



Province Government  
Ministry of Social Development  
Karnali  
Birendranagar, Surkhet

**REQUEST FOR EXPRESSIONS OF INTEREST (EOI)  
(CONSULTING SERVICES–FIRMS SELECTION)**

EOI No.– MSD/EOI 1/2075-76

Date of Publication: 2075.10.27

**Method of Consulting Service: National**

**ASSIGNMENT TITLE: MANAGEMENT OF HIV TARGETED INTERVENTION**

**(Comprehensive package for Migrant and Their Spouse)**

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## **A. Request for Expression of Interest (EOI):**

**Name of Employer:** Social Development Ministry, Birendranagar, Surkhet

Date: 2075.10.27( 10-02-2019 )

Name of Project: MANAGEMENT OF HIV TARGETED INTERVENTION  
(Comprehensive Package for Migrant and Their Spouse)

Name of the Donor Agency: Grant

Donor Loan/Credit/Grant No:

1. Government of Nepal (GoN) has received a grant from Pool Fund toward the cost of HIV targeted intervention (Comprehensive package for Migrant and Their Spouse)and intends to apply a portion of this grant to eligible payments under the contract for which the Expression of Interest is invited for National Consulting Services.
2. Interested eligible organizations may obtain further information and collect Expressions of Interest (EOI) document free of cost at the address below within province Government official working hour on or before 12th of Falgun.
3. Expression of Interest shall be delivered in a written form (in person, or by mail) on or before **12:00pm of 13<sup>th</sup> Falgun 2075 (25 Feb. 2019)**.
4. In case of the last date of obtaining and submission of EOI documents happens to be a public holidays, it shall automatically extend to next official working day but time will be the same as stipulated.
5. Organization may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications.
6. EOI will be assessed based on Qualification of expert 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.
7. Any discrepancies or error in the EOI document, EOI notice or any other document will be as per Public procurement act 2063 and Public Procurement Regulation 2064 and other Nepal Law, and Social Development Ministry reserves the right to amend and correct at any time.

**Ministry of Social Development**

**Telephone: 083523672 Email: mosdsurkhet@gmail.com**

**Contact Person: Ishwari Poudel 9858056474**

## **B. Instructions for Submission of Expression of Interest (EOI):**

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms.
2. Interested consultants must provide information including that they are qualified to perform the services (descriptions, organization and employee of the firm, description of assignment of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualification and the key personnel to be involved in the purposed assignment).
3. The expression of interest is open to all eligible Consulting Firms.
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 three months.
6. A consultant will be selected in accordance with the QCBS (Quality and cost based) method.  
Expression of Interest should contain following information:
7. (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 MANAGEMENT OF HIV TARGETED INTERVENTION (Comprehensive Package for Male Labor Migrant and Their Spouse) .The Envelope should also clearly indicate the name and address of the Applicant.
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

### Background

Migrants and their spouse has been identified as key population at higher risk of getting HIV infection. As per the conditional Grant of Federal Government of F/Y 2075/76 to Karnali Province, with source of Pooled fund, the HIV Targeted Intervention Program for migrant and their spouse has been planned to conduct the program. Ministry of Social Development intends to contract qualified and experienced civil society organizations, Non-Governmental Organizations (NGOs), NGO networks, private sector institutions and professional organizations to continue the comprehensive services to the targeted populations. Ministry of Social Development will start the contracting of organizations for delivery of the targeted interventions program for key affected populations, as part of the essential services of the health sector response related to HIV/AIDS and STI. Therefore, Province Government, Ministry of Social Development, invites Expression of Interest from eligible applicants to implement the services for the component as specified in the table below.

The consulting services (“the Services”) include the following component to implement the HIV Targeted Intervention.

SN	Components	Duration	Districts
1	Targeted Intervention for Migrant and Their Spouses	3 months	Surkhet, Dailekh, Salyan, Jajarkot, Rukum(west)

Ministry of Social Development now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. Districts of programme can be changed after discussion with selected organizations if it is necessary.

### Objectives of the Assignment:

The main objective of this contract is to control and prevent the spread of HIV in migrants and their spouses in Nepal.

The specific objectives are:

- i) 70% of migrants and 80% of spouse of migrants at risk in working area are reached with prevention interventions;
- ii) 90% of migrants and spouses reached with prevention interventions will be tested for HIV and know their status,
- iii) Link and enroll all diagnosed HIV positive people to care, support and treatment.

### Scope of Work:

The implementing NGO will provide the following package of services to high risk migrants and their spouses taking into account source, transit and destination locations. It will prepare work plan to implement these services:

- Increase safer sex practices and improve health care seeking behavior through behavior change interventions using outreach workers

- Provide HIV testing and counselling using updated national guidelines through community based testing.
- Condom programming /ensure availability of condoms (no stock-outs).
- Ensure HIV positive people are linked and enrolled in care, support and treatment services
- Address human rights related barriers to services by promoting an enabling environment and reduce HIV related stigma and discrimination among migrants and their spouses.

## **D. REPORTING REQUIREMENTS**

The Consultant shall submit reports to the Client as follows:

- Submit monthly testing and counselling (T&C) report to respective District through HMIS.
- Submit bi-monthly progress report and financial report by using the standard reporting format to Health Directorate and Ministry of Social Development, Karnali Province.
- Submit final report within 1 month of project completion.

In addition, the following are required:

- (i) The NGO's staff (including peers educators or outreach workers) will maintain a daily log of their activities in sufficient detail to allow a review and assessment by the supervisory personnel of the quality of services, both internal and external;
- (ii) The number of clients per day using the services and the regularity of clients in using services
- (iii) Maintenance of stock registers to allow monitoring and reporting of stock-outs of essential commodities
- (iv) Maintenance of a register of patients at the drop in centre and for HTC services in sufficient detail to allow data analysis and its interpretation, but keeping confidentiality of records from persons not related to program management and implementation
- (v) Maintain income and expenditure statements of the project proceeds for external annual financial audit, and provide copy of the audit report to the client or its representative within three months after the completion of a fiscal year. The financial audit will be used solely to determine whether the organization is financially viable.

(vi) Preparation of progress reports to Ministry of Social Development and Health Directorate will be as follows :

- Progress made against the agreed work plan
- Submit reports as per reporting requirements
- Challenges encountered and options used to resolved them
- Relations with stakeholders like IDUs, local police and community leaders

**Duration:**

The duration of this assignment will be 3 months after signing the contract.

**Payment:**

Ministry of Social Development, shall pay as per contract signed between the Ministry of Social Development and the firm.

**E. Evaluation of Consultant’s EOI Application**

Consultants EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

**i) Eligibility and Completeness Test: Mandatory documents**

SN	Criteria Title	Compliance
1	Updated DAO registration	
2	Updated SWC affiliation certificate	
3	Updated PAN and VAT registration	
4	Recent Tax Clearance/Tax Return Submission	
5	Diagram of Organization structure	
6	Audit report of last year	
7	Governing Board /Member Profile	
8	EOI form 1:Letter of application	
9	EOI form 2:Applicant's information form	
10	EOI form 3: Organization experience3(A)3(B)3(C)	
11	EOI form 4:Capacity	
12	EOI form 5:Qualification of Key Experts	
13	Organization's authentic signature and organization's stamp on application form	

**ii) EOI Evaluation Criteria:**

A selection committee will be formed and will evaluate each organization based on a total score of 100. The distribution of scoring criteria will be as follows:

- A. Qualifications (40 points)
- B. Experience (50 points)
- C. Capacity (10 points)

**A. Qualification**

S.N	Criteria	Minimum Requirement
1	Qualification of Project Manager	Master Degree in Public Health/Community medicine/social science and four year Experience in HIV or any other health program management.
2	Qualification of Project advocacy coordinator	Proficiency certificate level in Health Science with bachelor degree in any discipline.

**Score: 40**

**B.Experience**

S.N	Criteria	Minimum Requirement
1	General experience of Organization	7 years
2	Special experience in the field of HIV prevention or conduction of any health program in community level with in last 7 years	One project or program.

**Score:50**

**C.Capacity**

S.N	Criteria	Minimum Requirement
1	Financial Capacity	Average Annual Turnover of last 3 years

**Score:10**

# F.EOI Forms and Formats

## EOI Form 1: Letter of Application

(Use organization's Letter Head)

Date: .....

To: Ministry of Social Development  
Karnali Province

### Subject: Submission of Expression of Interest (Eoi)

Dear Sir,

We, the undersigned, offer to provide consulting services for the implementation of Comprehensive Package for **Migrant and Their Spouse** of HIV Targeted Intervention Program under in accordance with your advertisement and declare the followings:

- a. We are duly registered with renewal status. We confirm that there was no involvement by us in preparing the ToR/RFP. We have not been declared ineligible by Government of Nepal (GoN) or other donor agencies.
- b. Our VAT and PAN registration, tax clearance details are included.
- c. We have read the Guideline and understood the scope of services for the assignment.
- d. We authorize you and your authorized representatives to conduct any inquiries or investigations to verify the statements, documents and information submitted in this Eoi.
- e. We understand that you may cancel the short-listing process at any time and that you are not bound to accept any or all Eois that you may receive without incurring any liability to the organizations.

Sincerely Yours,

.....

(Authorized Signature)

Name : .....

Designation : .....

Date : .....



**EOI Form 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.)

## EOI Form 3: Experience

### 3(A). General Work Experience

*(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)*

<b>S. N.</b>	<b>Name of assignment</b>	<b>Location</b>	<b>Value of Contract</b>	<b>Year Completed</b>	<b>Client</b>	<b>Description of work carried out</b>
1.						
2.						
3.						
4.						
5.						
6.						
7.						

### 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>1</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>1</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)*

<i>No</i>	<i>Name of the Project</i>	<i>Location (Country/ Region)</i>	<i>Execution Year and Duration</i>
<i>1.</i>			
<i>2.</i>			
<i>3.</i>			
<i>4.</i>			
<i>5.</i>			
<i>6.</i>			
<i>7.</i>			

**EOI FORM 4 :CAPACITY**

**4(A). Financial Capacity**

*(In case of joint venture of two or more firms to be filled separately for each constituent member)*

<b>Annual Turnover</b>	
<b>Year</b>	<b>Amount Currency</b>

- **Average Annual Turnover**

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*(Note: Supporting documents for Average Turnover should be submitted for the above.)*

**4(B). Infrastructure/equipment related to the proposed assignment<sup>2</sup>**

No	Infrastructure/equipment Required	Requirements Description
1.		
2.		
3.		
4.		
5.		

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<sup>2</sup> Delete this table if infrastructure/equipment for the proposed assignment is not required.

## EOI FORM 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)