

EXPRESSION OF INTEREST (EOI)

**Title of Consulting Service: PCTMCDB/2077-
78/RESEARCH/04**

Method of Consulting Service: National

**Project Name : Area identification, mapping and socio-economic analysis of
grasses (Kush, Kash, Khar, Siru, Babio etc.) in the Chure region of Nepal**

EOI : PCTMCDB/2077-78/EOI/04

**Office Name: President Chure Terai Madhesh Conservation Development
Board**

Office Address: Khumaltar Lalitpur Lalitpur

Funding agency : Government Budget

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A. Request for Expression of Interest

Request for Expression of Interest

Government of Nepal (GoN)

Name of Employer: President Chure Terai Madhesh Conservation Development Board

Date: 08-10-2020 00:00

Name of Project: Area identification, mapping and socio-economic analysis of grasses (Kush, Kash, Khar, Siru, Babio etc.) in the Chure region of Nepal

1. Government of Nepal (GoN) has allocated fund toward the cost of Area identification, mapping and socio-economic analysis of grasses (Kush, Kash, Khar, Siru, Babio etc.) in the Chure region of Nepal 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 President Chure Terai Madhesh Conservation Development Board now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: This assignment is designed to assess the social, cultural, economic, environmental and religious values of grass species such as Kush, Kash, Khar, Siru Babio etc. in the Chure Terai Madhesh region of Nepal. The specific objectives of the assignment therefore includes, identification and mapping of grasses, Kush, Kash, Khar, Siru, Babio etc in Chure Terai Madhesh region, and suggest management, conservation and potential of marketing aspects of these species.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address President Chure Terai Madhesh Conservation Development Board, President Chure Terai Madhesh Conservation Development Board
Khumaltar
Lalitpur, Lalitpur
Province Three
Nepal during office hours on or before 28-10-2020 12:00 or visit e-GP system www.bolpatra.gov.np/egp or visit the client’s website <https://chureboard.gov.np/>
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np/egp (MANUAL SUBMISSION WILL NOT BE ACCEPTED) on or before 28-10-2020 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 30.0 %, Experience 50.0 %, and Capacity 20.0 % 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/ 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 FIVE months. Expected date of commencement of the assignment is 20-12-2020.
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 Area identification, mapping and socio-economic analysis of grasses (Kush, Kash, Khar, Siru, Babio etc.) in the Chure region of Nepal. 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 the study on

**Area Identification, Mapping and Socio-Economic Analysis of Grasses Kush, Kash,
Khar, Siru, Babio etc. in the Chure Region of Nepal**



Government of Nepal

President Chure Tarai Madhesh Conservation Development Board

Khumaltar, Lalitpur

Phone: 01-5531311/5526777

www.chureboard.gov.np

mail@chureboard.gov.np

October, 2020

Terms of reference (ToR)
for the study on
Area Identification, Mapping and Socio-Economic analysis grasses Kush, Kash, Khar, Siru,
Babio etc. in the Chure Region of Nepal

1. Background

Chure range runs parallel to south of the Himalayan range in Nepal and is situated between the Mahabharat Range in the north and the Terai plains in the south. This range is also called as Siwalik or Sub-Himalaya. The geology of the Chure is tectonic in origin and its rocks comprise north-dipping, semi-consolidated, interbedded tertiary sandstone, siltstone, shale and conglomerate, extended from 80°9'25" to 88°11'16" longitudes and from 26°37'47" to 29°10'27" Latitudes (LRMP, 1986). Chure expands over 37 (fully or partially) out of the 77 districts of the nation.

The land use and land cover data of Chure as indicated in the President Chure-Terai Madhes Conservation program's Master Plan suggests that 48.19% of total area comes under agriculture and settlement, 47.16% under forest, shrub-land and grassland and the rest 4.65% by rivers and river-bed. Altogether 9 types of forests including Khair-Sissoo Forest, Sal Forest, Terai Mixed Hardwood Forest, Mixed Broadleaf Forest and Pine Forest are found in this region. The Master Plan has divided the rivers, flowing across the Chure and Terai Madhesh regions and crossing the Nepal-India border, into four categories on the basis of their origins. For the purpose of management, some river systems consisting of very long rivers or large watershed areas or the watersheds having clear differences have been even divided into a number of blocks. Altogether, 164 river systems have been identified in such mapped-out river systems.

For the stabilization of environment and increase the productivity of natural resources, Master Plan has proposed to develop strategy to manage different floral species that are dominant in the Chure region. One of the many interventions in the management of floral species includes mapping of grasses like siru, babio, kash, kush, etc. and identify their social, cultural, religious, economic and environmental values and apply the best management options to enhance the values out of these species.

Chure being a young mountain range, the region faced the primary succession with different pioneer vegetations. With series of environmental changes, these pioneer species played important role to

develop soil that supported simple plants such as grasses. In some parts the succession has reached the climax where tree species like Khair-Sissoo Forests, Sal Forests and other woody perennial tree species have evolved and are dominating the forests. Most of the river and flood plain areas in Chure have dominance of grass, siru, babio, kash and kush species. These forage/fodder species have been providing several social, religious, economic and environmental values to the human and nature.

Master plan has also acknowledged the importance of grass species like kans (*Saccharum spontaneum*) and siru (*Imperata cylindrica*) in controlling river-cutting and soil erosion. These species are also used for producing briquettes, paper-pulp and handicrafts. Babio (*Eulaiopsis binnata*) and Kush (*Dsemotachya bipinnata*) species are used for religious purposes in Hinduism. For preparing nets and ropes, babio and kans plants also used. They are also used for roofing materials and as forage in Chure regions. Indigenous people inhabiting in Chure regions mostly use these species for different purposes. Master plan has indicated the importance of these species for their multiple benefits. The plan has recommended for the development of technologies and/or enterprises that use these resources as raw materials for the production of nets, handicrafts, bio-briquettes, paper-pulp, etc. This can ultimately help the indigenous and marginalized communities to reap high values from these systems and gain the livelihood and conservation benefits in the long run. Besides, promotion of these species also helps in developing green belts along the river banks, which contributes in protection of river banks and flood plains from further soil loss.

This ToR is designed to assess the social, cultural, economic, environmental and religious values of these grass species. The specific assignment therefore includes, identification and mapping of grasses, Kush, Kash, Khar, Siru, Babio etc in Chure Terai Madhesh region, and suggest management, conservation and potential of marketing aspects of these species.

2. Objectives

The main objective of this assignment is to identify the growing area, prepare a comprehensive baseline data of existing and potential areas with grasses like Kush, Kash, Khar, Siru, Babio etc. This study also aims to assess their social, religious, economic, market and environmental significance of those grasses in Chure Terai Madhesh region.

Specific objectives:

- To identify the existing and potential areas where grasses like Kush, Kash, Khar, Siru, Babio etc are growing and potential to grow in chure, terai, Madhesh region,
- To create spatial database of the grasses Kush, Kash, Khar, Siru, Babio etc found in Chure Terai Madhesh region and prepare their distribution map (existing and potential),
- To assess the social, cultural, religious, economic, market and environmental values of these grasses,
- To quantify the production of these species and develop a projection model to assess the quantity of production,
- To assess, explore and report the options of value addition on the grass products (handicrafts etc.), and
- To suggest best management options for enriching the values of these grass species including propagation methods.

3. Scope of Work

This assignment entails the following tasks.

3.1 Desk review and analysis

- Review related strategies, policies and guidelines of grass land and grass species management,
- Review literature on methods, systems and approaches of mapping of grasses
- Review the ecological, social, and economical role of those grasses in the livelihood of people in Chure-terai region.
- Review of database of grass species found in the Chure region (Chure, Bhabar and Terai-Madhesh)
- Analyze all of the reviewed documents, methods, approaches and guidelines to develop a detail plan to undertake the assignment
- Review of traditional practices of the use of such grasses in income generating activities.
- Review of the document related to existing and potential marketing of those grasses and products made from those grasses.

3.2 Consultation

This assignment requires consultation of key institutions and stakeholders that includes (but not limited to):

- President Chure Terai Madhesh Conservation Development Board
- Department of Forests and Soil Conservation
- DNPWC/Protected area offices
- Forest Directorate,
- Soil and Watershed Management Office
- Cluster/Field offices of President Chure Terai Madhesh Conservation Board
- Local Level: Municipalities
- Handicraft firms/technicians/Cottage industries etc.
- Divisional Forest Offices
- CFUGs and other CBOs

3.3 Mapping of grasses (Kush, Kash, Khar, Siru, Babio etc)

Mapping of the presence of different grass, Siru, Babio, Kash, Kush in Chure region will be done with appropriate tools and methods (including RS/GIS), field data collection, land use and land cover analysis, consultation and interaction with stakeholders including local communities. Sampling with appropriate sample size to represent the presence of grasses is required.

3.4 Quantification of grass species and their projection of quantity

This includes assessing the quantity of grasses, their production potentials and projection of quantity in future. This will be done on sampling basis and standard methods. This assignment will also identify the production and propagation methods.

It may include the stratification of the study area, establishment of adequate and representative sample plots of appropriate size in each stratum, measurement of the quantity of the grasses in the sample plots by species, and quantification of the total grass resources in the region. Additionally, survey of forest users' group and individuals involved in grass production, processing and marketing in the region is required.

3.5 Assessment of social, religious, economic, market and environmental values of grasses

This include assessing the social, religious, economic and environmental values of the grasses present in Chure region. This study will also find out their present use pattern and future potentiality

for value addition of the resources for increasing the environmental and economic benefits. The study should also explore the existing value addition option and practices of the given grass species. This study should also explore the potential value addition options of those grasses.

3.6 Data management, analysis and reporting

The data collected in this assignment will serve as a baseline data for the grass species found in Chure. The firm is required to prepare the data management system that will assist for the grass species assessment in the future. The commonly used database management software should be used to manage the data. The final report should be prepared after the social, economic, environmental and market analysis of grass species from various physiographic zone/regions of Chure Terai Madhesh.

3.7 Reporting

3.7.1 Inception with detail actions and time plan

Inception report shall be submitted within fifteen days from the date of the contract agreement made. The inception report shall cover detail methodology and time plan.

3.7.2 Draft reporting

Draft report shall be submitted one month prior to the end of contract period.

3.7.3 Final report

The firm shall submit five hard copies with digital copy of the final report after completion of the activities incorporating all the comments and suggestion from Chure Board and others. In addition to this, firm should provide all relevant photographs, maps, and raw data used during the study.

4. Qualification and team composition

4.1 Eligibility of the firm

Firm registered in VAT system is eligible to apply. The firm should have proven and relevant work experience in Nepal. The firm should possess at least seven years' experience with valid registration, TAX clearance, demonstrated annual transaction, audit and renew. The firm with previous experience on such work and with required equipment and software such as GPS and other mapping software will be preferred. The profile of firm should contain a minimum of following information:

- Mission, vision and objectives

- Date and place of registration
- Relevant work experiences of last seven years
- Annual transaction for last three years
- Human and Other Resources (Equipment, vehicles, computers etc.)
- VAT clearance certificate

4.2 Qualification and composition of Team:

Team of Expert:

1. Team Leader: Master's in forestry or NRM preferably PhD and at least 10 years' experience in relevant work
2. Forest Resource Economist– Master's in Forest Resource Economics and at least 5 years' experience in relevant work
3. RS/GIS Expert: Masters in RS/GIS or Relevant subject and 5 years working experience in land cover mapping and relevant work
4. Ecosystem Expert: Master's in Pasture/Fodder management or Masters in Wildlife Management focusing on grassland/rangeland/pasture management and at least 5 years work experience in relevant field
5. Enumerator (4 persons): BSc. Forestry or Botany at least 2-year experience in data collection and relevant works
6. Local Resource Persons: As required

5. Deliverables and reporting

The expected duration for this assignment is five months. Deliverables include (not limited to) Inception report, Draft Report and Final Reports. The maps, photographs and other datasets collected and generated during the study need to be submitted.

6. Inputs to the firm

President Chure Terai Madhesh Conservation Board will provide access to background documents to carry out the assignment. In particular, the consultants are required to review, familiarize with, and incorporate in the work of the present assignment

7. Schedule of work

The assignment is expected to be accomplished within five months. The final report should be submitted by the end of Jesth 2078.

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

ii) EOI Evaluation Criteria

A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Qualification of Key Experts	<ol style="list-style-type: none"> 1. Team Leader: Master's in forestry or NRM preferably PhD 2. Forest Resource Economist– Master's in Forest Resource Economics 3. RS/GIS Expert: Masters in RS/GIS or Relevant subject 4. Ecosystem expert: Master's in Pasture/Fodder management or Masters in Wildlife Management focusing on grassland/rangeland/pasture management 5. Enumerator (2 persons): BSc. Forestry or Botany
2	Experience of Key Experts	<ol style="list-style-type: none"> 1. Team Leader: at least 10 years experience in relevant work 2. Forest Resource Economist: at least 5 years experience in relevant work 3. RS/GIS Expert: at least 5 years working experience in land cover mapping and relevant work 4. Ecosystem expert: at least 5 years work experience in relevant work 5. Enumerator (2 persons): at least 2-year experience in data collection and relevant works

Score: 30.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	at least 5 projects of value more than or equal to 1.5 million.
2	Specific experience of consulting firm within last 7 years.	at least 3 projects of similar kind (related to landcover mapping

Sl. No.	Criteria	Minimum Requirement
	In case of person, specific experience of the person within last 4 years.	that have significant component of Remote Sensing and GIS or economic analysis of forest resources/NTFP)
3	Similar Geographical experience of consulting firm	worked in Nepal

Score: 50.0

C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity.[Average turnover required shall not exceed 150% of cost estimate]	Average annual turnover of 3 million
2	Infrastructure/equipment related to the proposed assignment.[This Evaluation criteria should be deleted if infrastructure/equipment are not the part of the proposed assignment]	at least 4 sets of GPS

Score: 20.0

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)