

# **EXPRESSION OF INTEREST (EOI)**

**Title of Consulting Service:  
DNPWC/02/EOI/2076/077**

**Method of Consulting Service: National**

**Project Name : Preparation of the Integrated Master Plan for Ramsar sites  
management within Protected Areas of Nepal**

**EOI : DNPWC/02/EOI/2076/77**

**Office Name: Department of National Parks and wildlife Conservation**

**Office Address: Kathmandu Kathmandu**

**Funding agency : Government Budget**

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

# Request for Expression of Interest

## Government of Nepal (GoN)

Name of Employer: Department of National Parks and wildlife Conservation

Date: 27-02-2020 11:00

Name of Project: Preparation of the Integrated Master Plan for Ramsar sites management within Protected Areas of Nepal

1. Government of Nepal (GoN) has allocated fund toward the cost of Preparation of the Integrated Master Plan for Ramsar sites management within Protected Areas of Nepal and intend to apply portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service
2. The Department of National Parks and wildlife Conservation now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services: Preparation of the Integrated Master Plan for Ramsar sites management within Protected Areas of Nepal
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Department of National Parks and wildlife Conservation, Department of National Parks and wildlife Conservation  
Kathmandu  
Kathmandu  
Nepal during office hours on or before 13-03-2020 12:00 or visit e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) or visit the client's website [www.dnpwc.gov.np](http://www.dnpwc.gov.np)
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) or manually to the address [insert: Name of the client and address] on or before 13-03-2020 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 70

## **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 2 months. Expected date of commencement of the assignment is 03-07-2020.
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 Preparation of the Integrated Master Plan for Ramsar sites management within Protected Areas of Nepal .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 References (ToR)**

## **Preparation of the Integrated Master Plan for Ramsar sites management within Protected Areas of Nepal**

### **1. BACKGROUND**

#### **Introduction**

Wetlands cover about 6% of the earth's terrestrial area and are important ecosystem providing various services to human being. Despite their rich biodiversity, socio-economic and culture values, wetlands are under immense pressure due to anthropogenic forces and climate change. A global estimate shows 64-71% decline in 20<sup>th</sup> centuries and continues decline of wetland resources, significantly impacting on supply of ecosystem services to human population (Ramsar Secretariat, 2015). In Asia alone, 5000 square km of wetland vanish each year, also negatively impacting on hydrological phenomenon.

Nepal, though a landlocked country, is rich in wetlands and wetland resources. An estimate shows that wetlands cover 819277 ha of land, which is 5.6% of the total land area of the country (GoN, 2014). As a conference of parties to Ramsar convention, Nepal committed to safeguard her wetland resources and declared 10 Ramsar sites, covering 60,561 ha of land, of global importance. Out of 10 declared wetlands of global importance under Ramsar sites, five sites are located within protected areas.

Nepal's Wetland policy and national biodiversity strategy and action plan (NBSAP) emphasized the need on conservation and wise use of wetlands and wetland resources. The National Wetland Policy 2003, and its revisions 2012 envisages the institutional mechanism to manage these important wetlands. The site specific management plans are in place, however, an integrated long term perspectives plan for wetlands within protected area is lacking. This assignment aims to develop an integrated long term perspective plan for Ramsar sites within the protected areas in line with National Parks and Wildlife Conservation Act and Regulation, within broader framework of National Wetland policy of Nepal.

#### **Wetland Management Plan of Ramsar sites**

Management Plan of first Ramsar site, the Ghodaghodi Lake, has been implemented (2013-2017). A detailed management for Lake Cluster of Pokhara Valley has been prepared and under approval process. Management plan for Koshi Tappi Wildlife Reserve which include an important segment on wetland management is on process of approval. Similarly site specific management activities for Gosaikunda wetland have been proposed as part of draft management plan of Langtang National Park. However, a long term integrated management plan of Ramsar sites within protected areas of Nepal has not been initiated yet. There is a need of a comprehensive and coherent integrated management plan of Ramsar sites within protected areas. This assignment aims to develop such long term perspective and integrated management plan for Ramsar sites within protected areas.

The Department of National Parks and Wildlife Conservation, therefore, intends to develop long term perspective and integrated management plan (2020-2040) with a common and shared vision on promoting wise use of wetland and wetland resources. This assignment will cover below four Ramsar sites with below six priority areas.

#### **Ramsar sites within protected area (the perspective plan should cover all below sites):**

- 1. Gokyo and associated lakes of Sagarmatha National Park and its Buffer Zone :** Gokyo and associated Lakes are oligotrophic lakes are located at an altitude of



4,700–5,000 m (15,400–16,400 ft) above sea level within Sagarmatha National Park. . These lakes are the world's highest freshwater lake system comprising six main lakes, of which Thonak Lake is the largest.<sup>[2]</sup> Gokyo and associated wetlands of 7,770 ha (30.0 sq mi) have been designated a in September 2007.

**2. Wetland management plan of Koshitappu Wildlife Reserve:** Koshi Tappu lies between the coordinates of 26° 56' -26° 40' and 85° 56'-87° 04' in the floodplains of the Koshi river. It covers an area of 348 sq.km, including the buffer zone of 173 sq.km. It was designated as a Wildlife Reserve in 1976. The Koshi Tappu wetland is considered of international significance and was added to the Ramsar list of wetlands of global importance on December 17, 1987. The Koshi Tappu Wildlife Reserve safeguards the pristine riparian wetlands, cattail fields, mudflats, grasslands, forests, marshes and swamps, lakes and ponds, and excavated ponds.

**3. Gosaikunda and associated lake of Langtang National Park:** Gosainkunda is an alpine lake (Oligotrophic lake) in Nepal's Langtang National Park which is located in an altitude of 4380m in rasuwa district. It has a surface of 34 acres where different lake is associated together where its complex size is 4.0 sq. m. It was also designated as Ramsar site on 29 September 2007. In winter, month of October to June the lake melts down and form a Trishuli River which gets frozen for 6 months. There are 108 lakes in this area which are small to medium sizes.

**4. Phoksundo lake of Shey-Phokshundo National Park:** The Phoksundo Wetland Series lie into the shey phoksundo national park, is a y-shaped alpine fresh water oligotrophic lake, 5.15 km in length and 800m in breadth. The water volume is 409 million m<sup>3</sup> , and discharge is 3.715 m<sup>3</sup> /sec. The Lake drains into Phoksundo River in the south, serving as a freshwater source for the people in the downstream settlements. Sources include several streams including the Sagar, Phoksundo, Chisa, Baulaha, Dekhutaichu, Jagatilumba, and Chollapu.

**5. Rara Lake, Rara National Park.** The management plan of Rara Lake is presently ongoing. This management plan can be taken as reference for long term perspective plan for Ramsar sites within protected areas of Nepal.

**6. Bishhazari Lake :** Management plan of Bishahajari Lake within buffer zone area of Chitwan national park is already completed. The perspective plan should consider the available management plan of the Lake.

### **Prioritized areas of Management Plan**

- Wetland Biodiversity Conservation, an understanding of the habitats and species occurring and their interact with local peoples
- Livelihoods Improvement along with capacity enhancement
- Religious and cultural significance
- Institutional Strengthening
- Tourism Development
- Agro-biodiversity Conservation
- Identify and describe those actions required to achieve management objectives
- Knowledge Management

In this pursuit, DNPWC invites proposal from the interested parties (Individuals or firms including NGOs) for the above mentioned assignment. The Individual consultant may team up together for submission of the proposal.

## **2. Objectives**

The main objective of this assignment is to develop the comprehensive long term management plan of proposed Ramsar sites for the period of next 20 years: Specific objectives of the work includes

- Assess existing status and biological diversity of the Ramsar site based on review of secondary sources of information and stakeholder consultation and field survey
- Explore strengths, weakness, opportunities and threats for managing wetlands
- Comprehensive assessment of the Physic-chemical properties of water, and Fauna & Flora of wetland with forestry sector in the Ramsar site and adjoining district including demand and supply of forestry products
- Develop integrated and readily implementable management plan following inclusive consultative processes in collaboration with proposed wetland authorities and related stakeholders.
- Assess probability and opportunities of Lake/wetland based eco-tourism and it's support to the socio-economic condition of local people and national GDP.

## **3. Scope and Coverage**

- Document existing situation of wetland management focusing on (a) wetland biodiversity conservation (b) socio-economic status (c) wetland governance (d) tourism development (e) agro-biodiversity conservation based on review of secondary sources of information and stakeholders consultations if needed to fill the gaps in information
- Identify strengthen, weakness, opportunities and threats in relation to above mentioned component based on earlier detailed studies and local level stakeholder consultations
- Organize stakeholder consultation meetings in field, and in Kathmandu. Actively engage discussions to identify people's concerns regarding the management plan.
- Prepare and delineate management zones for promoting wise use of wetland resources
- Integrate GIS together with different survey to delineate management zone
- Organize one day consultative workshop with different group of stakeholders to assess existing situation and identify priority actions
- Identify and suggest institutional mechanism for implementation of the plan
- Draft the management plan in consultations with the stakeholders, including result framework and estimated budget for implementation of the plan

## **4. Methodology**

The plan should be prepared following participatory and consultative processes. The consultant will propose a detailed methodology, but not limited to the following.

- Desktop study of secondary information/literature review
- Focus group discussions/ Key Informant Interviews
- Consultative meetings with stakeholders/
- Direct observation, and Personal interview
- Water quality assessment : Laboratory analysis for physic-chemical quality
- District level workshops to draft management plan
- Debriefing through presentation and discussion on field work

## 5. Duration of the Study

Activities	Time frame (months)				Remarks
	Chaitra	Baisakh	Jestha	15 <sup>th</sup> Asar	
Methodology adopted and agreed					
Secondary literature and desk review					
Inception report/Scoping report					
Field data collection, Consultations, Focus group discussion at field					
Data compilation, data analysis					
Draft report					
Consultative meeting/workshop (validate)					
Second draft preparation and submission					
Final draft submission					

## 6. Consultants/Experts

The consultant team will comprise (at least below three experts).

1. Team Leader: Master degree with at least 15 years of experience on conservation, protected area management, ecosystem management. Out of which, at least 5 years experiences on protected area management. Earlier experience of formulation of wetland management plans, and programme design is highly required (over lead of the assignment and responsible for delivery of assignment)
2. Biodiversity Specialist/Wetland specialist: Master degree on Botany, Ecology, Biodiversity with at least 10 years of experience. Prior experience on developing management plan of protected areas, wetlands is highly required
3. Socio-economist and Livelihood Expert: Master degree on social science, gender studies, economics with 10 years of experience. Prior experiences on economic analysis and data management is required.
4. GIS expert: Graduate in GIS/Remote sensing, geography with substantial prior experience on geospatial solutions, mapping
5. Gender and social inclusion expert : Master degree on natural resources with gender studies, social science. Prior experiences on gender and social inclusion with particular linkages to protected areas/natural resources
6. Freshwater expert: Master degree in Environment science, water resources, with prior experiences on water quality, freshwater ecosystem assessment

## 7. DNPWC Support

The consultant will work independently; however, DNPWC will provide inputs in designing methodologies, providing inputs on interim and final reports. DNPWC Officer and Chief Conservation Officer of respective National Park / Wildlife Reserve will provide field

coordination support (such as, supporting field consultations, meetings, focal group discussions).

## **8. Deliverables**

- An Inception Report with clear work plan
- Field consultation and preliminary finding report
- Submission of Draft plan
- Submission of Final plan

## **9. Submission of proposal**

DNPWC invites the submission of technical and financial proposal based on the above mentioned ToR.

## **10. Budget Estimate ( a detail budget breakdown is expected from service provider)**

Total budget available for this assignment is NRs 99,65,340.00 including all government applicable taxes. (Ninety nine lakhs sixty five thousands three hundred forty rupees only , including all applicable government tax.

## **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	

## ii) EOI Evaluation Criteria

### A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Qualification of Key Experts	
2	Experience of Key Experts	

**Score: 40.0**

### B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of 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.	
3	Similar Geographical experience of consulting firm	

**Score: 50.0**

### C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity.[Average turnover required shall not exceed 150% of cost estimate]	
2	Infrastructure/equipment related to the proposed assignment.[This Evaluation criteria should be deleted if infrastructure/equipment are not the part of the proposed assignment]	

**Score: 10.0**

**Minimum score to pass the EOI is: 70**

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**



## **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><i>Name of the Project</i></b>	<b><i>Location (Country/ Region)</i></b>	<b><i>Execution Year and Duration</i></b>
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			
<b>4.</b>			
<b>5.</b>			
<b>6.</b>			
<b>7.</b>			

**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)*

Annual Turnover	
Year	Amount Currency

- 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)