

EXPRESSION OF INTEREST (EOI)

Title of Consulting Service: 01-TSC-2078/79

Method of Consulting Service: National

**Project Name : Training for Senior Citizens for the usage of ICT &
Telecommunication Facility**

EOI : 01-TSC-2078/79

Office Name: Nepal Telecommunications Authority

Office Address: Kathmandu Kathmandu

Funding agency : Internal Resources

Abbreviations

DS.....	Data Sheet
RFP	Request For Proposal
DCS.....	Delivery and Completion Schedule
DoIT.....	Department of Information Technology
DP	Development Partner
EQC	Evaluation and Qualification Criteria
GCC	General Conditions of Contract
GoN	Government of Nepal
IFP	Invitation for Proposals
ITC	Instructions to Consultants
LGRS	List of Goods and Related Services
NCB	National Competitive Bidding
NTA	Nepal Telecommunications Authority
PAN	Permanent Account Number
PPMO	Public Procurement Monitoring Office
SBQ.....	Schedule of Bidder Qualifications
SCC.....	Special Conditions of Contract
SR	Schedule of Requirements
TOR.....	Terms of Reference
VAT	Value Added Tax

Table of Contents

Section I.	A. Request for Expression of Interest	4
Section II.	B. Instructions for submission of Expression of Interest	6
Section III.	C. Objective of Consultancy Services or Brief TOR	8
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: Nepal Telecommunications Authority

Date: 10-01-2022 11:00

Name of Project: Training for Senior Citizens for the usage of ICT & Telecommunication Facility

1. Government of Nepal (GoN) has allocated fund toward the cost of Training for Senior Citizens for the usage of ICT & Telecommunication Facility 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: Training for Senior Citizens for the usage of ICT & Telecommunication Facility
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Nepal Telecommunications Authority,only EGP during office hours on or before 26-01-2022 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 only on or before 26-01-2022 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 Non Government 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 135 days. Expected date of commencement of the assignment is 15-04-2022.
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 Training for Senior Citizens for the usage of ICT & Telecommunication Facility. 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
Training for Senior Citizens for the usage of ICT & Telecommunication
Facility

1. Background

This century is also termed as the century of older adults (60 and above) because of rapid increase in their population due to increase in life expectancy and decreasing fertility rate. Nepal is not an exception of this global trend. The percentage of older adults has increased in Nepal from 6.5% to 8.13% between 2001 to 2011, which is an addition of about 2.15 million. It is projected to reach 17% by 2050. This shift in population structure has led to many challenges and opportunities for which most societies are not well prepared.

Illiteracy of older adults in Nepal is high due to traditional social taboo on girls' education, early marriage and limited academic institutions available before the 1960s. 90% male and 99.4% female were illiterate according to the Census 1952/1954. Consequently, number of today's illiterate older adults, particularly older women is very high.

Information and Communication Technology (ICT) has been remaining at the centre of the strategies carried out to achieve the broader goals of sustainable development. Worldwide trend of increasing usage of ICT is transforming the world into a global village and a global family. In the context of Nepal, 136.26 % of total population have the access in the telephone services while the Internet Users are recorded to be 113.57 % and the number of Internet Service Providers is 199 as of Aswin 2078 B.S. Telecommunications services have become a very important part of everyday lives for the people of all age groups these days.

According to National Census 2068 B.S. the population of senior citizens is 8.13 %. Still they don't have enough knowledge and information about the telecommunications service. This group were excluded from local development programmes even if they are willing and physically able to participate. Illiterate older adults are compelled to depend on their families and others even for daily life activities. This creates an intolerable pressure on both the older adults and their family members that negatively affect older adults' physical and mental health. It also increases the risk of domestic violence, abuse and ageism. With the aim to support governments plan to implement Digital Nepal by promoting digital literacy, Nepal telecommunications Authority has included a programme to provide education and training for the senior citizens about the general and most required devices and technologies related to telecommunications and ICT technology that are useful in everyday lives. In this context NTA plan to conduct training in all seven provinces for Senior citizens in order to enable them for the usage of ICT & telecommunication facility.

Objective

- Provide training for the senior citizens from one district each from seven different provinces about the ICT technology and the telecommunications that are useful in everyday lives.
- Provide targeted citizens an information about communication and personal development, and impacts faced by society and the nation from the misuse of information technology.

- Contribute to build Digital Nepal.

2. Scope of Work (Sow)

The firm/organization shall carry out the tasks/activities which include but not limited to the followings:

- a) Develop training course and material and request for approval from Nepal Telecommunications Authority (NTA)
- b) Conduct 30 days training program for senior citizens in each provinces about the ICT technology and the telecommunications that are useful in everyday lives.
- c) Target basic literate senior citizens from one district each from seven different provinces in the training.
- d) Training should focused on the usage of internet, web browser, mobile banking service, citizen app, and other apps launched by local and governmental institutions.
- e) Provide the targeted citizens with information about communication and personal development, and impacts faced by society and the nation from the misuse of information technology.

3. Eligibility Criteria

- a. The firm/organization must be a registered in Nepal and shall have a tax clearance certificate of FY 2077/078.
- b. The firm/organization shall not be blacklisted.
- c. Experience of working in the field of social mobilization, human right, and women, children and senior citizens empowerment and capacity building. The evidence/certificates must be submitted by the firm/organization.
- d. Minimum seven years' experience of providing consulting service. The evidence/certificates must be submitted by the firm/organization.
- e. The firm/organization shall have VAT Registration Certificate and certified copy of tax exemption certificate or tax clearance certificate.
- f. Statute in case of organization or Memorandum of Association and Articles of Association in case of organization must be submitted.
- g. Organizational profile including information about organizational structure, name list of working committee members and number of members of organization must be submitted.
- h. Document, progress report or a certificate provided by a concerned office showing the evidence of seven years working in the respective field must be submitted.
- i. Qualification and personal details of proposed trainers must be submitted.
- j. The firm/organization shall have a positive Net worth.
- k. The firm/organization **shall not be eligible if it does not comply with the team composition** and each member of the team with minimum qualification as mentioned in this TOR and will be rejected.
- l. Each firm/organization must obtain 60% in each of the evaluation criteria items and sub-items to pass in technical evaluation.

Team Composition and their minimum Qualification and Experience

The Team shall comprise of at least (minimum) the followings:

1. Team Leader- 1 nos.
2. Resource Person - 2 nos.
3. Social Mobilizer – 1 nos.

(Note: The firm/organization shall not be eligible if it does not comply with the team composition and each member with minimum qualification as mentioned in this TOR and will be rejected.)

Team Leader	
Number of Persons	1 person
Minimum Qualification	Minimum Bachelor's Degree in any faculty from a reputed university. <i>Master's degree will be preferred.</i>
Minimum Experience	i) Minimum five (5) years working experience of conducting training in the field of social mobilization, human right, and women, children and senior citizens empowerment and capacity building, and of providing consulting service. ii) Completion of minimum three (3) assignments/projects related to ICT services. iii) Completion of assignments/projects related to ICT consulting services as a Team Leader will be preferred.

Resource Person	
Number of Persons	1 person
Minimum Qualification	Minimum Bachelor's Degree in ICT from a reputed university. <i>Master's degree in ICT will be preferred.</i>
Minimum Experience	i) Minimum three (3) years working experience of conducting training in the field of social mobilization, human right, and women, children and senior citizens empowerment and capacity building, and of providing consulting service. ii) Completion of minimum two (2) assignments/projects related to ICT services. iii) Completion of assignments as a Resource Person in ICT services will be preferred.

Social Mobilizer	
Number of Persons	2 person
Minimum Qualification	Minimum Intermediate/ 10+2 Degree in any faculty from a reputed university. <i>Bachelor's degree will be preferred.</i>
Minimum Experience	i) Minimum three (2) years' experience of working in the field of social mobilization, human right, and women, children and senior citizens empowerment and capacity building. ii) Completion of assignments as a Social Mobilizer will be preferred.

5. Deliverables and time schedules

S. N.	Deliverables	Timeline (From Contract date)
1.	Inception Report	within 15 days
2.	Completion of Training	within 120 days
3.	Final Report	within 135 days

6. Schedule of Payment

S. N.	Activities	Amount (% of contract amount)
1.	After submission of Inception Report and its approval by NTA	10%
2.	After completion of training in 7 districts of 7 provinces	50%
3.	After submission of Final Report and its approval by NTA	40%

7. Method of Selection:

The Consulting Firm will be selected by using Quality Cost Based Selection (QCBS) method (80% Technical and 20% Financial).

Terms of Reference (ToR)
for
Training for Senior Citizens for the usage of ICT & Telecommunication
Facility

1. Background

This century is also termed as the century of older adults (60 and above) because of rapid increase in their population due to increase in life expectancy and decreasing fertility rate. Nepal is not an exception of this global trend. The percentage of older adults has increased in Nepal from 6.5% to 8.13% between 2001 to 2011, which is an addition of about 2.15 million. It is projected to reach 17% by 2050. This shift in population structure has led to many challenges and opportunities for which most societies are not well prepared.

Illiteracy of older adults in Nepal is high due to traditional social taboo on girls' education, early marriage and limited academic institutions available before the 1960s. 90% male and 99.4% female were illiterate according to the Census 1952/1954. Consequently, number of today's illiterate older adults, particularly older women is very high.

Information and Communication Technology (ICT) has been remaining at the centre of the strategies carried out to achieve the broader goals of sustainable development. Worldwide trend of increasing usage of ICT is transforming the world into a global village and a global family. In the context of Nepal, 136.26 % of total population have the access in the telephone services while the Internet Users are recorded to be 113.57 % and the number of Internet Service Providers is 199 as of Aswin 2078 B.S. Telecommunications services have become a very important part of everyday lives for the people of all age groups these days.

According to National Census 2068 B.S. the population of senior citizens is 8.13 %. Still they don't have enough knowledge and information about the telecommunications service. This group were excluded from local development programmes even if they are willing and physically able to participate. Illiterate older adults are compelled to depend on their families and others even for daily life activities. This creates an intolerable pressure on both the older adults and their family members that negatively affect older adults' physical and mental health. It also increases the risk of domestic violence, abuse and ageism. With the aim to support governments plan to implement Digital Nepal by promoting digital literacy, Nepal telecommunications Authority has included a programme to provide education and training for the senior citizens about the general and most required devices and technologies related to telecommunications and ICT technology that are useful in everyday lives. In this context NTA plan to conduct training in all seven provinces for Senior citizens in order to enable them for the usage of ICT & telecommunication facility.

Objective

- Provide training for the senior citizens from one district each from seven different provinces about the ICT technology and the telecommunications that are useful in everyday lives.
- Provide targeted citizens an information about communication and personal development, and impacts faced by society and the nation from the misuse of information technology.

- Contribute to build Digital Nepal.

2. Scope of Work (Sow)

The firm/organization shall carry out the tasks/activities which include but not limited to the followings:

- a) Develop training course and material and request for approval from Nepal Telecommunications Authority (NTA)
- b) Conduct 30 days training program for senior citizens in each provinces about the ICT technology and the telecommunications that are useful in everyday lives.
- c) Target basic literate senior citizens from one district each from seven different provinces in the training.
- d) Training should focused on the usage of internet, web browser, mobile banking service, citizen app, and other apps launched by local and governmental institutions.
- e) Provide the targeted citizens with information about communication and personal development, and impacts faced by society and the nation from the misuse of information technology.

3. Eligibility Criteria

- a. The firm/organization must be a registered in Nepal and shall have a tax clearance certificate of FY 2077/078.
- b. The firm/organization shall not be blacklisted.
- c. Experience of working in the field of social mobilization, human right, and women, children and senior citizens empowerment and capacity building. The evidence/certificates must be submitted by the firm/organization.
- d. Minimum seven years' experience of providing consulting service. The evidence/certificates must be submitted by the firm/organization.
- e. The firm/organization shall have VAT Registration Certificate and certified copy of tax exemption certificate or tax clearance certificate.
- f. Statute in case of organization or Memorandum of Association and Articles of Association in case of organization must be submitted.
- g. Organizational profile including information about organizational structure, name list of working committee members and number of members of organization must be submitted.
- h. Document, progress report or a certificate provided by a concerned office showing the evidence of seven years working in the respective field must be submitted.
- i. Qualification and personal details of proposed trainers must be submitted.
- j. The firm/organization shall have a positive Net worth.
- k. The firm/organization **shall not be eligible if it does not comply with the team composition** and each member of the team with minimum qualification as mentioned in this TOR and will be rejected.
- l. Each firm/organization must obtain 60% in each of the evaluation criteria items and sub-items to pass in technical evaluation.

Team Composition and their minimum Qualification and Experience

The Team shall comprise of at least (minimum) the followings:

1. Team Leader- 1 nos.
2. Resource Person - 2 nos.
3. Social Mobilizer – 1 nos.

(Note: The firm/organization shall not be eligible if it does not comply with the team composition and each member with minimum qualification as mentioned in this TOR and will be rejected.)

Team Leader	
Number of Persons	1 person
Minimum Qualification	Minimum Bachelor's Degree in any faculty from a reputed university. <i>Master's degree will be preferred.</i>
Minimum Experience	i) Minimum five (5) years working experience of conducting training in the field of social mobilization, human right, and women, children and senior citizens empowerment and capacity building, and of providing consulting service. ii) Completion of minimum three (3) assignments/projects related to ICT services. iii) Completion of assignments/projects related to ICT consulting services as a Team Leader will be preferred.

Resource Person	
Number of Persons	1 person
Minimum Qualification	Minimum Bachelor's Degree in ICT from a reputed university. <i>Master's degree in ICT will be preferred.</i>
Minimum Experience	i) Minimum three (3) years working experience of conducting training in the field of social mobilization, human right, and women, children and senior citizens empowerment and capacity building, and of providing consulting service. ii) Completion of minimum two (2) assignments/projects related to ICT services. iii) Completion of assignments as a Resource Person in ICT services will be preferred.

Social Mobilizer	
Number of Persons	2 person
Minimum Qualification	Minimum Intermediate/ 10+2 Degree in any faculty from a reputed university. <i>Bachelor's degree will be preferred.</i>
Minimum Experience	i) Minimum three (2) years' experience of working in the field of social mobilization, human right, and women, children and senior citizens empowerment and capacity building. ii) Completion of assignments as a Social Mobilizer will be preferred.

5. Deliverables and time schedules

S. N.	Deliverables	Timeline (From Contract date)
1.	Inception Report	within 15 days
2.	Completion of Training	within 120 days
3.	Final Report	within 135 days

6. Schedule of Payment

S. N.	Activities	Amount (% of contract amount)
1.	After submission of Inception Report and its approval by NTA	10%
2.	After completion of training in 7 districts of 7 provinces	50%
3.	After submission of Final Report and its approval by NTA	40%

7. Method of Selection:

The Consulting Firm will be selected by using Quality Cost Based Selection (QCBS) method (80% Technical and 20% Financial).

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 of FY 2077/78	
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	Team Leader	As per TOR
2	Resource Person	As Per TOR
3	Social Mobilizer	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 turnover required)	NRs 10 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**

--

(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
{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.

(vii) I declare that Corruption Case is not filed against me.

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:
