



REQUEST FOR PROPOSALS

FOR

PREPARATION OF INITIAL ENVIRONMENT EXAMINATION (IEE) REPORT FOR COLLECTION AND EXTRACTION OF RIVER BED MATERIALS (STONE, SAND, GRAVEL) FROM DIFFERENT EIGHT SECTIONS OF RAPTI RIVER, RANSING KHOLA AND KAKRAHAWA KHOLA

GADHAW RURAL MUNICIPALITY

OFFICE OF RURAL MUNICIPAL EXECUTIVE

Gadhawa, Dang. LumbiniProvince.

2080 BHADRA



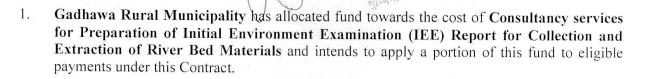


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Section 1. Letter of Invitation

Dear Enlisted Consultants



- 2. GadhawaRural Municipality now invites proposals to provide consulting services for Preparation of Initial Environment Examination (IEE) Report for Collection and Extraction of River Bed Material From different 8 sections of Rapti River, Ransing Khola and Kakrahawa Khola (Chisapani Juraunikhola purba dekhi chisapani gauko 500 meter pashchim samma ko khanda, Ransing Dobhan dekhi Malmala ghat samma ko khanda, Malmala ghat dekhi Banghushri ghat samma ko khanda, Mathillo Badahara dekhi tallo Badahara samma ko khanda, Patringa ghat dekhi Jethan gau samma ko khanda, Mathillo Pachaiya ghat dekhi Mahadeva pul samma ko khanda, Khaira ghat khanda and Kakrahawa khola Manikapur ghat khanda). More details on the services are provided in the attached Terms of Reference.
- 3. The Request for Proposal (RFP) has been addressed to the enlisted consultants:

To all the consultants who are or will be enlisted one day prior to the date of submission of proposal i.e. up to 15th days from the date of notice publication (Refer Notice).

4. The RFP includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Information to Consultants

Section 3 - Technical Proposal - Standard Forms

Section 4 - Financial Proposal - Standard Forms

Section 5 - Terms of Reference

- 5. Please inform us, upon receipt:
 - (a) that you received the letter of invitation; and
 - (b) Whether you will submit a proposal alone or in association.

Yours sincerely,

Chief Administrative Officer GadhawaRuralMunicipality

Section 2. Information to Consultants

- 1. Introduction
- 2. Clarification and Amendment of RFP Documents
- 3. Preparation of Proposal
- गढवा, वार्ड लुम्बिनी प्रदेश, नेपाल 4. Submission, Receipt, and Opening of Proposals
- 5. Proposal Evaluation
- 6. Negotiations
- 7. Award of Contract
- 8. Confidentiality
- 9. Conduct of Consultants
- 10. Blacklisting Consultant
- 11. Data Sheet

1. Introduction

The Client named in the Data Sheet will select a consultant among those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.

1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, for services as specified in the Data Sheet The proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected consultant.

1.3 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first hand information on the assignment and on the local conditions, consultants are encouraged to visit the Client before submitting a proposal and are advised to attend a pre-proposal conference if one is specified in the Data Sheet.

1.4 The Client will provide the inputs specified in the Data Sheet, assist the consultant in obtaining licences and permits needed to carry out the services, and make available relevant project data and reports.

1.5 Please note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.

1.6 GoN policy requires that consultants provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.

1.7.1 Without limitation on the generality of this rule, consultants shall not be hired under the circumstances set forth below:

- a. A consultant, who has been engaged by the Client to provide goods or works for a project, and any of their affiliates, shall be disqualified from providing consulting services for the same project. Conversely, consultants hired to provide consulting services for the preparation or implementation of a project, and any of their affiliates, shall be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the consultant's earlier consulting services) for the same project.
- b. Consultants or any of their affiliates shall not be hired for any assignment which, by its nature, may be in conflict with another assignment of the consultants.
- 1.7.2 Any previous or ongoing participation in relation to the assignment by the consultant, its professional staff or affiliates or associates under a contract with the GoN may result in rejection of the proposal. Consultants should clarify their situation in that respect with the Client before preparing the proposal.

1.8 It is the GoN's policy to require its implementing agencies, as well as consultants under GoN (or Donor Agency) financed contracts, to observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the GoN:

a. defines, for the purposes of this provision, the terms set forth below as follows:





i. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and

ii. "fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the Client, and includes collusive practices among consultants (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive the borrower of the benefits of free and open competition.

b. will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question;

c. will cancel the consultant's contract if it at any time determines that corrupt or fraudulent practices were engaged in by representatives of the consultant or the Client during the selection process or the execution of that contract;

d. will debar a consultant for a stated period of time, to be awarded a contract if it at any time determines that the consultant has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract; and

e. will have the right to require that, a provision be included requiring consultants to permit the Client inspect their accounts and records relating to the performance of the contract and to have them audited by auditors appointed by the Client.

1.9 Consultants shall not be under debarment for corrupt and fraudulent practices issued by GoN in accordance with above sub para. 1.8 (d).

1.10 Consultants shall be aware of the provisions on fraud and corruption stated in the Standard Contract under the clauses indicated in the Data Sheet.

2. Clarification and Amendment of RFP Documents

- 2.1 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile, or electronic mail to the Client's address indicated in the Data Sheet. The Client will respond by cable, telex, facsimile, or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited consultants who intend to submit proposals.
- 2.2 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consultant, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex, facsimile, or electronic mail to all invited consultants and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals.

3. Preparation of Proposal Technica

- 3.1 Consultants are requested to submit a proposal pursuant to Sub-Clause 1.2 written in the language(s) specified in the Data Sheet.
- 3.2 In preparing the Technical Proposal (TP), consultants are expected



Proposal

to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

3.3 While preparing the Technical Proposal, consultants must give particular attention to the following:

- i. It is desirable that the majority of the key professional staff proposed be permanent employees of the consultant or have an extended and stable working relationship with it.
- ii. Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, preferably working under conditions similar to those prevailing in Nepal.
- iii. Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.
- iv. Reports to be issued by the consultants as part of this assignment must be in the language(s) as specified in the Data Sheet.
- 3.4 The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):
 - i. A brief description of the consultant's organization and an outline of recent experience on assignments (Section 3B) of a similar nature. For each assignment, the outline should indicate, *inter alia*, the client, location and duration of the assignment, contract amount, and consultant's involvement.
 - ii. Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Client (Section 3C).
 - iii. A description of the methodology and work plan for performing the assignment (Section 3D).
 - iv. The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 3E).
 - v. CVs recently signed by the proposed professional staff and the authorised representative submitting the proposal (Section 3F). Key information should include number of years working for the consultant/entity and degree of responsibility held in various assignments during the last ten (10) years.
 - vi. Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (Sections 3E and 3G).
 - vii. A detailed description of the proposed methodology, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the assignment.
 - viii. Any additional information requested in the Data Sheet.
- 3.5 The Technical Proposal shall not include any financial information.

Financial Proposal The same

In preparing the Financial Proposal (FP), consultants are expected to 3.6 take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section 4). It lists all costs associated with the assignment, including (a) remuneration for staff (in the field and at headquarters), and (b) reimbursable expenses such as subsistence (per diem, housing), transportation (mobilization demobilization), services and equipment (vehicles, equipment, furniture, and supplies), office rent, insurance, printing of documents, communication (Telephone, Fax etc.) surveys, and training, if it is a major component of the assignment. If appropriate, these costs should be broken down by activity.

3.7 The Financial Proposal should include all duties, taxes and other levies, and other charges imposed under the applicable law payable by the Consultant under the Contract or for any other cause.

3.8 Consultants shall express the price of their services in Nepalese Rupees.

3.9 The Data Sheet indicates the required validity period of the proposals. During this period, the consultant is expected to keep available the professional staff proposed for the assignment. The Client will make its best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants who do not agree have the right not to extend the validity of their proposals.

- 4. Submission, Receipt, and Opening of Proposals
- 4.1 The original proposal (TP and FP) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the consultant itself. Any such corrections must be initialled by the persons or person who sign(s) the proposals.
- 4.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal.
- 4.3 For each proposal, the consultants shall prepare the number of copies indicated in the Data Sheet. Each Technical Proposal and Financial Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original governs.
- 4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal." and the original and all copies of the Financial Proposal in a sealed envelope clearly marked "Financial Proposal" and warning: "Do Not Open with the Technical Proposal." Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and be clearly marked, "Do Not Open, Except in Presence of the Evaluation Committee."
- 4.5 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Data Sheet. Any proposal received after the closing time for submission of proposals shall be returned unopened.
- 4.6 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the evaluation committee.



The Financial Proposal shall remain sealed and deposited with the Client's Procurement Unit until all submitted proposals are opened publicly.

5. Proposal Evaluation

General

5.1 From the time the bids are opened to the time the contract is awarded, if any consultant wishes to contact the Client on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the consultant to influence the Client in the Client's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant's proposal.

5.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation, is concluded.

Evaluation of Technical Proposals (QCBS,QBS ,FBS, LCBS))

- 5.3 The evaluation committee, appointed by the Client as a whole, and each of its members individually, evaluates the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria and point system specified in the Data Sheet. The evaluation committee shall compute the score obtained by each proposal by taking the average of the scores given by each member to the particular proposal. Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.
- 5.4 In the case of Quality-Based Selection, the highest ranked consultant is invited to negotiate its proposal and the contract on the basis of the Technical Proposal and the Financial Proposal submitted in accordance with the instructions given in para. 1.2 and the Data Sheet.

5.5 Not Applicable

Public Opening and 5.6After the evaluation of quality is completed, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and

Evaluation of Financial Proposats The same

Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify the consultants that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The opening date shall be 7 days after the notification date. The notification may be sent by registered letter, cable, telex, facsimile, or electronic mail.

- 5.7 The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the technical scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.
- 5.8 The evaluation committee will determine whether the Financial Proposals are complete (i.e., whether they have costed all items of the corresponding Technical Proposals; if not, the Client will cost them and add their cost to the initial price), correct any computational errors.
- 5.9 Not Applicable
- 5.10Not Applicable.
- 5.11 The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal: T + P = 1) indicated in the Data Sheet: S = St x T% + Sf x P%. The consultant achieving the highest combined technical and financial score will be invited for negotiations.

6. Negotiations

- 6.1 Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all points and sign a contract.
- 6.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the consultant to improve the Terms of Reference. The Client and consultant will then work out final Terms of Reference, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the contract. Special attention will be paid to getting the most the consultant can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.
- 6.3 Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff (no breakdown of fees) nor other proposed unit rates.
- 6.4 Having selected the consultant on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to

f the assignm

meet the objectives of the assignment. If substitution is considered then the proposed alternative candidate shall be evaluated as per the original criteria. The qualification and experience of the substitute candidate shall equal to or higher than the originally proposed candidate. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the consultant may be disqualified.

6.5 The negotiations will conclude with a review of the draft form of the contract. If negotiations fail, the Client will invite the consultant whose proposal received the second highest score to negotiate a Contract.

7. Award of Contract

- 7.1 Pursuant to Sub-Clause 6.5, the consultant, with whom agreement is reached following negotiation, shall be selected for approval of his proposal and the Client shall notify its intention to accept the proposal to the selected consultant and other short-listed consultants within 7 days of selection of the winning proposal.
- 7.2 Any consultant, who has submitted a proposal and is not satisfied with the procurement process or Client's decision provided as per Sub Clause 7.1 and believes that the Client has committed an error or breach of duty which has or will result in loss to him then the consultant may give an application for review of the decision to the Client with reference to the error or breach of duty committed by the Client. The review application should be given within 7 days of receipt of information regarding the issue of letter by the Client notifying it's intention to accept the winning proposal pursuant to Sub Clause 7.1.
- 7.3 If the review application is not received by the Client pursuant to Sub-Clause 7.2then the proposal of the Consultant, selected as per Sub-Clause 7.1 shall be accepted and the successful consultant shall be notified to come for signing the Agreement within 15 days.
- 7.4 If the Consultant fails to sign an agreement pursuant to Sub-Clause 7.3 then the Client will invite the consultant whose proposal received the next highest score to negotiate a contract.
- 7.5 If a review application is received by the Client pursuant to Clause 7.1 then the Client will clarify and respond within 5 days of receiving such application
- 7.6 If the applicant is not satisfied with the decision given by the procuring entity and/ or the decision is not given by the Procuring Entity Chief within 5 days then the applicant can file a complaint to the Review committee within 7 days.
- 7.7 The Client shall return the unopened Financial Proposals of those consultants who did not pass the technical evaluation.
- 7.8 The consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.

8. Confidentiality

8.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the letter of intention to accept the proposal is not issued to the selected consultant pursuant to Sub- Clause 7.1.

9. Conduct of Consultants

9.1 The Consultant shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, RFP documents and GoN's Public Procurement Act and Regulations.





9.2 The consultant shall not carry out or cause to carryout the following acts with an intention to influence the implementation of the procurement process or the procurement agreement:

a. give or propose improper inducement directly or indirectly,

b. distortion or misrepresentation of facts

c. engaging or being involved in corrupt or fraudulent practice

d. interference in participation of other prospective bidders.

- e. coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings.
- f. collusive practice among consultants before or after submission of proposals for distribution of works among consultants or fixing artificial/uncompetitive proposal price with an intention to deprive the Client the benefit of open competitive proposal price.
- g. contacting the Client with an intention to influence the Client with regards to the proposals or interference of any kind in examination and evaluation of the proposals during the period after opening of proposals up to the notification of award of contract

10. Blacklisting Consultant

- 10.1 Without prejudice to any other rights of the Employer under this Contract, the Public Procurement Monitoring Office may blacklist a Consultant for his conduct up to three years on the following grounds and seriousness of the act committed by the consultant:
 - a) if it is proved that the bidder committed acts pursuant to the Information to Consultants clause 9.2.
 - b) if the bidder fails to sign an agreement pursuant to Information to Consultants clause 7.3,
 - c) if it is proved later that the bidder/contractor has committed substantial defect in implementation of the contract or has not substantially fulfilled his obligations under the contract or the completed work is not of the specified quality as per the contract
 - d) if convicted by a court of law in a criminal offence which disqualifies the consultant from participating in the contract.
 - e) if it is proved that the contract agreement signed by the consultant was based on false or misrepresentation of consultant's qualification information,
 - f) other acts mentioned in the Data Sheet or SCC
- 10.2 A Consultant declared blacklisted and ineligible by the Non-Public procurement Office and or concerned Donor Agency in case of donor funded project shall be ineligible to bid for a contract during the period of time determined by the GON and or the concerned donor agency.

11. DATA SHEET



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II. DATA							
Clause Reference	गढवा गाउँमा है। गाउँ कार्यपालिकाको है। गाढवा, स्वपत						
1.1	The name of the Client is: Gadhawa Rural Municipality						
	Office of Rural Municipal Executive						
	The method of selection is: <i>QCBS</i>						
1.2	The name, objectives, and description of the assignment are:						
	Name: Preparation of Initial Environment Examination (IEE) Report for Collection and Extraction of River Bed Material						
	Objectives: As per TOR						
	Description: As per TOR						
1.3	A pre-proposal conference will be held: No						
	The name(s), address(es), and telephone numbers of the Client's official(s) are:						
	Name:						
	Address:						
	Telephone No.:						
1,4	The Client will provide the following inputs: As per TOR						
1.10	The clauses on fraud and corruption in the Contract are: As per PPMO Guidelines and prevailing procurement laws						
2.1	Clarifications may be requested 3 (Three) days before the submission date						
	The address for requesting clarifications is: Gadhawa Rural Municipality						
3.1	Proposals should be submitted in the following language(s): English						
3.3	Short listed consultants may associate with other short listed consultants: No						
	The estimated number of professional staff-months required for the assignment is: As per TOR						
	The minimum required experience of proposed professional staff is: As per TOR						
	Reports that are part of the assignment must be written in the following language(s): English/Nepali						
3.4	Training is a specific component of this assignment: No						
	Additional information in the Technical Proposal includes: As per TOR						
3.9	Proposals must remain valid for 90 days after the submission date						
4.3	Consultants must submit one original copy of each proposal						
4.4	The proposal submission address:						
	Gadhawa Rural Municipality						
	Nepal						
	Information on the outer envelope should also include:						
	Preparation of Initial Environment Examination (IEE) Report for Collection and						



Extr	action of Divor D. I.M.		1
LAU	action of River Bed Material (Stone, Gravel, Sand)		्र विजय अधि
D		9,-1	
	osals must be submitted no later than: As per notice	.0	
	address to send information to the Client is:		
	hawa Rural Municipality		
Offic	e of Rural Municipal Executive		
Gadl	awa,Dang Nepal		
The r	number of points to be given under each of the evaluation crite	ria are:	
S.N.	A. EVALUATION CRITERIA FOR TECHNICAL	Score	Detail
	PROPOSAL Max Score: 100		
1.	Consultant's specific experience Max Score: 20	20	
1.1		20	
1.1	Experience in preparation of IEE/EIA reports that successfully completed within last 5 years that costs	12	
	minimum NRS 10 Lakhs with vat.	1 1 1 1 1 1 1	
		5	
	a. One projet=6 marksb. Two projects=9 marks		
	b. Two projects=9 marks c. Three projects=12 marks		
1.2	Experience in preparation of IEE reports regarding	5	
	extraction of river bed materials from any rivers of Nepal		
	reports that successfully completed within last 5years that costs minimum NRS 10 Lakhs with vat.		
	that costs minimum NRS 10 Lakhs with vat.		
	a. One projet=3 marks		
	b. Two projects=5 marks		
1.3	Experience in similar geographic region	3	
		3	
	Experience in preparation of IEE reports regarding extraction of river bed materials from any rivers in Terai		
	region reports that successfully completed within last 5		
	years that costs minimum NRS 10 Lakhs with vat.		
	a. One projet=2 marks		
	b. Two projects=3 marks		
า			
2.	Methodology and Work Plan in Responding to TOR Max Score: 25	25	
2.1	Comments or suggestions on TOR and sercice	5	
	i.General comments or suggestions=3marks ii.slightly specific comments or suggestions =4 marks		
100			



iii.significantly specific comments or suggestions=5 marks 2.2 Quality of methodology 10 i.General Methodology=6 ii clear methodology without flow chart=8 iii clear methodology with flow chart=10 2.3 Work schedule 5 i.submission of work schedule=3 ii. work schedule relevant to the proposed methodology=5 2.4 Manning/Staffing schedule 5 i.Submission of meaning schedule=3 ii.Manning schedule relevant to the proposed methodology=5 Qualification and technical competence of the proposed 50 key staff for the assignment Max Score: 50 3.1 Team Leader/Environmentalist 15 Eligibility Masters degree in Environmental Engineering/Environmental Science with Minimum experience of 5 years from Masters degree in relevant field 3.2 Geologist 10 Eligibility -Master degree in Geologist With 5 years experience in relevant Field and 3.3 Hydrologist Eligibility Master Degree in Water Resource Engineering/ Hydrology with minimum 5 years experience in relevant Field 3.4 Ecologist /Biologist

ſ\	+ Eligibility		0
The	Master Degree in Ecology or Biology with 5 years experience in relevant Field.	10550	Acherica
K	3.5 Socio-economist	7	
1	Eligibility		
	Masters degree in Sociology with minimum 5years experience in relevant field.		
	3.6 Civil Engineer	3	
	Eligibility		
	Bachelor degree in civil Engineering with minimum 5 years experience in relevant field		
	4. Transfer/ Sharing of Knowledge Max Score: 5	5	
	i.general method of description of knowledge transfer=3		
	ii.Method of of description of knowledge transfer with chart=4 marks		
	iii. Method of of description of knowledge transfer with outline of trainning modules=5 marks		
	Maximum points to be awarded = 100		
	Minimum points to secure to qualify = 70		
0	The formula for determining the financial scores is the following:		n the second
	Sf = 100 x Fm/F, in which Sf is the financial score, Fm is the lowest price of the proposal under consideration	price and	l F the
	The weights given to the technical and Financial Proposals are:		
	T (Technical Proposal) = 0.8 , and		

Section 3. Technical Proposal - Standard Forms

Gadhawa Rural Municipality

7.6

Office of Rural Municipal Executive

The assignment is expected to commence on: As per notice

San C

Technical Proposal submission form.

Consultant's references.

Comments and suggestions of consultants on the Terms of Reference and on data, services, and facilities to be provided by the Client.

- 3D. Description of the Methodology and work plan for performing the assignment.
- 3E. Team composition and task assignments.
- 3F. Format of curriculum vitae (CV) for proposed professional staff.
- 3G. Time schedule for professional personnel.
- 3H. Activity (work) schedule.

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3A. TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To:

[Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [Title of consulting services] in accordance with your Request for Proposal dated [Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, i.e., before [Date] we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain.

Yours sincerely,

Authorized Signature: Name and Title of Signatory: Name of Consultant: Address:

3B. CONSULTANT'S REFERENCES



ुर्व वंशास्त्रवित्य अधिवद्रत

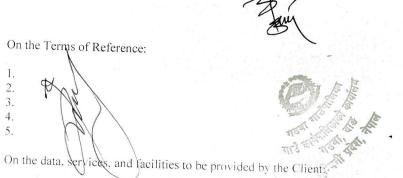
Relevant Services Carried Out That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your Consultant/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

	0.68° /2°	78
Assignment Name:	Mo Ma	Country:
Location within Country:		Professional Staff Provided by Your Consultant/Entity(profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services NRs
Name of Associated Consul	No. of Months of Professional Staff Provided by Associated Consultants:	
Name of Senior Staff, Desig Functions Performed:	nation (Project Director/Coordinator,	Team Leader etc.) Involved and
Narrative Description of Pro	ject: :(Actual assignment, nature of a	activities performed and location)
Description of Actual Service	es Provided by Your Staff:	

Consultant's Name:

3C. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY THE CLIENT



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3D.	DESCRIPTION OF THE N THE ASSIGNMENT	IETHODOLOGY AND WORK PLAN FOR PERFORMING
	Treetoring	

3E. TEAM COMPOSITION AND TASK ASSIGNMENTS

Technical/Managerial S	taff	The first state of the first sta		
Name	Position	Task		

Name	Position	Task
		Task
,		

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL 3F. Proposed Position: Name of Consultant: __ Name of Staff: _ Profession: Date of Birth: Years with Consultant/Entity: _ Nationality: Membership in Professional Societies: _ Detailed Tasks Assigned: _ **Key Qualifications:** [Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.] **Education:** [Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.] **Employment Record:** [Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.] Certification: I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my

qualifications, and my experience.

[Signature of staff member and authorized represe.	ntative of the consultant]	Day/Month/Year
Full name of staff member:	•	

TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

1				192	- h	-		and the same	And the second s
			Mo	nths	(in th	e Fo	orm o	f a Ba	ar Chart)
Name \	Position	Reports	1	2	3	4	5	6	Number of Months
		Due/Activities	1 1	18	25				
			S. S.	30	1				
			0.	8					
7	,								Subtotal (1
			1						
									Subtotal (2
			- "						
	2 5							D. VEIV.	= =
									Subtotal (3)
									RI 8 I
	. 1								Subtotal (4)
V 10	o		8						
	1=								
F 11 .			101 II						

	Subtotal (
Full-time: Reports Due: Activities Duration:	Part-time:
	Signature:(Authorized representative)
	Full Name:
	Address:

By (

3H. ACTIVITY (WORK) SCHEDULE

A. Field Investigation and Study Items

	[1st, 2nd, etc. are months from the start of assignment.]								
	lst	2nd	3rd	4th	5th	6th	•		
Activity (Work)									
		8							

B. Completion and Submission of Reports

Reports	Date
1. Inception Report	
2. Mid-Term Report	
3. Draft Report	
4. Final Report	

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Section 4. Financial Proposal - Standard Forms

BALLET

- 4A. Financial Proposal submission form
- AB. Summary of costs.
- 4C. Breakdown of price per activity.
- 4D. Breakdown of remuneration per activity.
- 4E. Reimbursable per activity.
- 4F. Miscellaneous expenses.

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FINANCIAL PROPOSAL SUBMISSION FORM

Bollingt

[Location, Date]

[Name and address of Client]

adies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [Title of consulting services] in accordance with your Request for Proposal dated [Date] and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [Amount in words and figures]. This amount is inclusive of the local taxes except Value Added Tax(VAT), which we have estimated at [Amount(s) inwords and figures].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., [Date].

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature: Name and Title of Signatory: Name of Consultant: Address: 4B. SUMMARY OF COSTS

Remuneration

Reimbursable

Subtotal

Miscellaneous Expenses

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Gosts	गाउँ कार्यपालका द्रायी	Amount(s)	The second
Subtotal	गढवा, दिं लुस्यिनी प्रदेश, नेपाल		्राच्या क्षेत्र व्यक्तिकृत
Total without VAT			
Value Added Tax			
Total Amount of Financial Proposal		•	
4C. BREAKDOWN OF PR	ICE PER ACTIVITY		
Activity No.:		Description:	
Price Component		A mount(e)	



4D. Breakdown of Remuneration per Activity

ctivity No		गढवा गाउँवा की	He.	Name:	
Names	Position	चि कार्यपालिकाका गढवा, दाउँ गढवा, प्रदेश,	Input person-month	Remuneration Rate (Rs.)	Amount
		3			
Grand Total			•	*	

4E. REIMBURSABLE PER ACTIVITY

Activi	ty No:				Name:
No.	Description	Unit	Quantity	Unit Price (Rs)	Total Amount In Rs.
1. 2. 3.	Local transportation costs Office rent/accommodation Clerical assistance	month	Lump sum Lump sum		
	Grand Total				

4F. MISCELLANEOUS EXPENSES

Activity No.____

No.	Description	Unit	Quantity	Unit Rate	Total Amount
1	Communication cost	month	.0		
2	Drafting, reproduction of reports	No.	.0		
3	Equipment: vehicles, computers, etc.	month	.0		
	Grand Total				

Activity Name:

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Section 5 Terms of Reference

- 5A. Background
- SB Objectives
- 5C. Scopes of Services
- 5D. Methodology
- 5E. Basic Data and previous work related study
- 5F. Knowledge or technology transfer
- 5G. Qualification, Experience and estimated inputs of Key Personnel
- 5H. Expected Outputs
- 51. Duration of Services, Time Schedule
- 5J. Reporting Requirements
- 5K. Mode of Payment

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TERMS OF REFERENCE (TOR)

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ToR For Things

To Carry Out Initial Environment Examination (IEE) For The Sustainable Extraction Of Stone, Gravel And Boulder From The Dirrerent 8 Sections of Rapti River, Ransing Khola and Kakrahawa

Khola i.e. (Chisapani Juraunikhola purba dekhi chisapani gauko 500 meter pashchim samma ko khanda, Ransing Dobhan dekhi Malmala ghat samma ko khanda, Malmala ghat dekhi Banghushri ghat samma ko khanda, Mathillo Badahara dekhi tallo Badahara samma ko khanda, Patringa ghat dekhi Jethan gau samma ko khanda, Mathillo Pachaiya ghat dekhi Mahadeva pul samma ko khanda, Khaira ghat khanda and Kakrahawa khola Manikapur ghat khanda)

Background

This document containing brief description of the proposal and the Terms of References (TOR) has been developed specifically for hiring services of an independent and professionally competent environmental consultancy firm for carrying out Initial Environment Examination (IEE) of the Sustainable Stone, Gravel and Boulder Extraction and collection from rivers and Streams.

Gadhawa Rural Municipality has a huge potential for the non-forest products like sand, gravel, boulder and forest products. Utilization of these resources on sustainable manner helps to improve the livelihood of rural people, maintaining river morphology and boost up Rural Municipality revenue. The proponent is planning to mobilize these resources on sustainable and environmentally sound manner because the demand rate is high in Dang district for infrastructure construction. In the Gadhawa Rural Municipality, there are many river and streams rivers from where the sand, stone and gravel are being extracted for different purposes. An IEE of the proposed excavation of minerals from the river valleys is necessary in order to assess the environmental consequences of the project along with to support appropriate, practical and site specific mitigation and enhancement measures. It will furthermore boost up the economic condition of the local inhabitants. The IEE is also a legal requirement before the implementation as per the provision of schedule 1-C-5 related to Rule 3 of the Environment Protection Rule (EPR, 2020). Thus, the IEE study of the proposal is mandatory as per the provision.

Objectives

The Gadhawa Rural Municipality is now required to prepare Initial Environmental Examination (IEE) report before implementation of proposed proposal. To facilitate Proponent, the Consultant shall prepare Terms of Reference (TOR) in the format as indicated in EPR 2020. The Executive Body of Rural Municipality or Concerned Authority may approve the TOR as submitted or in the revised form. The Consultant is required to conduct IEE study based on approved Terms of Reference. The IEE report, thus prepared, is also required to be approved from the same authority.

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Scope of Work

Prepare TOR and report, which shall incorporate all the priority issues of work by categorizing them into physical, biological, socio-economic, and cultural aspects of both Beneficial and Adverse types, for both extraction and Transportation stages, as per EPA 2020 and EPR 2020 with amendments. To provide advice, on any environmental issue that may arise during implementation stage of the project. Fitting the IEE study within the context of existing policies, laws and administrative producers;

Setting out a time frame with the required experts for carrying out the IEE study together with the estimated budget required;

- Accomplishment of the works within the specified time;
- Special emphasis to the most significant aspects of the study
- Identification and description of the issues to be investigated;
- Systematizations of the working procedures:
- Delineation of the working procedure;

The TOR should follow SMART (specific, measurable, achievable, result oriented and the time frame) rule to the extent possible and with due consideration on the legal provisions and the Schedule-3 of the EPR 2020.

Methodology

Data Collection

The TOR should clearly spell out the methods and techniques, which shall be employed during data collection. For example, the TOR should indicate the data sources and data collection methods, particularly the primary and the secondary data. It could also include methods, which shall be used while collecting the information. The TOR may include the following methods as appropriate, and such methods may vary from project to project:

Physical parameters - Walkover survey, inventory, literature review, map study.

Biological parameters- Identification of species including protected species along the extraction site, sampling and estimation of influence area

Social-economic parameters- Semi-structured interview with key information,

FGD Cultural and Religious parameters - Interview, walkover survey

Environmental Impacts

The TOR should clearly indicate the types of environmental issues that should be mentioned in the IEE report. The IEE report should evaluate the impacts of the road project on the environment as follows:

- Impact identification
- Impact prediction
- Determination of significant impacts

Effort should be made to include appropriate tools such as checklist, matrices, network, overlay methods, and other enhanced tools for data analysis and prediction of the impacts. The TOR should also include the types of methods that should be used to evaluate the significance of the impacts. This section should clearly indicate the requirements of impact identification, prediction and evaluation on the following aspects or as applicable to the project:

Physical Issues/Chemical Issues

Soil erosion and slope stability issues.

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Access Road

Stock piling of materials

Hazardous due to spoil disposal

Water flow Disruption

Biological Issues

Pressure on forest due to transportation activity

Possible impacts on flora and fauna (biodiversity)

Socio-economic Issues

Change in the land use

Loss of agricultural land/production

Population displacement

Loss of property/assets

· Health, sanitation an safety of workers

• Issues of vulnerable indigenous

Issues related on gender specific

Cultural and Religious Issues

· Impacts on other cultural, Religious and historical site

· Chemical issues (bitumen, Lubricants, oil, Grease, acids etc)

Mitigation measures

As mentioned above, the IEE study identifies, predicts and evaluates the impacts of the road project on the environment. The TOR should indicate to document the environmental protection measures, both benefits and augmentation measures and adverse impact mitigation measures in the IEE report. The TOR should indicate that the mitigation measures should be presented with due consideration on:

Preventive measures

Compensatory measures

Corrective/rehabilitative measures

The TOR should reflect to encourage the proponent to include benefit augmentation measures and mitigation measures for both constructional and operational/maintenance stages. Each impact should be evaluated in terms of its significance. Environmental mitigation measures (for both beneficial and adverse impacts) should be proposed for significant impact. Environmental protection measures should be included as a part of the Environmental Management plan (EMP) and may be presented in the matrix form.

Initial Environmental Examination Study

The Consultant shall conduct Initial Environmental Examination Study as per Terms of Reference approved by Sub-Metropolitan City. After conducting Initial Environmental Examination Study and preparation of draft IEE report in the format prescribed in the Schedule 5 of EPR, 2020, the Consultant should do presentations at Technical Committee/DCC, Nawalparasi. or concerned Authority The comment received and issues raised in the presentations shall be included and addressed in the final IEE report. Proof of the public consultation conducted at the project sites and recommendation letters of the Municipality should be Included in the final IEE report.

Team Composition

The consultant shall make such changes and revisions in the completed work as necessary to correct errors appearing there in, when required to do so by the proponent without additional compensation thereof. Should the proponent finds it described for its own purposes to have previously satisfactorily completed work or parts thereof changed or revised, the consultant shall make such

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revisions as directed by the proponent.

Sn: \	Position	Remarks
1	Team leader/ Environmental Expert	
2	Geologist	
3	Hydrologist	
4	Socio-Economist	
5	GIS Expert	
6	Civil Engineer	

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The core team of consultant to comprise the following professionals;

(A) Team leader/ Environmental Expert

The Team leader will take the overall responsibility of the assignment in accordance with the TOR and also for the conduction and coordination of all professional inputs. He/ She will prepare a site specific Environmental Management Action Plan for each site. The Team leader should have minimum master's degree in Environmental science / Environmental Engineering at least syears of experience on IEE/EIA project report, Environmental Audit and Compliance Monitoring: preparation of EMP; and environmental risk and hazard management planning, with minimum IEE/EIA report have successfully been prepared about Sustainable Extraction and collection from rivers.

(B) Geologist

Geologist will have the overall responsibility for geological assessment of the alignment and the slope stability analysis. The geologist should have minimum a Master degree in Geotechnical Engineering or Geology and having professional experience of 5 years in the relevant field.

(C) Hydrologist

The Hydrologist should have minimum master's degree in Hydrology or Water Resource Engineering with 5 years of Professional experience on conducting IEE/EIA.

(D) Socio-Economist

The sociologist will collect the social and economic data of the project area in order to identify the socio-economic baseline information. On the basic of these data, he/she will be responsible for preparation of issues, identify and predict the respective impacts, propose appropriate mitigation measures, and monitoring mechanism etc. The Sociologist should have minimum a master's Degree in sociology/Economics. He/she should have minimum gyears of general experience in the field.

(E) Civil Engineer

The Civil: Engineer should have minimum bachelor degree in Civil Engineering with 5 years of professional experience on conducting IEE/EIA.

Time

Consultant shall commence the work from date of signing agreement and prescribed work plan for completion of TOR and IEE as well as approval of the documents should be mentioned in proposal. The IEE reports must be submitted within Four months of Contract to Gadhawa Rural Municipality, Gadhawa Deukhury Dang.

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Report Format and Presentation

The report Format should strictly follow the Schedule 5 of EPR 2020. Consultant should submit at least 3copies of the draft Report to Gadhawa Rural Municipality and after review, should submit 3 copies of Final IEE reports.

The Consultant should present draft report to Technical Committee or concerned authority.

Payment

Following shall govern the payment for the assignment.

20% will be paid upon agreement.

40% will be paid on approval of TOR.

40% will be paid on after approval of the final IEE Report.

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