

Expression of Interest (EOI)

**Title of Consulting Services: Study on Corruption
in Local Level Governance**

**Method of Consulting Service:
National**

Project Name : Study on Corruption in Local Level Governance
EOI : CIAA-CS-06/2075-076
**Office Name : Commission for the Investigation of Abuse of
Authority (CIAA)**
Office Address : Tangal, Kathmandu
Issued on : 2075-10-07

Financing Agency: Government Budget

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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Commission for the Investigation of Abuse of Authority

Request for Expression of Interest

EOI : CIAA-CS-06/2075-076

Date: 2075-10-07

Name of Project: Study on Corruption in Local Level Governance

1. Government of Nepal (GoN) has allocated fund toward the cost of *Study on Corruption in Local Level Governance* and intends to apply a portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service.
2. The Commission for the Investigation of Abuse of Authority now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services: *To study corruption in local level governance. The CIAA also intends to assess the impact of the training/orientation provided by CIAA to all local levels. Consultant should base their report on a sample survey of at least 3000 respondents from at least 15 districts and provide two copies of the final report, one each in Nepali and English.*
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address given below during office hours on or before 2075-10-17 or visit the client's website www.ciaa.gov.np.
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered to the client's address given below on or before 2075-10-21 by 5 pm.
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 - 25%, Experience - 55%, and Capacity - 20%* 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 65%.

Address:

Name of the Client: Commission for the Investigation of Abuse of Authority (CIAA)

Tangal, Kathmandu

P.O.Box No.: 9996

Telephone: 01-5262235/5262236, Facsimile: 01-5262128/5262104

E-mail: akhtiyar@ntc.net.np Website: www.ciaa.gov.np

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 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, general qualifications and the key personnel to be involved in the proposed assignment*).
3. This expression of interest is open to all eligible ***firm/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 ***sixty days***. Expected date of commencement of the assignment is ***Chaitra, 2075***.
6. A Consultant will be selected in accordance with the ***Quality and Cost Based Selection (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))*
 - *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 ***Study on Corruption in Local Level Governance***. The Envelope should also clearly indicate the ***name and address of the Applicant***.
10. The completed EOI document must be submitted on or before the date and address mentioned in the "***Request for Expression of Interest***". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

C. Objective of Consultancy Services or Brief TOR

The main objective of the consultancy service is to study on corruption and governance in Local Level. Elections to the Local Levels were successfully completed in three phases and Local Level Governments have existed and functioned for more than a year now. Commission for the Investigation of Authority (CIAA) had conducted training and orientation to all Local Levels in the fiscal year 2074/75, where representatives from all 753 Local Levels participated. In this backdrop, the study should assess the situation of corruption and governance at Local Level and the impact of CIAA training/orientation in curbing corruption and promoting good governance at Local Level.

The consultancy service should conduct a study and provide a report based on the sample survey of at least 3000 respondents selected from corruption prone service sectors as mentioned in the annual report of CIAA for the fiscal year 2074/75. At least 15 districts should be selected such that at least 2 districts from each province, at least 2 districts from each geographical region and all 3 districts from Kathmandu valley are included. The questionnaire design and training for the enumerators should be provided by the consulting firm. In addition, the consulting firm should develop a data entry software and provide the raw data in SPSS and STATA format along with the final report of data analysis. The filled questionnaires, raw data and the final report will be the asset of the CIAA and should not be disclosed to a third party.

Total estimated cost for all the activities of the study including data collection, training for enumerators, developing data entry software, analysis of data and preparation of final report shall not exceed Rs.1.5 million (15 lakhs rupees) inclusive of VAT.

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	
Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission (for Fiscal Year 2073/74)	
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 5: Qualification of Key Experts	

ii) EOI Evaluation Criteria	Minimum Requirement	Score [Out of 100%]
A. Qualification		
<i>Qualification of Key Experts</i>	<i>At least 2 Key Experts should have a Master's degree or above in Public Administration or Statistics or Social Science) (If there are less than 2 such experts, then the firm shall be deemed ineligible; having 2 such experts = 5 points; 3 such experts = 10 points) {Maximum 10 points}</i>	25%
<i>Experience of Key Experts</i>	<i>Experience in one project for each Key Expert = 2.5 points (3 best experts will be taken into consideration to award points. One Key Expert can only have a maximum of 5 points) {Maximum 15 points}</i>	
B. Experience		
<i>General experience of consulting firm</i>	<i>Should have completed at least 5 projects. (5 projects = 10 points); For each additional completed project = 5 points {maximum 25 points}</i>	55%
<i>Specific experience of consulting firm within last 7 years.</i>	<i>Projects completed of similar nature* = 5 points each {maximum 30 points}</i>	
C. Capacity		
<i>Financial Capacity</i>	<i>Average annual turnover of 20 lakhs or over = 20 points;</i>	

	<p><i>Average annual turnover of 15 lakhs or over and less than 20 lakhs = 15 points;</i></p> <p><i>Average annual turnover of 10 lakhs or over and less than 15 lakhs = 10 points;</i></p> <p><i>Average annual turnover of less than 10 lakhs = 0 points</i></p> <p><i>{Maximum 20 points}</i></p>	<p>20%</p>
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**Note: Project of similar nature means a project where the consultant conducted a field study for a public entity and submitted its findings/report based on the field work*

E. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Experience (*General and Specific*)

Form 4. Capacity

Form 5. Qualification of Key Experts

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 **Commission for the Investigation of Abuse of Authority** as Consultant **in order to conduct a study based on the sample survey of at least 3000 respondents from at least 15 districts and to provide a final report on the situation of corruption in Local Level governance based on the study.**
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. **Commission for the Investigation of Abuse of Authority** 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. **Commission for the Investigation of Abuse of Authority** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.
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 are complete, true and correct in every detail.

Signed :

Name :

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

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. Experience

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.						

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):
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: _____

4. Capacity

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

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

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

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

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