



**आशय पत्र पेश गर्ने सम्बन्धि संसोधित सूचना**  
**प्रथम पटक सूचना प्रकाशित मिति २०७९।१०।०४**

फाल्गुनन्द गाउँपालिका, गाउँकार्यपालिकाको कार्यालयले मुख्यमन्त्री तथा मन्त्रिपरिषदको कार्यालय अन्तरगत नवप्रवर्तन साझेदारी कोषको सहयोगमा विद्युतीय सुशासनका लागि चालु आ.व. २०७९।०८० मा गाउँपालिकाको आन्तरिक सेवा तथा सार्वजनिक सेवा प्रवाहमा विद्युतीय सेवा प्रणाली स्थापना र सञ्चालन गर्न गाउँपालिकालाई आवश्यक तपसिलका उल्लेख भएका प्रणालीहरू विकास र सञ्चालनका लागि परामर्श सेवा खरिदका लागि सार्वजनिक खरिद ऐन २०६३ को दफा ३० र सार्वजनिक खरिद नियमावली २०६४ को नियम ७० बमोजिम सेवा प्रदायकहरूको सक्षिप्त सुचि तयार गर्नु पर्ने भएकोले ईच्छुक फर्म वा कम्पनीबाट तपसिलका कागजात सहित सार्वजनिक नियमावली २०६४ को अनुसुचि २ (क) को ढाँचामा यो सूचना प्रकाशन भएको मितिले १५ (पन्ध्र) दिन भित्र सुचिकृतका लागि गाउँकार्यपालिकाको कार्यालय फाक्तेप, पाँचथरमा आवेदन पेश गर्नुहुन सम्बन्धित सबैको जानकारीका लागि यो सूचना प्रकाशित गरिएको छ ।

**निर्माण गर्नु पर्ने कार्यहरू**

क्र. स.	प्रणालीको विवरण
१	गाउँपालिकाबाट प्रवाह गरिने सेवा अनलाईन प्रणालीमा आधारित सिफारीस सफ्टवेयर प्रणालीको विकास
२	गाउँपालिकाको सेवा प्रवाहमा सहजता ल्याउन क्लाउड इन्टरनेट अपग्रेड प्रणाली
३	गाउँपालिकाको सेवा प्रवाहका लागि एकीकृत मोबाइल एप निर्माण
४	डिजिटल साईनाईज सम्बन्धि सफ्टवेयर निर्माण प्रणाली
५	डिजिटल साईनाईज सफ्टवेयर सम्बन्धि सर्भर जडान प्रणाली
६	गाउँपालिकाको पकेट क्षेत्र (अकचरे, सुन्तला, आलु र किबि)को कृषकहरूको डाटा बेस तयार गर्ने र जि पि एस प्रणाली जडान
७	मुख्य मुचि सहितको डिजिटल बोर्ड जडान

**आशय पत्र पेश गर्ने इच्छुक फर्म - कम्पनीहरूले निवेदन साथ पेश गर्नु पर्ने कागजातहरू**

- कम्पनी-फर्म दर्ताको प्रमाणपत्रको प्रतिलिपी
- मु. अ. कर दर्ता प्रमाणपत्रको प्रतिलिपी
- आ. व. २०७८-०७९ को करतुक्ता प्रमाणपत्रको प्रतिलिपी
- कम्पनी-फर्मको प्रोफाइल

नोट: आशय पत्र पेश गर्ने इच्छुक फर्म - कम्पनीहरूले फाल्गुनन्द गाउँपालिका कार्यालयको Website <https://phalgunandamun.gov.np> मा राखिएको EOI document डाउनलोड गरी निवेदन साथ यस कार्यालयमा वा कार्यालयको Email Id : [ito.phalgunandamun@gmail.com](mailto:ito.phalgunandamun@gmail.com) मार्फत पनि आशय पत्र पेश गर्नु सकिने छ ।

थप जानकारीको लागि सम्पर्क न : ९८५२६८४३८४

१०

निर्मल तुम्बोक  
प्रमुख प्रशासकीय अधिकारी



# **Expression of Interest (EOI)**

**Design/Development of Mobile application/Computer software  
and facilitate to operate in Rural Municipality for E-Governance.**

**Issued By:**

Phalgunanda Rural Municipality  
Phaktep, Panchthar  
EOI: EOI/01/2079/80

**Project Name: Design/Development of Mobile application/Computer software  
and facilitate to operate in Rural Municipality for E-Governance.**

## **PREFACE**

1. This Standard Expression of Interest (EOI) document has been prepared by Public Procurement Monitoring Office of Government of Nepal (GoN) for the use by its implementing agencies including the procurement entities of Government Ministries, Departments, Authorities and Government owned corporate bodies for short listing of Consulting Firms for recruitment of consultants. The EOI document can be used for short listing of consultants for Quality and Cost-Based Selection (QCBS), Quality-Based Selection (QBS), Fixed Budget Based Selection (FBS), Least Cost Selection (LCS) and Consultant's Qualification Selection (CQS).
2. This Preface and notes provided for the procurement entity in this EOI document should be deleted.
3. EOI evaluation weightage range given in this document should be deleted and assignment specific weightage within the given the range should be provided while issuing the EOI document.

# **Expression of Interest (EOI)**

## ***Phalgunanda Rural Municipality, Executive Office of Rural Municipal***

**Project Name** : Design/Development of Mobile application/Computer software and facilitate to operate in Rural Municipality for E-Governance.

**EOI: RFP/01/2079-80**

**Office Name** : *Phalgunanda Rural Municipality, Executive Office of Rural Municipal*

**Office Address:** *Phaktep, Panchthar*

**Issued on: 2079/10/04**

Financing Agency: Innovative Partnership Fund / Phalgunanda Rural  
Municipality

## **Abbreviations**

CV	-	Curriculum Vitae
DO	-	Development Partner
EA	-	Executive Agency
EOI	-	Expression of Interest
GON	-	Government of Nepal
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
TOR	-	Terms of Reference
VAT	-	Value Added Tax

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## A. Request for Expression of Interest

Government of Nepal  
Phalgunanda Rural Municipality  
Date: 2079/10/04

Name of Project: **Design/Development of Mobile application/Computer software and facilitate to operate in Rural Municipality for E-Governance.**

Name of the Employer: Phalgunanda Rural Municipality, Executive Office Of Rural Municipal

1. Government of Nepal (GoN) has allocated fund [or ***[has received/has applied for/intends to apply for]*** a ***[loan/credit/grant]*** from ***Innovative Partnership Fund (IPF)*** toward the cost of **Design/Development of Mobile application/Computer software and facilitate to operate in Rural Municipality for E-Governance.** and intends to apply a portion of this ***[fund/loan/credit/Grant]*** to eligible payments under the Contract for which this Expression of Interest is invited for ***[insert National or International consulting service]***.
2. The Phalgunanda Rural Municipality now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services: **Design/Development of Mobile application/Computer software and facilitate to operate in Rural Municipality for E-Governance.**
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address ***[insert: Name of the client and address]*** during office hours on or before **2079/10/19 12:00** or visit the <https://phalgunandamun.gov.np/>.
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through <https://phalgunandamun.gov.np/> on or before **2079/10/19 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 40%, Experience 50%, and Capacity 10%*** 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 **70%**.

## B. 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 **organization**.<sup>1</sup>
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.<sup>2</sup>
5. The assignment has been scheduled for a period 3 Months. Expected date of commencement of the assignment is **2079/01/19**.
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 *[duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the **Design/Development of Mobile application/Computer software and facilitate to operate in Rural Municipality for E-Governance**. The Envelope should also clearly indicate the name and address of the Applicant.*
10. The Envelope shall also clearly indicate the ***name and address of the Applicant***.<sup>3</sup>
11. The completed EOI document must be submitted on or before the date and address mentioned in the

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<sup>1</sup> Client should delete as appropriate.

<sup>2</sup> Delete if EOI is not called for person.

<sup>3</sup> In case of option "electronically only" delete this paragraph



***“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.

# Objective of Consultancy Services or Brief TOR

## Background

Phalgunanda Rural municipality of Panchthar district located in the central hilly part of eastern Nepal, was established in the year 2071. After the promulgation of the Constitution of Nepal, during the state restructuring in the year 2073, this municipality was formed by establishing 7 wards covering most of the rural areas and has a total of 5682 households and a population of 26081. Most of the wards are rural in nature, the main occupation of the citizens here is agriculture. In this context, the rural municipality has proposed to conduct a project with the support of the innovation fund to improve the service delivery and governance of the city and to work on agricultural production and processing and marketing for local economic development by providing services using technology in the service delivery of this local level government. In this context, since it is necessary to develop various electronic systems for the establishment of electronic governance for the internal purposes of the city executive office and for the delivery of civic services for public purposes, a description of the work conditions of this service has been prepared in relation to the service to be provided by the service provider in order to receive consultation services.

## Objectives of the Assignment

The main purpose of this work is to improve the service delivery and governance process of the municipality through the use of technology; however, its specific purpose is as follows.

- Improving governance and service delivery using electronic systems
- Using technology to improve the service delivery of rural municipalities
- Improving the governance process using electronic systems

## Summary of System Requirements

**The following systems are required to Phalgunanda Rural Municipality, Office of Rural Municipal Executive:**

1. Service on grievance handling or management with two-way communication.
2. People can ask for service through system
3. Profile of employee can be kept by using developed software.
4. Detailed Requirements Document describing functional and non-functional requirements. Including e.g., description of system architecture (web-based), hosting, maintenance and support, security protocols and requirements as decided by the municipality.

**Under the overall guidance of the focal or liaison officer and under direct supervision by the Management the Consultant will undertake the following:**

- User Requirements analysis and finalization of System Requirements Specifications
- Production of System Design Documents, in conformance to recommended and widely used Software Design Principles such as Object-Oriented Design
- Translate user requirements and design into software program. Development will take a modular approach with sign-off from the client required at each stage
- Work on change requests to update software programs as required Prepare test plan, test scripts, execute Use Acceptance Testing and record results. Fix any issues and bugs found in testing and during the first year of the system.
- Prepare Technical Software Documentation, User Guides and User Manuals.

- Train technical staff on how the code is written and how the system works and deliver end-user training
- Service level agreement for maintenance and support services with first year of support.
- Develop Business Continuity Plan for the system

### **Required System**

- Software Design for Sifaris(required).
- Database development for Red Cherry Pepper Chilli, Kiwi and Orange Farmers(required).
- Mobile Application Design for Digital Signage Board and all the software's in use within the Rural Municipality (required).
- Integrate Online Nagarik Wada Patra within the mobile application.

(Note: For any perplexity within any above points you all are free to contact the office.)

#### **The software systems mentioned in c.c should mainly have the following features and arrangements**

- Organization structure
- Hierarchy of employee or position
- Office calendar
- Special day and festival day management
- Personal details of the employee
- Staff and office information
- Detail Information of individual and Institutional
  - Appointment
  - Promotion
  - Transfer
  - Rewards and punishments
  - Resignation/retirement
- Grade management of staff
- Payroll
- Personal information management of elected representatives
- Online application for service
- A public mobile application that can be used to send information about citizens' charters, tax bills, budgets, citizens' complaints suggestions, complaints suggestions and can be submitted online.
- Having an in-house mobile application where online orders and recommendations can be accepted;
- Helpful in making the office paperless
- Anyone with basic computer skills can easily operate the system.
- Toile and User committee/organization managed
- Manageable family details
- Minimum social data management and use
- Protection and use of personal information
- All taxes and non-taxes within the jurisdiction of the local level can be protected, processed, managed and used through a single system
- Procedures should be created with clear guidelines regarding the formation and operation of agricultural groups at the ward and municipality levels
- Conduct online training
- Use of technology in user committee registration, scheme agreement, operational information management and monitoring
- Services provided the institution.
- Complete details of the farmers including the products including GIS Mapping of their home location and Mapping of the Farmers Group or Cooperative they are associated to.

## **System Architecture**

With the vision to promote the knowledge base society providing the transparent citizen service Phalgunanda Rural Municipality has planned to developed the integrated single window common platform management information system to incorporate the data of the different individual system developed by the multiple vendors. For the simple purpose also the current ICT based system need to login in the different software system to track the record of it's citizen which is tedious and need to spend lot of the time login in different system. So this purposed system will have the Single Sign-on concept i.e. one individual login will able to access the data from the different operational system in the municipality. The data will be accessed through the API using Privilege Access mechanism to access and permissions for users, accounts, processes, and systems across an IT system in the Phalgunanda Rural Municipality. Enterprise Service Bus architecture are used for the interpretability communicate with the current existing system and the data are staged in the centralized database server of municipality and GIDC/G-cloud with the backup. The proposed Common single window system will be built in a scalable architecture with the vision of the integration of the other future system the will be integrated by the municipality. Over the top of the this system content management system including the API management will be developed to control the data management and user's role. The system will contain super admin, admin, officers and ward level access for the system use. The data and information shown in the dashboard are according to user level and need. The data gathered from the API are preprocessed in the staging database and from the implementation of Business Integration tools for the extraction of the knowledge in the form of the graph, charts in the info graphics are displayed in the dashboard. The dashboard should give the user an overview of the various activities in the Phalgunanda Rural Municipality integrated system. It should provide access to main functions of the system. Important components of the dashboard are to provide different information according to user. The dashboard shall be customized according to the user involved like Mayor, Deputy Mayor, Chief Administrative Officer, and Section Officer and So on. The content and information in the web portal are control through the content management system(CMS). Mobile application will help the individual to be up to date about the municipality activities. To capture the feedback from the users and notify it will play a vital role. SMS gate way will be also integrated in the system to send the alert message to the registered citizens of the municipality. Notification will be alerted through the mobile app of the municipality.

## **Data Integration**

Phalgunanda Rural Municipality has been operating various systems among which following systems are identified for data integration with developed system for evidence-based information Collection. Using Integration Method of API should integrate every system used within the Rural Municipality. For the information of the system in use you all are dully welcome to contact the office.

## **Development Approach**

The consulting firm will work in close coordination with the Municipality team, and relevant stakeholders to build the common platform system as described in System architecture .The detail analysis of the current status and gap in current ICT system used shall be carried out in the vision of the Digital Nepal Framework . Understanding current ICT systems in municipality and formulating common platform system for local governance shall be developed .The consulting firm shall implement activities as planned , agreed with close consultation and coordination with Phalgunanda Rural Municipality and follow technical input support. The system should be single window solution for easy and efficient service delivery of municipality focusing on the integration as described in Data Integration. Series of workshop will be conducted to empower the municipality officials stakeholders regarding the delivery of the developed system impacting overall governance of the Phalgunanda Rural Municipality.

## **Functional requirements**

### **Application Architecture**

- The system should be able to maintain activity and transaction logs.
- Document in every phase should be saved in unalterable format in the database which can be read by the system when required. This will facilitate government audit log.
- System design should be modular and dynamic to accommodate future exchanges and development.
- System design should have exception handling and error reporting mechanisms,
- System design should be such that the System configuration setting is fully customizable.

### **Integration Architecture**

- The system shall be based on Service Oriented Architecture (SOA) or better.
- System design should be able to interchange data with other government systems.
- All the communication should be recorded in the raw format along with date and time of communication.

### **Transaction log Management**

Transaction logs should be stored in the database history table which should be associated with each table developed and subsequent sequence number must be mentioned. Such a history table should be readable by the system only and modification from the database should not be allowed.

### **Workflow management**

- Workflow management should be dynamic and must be configurable.
- Field level modification of mandatory, optional and prohibited must be configurable.
- Business logic must be customizable from the GUI interface.

### **Web Portal**

The system shall have a web portal or website that compiles data from many sources dependent and independent including those found on musicality websites another system databases, uniformly and for the easy access for the general public. Web portal must include the information of the Phalgunanda Rural municipality with progress of the targeted schedule work and informatics graphical icon with graph and chart that help normal user clear understand the content.

The web portal shall provide the necessary level of securely available APIs that allow developers to consume the data for mobile apps and link them with other survey tools to collect data or expose it to other information portal with the permission of the municipality.

### **Common Information System**

This system must have several streams of data or information from diverse sources, including embedded sources from Phalgunanda Rural municipality systems. The data integration includes, but is not limited to, data from different information systems.

- Links to these various data sources will be provided via this module, which will be a shared information system. While developing integration data security rule and regulation according GEA must taken into account. Since various software will be in integrated in a single common platform for gathering data, including private and sensitive data, stakeholder engagement will be essential to ensuring that information flows are maintained securely and that the organizations involved can have confidence that their data will be handled securely and sensitively. The data required to store in the database from API and data privacy rule shall be suggested by the consulting firm and decision will be taken by the municipality officials .

- **Dash boarding and Data Visualization:**

Data Storytelling; Filtering; Drill-Down and Drill-Up Capabilities; Geospatial Visualizations and Maps etc

- Data Management

- Reporting: Managed Reporting, Conditional Formatting, Interactive Reporting, Ad Hoc Reporting, Auto-Schedule Reports, Built-in Alerts, Reports Exporting, Reports Versioning.

- Data Analysis Statistical and Regression Analysis, Time Series Analysis and Forecasting, Predictive Analytics ,Web Analytics, Geo location Analysis; Advanced Data Analysis using appropriate tool

- Extensibility, Availability & Scalability: Dynamic Scaling, High Availability, Fault Tolerance, API Extensibility

## **Mobile APP**

People are now more likely to use tablets, smart phones, or any other mobile device with technical advancements. There is nothing incorrect with saying that this app marketplace has made it easier for people to obtain any information and helps them to stay connected to their work on demand. So, A mobile app shall be designed, developed, tested, and made readily available for the installation on the tablets for the purpose of the user's and citizen's of the municipality. The mobile app will enable user verification and validation campaigns at local level in both online and offline scenarios to get updates and notification from the municipality Further, the mobile app shall implement specific(role based user services) and general user services(Services available for general citizens by simply downloading the app from cloud. General Citizens query their own information and register, get notifications and track their information . The general services of the municipality shall be incorporated in the mobile app.

## **User Role Access**

There should be a User Role Access module for handling the creation, update and disabling of the users. The roles and authorization details should be dynamic and should be provided from the User Interface itself. Role-Based Access Control (RBAC) provision should be provided for all the users. Passwords should be saved in the encrypted format in the database.

The scope is defined as following and not limited to:

- No limitation to the creation of the new user
- Configuration of centralized authentication server so that all systems and applications can use.

## **Log Records (Audit Trail):**

All the activities done by the users should be recorded in the database along with this username, role, time-stamp, IP details and other necessary parameters. Proper Audit log reports should be generated from the User Interface itself. Previous values and current values with proper displays should be shown in the report. Log management interface must be design and developed. Audit trail activity help should be available for administrators and managers to review all actions performed by all the users.

- **API Management**

Data from the different sources must be control through the API management tool . The system user shall easily control on the integrated system to access the date from the other running system of the municipality

## **Non-functional Requirements**

Language Selection

User Interface and error message handling  
Web Security Controls  
Data Security, Access, and Authentication  
System Installation, Configuration and Data Hosting and Backup  
Sizing, performance and scalability  
Project management  
Version Control  
Availability  
Reliability  
Application Maintainability  
Third Party Licenses  
Performance  
The system must be responsive and user-friendly  
The application must support Multi Languages  
The language to interact/interface will be Nepali Unicode in addition to English  
The system must follow all the standards and guidelines provided by GEA and NeGIF.  
Interoperability: The system should be able to share data as an API to other systems and vice versa.

## C. 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.

<b>i) Eligibility &amp; Completeness Test</b>	<b>Compliance</b>
Copy of Registration of the company/firm	
VAT/PAN Registration <i>(for National consulting firm only)</i>	
Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission <i>[insert Fiscal year] (for National consulting firm only)</i>	
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.	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Experience (3(A) and 3(B))	
EOI Form 4: Capacity	
EOI Form 5: Qualification of Key Experts	

<b><u>ii) EOI Evaluation Criteria</u></b>	<b><u>Insert Minimum Requirement if Applicable</u></b>	<b><u>Score [Out of 100%]</u></b>
<b>A. Qualification</b>		
<i>Qualification of Key Experts</i>	20	
<i>Experience of Key Experts</i>	20	
<b>B. Experience</b>		
<i>General of consulting firm</i>	15	
<i>Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.</i>	20	
<i>Similar Geographical experience of consulting firm</i>	15	
<b>C. Capacity</b>		
<i>Financial Capacity<sup>4</sup></i>	5	
<i>Infrastructure/equipment</i>	5	

<sup>4</sup> Average turnover required shall not exceed 150% of cost estimate



<i>related to the proposed assignment<sup>5</sup></i>		
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Note: In Case, a 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 firm's or JV EoI shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.

## B. Evaluation Criteria

The evaluation will be made by desk review with the option of interviewing the candidate after the finalization of the process to make the final offer. The desk review will be performed against a set of criteria indicated in the table below as “Technical Evaluation”.

Criteria	Criteria Description	Score
<b>Minimum criteria to be eligible for the consultancy</b>		<b>70</b>
<b>Specific experience of the consultants related to the assignment</b>	<ul style="list-style-type: none"> <li>• Minimum of 5 years' experience in web-based applications development</li> <li>• Proven experience in developing software using platforms and frameworks</li> <li>• Experience in online deployment scenario and available controls and functions.</li> <li>• Proven experience and knowledge in Programming Languages (e.g., C#, C++, Java script or PHP.</li> <li>• Proven previous experience in API programming (NodeJS /PHP...)</li> <li>• Proven previous experience in developing compelling data visualizations</li> <li>• Experience in developing SharePoint applications</li> <li>• Previous experience working with municipality/rural municipality or other government agencies is an asset.</li> </ul>	25
<b>Adequacy of the proposed work plan and methodology in responding to the Terms of Reference</b>	<ul style="list-style-type: none"> <li>• <b>Understanding of objectives and ToR</b></li> <li>• <b>Quality Assurance Plan</b></li> <li>• <b>Quality of Methodology</b></li> <li>• <b>Innovativeness</b></li> </ul>	10
<b>Qualifications and competence of the key staff for the Assignment</b>	<ul style="list-style-type: none"> <li>• <b>Team Leader:</b> IT Engineer -15 <ul style="list-style-type: none"> <li>○ Master in IT with 15 years of experience in system development, analysis. 100%</li> <li>○ Master in IT with 10 years of experience in system development, analysis. 50%</li> <li>○ Master in IT with less than 10 years of experience in system development, analysis. 30%</li> </ul> </li> <li>• <b>System Analysts:</b> 10 <ul style="list-style-type: none"> <li>○ Master in IT with 15 years of experience in system development, analysis. 100%</li> <li>○ Master in IT with 10 years of experience in system development, analysis. 50%</li> <li>○ Master in IT with less than 10 years of experience in system development, analysis. 30%</li> </ul> </li> </ul>	60

<sup>5</sup> This Evaluation criteria should be deleted if infrastructure/equipment are not the part of the proposed assignment.

	<ul style="list-style-type: none"> <li>development, analysis. 30% <ul style="list-style-type: none"> <li>• Sociologist-10 <ul style="list-style-type: none"> <li>○ Master in sociology with 15 years of experience. 100%</li> <li>○ Master in sociology with 10 years of experience s. 50%</li> <li>○ Master in Sociology with less than 10 years of experience. 30%</li> </ul> </li> <li>• Governance Expert-10 <ul style="list-style-type: none"> <li>○ Master's in law or any related field with 15 years of experience. 100%</li> <li>○ Master's in law or any related field with 10 years of experience. 50%</li> <li>○ Master's in law or any related field with less than 10 years of experience. 30%</li> </ul> </li> <li>• Developer-5 <ul style="list-style-type: none"> <li>○ Bachelor in IT with 15 years of experience in system development. 100%</li> <li>○ Bachelor in IT with 10 years of experience in system development. 50%</li> <li>○ Bachelor in IT with less than 10 years of experience in system development. 30%</li> </ul> </li> <li>• Networking specialist -5 <ul style="list-style-type: none"> <li>○ Bachelor in IT with 15 years of experience in Networking. 100%</li> <li>○ Bachelor in IT with 10 years of experience in Networking. 50%</li> <li>○ Bachelor in IT with less than 10 years of experience in Networking. 30%</li> </ul> </li> <li>• Server Management Expert-5 <ul style="list-style-type: none"> <li>○ Bachelor in IT with 15 years of experience in Server Management. 100%</li> <li>○ Bachelor in IT with 10 years of experience in Server Management. 50%</li> <li>○ Bachelor in IT with less than 10 years of experience in Server Management. 30%</li> </ul> </li> </ul> </li> </ul>	
<b>Knowledge Transfer</b>	Suitability of the transfer of knowledge program (training).	5



## **D. 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>6</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

<sup>6</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):**

**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.)*

### 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.						



### 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>7</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>7</sup> Consultant should state value in the currency as mentioned in the contract

**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>			

## 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 of Best of 3 Fiscal Year  
Of Last 7 Fiscal Years

--

*(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>8</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>		

---

<sup>8</sup> Delete this table if infrastructure/equipment for the proposed assignment is not required.

**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)