



Government of Nepal
National Disaster Risk Reduction and Management Authority
Earthquake Housing Reconstruction Project (EHRP)
Project Implementation Unit (PIU)
Singhadurbar, Kathmandu

REQUEST FOR EXPRESSIONS OF INTEREST

Date of Publication: 07-December-2022

Nepal

Earthquake Housing Reconstruction Project (EHRP)

Loan No./Credit No./ Grant No.: IDA 65300

Assignment Title: *standardization and development of national volunteer training program as per National volunteer guideline.*

Reference No. (as per Procurement Plan): *NP-NDRRMA-313441-CS-CQS*

The National Disaster Risk Reduction and Management Authority, Singhadurbar, Kathmandu has received financing from the World Bank toward the cost of the Earthquake Housing Reconstruction Project (EHRP) and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include Update and Support standardization and development of national volunteer training program as per National volunteer guideline as mentioned in Terms of Reference. Overall duration of the project will be five (5) months. Commencement of the work will be approximately January, 2023 and will be ensuring full consistency with the TOR attached to in this REOI.

The Terms of Reference (TOR) for the primary procurement stage for the assignment are attached to this request for expressions of interest.

The National Disaster Risk Reduction and Management Authority, Singhadurbar, Kathmandu, 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. The shortlisting criteria are: attached with this request for expression of interest.



Key Experts will not be evaluated at the shortlisting stage.

The consulting firm securing highest marks after evaluation will be shortlisted for submission of technical and financial proposal. Furthermore, all procedures of selection of consultant shall be carried out under Consultant's Qualification Based Selection (CQS) method of World Bank.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 (Revised in November, 2017 and August 2018) ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

In addition, please refer to the following specific information on conflict of interest related to this assignment:

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 being unable to carry out the assignment in the best interests of the Borrower. Without limitation on the generality of the foregoing, Consultants shall not be hired under the circumstances set forth below:

- a. a firm that has been engaged by the Borrower to provide Goods, Works, or Nonconsulting Services for a project (or an affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm), shall be disqualified from providing Consulting Services resulting from, or directly related to, those Goods, Works, or Non-consulting Services. This provision does not apply to the various firms (Consultants, contractors, or suppliers), which together are performing the contractor's obligations under a turnkey or design and build contract;
- b. a firm that has been engaged by the Borrower to provide Consulting Services for the preparation or implementation of a project (or an affiliate that directly or indirectly controls, is controlled by, or is under common control with that Consulting firm), shall be disqualified from subsequently providing Goods, Works, or Non-consulting Services resulting from, or directly related to those Consulting Services. This provision does not apply to the various firms (Consultants, contractors, or suppliers), which together are performing the contractor's obligations under a turnkey or design and build contract;
- c. neither a Consultant (including personnel and sub-consultants), nor an affiliate (that directly or indirectly controls, is controlled by, or is under common control with that Consultant), shall be hired for any assignment that, by its nature, creates a conflict of interest with another assignment of the Consultant;
- d. Consultants (including their experts and other personnel, and sub-consultants), that have a close business or family relationship with a professional staff of the Borrower, or of the project implementing agency, or of a recipient of a part of the Bank's financing, or any other party representing or acting on behalf of the Borrower, that is directly or indirectly involved in any part of: i. the preparation of the TOR for the assignment; ii. the selection process for the contract; or

iii. the supervision of the contract, may not be awarded a contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Bank throughout the selection process and the execution of the contract.



Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a subconsultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A Consultant will be selected in **Consultant's Qualification based method** described in the Procurement Regulations and to be specifically set out in the Request for Proposals.

Further information can be obtained at the address below during office hours:

National Disaster Risk Reduction and Management Authority,
Singhadurbar, Kathmandu

Expressions of interest must be delivered in a written form with sealed hardcopy by hand to the address below by 22 December, 2022 at 12:00 Hours.

National Disaster Risk Reduction and Management Authority
Attn: Project Director
Singhadurbar, Kathmandu, Nepal
Tel: +977-01-4211202
E-mail: ehrp.piu@gmail.com



2. 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 and general qualifications and related all financial documents with required evidences).
3. This expression of interest is open to all eligible consulting firms.
4. A Consultant will be selected in accordance with the Consultant's Qualification based Selection Method as specified in World Bank Procurement Regulations, July, 2016 (Revised in November, 2017 and August 2018)
5. 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)
6. 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.
7. 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 ***standardization and development of national volunteer training program as per National volunteer guideline***". The Envelope should also clearly indicate the name and address of the Applicant. No electronic proposal will be received.
8. 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.



3. 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.

Eligibility & Completeness Test	Compliance
Copy of registration of the consulting firm	
VAT/PAN registration certificate	
Tax clearance certificate for FY 2078/79 or evidence of tax return extension for FY 2078/79	
Letter of Declaration that no de-barred from Government of Nepal as well as World Bank	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Consulting Firm Experience	
EOI Form 4: Capacity	

EOI Evaluation Criteria	Minimum Requirements	Score
Experience		
General Experience of consulting firm	<p><i>Each consulting firm of sole or Lead Partner (JV) application should have at least five (5) years of general experience and 3 (three) years of general experience for other partners in case of JV.</i></p> <p><i>General Experience list (3A) should be filled.</i></p>	20
Specific Experience and Similar Nature Experience of consulting firm within last 7 years.	<p><i>Conducting at least 2 (Two) DRRM related training programme where at least one should be organized by GON.</i></p> <p><i>Submit all the DRRM related trainings program experienced with evidences.</i></p> <p><i>Submit all the DP funded training program experiences with evidences</i></p>	60
Capacity		
Financial Capacity	<p><i>Average Annual Turnover should be NRs. 43,00,000/- (average of best 3 years among last 7 years) where lead partner should have at least 40% of it.</i></p>	20

Minimum score to pass: 60 marks



1. EOI Forms & Formats

Form 1: Letter of Application

Form 2: Applicant's information

Form 3: Experience (*General, Specific and Geographical*)

Form 4: Capacity



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 you to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. [Insert name of Client] and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.1
5. All further communication concerning this Application should be addressed to the following person,

[Person]



[Company]

[Address]

[Phone, Fax, Email]

6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or 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 is complete, true and correct in every detail.

Signed _____ :

Name _____ :

For and on behalf of (name of Applicant or partner of a joint venture):

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*)
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.)

Experience

3(A). General Work Experience

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

Note: Supportive experience letter of organization should be mandatorily attached with this.

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



7.						
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3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years

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

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) ² :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or subConsultants, if any:	Narrative description of Project:



Description of actual services provided in the assignment:

Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.

Supportive experience letter of organization should be mandatorily attached with this.

Firm's Name: _____

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/Organization)</i>	<i>Execution Year and Duration</i>
<i>1.</i>			
<i>2.</i>			
<i>3.</i>			
<i>4.</i>			

5.			
6.			
7.			

1. CAPACITY

4(A). Financial Capacity

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

[illegible]



- **Average Annual Turnover of Best of 3 Fiscal Year of Last 7 Fiscal Years**

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



Government of Nepal
Ministry of Home Affairs
National Disaster Risk Reduction and Management Authority (NDRRMA)

Terms of Reference (ToR)
For
**Standardization and Development of National Volunteer Training Program on
Disaster Risk Reduction and Management**

December, 2022

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1. BACKGROUND

Nepal is one of most disasters prone countries affected by recurrent multiple hazards. Every year, the country suffers from substantial loss of human lives, destruction and damage to properties due to natural and non-natural disasters. In the last 45 years (1971 to 2015), more than 40,000 people have lost their life due to disasters. This number is more than two persons losing life every day. In addition to the high rate of casualties in the above-mentioned period, more than 75,000 people have been injured and about 3,000,000 have been affected. In majority of the districts of Nepal, disasters occur recurrently, where more than 90% of the populations are in at high-risk of death due to two or more than two types of disasters.

As enshrined in National Disaster Risk Reduction and Management Act of 2017, National Disaster Risk Reduction and Management Authority (NDRRMA) was established on 16 December 2019, under Ministry of Home Affairs, along with the appointment of Chief Executive. The main responsibility of NDRRMA is to reduce disaster risk and manage to protect human lives and property. This authority has the right to act as the central resource body for disaster risk reduction and management. With the establishment of NDRRMA, the work related to Disaster Risk Reduction and Management has been expedited. According to the Disaster Risk Reduction and Management Act, 2074 BS, there is an arrangement for the National Council for Disaster Risk Reduction and Management to be chaired by the Prime Minister. It formulates national disaster management policies and plans.

Following DRRM Act 2017 Clause 48, NDRRMA has prepared and endorsed “Formation and Operational Guidelines of Disaster Management Volunteer Bureau 2078”. The guidelines aims to effective mobilization and management of volunteer for saving life and property during disaster due to natural and non-natural hazards. The volunteers can be deployed for disaster risk reduction, preparedness, response, early recovery, reconstruction and rehabilitation work.

This is one step forward to enhance national disaster preparedness and response capability.

In the Nepalese context, generally community is the first responder in every emergency and disaster incidence, Nepalese community has own history of promoting and involving in volunteerism as part of social bonding particularly during emergency, hence volunteers are the first responders in Nepal. Following Local Disaster Risk Management Plan Guideline 2068 Community Disaster Management Committee has the different six task forces. They are i) Information and early warning taskforce ii) Search and rescue taskforce iii) Relief management and rehabilitation taskforce iv) First aid and WASH taskforce and v) Damage assessment and needs analysis taskforce. All of these tasks force member works as volunteer.

As envisioned in the volunteer bureau guidelines, there is a need to make a standardization of volunteers, following four level of disaster governance in Nepal, integrate the institutions that are registered for volunteer mobilization (NRCS, I/NGOs, DDMC, LDMC etc), capacity development of volunteers and their institutions. Trained volunteer provides life-saving treatment in their local area/workplace, they play an essential role during emergency.

NDRRMA has received credit from the International Development Association (IDA), World Bank to implement EHRP (P155969, 6530-NP) with an objective to enhance Nepal's ability to

improve long-term disaster resilience. Hence as part of improving disaster resilience NDRRMA is hiring a consulting firm to prepare training manual with required resource materials and also deliver training.

2. OBJECTIVE OF THE CONSULTANCY SERVICES

The primary objective of the consulting assignment is to develop a national volunteer training manual with required resources materials and deliver 7 training one in each province

- Development of training curricula and resource manual for THREE day in Nepali in line based on “Formation and Operational Guidelines of Disaster Management Volunteer Bureau 2078”.
- Conduct training based on curricula and resource manual to the selected volunteers.

3. SCOPE OF THE WORK

The main tasks for the consulting team are as follows:

- Fully acquainted with “Formation and Operational Guidelines of Disaster Management Volunteer Bureau 2078” and its critical review to feed into the emerging context of hazards and disaster in Nepal.
- Carry out desk review of the ongoing practices of volunteer management system in global context and South Asia linking to National context.
- Prepare standardization of National Volunteer training program in line with National Volunteer Guidelines.
- Design and develop comprehensive and integrated training curricula for three day with required resource materials with adequate and relevant www and reference links reference.
- Organize one day multi-stakeholder national consultation workshop before finalizing the curricula and resource materials.
- Conduct seven training (THREE day) in seven province (one in each province) in coordination with NDRRMA, Provincial Ministry and local government to the selected participants. This includes detailed session plan, training delivery materials and also training evaluation process and methods.
- The majority of the resource materials should be from the local context except as per demand of content.
- Each modules and session should have clear learning objective so that the content could be refined as appropriate.
- Work closely with NDRRMA team to use resource materials from NDRRMA communication team and NDRRMA/PIU for finalizing the training modules, contents, resource materials including audio/visuals.
- Prepare a work plan to accomplish the tasks and submit the progress report to NDRRMA.

4. DELIVERABLES AND REPORTING

- Draft and final versions of training curricula in Nepali Language.
- Deliver seven numbers of provincial trainings.

In addition, the deliverables will also include (i) Inception report, (ii) Training Reports (progress report) and (iii) Final report summarizing the overall work completed through the consulting assignment.

SN	Deliverables	Submission Date
1	Inception report	Within two weeks after contract agreement
2	Progress Report (along with above mentioned documents)	Within Four months after contract agreement (Progress report shall be submitted to NDRRMA after completion of every training program)
3	Final report (Along with above mentioned documents)	Within Five months after contract agreement

- The inception report shall clearly reflect a general picture of functional pattern of assignment such as methodology, work schedule, team composition.
- All deliverables shall be submitted with full and up to date hard copies and digital version.

5. DURATION OF THE CONSULTANCY SERVICE

Total duration of the consultancy services shall be five (5) months after the date of contract agreement.

TEAM COMPOSITION

The following key personnel will be required to complete the assignment.

S.N.	Position	No	Minimum Qualification	Preferable Experience (Years)
Experts for developing training content, resource materials and deliver training				
1	Team Leader DRM/Natural Resource Management Expert	1	At least Master's Degree in Disaster Risk Management / Natural Resource Management or related field; knowledge of DRM volunteer management, capacity development, Prior experience of relevant research, development of training manual, conducting training and teaching work.	Minimum 10 years of general experience and 7 years of specific experience
2	DRM/Natural Resource Management Expert	2	At least Master's Degree in DRM, Natural Resource Management or related field; demonstrated knowledge of emergency and disaster (prevention, control, rescue, recovery, reconstruction and rehabilitation) well versed with Nepal's volunteerism history and management systems experience in developing training manual, conducting training, excellent report writing in Nepali	Minimum 8 years of general experience and 7 years of specific experience

Non-Keys staff				
1	Logistic Officer	1	Bachelor's Degree in Arts/ Business/ Others, Experience similar tasks of organizing and delivering training and support	Minimum 3 years of general experience and 2 years of specific experience
2	Assistant	1	10+2 Experience in office support, and in organizing training	

6. MAJOR TASKS FOR THE EXPERT

The tasks of individual consultants will include, but will not necessarily be limited to, the following:

S.N.	Position	Detail task
Experts for developing training content, resource materials (including e-learning modules) and deliver training		
1	Team Leader DRM/Natural Resource Management Expert	<ul style="list-style-type: none"> Lead and provide guidance for the overall work and team, provide guidance in overall planning, ensure quality of work and timely accomplishing of the deliverables. Review literature related to the assignment Consultations with relevant experts and officials Key communication with the client (NDRRMA) Take lead role in design and drafting of training curricula Take lead role in consultation process to finalize training and resource materials Take lead role in delivering three trainings Preparation and submission of the deliverables
2	DRM/Natural Resource Management Expert	<ul style="list-style-type: none"> Take lead role in the design, planning, organization, management and conduction of all the training programs, Review of relevant literature, Design and develop the training material and handouts required for the training, collect locally available materials (cases, audio, video clips, photos etc.) Prepare separate and combined reports of the training programs Assist the Team Leader in the design, development and compilation of reports Facilitate the training session as required, guide logistic and support staff for smooth conduction of three training programs Support the team leader as per need
3	Logistic Officer	<ul style="list-style-type: none"> Management of travels, communication and accommodation, logistic for training (venue and date), transportation of tools/equipment Record keeping, list of participants Other duties as assigned by the Team Leader

4	Assistant	<ul style="list-style-type: none"> Assist to logistic office and team
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7. TERMS OF PAYMENT

The payment shall be made in three installments in the following manner:

S.N.	Payment Condition	Payment of Contracted Amount (%)
1	After submission and acceptance of Inception Report	20% of the contract price
2	After submission and acceptance of Progress reports	70% of the contract price (payment shall be made after completion of each training program as per submitted invoice)
3	After submission and approval of Final Report	10% of the contract price

8. QUALIFICATION AND EXPERIENCE OF THE CONSULTING FIRM

- General Experience: at least five (5) years
- Specific Experience: Conducting at least two DRRM related training program where at least one should be organized by Government of Nepal (GoN)

9. SELECTION PROCEDURE OF THE CONSULTANT

The consulting firm will be selected in accordance with The World Bank's Procurement Regulations for IPF Borrowers: Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services, July 2016 (Revised November 2017, Section VII: Approved Selection Methods Consulting Services; Consultant Qualification Selection (CQS) method.

10. TAXATION AND OTHER LIABILITIES

The consulting firm shall be fully responsible for all taxes imposed by Government of Nepal. The consultant should have registered in the Value Added Tax (VAT). The consulting firm will be responsible for insurances and costs of the premium of insurances it takes up.

11. CONTRACT AGREEMENT

The Consultant shall be required to enter into an agreement with the NDRRMA on a lump sum contract.

12. INTELLECTUAL PROPERTY

Any intellectual property such as deliverables, ideas and information developed in whole or in part by or on behalf of contractor or its employees or agents in connection with the "Work Product" shall be the exclusive property of NDRR