

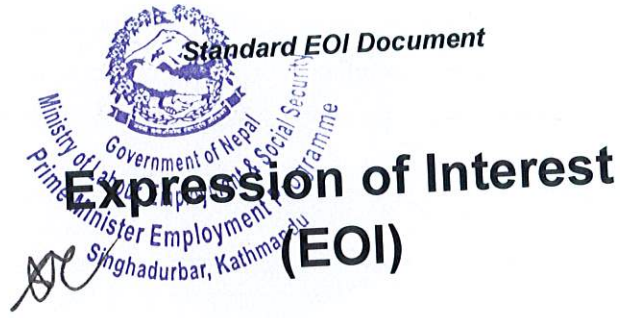


Standard Expression of Interest (EOI) Document for Shortlisting of Consultants and Consulting Services

Hiring of Consulting Services

Issued By:
Ministry of Labour, Employment and Social Security
Prime Minister Employment Program (PMEP)
Youth Employment Transformation Initiative (YETI)

September 10, 2024



**Title of Consulting Services: Environmental and Social
Audit**

**Method of Consulting Service:
National Open Competitive Proposal from Consultant
Qualification Selection Method**

Project Name : Youth Employment Transformation Initiative
EOI: NP-MOLESS-384732-CS-CQS-ES-SAGEGUARD-AUD
Office Name : Ministry of Labor, Employment and Social Security
Office Address: Singhadurbar, Kathmandu
Issued on: September 10, 2024

Financing Agency: IDA Loan/Credit/Grant (Project ID: P160696)

Abbreviations



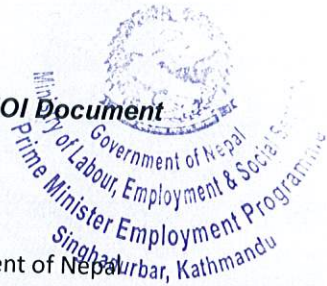
- CV - Curriculum Vitae
- DO - Development Partner
- EA - Executive Agency
- EOI - Expression of Interest
- GON - Government of Nepal
- PAN - Permanent Account Number
- PPA - Public Procurement Act
- PPR - Public Procurement Regulation
- TOR - Terms of Reference
- VAT - Value Added Tax

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A. Request for Expression of Interest

Government of Nepal
Ministry of Labor, Employment and Social Security
Prime Minister Employment Program (PMEP)
Youth Employment Transformation Initiative (YETI) Project
Singhadurbar, Kathmandu
First Date of Notice Publication: September 10, 2024

Request for EOI for the Environmental and Social Audit

Name of the Donor Agency: IDA
Donor Loan/Credit/Grant No: P160696

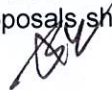
1. Government of Nepal (GoN) has received a credit from IDA toward the cost of YETI and intends to apply a portion of this credit to eligible payments under the Contract. The **Ministry of Labor, Employment and Social Security (MoLESS)**, PMEP, YETI Project now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services for which this Expression of Interest is invited for the following Consulting Services.

S.N.	Description	Ref No.	Procurement Method
1.	Environmental and Social Final Audit	NP-MOLESS-384732-CS-CQS-ES-SAGEGUARD-AUD	Consultant Qualification Selection (CQS)- Open Competitive Process

2. Interested eligible consultants (Firm) may obtain further information and EOI document at the address **Ministry of Labor, Employment and Social Security, PEMP, YETI** during office hours or visit the client's website <https://pmp.gov.np>.
3. The EOI should be submitted before September 24, 2024, 5:00 pm and only hardcopy will be accepted.
4. Consultants may associate with other consultants to enhance their qualifications.
5. 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.
6. EOI will be assessed based on points: **General Experience of the firm 20 points, Specific Experience of the Firm 40 points, Regional (Provincial) experience of the firm 14 Points and Capacities (Financial and Human Resources) 26 points**. Please note that key personnel or experts are not evaluated at this stage. Based on evaluation of EOI, First ranked firm will be invited to submit technical and financial proposal through a request for proposal.
7. Minimum score to pass the EOI is 60%

B. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms and the maximum number of partners in JV shall be limited to two.
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**.
4. The assignment has been scheduled for a period of **3 months**. Expected date of commencement of the assignment is **1 November 2024**.
5. A Consultant will be selected in accordance with the **Consultant Qualification Selection** method as per the World Bank Procurement Regulations for IPF Borrowers, Revised September 2023 method.
6. 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: Capacity- Human Resources (form 5).*
7. 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.
8. 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 **Consulting Services as mentioned in REOI Notice**. The Envelope should also clearly indicate the **name and address of the Applicant**.
9. 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 for Environmental and Social Audit

1. Background

Prime Minister Employment Program (PMEP), launched on 13 February 2019, is a national flagship program implemented by the Ministry of Labour, Employment and Social Security (MoLESS) to enhance domestic employment opportunities and promote social protection targeted to the age group of 18-59. The program intends to guarantee the minimum employment of 100 days to the registered unemployed population in community based cash for work temporary employment schemes.

Youth Employment Transformation Initiative (YETI) Project, under the subsidized loan agreement with International Development Association (The World Bank Group), supports the PMEP to address the gap in the labour supply side intervention and complement ongoing initiatives on the labour demand side. The YETI project has the target to provide temporary employment for 60 percent women and 60 percent youth (18-40 years) among total employed persons over the project period.

YETI has the provision to manage the environmental and social safeguard subject in the field level. Environment and social Management Framework (ESMF) is a framework which is prepared to guide the management of environment and social activities in the field. There are numbers of requirements which needs to comply while the project implementation. YETI is implementing the Environment and social activities in the field thoroughly. The Audit a provision which is mentioned in the ESMF to assess the environmental and social activities in the field.

The project has been categorized as a Category 'B' project in accordance with OP/BP 4.01 - Environmental Assessment. Given the nature of the activities to be financed, this project will not have any large-scale or irreversible adverse environmental or social impacts. Component 2, which will support temporary employment in maintenance of public assets and provision of services, will not have major safeguard issues except for occupational health and safety issues. To mitigate any adverse impacts from project implementation, the Government has prepared an Environmental and Social Management Framework (ESMF), which provides full guidance to identify and address environmental and social issues. It constitutes a screening exercise that every activity executed by the project needs to undergo to determine the key environmental and social issues/concerns and the nature and magnitude of the potential environmental and social impacts that are likely to arise.

2. Objective(s) of the Assignment

The primary objective is to conduct an Environmental and Social Audit (E&S Audit) to validate the project proponent's adherence to the recommended environmental management tools outlined in the Environment and Social Management Framework (ESMF) of the YETI Project and produce a comprehensive report. The E&S audit aims to:

- Assess compliance with national environmental laws, regulations, standards, and World Bank safeguard policies, as well as evaluate the effectiveness of ESMF recommended on-the-ground mitigation measures.
- Identify and address environmental and social issues arising from project implementation, incorporating lessons for future similar initiatives. Any identified shortcomings shall result in the formulation of an E&S corrective action plan, encompassing appropriate mitigation measures and monitoring plans for future reference.



3. Scope of Services, Tasks (Components) and Expected Deliverables

The Consulting Firm is expected to execute all necessary actions to successfully administer the E&S Audit. This involves observations, field visit, field survey, Focus Group Discussions (FGDs), and Key Informant Interviews (KIIs), including piloting and refining the questionnaire. It also encompasses recruiting and training enumerators, mobilizing for fieldwork, data collection, processing and analysis to prepare a comprehensive E&S Audit report.

The consultant shall carry out the following specific tasks:

- Review available specific activity reports to assess the approach considered for planning the safeguard (Environment and Social) works.
- Review documents related to E&S assessments, details of stakeholder consultation and engagement and their effectiveness, and the functioning of the Grievance Redress Mechanism
- Assess the compliance of ESMF and ESMPs against the World Bank safeguard policies requirements and the national E&S legislative requirements.
- Undertake discussions with the E&S officials/specialists of the Project to understand their constraints and prospective on the implementation of the ESMF and ESMPs.
- Conduct selected field visits to the sub project sites and carry out consultation with affected communities and other stakeholders to assess the effectiveness and compliance with proposed mitigation measures outlined in the ESMF/ESMPs and to identify potential impacts that were not initially envisaged by E&S assessments and the response of the project.
- Identification of environmental and social risks that are not being fully addressed or mitigated
- Identify any weakness or gaps in the subproject environmental and social safeguard compliance measures.
- Recommend corrective measures to improve the operating and environmental conditions and long-term sustainability of those facilities/enterprises and activities of the project.
- The firm should conduct Two (Initial and final) central level workshop.

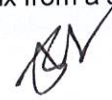
4. Deliverables

With the objectives and scope of work, the consulting firm will deliver the following major outputs:

- Inception report covering methodology for selecting LLs, and methodology for selecting and sampling of stakeholders including, data collections tools, methodology/ specific software to be used for the data entry and analysis of qualitative data to be collected, field visit and consultation meeting plan (in the English language, both hard and soft copies)
- Weekly updates on progress against work plan (in English language, soft copy)
- Preliminary findings (in the English language, both hard and soft copies)
- Draft Environment and Social Audit Report (executive summary in both English and Nepali languages, both hard and soft copies) - raw data, translated transcripts, photos and field data collection notes, Presentation materials in PPT slides with executive summary
- Final report

The final E&S Audit report shall include, but not limited to, the following:

- Summary of the activities visited and investigated
- Approach and methodology
- Status of ESMF compliance
- The status implementation of mitigation measures
- Details of compliance status and mitigation measures,
- Stakeholder consultation carried out during subproject preparation
- Grievance redressal arrangements
- Summary gap analysis matrix from a safeguard planning and implementation point of view



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- Recommended Corrective Action Plan for improving environmental and social safeguard compliance
- Annexes

5. Methodologies

The Environmental & Social Audit (ESA) study shall undertake by employing various methodologies:

- a) The consulting firm will sample 21 ESC (the sample needs to include all types; i.e. road, irrigation, water supply, education, Agriculture, environment protection, energy, WASH, river protection, youth and sports, etc. for detail contact YETI, PMEP of subprojects that are supporting from YETI proportionally) and their activities that represent: 1) ecological zones (mountain, hill, and Terai), 2) all provinces, and 3) number of sub projects in each of the selected LL from the WB/ YETI budget source in FY 2080/81.
- b) A review of the documents (including policies and legislation, World Bank's Environmental and Social Safeguard policy, project documentation, including ESMF and ESMPs, and supervision reports, among others).
- c) Interviews with key informants selected from the project affected/benefited people
- d) Focus Group Discussions (FGDs) with various representative groups of the project affected/benefited people, including the women-only FGDs and vulnerable people. (At least one in each province)
- e) Informal and unstructured conversations with experts/community members.
- f) Site inspections and observations of sampled facilities based on a detailed checklist
- g) Evaluation of implementation of the Occupational Health and Safety policies, strategies and measures as envisaged by the EMSF/ESMPs.
- h) Interviews and public consultations with key stakeholders (Questionnaire could be used to guide the consultations, interviews and a meeting with the stakeholders)

6. Qualification of Firm, Team Composition & Qualification Requirements for the Key Experts

The consulting firm will formulate a team led by the Team Leader/Environment Safeguard Expert to be supported by Social Safeguard Expert. The team should have Environmentalist as required to carry out field data collection and facilitate the team to set meetings and collect secondary information at the central and field levels. Gender balance needs to be maintained in the team to use perspective and expertise focusing at gender, social protection, and safeguarding. The consulting firm will recruit, train, assign, equip, transport, and supervise all the staff needed to carry out the assignment.

The project team should include, but not necessarily be limited to:

SN	Human Resource	Required Quantity	Proposed Working Days
a.	Team Leader – Environment Safeguard Expert/Team Leader	1	60 days
b.	Social Safeguard Expert	1	30 days
c.	Environmentalist	7	140 days
	Total		

The selection of the Consulting firm will be based on the evaluation of the following qualifications.

- The Consulting firm should have at least 5 years of experience in conducting environment and social impact assessments, along with implementing and monitoring them within the context of Nepal.
- The consulting firm should have completed no less than 5 Environmental and Social impact assessments, monitoring activities, or audits for projects or programs with a similar scope



- The consulting firm requires at least NPR Three million rupees Average Annual Turnover of Best of 3 Fiscal Year over the last 7 Fiscal Years
- The consulting firm must have registered in VAT and should have the latest tax clearance up to FY 2079/80.
- The consulting firm with experience working with government agencies will get an added advantage.
- The consulting firm should assign a team leader with at least a Master's degree or equivalent, in Environment /Natural Resource Management / Environment Management and Environment Engineering or relevant field and a minimum of 10 years of relevant professional experience, in environment and social assessments or implementation or monitoring
- The consulting firm should assign a Social Safeguard Expert having Master's degree in Social Science or relevant field and having a minimum of 7 years of social assessments or implementation or monitoring relevant experiences
- The consulting firm should assign three Environmentalist for field purpose having bachelor's degree in Environment Science or relevant field and experience of at least 1 years of environmental assessments or implementation or monitoring relevant experiences.

7. Confidentiality and Data Ownership

The consulting firm will protect the confidentiality of individuals responding in the survey. Records containing personal identifiers (names, addresses and phone numbers) will be kept in a secured location at all times. This includes both physical (paper) and electronic records.

All data collected and supporting documents will be treated as confidential and will be the property of the Ministry. No data, documentation, sampling frames or other information from this survey will be released to third parties without the written approval of the Ministry.

Upon the completion of the assignment, the Consultant is required to formally submit a copy of the selected information, including transcription/summary notes of stakeholder consultations/minutes/attendances, FGDs, KIIs, and photographs collated during or for the study to the Bank.

8. Selection Guideline/ Methodology

The Consultants shall be selected in accordance with the World Bank Procurement Regulations for IPF Borrowers: July 2016 (Fifth edition revised on September, 2023) Approved Selection Methods for Consulting Services, Consultant's Qualification-based Selection (CQS) through Open Competition, as set in the Regulations/Section VII.

9. Tentative Timeframe

The assignment needs to be completed in three months starting on 1st Nov, 2024. The firm should submit the detail Work plan with RFP.

10. Payment Modality

The budget for this survey will cover professional fee or remuneration, travel costs including transportation, per diem and lodging, mobile data collection tool development and support, training and field meetings, communication and stationeries.

The payment will be made according to the following schedule:

- 25% after approval of the inception report
- 25% upon submission of the draft report
- 50% upon Approval of the final report

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D. 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	Compliance
Copy of Registration of the company/firm	
VAT/PAN Registration (<i>for National consulting firm only</i>)	
Tax Clearance/Letter of Time Extension for Tax Return Submission <i>for FY 2079/80</i>	
In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible consultant.	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Experience (3(A) and 3(B))	
EOI Form 4: Capacity	
EOI Form 4: Human Resources Information	

ii) EOI Evaluation Criteria	Insert Minimum Requirement if Applicable	Score [Out of 100%]
A. Experience-		74
<i>General of consulting firm</i>	At least 5 years	<u>20</u>
<i>Specific experience of consulting firm within last 7 years. Specific Experience (projects successfully completed (or demonstrate an ongoing contract of) experience in conducting environment and social impact assessments, along with implementing and monitoring them within the context of Nepal.</i>	At least 5 years	40
<i>Similar Geographical experience of consulting firm (Regional or Provincial Experience)</i>		14
B. Capacity-		26
<i>Financial Capacity¹</i>	<i>At least NPR 3 million over the past 7 years(Three Best Turnover will be taken into account)</i>	10
<i>Human Resource (Consulting firm's Staff (full time) Employees- Including Professional and Non Professional)</i>		16

Note : In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such firm's or JV Eoi shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.



E. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

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

Form 4. A. Capacity- Financial

Form 4. B. Capacity- Human Resources

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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: Ministry of Labor, Employment and Social Security, PMEP, YETI Project

Full Address of Client: Singhadurbar, Kathmandu

Telephone No.: 4200477

Fax No.: _____

Email Address: info@pmp.gov.np

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 MOLESS, **YETI Project** as Consultant for Training to Technical Assistants on Labor Based Public Work Programs.
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. **MOLESS, PMEP, YETI Project** 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. **MOLESS, PMEP, YETI Project** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.²
5. All further communication concerning this Application should be addressed to the following person,

National Project Director

Ministry of Labor, Employment and Social Security, PEMP, YETI Project

Singhadurwar, Kathmandu

+977 14200477

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.

² Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.



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):

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2. Applicant's Information Form

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

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

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



3(A). General Work Experience

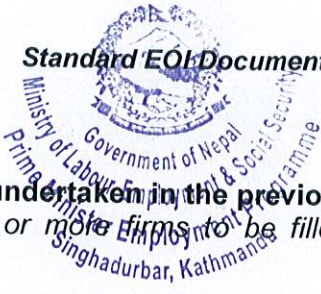
(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)

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

(Please include information and supporting documents, such as a copy of certified experience provided by employer)

[Handwritten Signature]

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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) ³ :
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: Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.	

Firm's Name: _____

³ Consultant should state value in the currency as mentioned in the contract

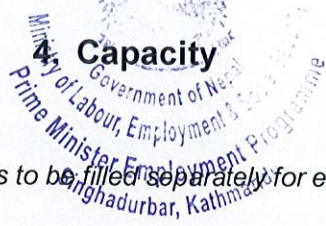
3(C). Geographic/Regional/Provincial Experience

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)

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





4(A). Financial Capacity

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

Annual Turnover	
Year	Amount Currency

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

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(Note: Supporting documents for Average Turnover should be submitted for the above such as Tax Clearance certificates of recorded 3 years)

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4.B. HR (Consulting firm's Staff (full time) Employees-Including Professional and Non Professional)

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

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

(Please insert more rows as necessary)

