislative provision and policies of Nepal concerning this assignment
- d) To engage in a participatory exercise to inform policy formulation/recommendation process involving all key stakeholders including users community, ISPs, digital service providers, telecom operators and others.
- e) To develop a comprehensive and integrated ICT Policy recommendations (in Nepalese language) in compliance and conformity with the Nepal Government's Standard policy format. (Attached in Annex-1). This will serve as the draft Integrated National ICT Policy of Nepal for review/consideration by the Ministry of Information and Communication Technology, Government of Nepal.
- f) To prepare a draft policy implementation action plan
- g) To study and recommend the necessary provision/steps for the implementation of the action plan.
- h) To study and make necessary provisions to foster and to create an enabling environment for digital innovation.
- i) Other relevant issues related to this assignment.

5. Key deliverables

- a) A diagnostic study of ICT and Digital economy sector highlighting, among others, current state-of-play, opportunities, challenges and pain-points feeding into policy recommendations
- b) Draft integrated ICT Policy in Nepali language (in compliance with the Nepal Government's Standard policy format as outlined in Annex.-1)

6. Company/Consultant Requirement

The consulting firm should meet the following criteria.

- i. Should be registered with VAT.
- ii. Must submit the Company/Business/Firm Registration and TAX clearance certificate of fiscal year 2077/78..
- iii. Must have worked in IT related sector and should have at least 5 years experience in IT related sector..

7. Qualification and Experience of Experts:

The consulting firm shall include at least the key following personnel to carry out the assignment.

S.N.	Expert	Qualification	Experience	Estimated man-month (no. of personnel × total no. of months)
1	Team Leader	Master's degree in IT/Management with experience in ICT related project/Policy Making	<ul style="list-style-type: none">● At least 15 years of experience in ICT related specially in Policy making activities● Exposure to international practices in Information and Communication Technologies.● Good management, leadership, presentation and communication skills.● Experienced in Nepal's ICT domains.	1 x2

2	Senior ICT Researchers	Master's degree in IT/Management with experience in ICT related project/Policy Making	<ul style="list-style-type: none"> At least 10 years of professional experience in a related field 	2 x2
3	Legal	Master's Degree in Law.	At least 10 years of experience in ICT related field specially on Policy making	1 x2

8. Duration of Study:

Two months, effective from the signing of the contract.

9. Reporting to:

The consultant will report to the Focal point as designated by MoCIT/NTA

10. Deliverables

- The consultant shall submit the inception report within 15 days from the date of the contract.
- The consultant shall submit the mid-term report within 45 days from the date of the contract.
- The consultant shall submit the final report within 60 days from the date of the contract.

11. Payment of Schedule

S.N.	Activities	Payment
1	Submission of Inception Report and upon its approval	10%
2	Submission of the Mid-term Report and upon its approval	40%
3	Submission of Final report and upon its approval	50%

12. Consultation and Presentation

The consultant shall consult with stakeholders during the formulation of Integrated ICT Policy, after submitting the Mid-term report and shall involve various relevant stakeholder in the consultation meeting including Ministry of Communication and Information Technology (MoCIT), NTA, Department of Information Technology (DoIT), Service Providers, Civil Society etc. prior to the report. MoCIT/NTA will facilitate the consultant to conduct the consultation as applicable and also borne the logistics for the same by MOCIT/NTA separately.

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	
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	Senior ICT Researchers	As Per TOR
3	Legal 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
1	Financial Capacity	Average Annual Turnover should be 2.5 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.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**

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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 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)

CURRICULUM VITAE (CV)

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

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

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.}

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[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:

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

Adequacy for the Assignment:

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

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:
