

# **EXPRESSION OF INTEREST (EOI)**

**Title of Consulting Service: Need Assessment and Detail Report Preparation of Cyber Security System for the Protection of International Internet Gateway and Domestic/National Network (DPR-CSPIGN)**

**Method of Consulting Service: International**

**Project Name : Need Assessment and Detail Report Preparation of Cyber Security System for the Protection of International Internet Gateway and Domestic/National Network (DPR-CSPIGN)**

**EOI : 01-DPR-CSPIGN-2022**

**Office Name: Nepal Telecommunications Authority**

**Office Address: Kathmandu Kathmandu**

**Funding agency : Internal Resources**



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## **A. Request for Expression of Interest**

# Request for Expression of Interest

## Government of Nepal (GoN)

Name of Employer: Nepal Telecommunications Authority

Date: 22-11-2022 19:14

Name of Project: Need Assessment and Detail Report Preparation of Cyber Security System for the Protection of International Internet Gateway and Domestic/National Network (DPR-CSPIGN)

1. Government of Nepal (GoN) has allocated fund toward the cost of Need Assessment and Detail Report Preparation of Cyber Security System for the Protection of International Internet Gateway and Domestic/National Network (DPR-CSPIGN) and intend to apply portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for International consulting service
2. The Nepal Telecommunications Authority now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: To prepare a Detailed Project Report (DPR) of the cyber security system to safeguard and protect International Internet Gateways and Domestic/National Networks.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Nepal Telecommunications Authority,EGP during office hours on or before 08-12-2022 12:00 or visit e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) or visit the client’s website
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) only EGP on or before 08-12-2022 12:00
6. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
7. EOI will be assessed based on Qualification 40.0 %, Experience 50.0 %, and Capacity 10.0 % of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
8. Minimum score to pass the EOI is 60

## **B. Instructions for Submission of Expression of**

# Instructions for Submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms.
2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment).
3. This expression of interest is open to all eligible consulting firm/person/ company/ organization.
4. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 4 years and audited balance sheet and bio data shall be considered for evaluation.
5. The assignment has been scheduled for a period of [Insert time, period in years and/or months]. Expected date of commencement of the assignment is 15-2-2023.
6. A Consultant will be selected in accordance with the QCBS method.
7. Expression of Interest should contain following information:
  - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
  - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
    - EOI Form: Letter of Application (Form 1)
    - EOI Form: Applicant's Information (Form 2)
    - EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))
    - EOI Form: Capacity Details (Form 4)
    - EOI Form: Key Experts List (form 5).
8. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
9. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the Need Assessment and Detail Report Preparation of Cyber Security System for the Protection of International Internet Gateway and Domestic/National Network (DPR-CSPIGN).The Envelope should also clearly indicate the name and address of the Applicant. Alternatively, applicants can submit their EOI application through e-GP system by using the forms and instructions provided by the system.
10. The completed EOI document must be submitted on or before the date and address mentioned in the "Request for Expression of Interest". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

## **C. Objective of Consultancy Services or Brief TOR**



# **Terms of Reference (ToR) of the Consulting Firm(s)**

## **For**

### **Preparation of Detailed Project Report of Cyber Security System for the Protection of International Internet Gateways and Domestic/National Networks (DPR-CSPIGN)**

#### **1. Background**

In the past decade, Nepal's internet and smartphone penetration has expanded by leaps and bounds. As a result, people have been able to interact and communicate with one another, share information, and streamline their daily tasks. Businesses use this connectivity to integrate Fintech and other smart business modules to optimize their company operations. Similarly, other agencies use the internet and connection to digitize their job processes. On a national level, the Internet provides a platform for the development of the digital economy, the seamless delivery of public services, and the construction, maintenance, and mobilization of smart infrastructures. The Government of Nepal has also made investment in building national ICT infrastructure in order to foster this ecosystem.

There is a constant increase in the number of malevolent actors who exploit weakness to gain access to others' systems for hampering the Confidentiality, Integrity and Availability of ICT systems. Historic evidence shows that ICT and Telecommunication infrastructures have been vulnerable to these attacks and have maximum impact when disrupted. Malwares, Phishing, Ransomware, Man-in-the-middle attack etc. continue to victimize these systems, steal credentials and sensitive data or destroy crucial data. In today's environment, these attacks are becoming increasingly sophisticated. Attackers continue to use new tactics based on Social Engineering and Pattern Recognition to get beyond traditional security controls like firewalls and WAFs.

Nepal Telecommunications Authority (NTA) has been developing and evaluating legislations and regulations to protect Nepalese Telecommunication Service Providers' ICT Infrastructure and information systems from a variety of malicious attacks and threats, as well as to build trust and confidence of subscribers in using ICT technology and services. These rules and norms intend to improve how individuals connect securely with one another via various electronic means, particularly the Internet.

NTA acknowledges the promise of ICT, the difficulties posed by Cyber Threats, the relevance of research in this area, and the urgent need for an institutionalized strategy to secure ICT Infrastructure and Information Systems of Telecommunication Service Providers of Nepal. For the purpose to safeguard and recover systems, networks, and devices from cyber-attacks, NTA has formulated Cyber Security Byelaw, 2077 (2020), which includes measures for:

- General Security Standards and Practices,
- Infrastructure/Network Security
- Core System Security
- Application Security
- Data Security/Privacy
- Information System (IS) audit
- Cloud Security
- CERT/Incident Response
- Security Operation Center (SOC)
- Cybersecurity awareness and capacity building

Telecommunication Service Providers are a big target for cyber-attacks because they build, control and operate critical infrastructure that is widely used to communicate and store large amounts of sensitive data. As telecom companies own and operate critical infrastructure, the impact of an attack can be very high and severe. Even the false claim of an attack can force a Telecommunication Service Provider to shut down critical services that consumers and businesses rely on. Once the system has been compromised, hackers can use it to steal data, launch other attacks anonymously, store exfiltrated data, and cause huge revenue loss to the service providers.

These attacks from the internet generally come to the service providers networks via International Internet Gateways. Around 20-30 % of the internet traffic generally comes to the territory of Nepal through International Gateways. Though Telecommunication Service Providers have made attempts in securing their own networks it has been found that the International Internet Gateways are vulnerable to such attacks. For the remaining internet traffic in Domestic/National Networks, efforts need to be made to safeguard the national ICT infrastructure.

In this regard, the NTA has allocated funds and intends to engage a consulting firm to perform need assessment and prepare Detailed Project Report (DPR) of Cyber Security System to safeguard and protect International Internet Gateways and Domestic/National Networks.

## 2. **Objective**

To prepare a Detailed Project Report (DPR) of the cyber security system to safeguard and protect International Internet Gateways and Domestic/National Networks.

## 3. **Scope of Work (SoW)**

### **3.1 Perform Need Analysis:**

The DPR shall provide a comprehensive study/research report on the Cyber Security System for the protection of International Internet Gateways and Domestic/National Networks (CSPIGN) analyzing the current Cyber Security scenario in Nepal. This analysis shall be supported by relevant data, reports and documents. The consulting firm shall study major Cyber-attacks and

breaches in the Telecommunication industry of Nepal and explore the root causes of the cyber incidents and possible measures that could have been taken. The consulting firm shall perform an insightful analysis to facilitate the implementation of a robust CSPIGN.

The Need Analysis shall also cover prevailing policies, laws, bylaws, rules and other relevant regulations and provide recommendations for establishment and operation of CSPIGN. It shall identify various network elements of the Internet system, highlighting their roles and functions; and incorporate the findings in the DPR. The CSPIGN shall be designed in such a way that it shall meet the future demand of at least 5 years.

### **3.2 Prepare Case Study Reports:**

The consultant shall conduct at least three case studies of such systems in different countries. The consultant shall study international policies, regulations, trends and practices related to CSPIGN and prepare comprehensive case study reports.

### **3.3 Perform Internet System Analysis:**

The consultant shall understand and identify the network elements and relationship of different components of the Internet system. The consultant shall also identify and suggest activities to create a dynamic and secure environment for the Internet system in Nepal. The consultant shall also propose a security system model, network architecture, system location, space requirements, detailed hardware & software and network inventories with alternatives for deployment of CSPIGN. The proposed model shall be justified with international practices and trends of similar kind.

### **3.4 Carry out Focused Group Meetings:**

The consultant shall identify relevant stakeholders (viz, Network Service Providers, Internet Service Providers, Telecommunication Service Providers, Mobile Operators etc.) and conduct focused group meetings for designing and developing CSPIGN in consultation with NTA. Specifically, such meeting shall include but not limited to followings:

- Network architecture of concerned stakeholders.
- International and Domestic internet traffic volume and their growth.
- Roles and responsibilities of stakeholders.
- Necessary support from stakeholders.

The focused group meetings shall be held in a healthy environment and reputed venue in consultation with NTA.

### **3.5 Design Detailed Network Architecture and Perform Location Assessment:**

The consultant shall perform security assessment of international internet gateways and domestic/national networks. Based on the result of the assessment, the consultant shall design and analyze each possible modality (centralized, distributed, hybrid, etc.) and recommend the best modality for establishment and operation of the CSPIGN. The design shall include the network

architecture, network component details and their placement in several locations for deployment of the CSPIGN. The consultant shall also estimate necessary space requirements for the deployment of the CSPIGN elements.

### **3.6 Impact and Risk Assessment Measures:**

The consultant shall study and analyze the socio-economic impact of CSPIGN for its contribution to the secure internet environment. The consultant shall identify all risks related with the establishment and operation of the CSPIGN and propose appropriate risk mitigation measures.

### **3.7 Cost Estimation Analysis:**

The Consultant shall study and prepare cost estimation for establishment and operation of the CSPIGN. The cost estimation shall be detailed separately for (i)Secure System Architecture and its components (Hardware & Software), (ii)Human Resources, (iii)Support and maintenance, (iv)Space Requirements, etc.

### **3.8 Others:**

The consultant shall carry out any other activities/tasks as deemed necessary relevant to this assignment.

## **4. Eligibility Criteria of the Consulting Firm**

- a. The consulting firm shall be registered in the respective country. The evidence of the same must be submitted.
- b. The consulting firm shall have a tax clearance certificate of FY 2077/078 (for Domestic Consulting Firms).
- c. The consulting firm shall not be blacklisted.
- d. The consulting firm shall have a minimum five (5) years of work experience in the Telecom/ICT sector and minimum three (3) years of work experience in the field of Cyber Security Practices/Information Security Practices. The evidence/certificates of the same must be submitted by the consulting firm.
- e. The consulting firm shall have completed **at least three (3) projects/assignments** related to Cyber Security/Information Security. The certificates of the completion of the assignments/projects from the concerned clients must be submitted. The work experience related to DPR in the field of ICT/Telecom/Information security will be preferred.

- f. The consulting firm shall have working experience in at least **3 different countries**. The experience in Asian Countries will be preferred.
- g. The consulting firm shall have an Average Annual Revenue of at least 0.3 million USD or 35 million rupees (NRs) for the last three (3) fiscal years. The financial audited reports of the last three (3) fiscal years of the firm must be submitted.
- h. The consulting firm must have a positive net worth.
- i. The consulting firm must obtain 60% in each of the evaluation criteria to pass in technical evaluation.

<b>EVALUATION CRITERIA</b>		<b>Weightage (%)</b>
<b>I. Experience of the Consulting Firm</b>		<b>25</b>
a.	General Work Experience	5
b.	Specific Work Experience	15
c.	Geographical Work Experience	5
<b>II. Work Methodology &amp; Work Plan</b>		<b>20</b>
a.	Technical approach and Methodology	10
b.	Organization and Staffing	5
c.	Work Plan	5
<b>III. Consultant Personnel (Qualification and Work Experience)</b>		<b>55</b>
a.	Team Leader/Project Manager (International)	15
b.	Telecom/ICT Expert (International)	10
c.	Information Security Expert (International)	10
d.	Legal Expert (International)	10
e.	Economist (International)	10

- j. The consulting firm shall have at least the following members in its team with the minimum qualifications and experiences as mentioned below:
  1. Team Leader/Project Manager (International) - 1 nos.
  2. Telecom/ICT Expert (International) - 1 nos.
  3. Information Security Expert (International) - 1 nos.
  4. Legal Expert (International) - 1 nos.
  5. Economist (International) - 1 nos.

<b>S N</b>	<b>Domain Expert</b>	<b>Minimum Qualification</b>	<b>Minimum Work Experience/Skills</b>	<b>Preferable</b>	<b>Estimated man- month (no. of personnel × total no. of months)</b>
1.	Team Leader/Pro ject Manager (Internati onal)	<ul style="list-style-type: none"> <li>• Master's degree in ICT/Telecom/Management.</li> </ul>	<ul style="list-style-type: none"> <li>• At least 7 years of experience in the field of ICT/Telecom.</li> <li>• Completion of at least 4 projects/assignments in the field of ICT/Telecom.</li> <li>• Completion of at least 2 projects/assignments as Team Leader/Project Manager in the field of ICT/Telecom.</li> </ul>	<ul style="list-style-type: none"> <li>• Exposure to international practices in project management is highly preferred.</li> </ul>	1×3.5
2.	Telecom/I CT Expert (Internatio nal)	<ul style="list-style-type: none"> <li>• Bachelor's degree in Electronics/Communication/Computer/Telecom/IT Engineering or equivalent degree.</li> </ul>	<ul style="list-style-type: none"> <li>• At least 5 years of work experience in ICT/Telecom/Information security.</li> <li>• Completion of at least 2 projects/assignments in the field of ICT/Telecom.</li> </ul>	<ul style="list-style-type: none"> <li>• Exposure to international practices in telecom/ICT/networking is highly preferred.</li> </ul>	1×3.5
3.	Informatio n Security Expert (Internatio nal)	<ul style="list-style-type: none"> <li>• Bachelor's degree in IT / Computer / Information / Communication Engineering or equivalent degree.</li> </ul>	<ul style="list-style-type: none"> <li>• At least 5 years of work experience in ICT/Telecom/Information security.</li> <li>• Completion of at least 2 projects/assignments related to information security.</li> </ul>	<ul style="list-style-type: none"> <li>• International certification related to information security is highly preferable.</li> </ul>	1×3.5
4.	Legal Expert (Internatio nal)	<ul style="list-style-type: none"> <li>• Bachelor of Laws (L.L.B) or equivalent degree.</li> </ul>	<ul style="list-style-type: none"> <li>• At least 3 years of work experience in ICT/Telecom/Information security.</li> <li>• Completion of at least 2 projects/assignments in the field of ICT/Telecom/Information security.</li> </ul>	<ul style="list-style-type: none"> <li>• Exposure to international practices is highly preferred.</li> </ul>	1×3.5
5.	Economist (Internatio nal)	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Economics or Equivalent Degree</li> </ul>	<ul style="list-style-type: none"> <li>• At least 3 years of work experience in ICT/Telecom/Information security.</li> <li>• Completion of at least 2 projects/assignments in ICT/Telecom field/Information security.</li> </ul>	<ul style="list-style-type: none"> <li>• Exposure to international practices is highly preferred.</li> </ul>	1×3.5

k. The consulting firm shall not be eligible if it does not comply with the team composition and each member with minimum qualification as mentioned in this ToR.

## 5. Deliverables and time schedules

S. N.	Tasks/Activities	Timeline (From the date of Signing of the contract)
1.	Inception Report along with methodologies and a detailed plan of activities to accomplish the tasks as per the ToR.	Within 15 days.
2.	Progress Report after completion of the tasks/activities as per SoW (3.1, 3.2, 3.3 and 3.4) of the ToR.	Within 60 days.
3.	Draft Detailed Project Report (DPR) after completion of the tasks/activities as per SoW (3.5 and 3.6) of the ToR.	Within 90 days.
4.	Final Detail Project Report (DPR) after completion of all the tasks/activities as per SoW of the ToR.	Within 120 days.

## 6. Schedule of Payment

S.N.	Milestones/Deliverables	Payment Amount (% of contract amount)
1.	The Submission of Inception Report and its Approval by NTA	5%
2.	The Submission of the Progress report and its Approval by NTA	35%
3.	The Submission of the Draft Detailed Project Report (DPR) and its Approval by NTA	40%
4.	The Submission of the Final Detailed Project Report (DPR) and its Approval by NTA	20%

## 7. Duration of the Assignment:

This assignment must be completed within 120 days after signing of the contract.

## 8. Field Visits of the Consulting Firm:

- The consulting firm shall have one field visit in Nepal for at least 5 working days during preparation and before submission of the Progress Report.

- The consulting firm shall have another field visit in Nepal for at least 5 working days during preparation and before submission of the Draft DPR Report.
- The consulting firm shall have another field visit in Nepal for at least 5 working days during preparation and before submission of the Final DPR Report.
- The consulting firm shall hold focused group meetings with concerned stakeholders in each field visit in coordination with NTA.

9. **Method of Selection:**

The Consulting Firm will be selected by using Quality Cost Based Selection (QCBS) method (80% Technical and 20% Financial).



## **D. Evaluation of Consultant's EOI Application**

# Evaluation of Consultant's EOI Application

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

## i) Eligibility & Completeness Test

Sl. No.	Criteria Title	Compliance
1	Corporate Registration	
2	Tax Clearance/Tax Return Submission	
3	VAT/PAN Registration	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Applicant's Information Form	
6	EOI Form 3: Experience (3(A) and 3(B))	
7	EOI Form 4: Capacity	
8	EOI Form 5: Qualification of Key Experts	
9	In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible consultant.	
10	If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV shall not be eligible to participate in procurement process till the concerned Court has not issued the decision of clearance against the Corruption Charges.	

## ii) EOI Evaluation Criteria

### A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Team Leader/Project Manager (International)	As Per TOR
2	Telecom/ICT Expert (International)	As per TOR
3	Information Security Expert (International)	As per TOR
4	Legal Expert (International)	As per TOR
5	Economist (International)	As per TOR

Score: 40.0

### B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	The consulting firm shall have a minimum seven (7) years of work experience in the Telecom/ICT sector and minimum five (5) years of work experience in the field of Cyber Security Practices/Information Security Practices. The evidence/certificates of the same must be submitted by the consulting firm.
2	Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.	The consulting firm shall have completed at least three (3) projects/assignments related to Cyber Security/Information Security within the last five (5) years. The certificates of the

Sl. No.	Criteria	Minimum Requirement
		completion of the assignments/projects from the concerned clients must be submitted. The work experience related to DPR in the field of ICT/Telecom/Information security will be preferred.
3	Similar Geographical experience of consulting firm	The consulting firm shall have working experience in at least 3 different countries excluding home country. The experience in Asian Countries will be preferred.

**Score: 50.0**

**C. Capacity**

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity.	0.3 million USD or 35 million rupees (NRs) for the last three (3) fiscal years.

**Score: 10.0**

**Minimum score to pass the EOI is: 60**

Note : If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such consultant's proposal shall be excluded during the evaluation.

## **E. EOI Forms & Formats**

## **E. EOI Forms & Formats**

Form 1. Letter of Application

Form 2. Applicant's information

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

Form 4. Capacity

Form 5. Qualification of Key Experts

**Standard EOI Document**

**1. Letter of Application**

*(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)*

Date: .....

To,

Full Name of Client: \_\_\_\_\_

Full Address of Client: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by **[Insert name of Client]** as Consultant for **[Insert brief description of Work/Services]**.
2. Attached to this letter are photocopies of original documents defining:
  - a) the Applicant's legal status;
  - b) the principal place of business;
3. **[Insert name of Client]** and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. **[Insert name of Client]** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.<sup>1</sup>
5. All further communication concerning this Application should be addressed to the following person,  
  
*[Person]*  
  
*[Company]*  
  
*[Address]*  
  
*[Phone, Fax, Email]*
6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or

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<sup>1</sup> Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

**Standard EOI Document**

business and our Company/firm has not been declared ineligible.

7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

**Signed** :

**Name** :

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

**Standard EOI Document**

**2. Applicant's Information Form**

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

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*)
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

*(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)*



**Standard EOI Document**

**3. Experience**

**3(A). General Work Experience**

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

<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.						

**Standard EOI Document**

**3(B). Specific Experience**

**Details of similar assignments undertaken in the previous seven years**

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

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) <sup>2</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>2</sup> Consultant should state value in the currency as mentioned in the contract

**Standard EOI Document**

**3(C). Geographic Experience**

**Experience of working in similar geographic region or country**

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

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

**Standard EOI Document**

**4. Capacity**

**4(A). Financial Capacity**

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

<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.)*

**Standard EOI Document**

**4(B). Infrastructure/equipment related to the proposed assignment<sup>3</sup>**

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

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<sup>3</sup> Delete this table if infrastructure/equipment for the proposed assignment is not required.

**Standard EOI Document**

**5. Key Experts** *(Include details of Key Experts only)*

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

<b>SN</b>	<b>Name</b>	<b>Position</b>	<b>Highest Qualification</b>	<b>Work Experience (in year)</b>	<b>Specific Work Experience (in year)</b>	<b>Nationality</b>
1						
2						
3						
4						
5						

(Please insert more rows as necessary)

## CURRICULUM VITAE (CV)

<b>Position Title and No.</b>	{e.g., K-1, TEAM LEADER}
<b>Name of Firm</b>	<i>Insert name of firm proposing the expert</i>
<b>Name of Expert:</b>	{Insert full name}
<b>Date of Birth:</b>	{day/month/year}
<b>Citizenship</b>	

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

\_\_\_\_\_

\_\_\_\_\_

**Employment record relevant to the assignment:** {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, *type of employment (full time, part time, contractual)*, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

<b>Period</b>	<b>Employing organization and your title/position. Contact information for references</b>	<b>Country</b>	<b>Summary of activities performed relevant to the Assignment</b>
[e.g., May 2005-present]	[e.g., Ministry of ....., advisor/consultant to...  For references: Tel...../e-mail.....; Mr. Bbbbbb, deputy minister]		

**Membership in Professional Associations and Publications:**

\_\_\_\_\_

**Language Skills (indicate only languages in which you can work):** \_\_\_\_\_

\_\_\_\_\_

**Adequacy for the Assignment:**

<b>Detailed Tasks Assigned on Consultant's Team of Experts:</b>	<b>Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks</b>
<b>{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved}</b>	

**Expert's contact information:** (e-mail....., phone.....)

**Certification:**

I, the undersigned, certify to the best of my knowledge and belief that

*(i) This CV correctly describes my qualifications and experience*

*(ii) I am not a current employee of the GoN*

*(iii) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in Form TECH 6 provided team mobilization takes place within the validity of this proposal.*

*(iv) I was not part of the team who wrote the terms of reference for this consulting services assignment*

*(v) I am not currently debarred by a multilateral development bank (In case of DP funded project]*

*(vi) I certify that I have been informed by the firm that it is including my CV in the Proposal for the {name of project and contract}. I confirm that I will be available to carry out the assignment for which my CV has been submitted in accordance with the implementation arrangements and schedule set out in the Proposal.*

*(vii) I declare that Corruption Case is not filed against me.*

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of expert] Day/Month/Year*

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of authorized representative of the firm] Day/Month/Year*

Full name of authorized representative:

\_\_\_\_\_