

EXPRESSION OF INTEREST (EOI)

**Title of Consulting Service: Third-party
Monitoring/Verification of Installed Renewable Energy
Systems**

Method of Consulting Service: National

**Project Name : Third-party Monitoring/Verification of Installed Renewable Energy
Systems**

EOI : AEPC/MQAU/EoI/2025/26-01

Office Name: Alternative Energy Promotion Center

Office Address: Tahachal 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: Alternative Energy Promotion Center

Date: 29-12-2025 16:00

Name of Project: Third-party Monitoring/Verification of Installed Renewable Energy Systems

1. Government of Nepal (GoN) has allocated fund toward the cost of Third-party Monitoring/Verification of Installed Renewable Energy Systems 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 Alternative Energy Promotion Center now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: Third-party Monitoring/Verification of Installed Renewable Energy Systems
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Alternative Energy Promotion Center, Alternative Energy Promotion Center
Tahachal
Kathmandu
Kathmandu, Kathmandu
Bagmati Province
Nepal during office hours on or before 14-01-2026 12:00 or visit e-GP system www.bolpatra.gov.np/egp or visit the client’s website www.aepc.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 (Manual delivery Not Applicable) on or before 14-01-2026 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 45.0 %, and Capacity 15.0 % 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 Interest

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 consulting firm/company.
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 60 days. Expected date of commencement of the assignment is 30-03-2026.
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 by electronically only 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 for Third-party Monitoring/Verification of Installed Renewable Energy Systems

1) Background

The AEPC promotes various rural/renewable energy (RE) technologies in different rural areas of Nepal. These RE technologies (RETs) include: solar energy systems (solar home systems, solar PV water pumping systems, institutional solar PV systems, solar dryers, solar cookers), pico/micro/mini-hydro, improved water mill, mud/metallic improved cook stoves, biomass gasifier, domestic/community/institutional biogas plants, etc. Relevant pre-qualified/selected private companies (manufacturers/suppliers/installers) are responsible for the supply of equipment, the installation of the RE systems, and providing after-sales services.

As per the RE Subsidy Delivery Mechanism 2079, after the completion of installations, the subsidy amount is disbursed to the concerned installer company following the satisfactory appraisal results of the Subsidy Applications, accompanied by the required documentary proofs. Generally, a certain portion of the subsidy amount is withheld as retention and released upon verification of the installations and fulfillment of other obligations by the concerned company.

This is ascertained through field verification/monitoring. The results of the field monitoring/verification also form an important basis for grading the companies, as well as for punishing the installer companies in case of major deviations and irregularities, as stipulated in the Subsidy Delivery Mechanism 2079. The monitoring result can also provide important feedback in the future for taking necessary corrective measures for the installation of RE systems.

In order to monitor and ensure quality assurance, AEPC has been allocating a budget in its annual program. In the current fiscal year as well, there is an approved activity with a budget for this task, and it is important to complete the task within the fiscal year so that the disbursement of the remaining subsidy amount and the closing of installation of the various RE systems can be made on time.

The Monitoring and Quality Assurance (MQA) Section of AEPC is responsible for administering the third-party field verification/monitoring of the installed RE systems in an integrated approach. Under the integrated approach, the same service provider is assigned the task of field monitoring of all the sampled RE systems (particularly solar home systems, domestic biogas plants, metallic ICS, and improved water mills) installed in a particular cluster.

2) Objectives of the Assignment

The overall objective of the assignment is to carry out monitoring and quality assurance of the 1,100 installed RE systems, namely Domestic Biogas, Solar Home System, Metallic ICS, and Gasifier ICS, in an integrated approach.

The specific objective of the assignment is to carry out field monitoring/verification of the randomly selected samples of various RE systems.

This assignment includes the following numbers of RE systems to monitor/verify at their installation sites.

S.N	Province	District	SHS	DBG	GICS	MICS	Total
1	Koshi	Taplejung	15	4	0	0	19
2		Illam	0	21	0	0	21
3		Jhapa	0	17	0	0	17
4		Sankhuwasabha	8	4	0	0	12
5		Terhathum	3	9	0	0	12
6		Dhankuta	0	2	0	0	2
7		Morang	0	24	0	0	24
8		Sunsari	0	11	0	0	11
9		Solukhumbu	3	0	0	1	4
10		Khotang	2	0	0	0	2
11		Okhaldhunga	6	0	0	0	6
12		Udayapur	6	3	0	0	9
13	Madhesh	Saptari	0	1	0	0	1
14		Siraha	0	1	2	0	3
15		Dhanusha	0	3	0	0	3
16		Mahottari	0	1	0	0	1
17		Sarlahi	0	7	0	0	7
18		Rautahat	0	10	0	0	10
19		Bara	1	11	0	0	12
20		Parsa	0	5	0	0	5
21	Bagmati	Dolakha	0	0	0	2	2
22		Ramechhap	0	2	0	2	4
23		Sindhuli	9	13	0	0	22
24		Rasuwa	0	2	0	0	2
25		Dhading	1	9	0	0	10
26		Nuwakot	0	5	0	0	5
27		Kathmandu	0	4	0	0	4
28		Lalitpur	0	1	0	0	1
29		Kavrepalanchowk	0	19	0	0	19
30		Sindhupalchowk	0	6	0	1	7
31		Makwanpur	4	67	0	3	74
32		Chitwan	1	2	0	0	3
33	Gandaki	Gorkha	5	46	0	0	51
34		Lamjung	0	34	0	0	34
35		Kaski	0	16	0	0	16
36		Tanahun	0	47	0	0	47
37		Syangja	0	5	0	0	5
38		Nawalparasi(bardaghat susta purba)	0	1	0	0	1
39		Myagdi	1	1	0	0	2
40		Baglung	0	4	0	0	4
41	Lumbini	Palpa	1	2	0	0	3

42		Rupandehi	0	4	0	0	4
43		Kapilwastu	0	5	0	0	5
44		Rukum(purba)	1	0	0	0	1
45		Rolpa	7	1	0	0	8
46		Pyuthan	1	1	0	0	2
47		Dang	1	25	8	0	34
48		Banke	0	8	4	0	12
49		Bardiya	0	24	0	0	24
50		Nawalparasi(bardaghat susta pashchim)	0	2	0	0	2
51	Karnali	Salyan	54	3	0	0	57
52		Dolpa	4	0	0	0	4
53		Mugu	9	0	0	2	11
54		Jumla	14	0	0	0	14
55		Kalikot	33	0	0	1	34
56		Humla	23	0	0	1	24
57		Jajarkot	62	0	0	0	62
58		Dailekh	65	1	0	0	66
59		Surkhet	37	15	0	0	52
60		Rukum(paschim)	39	0	0	0	39
61	Sudur Paschim	Bajura	11	0	0	13	24
62		Achham	26	0	0	0	26
63		Bajhang	11	0	0	0	11
64		Doti	9	1	0	0	10
65		Kailali	14	31	0	0	45
66		Darchula	3	0	0	0	3
67		Baitadi	19	0	0	0	19
68		Dadeldhura	5	0	0	0	5
69		Kanchanpur	0	5	0	0	5
	Total						1100

Abbreviations

- **DBG:** Domestic Biogas Plant
- **SHS:** Solar Home System
- **GICS:** Gasifier Improved Cook Stove
- **MICS:** Metallic Improved Cook Stove

3) Methodology

a) Planning, preparation, scheduling, and team mobilization:

- Preparatory meeting with AEPC.
- Develop the detailed work plan and schedule for the task and clearly mention the roles and responsibilities of each member of the teams.
- Develop a location-wise route plan of the site visit.
- List the RE systems to be monitored.

- Prepare necessary equipment/items/documents for the monitoring team, including:
 - Required number of field monitoring sheets (Forms/Checklists), cameras (in required numbers), and other equipment such as a measuring tape, GPS, multi-meter, inclinometer, compass, altimeter, etc.
 - Copies of other required documents providing key information about the location and owner/community of the concerned RE system. (Will be provided by AEPC).
- Orientation to the staff.
- Team mobilization.
- Data entry and compilation of the field report.
- Timely completion of the entire assignment.
- Submission of the final report to AEPC.

4) Scope of the Assignment

a. Planning, preparation, scheduling, and monitoring team mobilization:

In close consultation with the MQA Section of AEPC, plan and prepare trip-wise schedules for the deployment of the monitoring teams to their respective sites.

The team should comprise a sufficient number of trained technical personnel for monitoring the various RE systems along the route.

The consultant should provide the monitoring team with necessary equipment/items/documents, including:

- Required number of field monitoring sheets (Forms/Checklists),
- List of the RE systems to be monitored with required details to locate the concerned site,
- Smart phone (Android/IOS version) cameras, and other equipment such as measuring tape, GPS, multimeter, inclinometer, compass, altimeter, etc.
- Copies of other required documents providing key information about the location and owner/community of the concerned RE system. (Will be provided by AEPC) .

b) RE System to be monitored

- Carry out the concerned site visit.
- Fill the relevant information/data in the specified field monitoring sheets (Form/Checklist), obtaining the information through general inspection/observation, tests/measurements (if applicable), and inquiry/interview with the respective owner.
- Take photographs and other measurements as instructed in the respective Form/Checklist.
- The photographs must contain real-time information (time, date, and location, as well as GPS coordinate-related information) using any available application/tools or equipment.
- Printed color copies of photographs showing the real-time information must be attached to the monitoring forms.
- The following RE system photos must be clearly visible, readable, and in color, as specified in the monitoring form:
 - **DBG:** Citizenship/Voter ID Card of owner/respondent, dome gas pipe number, kitchen with owner/respondent, owner's house, and owner/representative with the field monitor.
 - **SHS:** Citizenship/Voter ID Card of owner/respondent, PV panel with serial number, battery with serial number, PV panel, and owner/representative with the field monitor.
 - **GICS/MICS:** Citizenship/Voter ID Card of owner/respondent, owner/respondent with the field monitor inside the kitchen with the MICS system, owner/respondent and field monitor outside the house with the chimney outlet, code, and engrave.

- If a deviation case is observed, a verification memo (**Muchulka**) must be prepared, and the Muchulka must include photographs of the representative with the field monitor, the signature of the representative, and their contact number.
- For RE systems found to be deviated from the normal cases (such as a system not installed, double subsidy claimed for the same system, installation not completed, etc.), necessary information as concrete evidence supporting the fact should be brought from the site as per the Guidelines 2079. The Guidelines will be provided during the orientation.
- Make necessary arrangements for coordinating and supervising the field work in order to ensure the timely completion of the entire assignment.
- Carry out other tasks related to the assignment as asked by the MQA Section.
- Strictly maintain a high level of confidentiality of sample information and impartiality in the field monitoring, and completely avoid any contact with and passing of information to the concerned manufacturer/supplier/installer companies.
- If such a violation is found, the case will be forwarded for legal action.
- Carry out online or Excel entry of the data/information received from the field.
- The reports need to be bundled differently for each district based on the specific technology used.
- If the information and photographs of the monitoring forms are not reliable, authentic, or complete, AEPC can direct the consulting firm to conduct re-monitoring at its own cost.
- The same individuals proposed by the consulting firm in the HR plan (Team Leader, Field Mobilizer Coordinator, Field Monitors, Data Entry Staff, and Support Staff) must attend the orientation class provided by AEPC, and those same individuals (Field Monitors) must also be deployed for field monitoring.
- Prepare monitoring reports in the format prescribed by AEPC and submit them to the MQA Section.
- In close consultation with the MQA Section of AEPC the consulting firm may utilize new technologies to make the monitoring process more innovative, accurate, reliable, evidence-based, and verified.
- After the submission of the draft report, the consulting firm (the same individuals proposed in the HR plan) should give a presentation on the monitoring report to AEPC at AEPC.

5) Deliverables

The consultant shall deliver the following outputs:

- **Inception Report** highlighting the detailed plan of the task, allocation of human resources, and schedule of field deployment. (To be submitted within **7 days** after signing the Contract) .
- **Field Monitoring** as per the Guidelines/instructions (To be accomplished within 45 days after signing the Contract).
- **Draft Report** (To be accomplished within **30 days** after signing the Contract).
- **Final Report**, separately prepared in the prescribed format (To be accomplished within **45 days** after signing the Contract).
- Three sets of hard copies and one electronic copy of the final reports should be submitted.
- After the draft report submission, the consulting firm should have a presentation at AEPC.

6) Team and Human Resources Requirements

The service provider must manage a sufficient number of qualified human resources for field monitoring. It is encouraged to employ a field monitor with proven ability to carry out monitoring of more than one or all of the following RE technologies so as to optimize cost and time effectiveness. The field monitors should be physically fit and willing to go to remote areas for field monitoring for a relatively longer duration.

In addition to the field monitors, the Firm must employ a qualified Team Leader for overall planning, management, coordination, and supervision of the task, as well as for analysis and production of a quality report, and other team members as mentioned below:

- All the personnel involved in the task should not have any affiliation with the concerned manufacturer/supplier/installer of the RE systems.
- All team members proposed shall declare that they are not associated with any competent/PQ companies for RET installation listed in AEPC for at least 3 years.
- If found, the service provider will be blacklisted.
- Total human resources required for this task is 550 man-days.

Composition of Consulting Team:

The team of the Service Provider shall consist of the following personnel:

- **Team Leader (1 No.):** The team leader should have a Master's degree in engineering, renewable energy, management, development studies, or a related field. He/she should have at least 7 years' experience in the renewable energy sector with adequate experience in field monitoring/verification of RE systems. He/she should be very good in planning, scheduling, coordination, and supervision of field monitoring work. He/she should also be experienced in analysis and reporting of technical and socio-economic surveys, particularly with renewable energy or other rural development programs.
- **Field Mobilizer Coordinator (Required No. 1):** The field visit coordinator shall have a Master's Degree in engineering, renewable energy, management, development studies, social sciences, or a related field, with 5 years of experience in field monitoring, team mobilization, etc. The Field Mobilizer Coordinator, together with the Team Leader, is responsible for planning the field visits, coordinating the team and team deployment, coordinating the field visits from the center, and compiling field visit reports.
- **Field Monitors (Required No. 10):** The field monitors should have at least a Bachelor's Degree from a recognized institution, with at least 3 years of experience; preferably with field monitoring/verification of RE technologies under the scope of this assignment. They should have adequate experience of field monitoring of RE technologies installed in rural areas. The combination of the monitoring team should cover the expertise in monitoring of solar home systems, biogas plants, metallic ICS (Metallic, rocket, and Gasifier).
- **Data Entry Staff (Required No. 2):** The data entry staff should have at least an intermediate degree in the relevant field with a minimum of 3 years of experience in data entry. This staff is responsible for entering data whether in Excel or the AEPC system.
- **Support Staff (Required No. 1):** The support staff should have at least an Intermediate degree.

The cost of engaged human resources, such as remuneration, travel, accommodation, travel insurance, etc., needs to be managed by the selected Service Provider.

7) Inputs from AEPC

- Orientation/training will be provided by AEPC.
- Field monitoring Forms/Checklists (master copy only).
- Format for the monitoring report.
- Guidelines/instructions for the task.
- Participation in the orientation/training session as a resource person.
- List of the RE systems to be monitored along with the required documents.

8) Budget

In general, payment installments will be as follows:

- **First** - Maximum 10% of the agreement amount - After submission and approval of the Inception Report by the MQA Unit.
- **Second** - Maximum 50% of the agreement amount - After submission of the draft report and acceptance by the MQA Unit.
- **Final** - Remaining - After submission and approval of the Final Report.

9) Other Important Information for the Service Provider (Firm)

The Service Provider shall be responsible for any insurance required for its staff, including the field monitoring personnel. AEPC will not be responsible for any kind of insurance. AEPC shall not bear any responsibility whatsoever with regard to the safety and health of the personnel of the Service Provider. This will be the responsibility of the Service Provider.

The Service Provider must bring correct and complete information from the monitoring sites. If it is found that the Service Provider has brought wrong and/or incomplete information, AEPC reserves the right to penalize or re-deploy the Service Provider to the concerned site to bring the correct/complete information without paying extra cost. If a penalty is imposed, the Service Provider must refund the total cost required to visit the site and should pay a penalty amount equal to 100% of the involved cost. The cost will be calculated on the basis of the unit Contract price.

The Service Provider must visit all the RE systems under its assignment unless there is a strong reason preventing its personnel from reaching the site, which is beyond the control of the Service Provider. In the absence of such a strong reason, if the Service Provider leaves any sites unattended, AEPC reserves the right to penalize or re-deploy the Service Provider to the concerned site without paying extra cost. If a penalty is imposed, the Service Provider must refund the total cost required to visit the site and additionally should pay a penalty amount equal to 100% of the involved cost. In case the Service Provider could not visit any site because of some unavoidable reasons, the Service Provider will not be paid (or should reimburse if already paid) the amount equivalent to the cost of the unattended sites, calculated on the basis of the unit contract price.

The human resources mentioned in the technical proposal should be employed for the task. However, in an exceptional case, with strong justification, the originally proposed candidate can be replaced with prior approval from the MQA Section. The new candidate must be at least equally qualified in terms of academic qualification, experience, and training, compared to the originally proposed candidate. The proposal shall clearly highlight the methodology, field plan, and potential questionnaires for effective data collection for the monitoring task.

AEPC may terminate the Contract with the Service Provider and disqualify it and/or its involved personnel at any time if serious problems with the validity of work, wrongdoings by the organization, or the personnel involved are experienced.

Annex 1: Questionnaires

Alternative Energy Promotion Centre

Monitoring and Quality Assurance Unit

HOUSEHOLD BIOGAS PLANT FIELD MONITORING FORM

घरेलु बायोग्यास अनुगमन फाराम

Monitoring Date:.....

CHECK LIST

Fiscal Year

Package no:

Particulars	Remarks
<p>Photo Taken? <input type="checkbox"/></p> <p>(minimum 4 photos)</p> <p><input type="checkbox"/>Photo showing biogas plant, owner's house, owner/representative and field monitor.</p> <p><input type="checkbox"/>Photo showing Dome gas pipe no.</p> <p><input type="checkbox"/>Photo of kitchen with the owner.</p> <p>-Photo of Citizenship/Voter ID Card of Owner and Respondent</p>	<p>Photo Nos.:</p>
<p>Required Muchulka Taken? <input type="checkbox"/></p> <p>(Statement from other min. 5 villagers, VDC letter etc.)</p>	<p>Copy of subsidy application form <input type="checkbox"/></p> <p>(copy for QA&M team)</p>

MONITORING TEAM/अनुगमनदल

S.N	Field Monitor's Name	Name of Consulting Firm	Signature
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	अनुगमन कर्ताको पूरा नाम, थर	अनुगमन गर्ने परामर्शदाताको नाम	सही
1			
2			

A. GENERAL INFORMATION / साधारण सूचना

Monitoring No.:

DBG ID No:

Dome Gas Pipe No:

अनुगमन नं.

डि.वि.जि सूचांक

डोम ग्यास पाईप सूचांक

Owner's Name:

Gender: a) Male b) Female c) Others

एपभोक्ताको नाम

लिंग

क) पुरुष

ख) महिला

ग) अन्य

Caste/Ethnicity (जाती/वर्ग):

Address of the biogas plant installed house:

District: M/RM: Ward No: Village:

जिल्ला

न.पा / गा.पा

वडा नं.

गाउँ

Respondent's Name/Relation with the owner.....Contact no.

जवाफकर्ताको नाम/नाता

सम्पर्क नं.

B. Plant observation/ प्लान्ट अवलोकन

The photo of the house and the owner match on that the subsidy form

अनुदान पुस्तिकामा फर्मसंग संलग्न उपभोक्ताको फोटो

मिल्छ

मिल्दैन

Size of plant (m3).....

प्लान्टको क्षमता (घ.मी) :

Plant Model: GGC 2047 GGC Modified Other

प्लान्टको प्रकार :

Number of slabs covering the plant

आउटलेटको ढक्की संख्या

Exposed height of Turret (cm)

टुरेट देखिएको भागको नाप

No. of compost pit.....

कम्पोस्ट खाडलको संख्या

Status of mixture

मिक्सर मेशिनको अवस्था

जडान गरेको

जडान नगरेको

Type of pipe

GI

CPVC

Multilayer

पाइपको प्रकार

Brand name of Pipe.....

पाइपको ब्राण्डको नाम

Status of water drain pit

ड्रेन पिटको अवस्था

बनेको

नबनेको

Status of Pressure meter

Working

not working

not Installed

प्रेसर मिटरको अवस्था

काम गरेको

काम नगरेको

जडान नगरेको

Brand of Pressure meter.....

प्रेसर मिटरको ब्राण्ड

Type of Stove

Local

imported

स्टोभको प्रकार

Brand name of imported stove.....

स्टोभको ब्राण्ड

C. Subsidy :

What is the total cost of this Plant?

यो प्लाण्टको कुल लागत खर्च कति हो ?

Do you know about the Subsidy?

Yes

No

तपाईंलाई अनुदानको बारेमा थाहा छ ।

छ

छैन

If yes, how much subsidy did you get?

यदि थाहा छ भने, कति अनुदान पाउनु भयो ?

Do you know who provide the subsidy? यो अनुदान कसले दिन्छ जस्तो लाग्छ?

a) Government(सरकार)

c) Donor (दातृ राष्ट्र)

b) NGO/INGO (संस्था)

d) Others, specify(अन्य, कुनै).....

Loan/Cash.....

ऋण/नगदमा

Bill/voucher provided by Company

Yes

No

बिल/भौचर

छ

छैन

D. Completion/After Sales Service/Guarantee

कार्य सम्पादन । विक्री पछिको सेवा । प्रत्याभूती

Date of sales agreement.....

सम्झौताको मिति

Date of Plant completion.....

निर्माण सम्पन्न मिति

First After Sales Service provided? Yes No Too early to respond

पहिलो विक्री पछिको सेवा

Second After Sales Service provided? Yes No Too early to respond

दोश्रो विक्री पछिको सेवा

User catalogue provided by the company Yes No

उपभोक्ता पुस्तिका छ छैन

Guarantee card provided by the company Yes No

ग्यारेन्टी पत्र छ छैन

Any problem reported to the company Yes No

कुनै समस्याको उजूरी निर्माण कम्पनीलाई गरेको छ ? छ छैन

If yes, how did company respond? (यदि छ भने, उत्पादक कम्पनीले कसरी सम्बोधन गर्‍यो?)

.....
.....

Important Note / Remarks of the monitor

महत्वपूर्ण जानकारी:

.....
.....
.....
.....

Owner's/ Respondent's Signature:

Contact no: 2

एपभोक्ता/उत्तरदाताको सही

सम्पर्क नं.

H. MONITORING CONSULTANT FINDINGS: अनुगमनदलको निर्णय (Tick ✓ the appropriate findings)

- **Deviation**

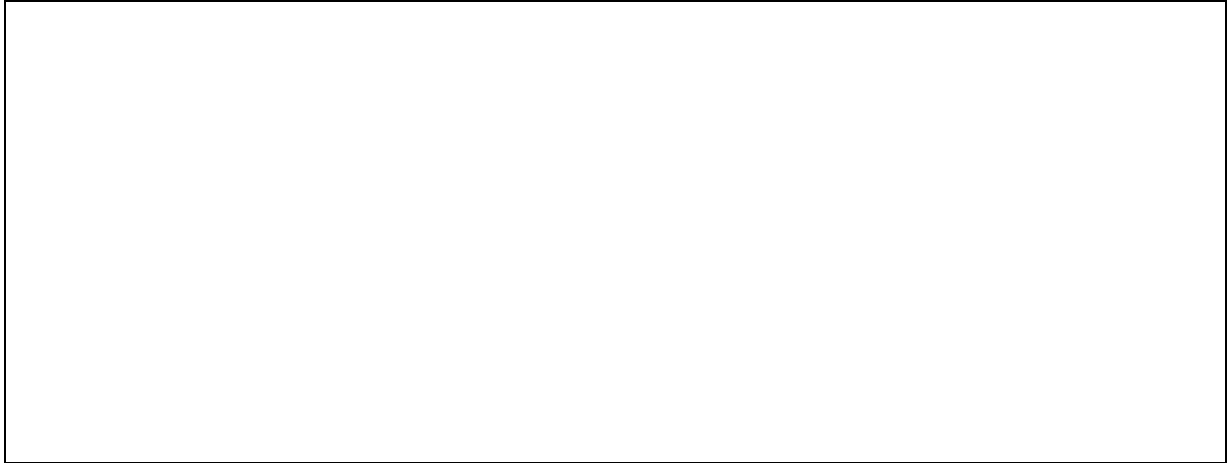
- a) *Subsidy claim without construction: (Owner and House traced but biogas plant not existing in the house. Household members confirm that biogas plant was never constructed in their house).*
- b) *Subsidy claim for reconstruction (denting-painting) Biogas Plant: (Biogas plant reconstructed by replacing the dome gas pipe and renovated to the old biogas plant).*
- c) *Fake documents submitted to claim biogas subsidy*
- d) *Subsidy claim without completion: (Reporting of pre-mature plant)
Subsidy claim without fittings, without supplying necessary appliances specified as per the quotation and standard.*

e) *Slurry not constructed.*

f) *Dome Gas Pipe number missing*

*Dome Gas Pipe number is unique number etched or engraved in Dome Gas Pipe. This number is the unique codes given to Biogas Company and each dome gas pipe has different engraved number. **DBG-.....***

Name of Owner.....



DBG Plant, Owner's house and owner/representative with field Monitor

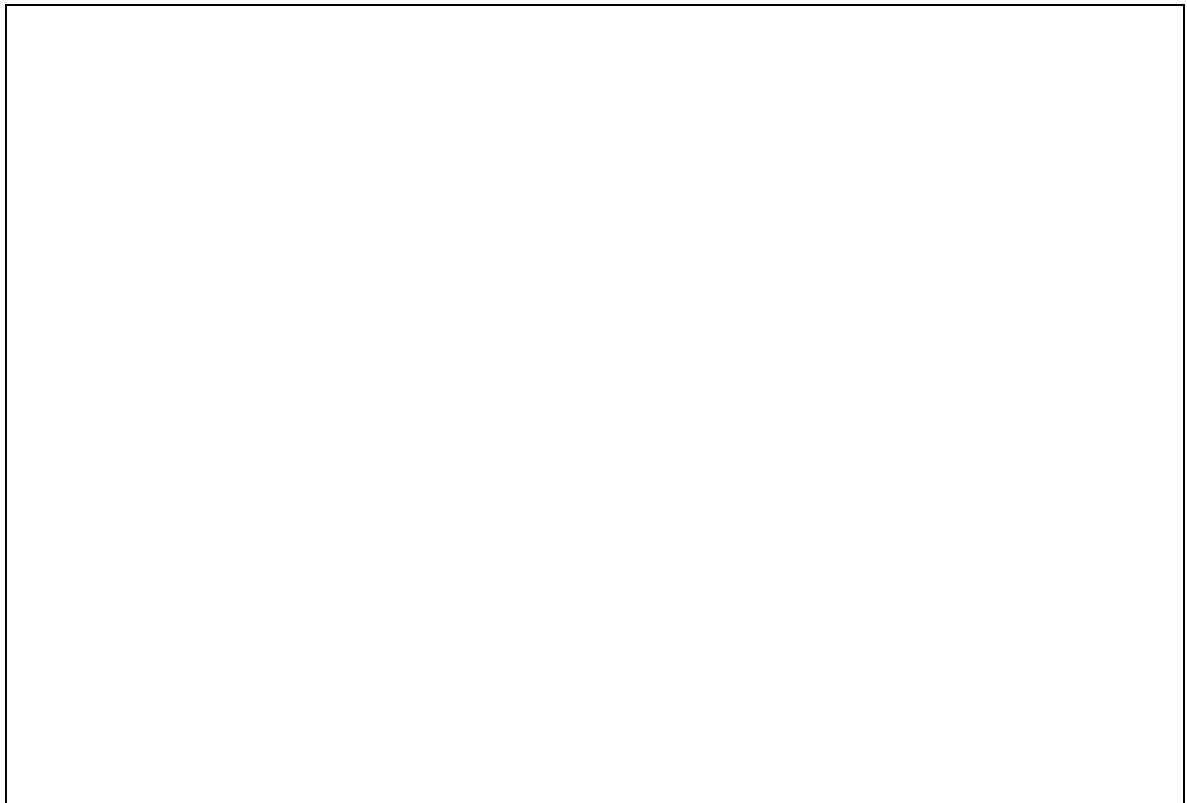


Photo of Kitchen with Owner/Respondent

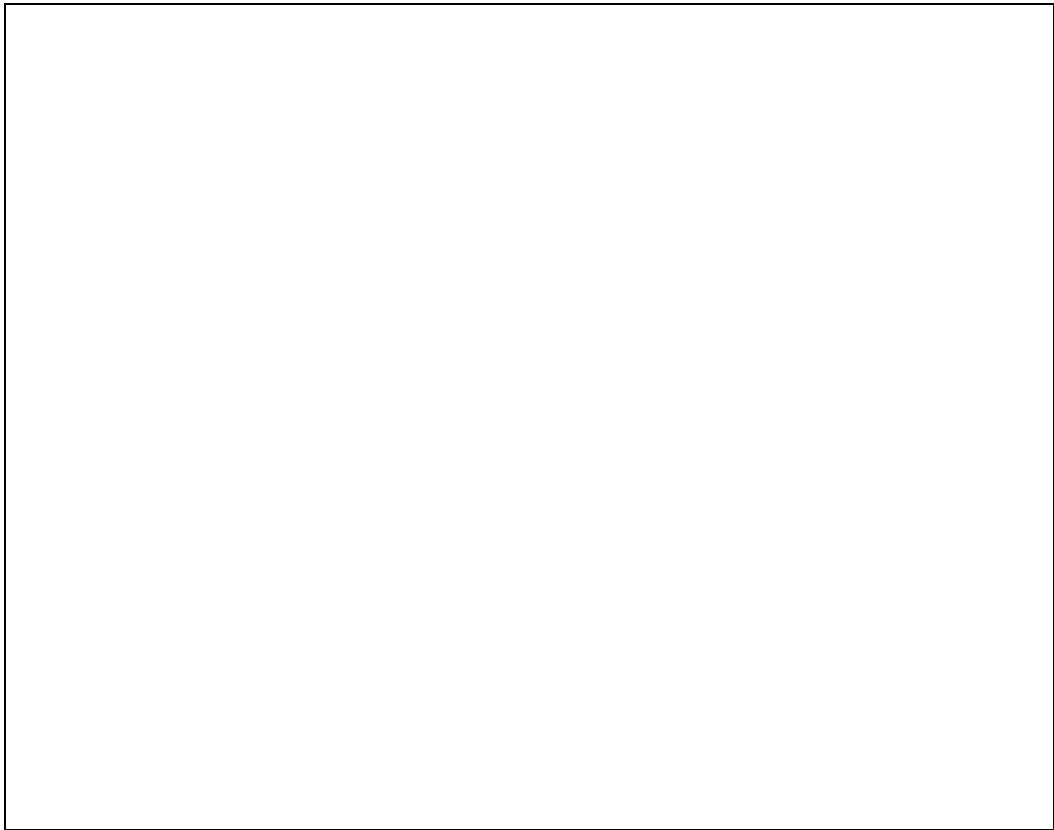


Photo of Dome gas pipe Number



Photo of Citizenship/voter ID Card of Owner/Respondent

Annex 2: Questionnaires

ALTERNATIVE ENERGY PROMOTION CENTER
Monitoring and Quality Assurance Unit

SHS FIELD INSPECTION SHEET
घरेलु सौर्य प्रणाली निरीक्षण फारम

Monitoring Date:.....

CHECK LIST

Fiscal year:

Package no:

Particulars		Remarks
Photo Taken? <input type="checkbox"/> (minimum 4 photos) -Photo of SHS installed house with PV panel and household owner/representative and field monitor -Photo of panel showing panel serial Number -Photo of battery showing battery serial no. -Photo of Citizenship/Voter ID Card of Owner and Respondent	Photo Nos.:	
Required Muchulka Taken? <input type="checkbox"/> (Owner's written statement plus statement from other min. 5 villagers, VDC letter etc.)	Copy of subsidy application form <input type="checkbox"/> (copy for QA&M team)	

INSPECTION TEAM/ निरीक्षण दल

S. No.	Field Monitor's Name अनुगमनकर्ताको पूरा नाम, थर	Name of Consulting Firm अनुगमन गर्ने परामर्शदाताको नाम	Signature सही
1			
2			

A.1 GENERAL INFORMATION / साधारण सूचना

Inspection No:

SHS ID No:

निरिक्षण नं.

एस.एच.एस. सूचांक

SHS Owner's Name:

Gender: a) Male b) Female c) Others

उपभोक्ताको नाम

लिंग

क) पुरुष

ख) महिला

ग) अन्य

Caste/Ethnicity:

जाती/वर्ग

Address of the Solar Home System installed house

District: M/RM: Ward No: Village:

जिल्ला

न.पा./गा.पा

वडा नं.

गाउँ

Respondent Name /Relation Contact No:- 1.....

जवाफ कर्ताको नाम / नाता

सम्पर्क नं.

Owner's/ Respondent's Signature: Contact No:- 2

उपभोक्ता / जवाफकर्ताको सही

सम्पर्क नं.

A.1.1 ELECTRIFICATION INFORMATION / विद्युतिकरणको जानकारी

Is the site electrified (विद्युतिकरण भएको)

a) Yes (छ)

b) No (छैन)

If yes: Date and source of electrification:

यदि छ भने, विद्युतिकरण भएको साल र माध्यम:

A.2 ABOUT SHS/ घरेलु सौर्य विद्युत प्रणाली बारेमा

A.2.1) Is above- mentioned SHS Owner and his/her house found as per subsidy application form?

के माथि उल्लेखित उपभोक्ता र उनको घर अनुदान पुस्तिकामा भए बमोजिम भेटियो ? a) Yes (भेटियो) b) No (भेटिएन)

A.2.2) Does the house of above mentioned SHS owner matches with SAF photo:

के माथि उल्लेखित उपभोक्ताको घर अनुदान फर्ममा भएका फोटाको घर संग मिल्छ? a) Yes (मिल्छ) b) No (मिल्दैन)

A.2.3) If No, then what is the reason for not Matched? यदि घर मिल्दैन भने त्यसको कारण के होला?

.....

A.3 If, yes then answer the following questions? यदि घर भेटियो भने, तल उल्लेखित प्रश्नहरूको जवाफ दिनुस् ।

B) QUESTIONS / प्रश्नहरू:

B.1) Is SHS installed in the above-mentioned SHS owner's house? a) Yes b) No

के माथि उल्लेखित उपभोक्ताको घरमा सौर्य प्रणाली जडान भएको छ ? क) छ ख) छैन

B1.1) If No, reasons for SHS not found in the house?

यदि छैन भने घरमा सौर्य प्रणाली नभेटिनुको कारण के हो ?

- a) SHS was installed then sold off, given or taken away, etc. घरमा सौर्य प्रणाली जडान भएको थियो तर पछि बेचियो, दिइयो, अरुले लगे आदि ।
- b) SHS was never installed at all and do not know how subsidy was claimed in my name. सौर्य प्रणाली कहिल्यै पनि जडान भएको थिएन र अनुदानको लागि मेरो विवरण कसरी पेस भयो थाहा भएन ।
- c) Photocopy of citizenship certificate given to others to install SHS. अरुलाई सौर्य प्रणाली जडान गर्न नागरिकताको प्रतिलिपि दिएको ।
- d) Others reason, अन्य कारण

.....
.....

B1.2) If yes, How many SHS do you have installed at your house till date?(note down technical

detail of each SHS) घरमा एक भन्दा बढी घरेलु सौर्य ऊर्जा प्रणाली जडान गर्नु भएको छ? यदि छ भने, अहिले सम्म कति

वटा सौर्य ऊर्जा प्रणाली जडान गर्नु भयो ?.....

यस भन्दा पहिलो प्रणाली कुन कम्पनीबाट र कुन ठाउँमा जडान गरिएको छ ?

क) कम्पनीको नाम:

ख) पहिला जडान गरिएको ठेगाना: जिल्ला न.पा/गा.पा..... गाउँवाड नं....

ग) घरेलु सौर्य प्रणाली धनीको नाम

घ) Solar Panel Serial no.

ङ) Battery Serial no.

B.1.3 परिवारका अन्य सदस्यको नाममा घरेलु सौर्य ऊर्जा प्रणाली अनुदानमा जडान गर्नु भएको छ ?

क) छ

ख) छैन

C. PRICE & FINANCING/ मूल्य र आर्थिक श्रोत

C-1) How much did you pay, including loan, to purchase the system? Rs रु.

सौर्य प्रणाली किन्दा अनुदान बाहेकको तर ऋण सहितको रकम कम्पनी / सप्लायर्सलाई कति पैसा दिनु भयो?

C-2) How much was the subsidy amount? Rs.....

यदि थाहा छ भने, अनुदान रकम कति पाउनु भयो?

C-3) Did any other organization provide you additional financial support to install SHS? Who ?

How much?

के यो सौर्य प्रणाली किन्दा अन्य संस्थाले पनि रकम सहयोग गरेको थियो? यदि थियो भने कुन संस्थाले सौर्य प्रणाली किन्दा थप रकम सहयोग गरेको थियो र कति रकम सहयोग गरेको थियो?

a) Supporting organisation name:
सहयोगी संस्थाको नाम

b) Supported fund in Rs:
सहयोग रकम रु

C-4) Did company/supplier provide you Bill or Voucher of SHS? कम्पनी / सप्लायर्सले घरेलु सौर्य प्रणालीको बिल वा भौचर तपाईंलाई दिएको छ ?

a) Yes (छ) b) No (छैन)

D) AFTER-SALES SERVICE / मर्मत-सम्भार

D-1) What is your agreement/understanding with the company/supplier with regard to after-sale service? मर्मत-सम्भार बारेमा कम्पनी / सप्लायर्स संग तपाईंको कस्तो सम्झौता छ?

a) Written guarantee (लिखित ग्यारेन्टी) b) Written warranty लिखित वारेन्टी (खराब भए ठीक गर्ने)

c) Verbal promise मौखिक वचन (खराब भए ठीक गर्ने) d) None (छैन)

Explanation/ व्याख्या:.....

D.2) Did company/supplier provide you following documents?

कम्पनी र सप्लायर्सले तल उल्लेखित कागजातहरू दिएको छ ?

a) SHS operational and Maintenance Manual. प्रणाली संचालन र सम्भार गर्ने सम्बन्धी पुस्तिका

a) Yes (छ) b) No. (छैन)

b) SESC booklet and poster, कार्यक्रमको पुस्तक र पोस्टर

a) Yes (छ) b) No. (छैन)

D-3) When was the system installed if the exact date is not known, mention approx. month and

the year (सौर्य प्रणाली कहिले जडान भएको थियो? निश्चित मिति थाहा नभए, अनुमानित महिना र साल उल्लेख गर्ने)

..... / / (day/month/year) (दिन/महिना/साल)

D-4) What are the technical problems, if any? कुनै प्राविधिक समस्या आएको छ? क) छ ख) छैन

यदी समस्या आएको छ भने,

समस्याको बारेमा सम्बन्धित कम्पनी/सप्लायर्सलाई खबर गर्नु भएको क) छ ख) छैन ।

Explanation/ व्याख्या:.....

.....

D-5) How many visits did the company/supplier make so far for after-sales service?

हाल सम्म कम्पनी / सप्लायर्सले कति पटक मर्मत सम्भार गरेको छ?

a) not yet due (समय भएको छैन) b) It is time but no visit (समय भयो तर आएको छैन)

c) One (एक पटक) d) Two (दुई पटक)

e) Three or more / ड:) तिन वा सो भन्दा बढी

Explanation/ व्याख्या:

.....

D-6) What is your assessment of the after-sales service provided by the company/supplier in comparison to the promise?

कम्पनी / सप्लायर्सले वचन दिएको तुलनामा मर्मत सम्भार कस्तो भएको छ?

a) Good b) Satisfactory c) Not satisfactory d) Too early to respond.

क) राम्रो ख) सन्तोषजनक ग) सन्तोषजनक नभएको घ) अहिले भन्नु नसकिने

Explanation/व्याख्या.....

D-7) How many days in total, the system was down due to technical problem, so far? days.

आज सम्ममा प्राविधिक कारणले गर्दा जम्मा कति दिन प्रणालीले काम गरेको छैन? दिन

Explanation, व्याख्या :

.....

.....

E) DETAIL READING AND MESUREMENTS / अध्ययन र नाप-जाँच

Component	Questions
-----------	-----------

PV Module सौर्य पाता

- 1) Is there Sticker in the PV module? सौर्य पातामा ईस्टिकर छ? a) Yes b) No
क) छ ख) छैन

- 2) If No, what is the reason that sticker is not in the PV module? यदि छैन भने तहुनुको कारण के होला?
a. There was no sticker in the panel during installation. प्रणाली जडान गर्दा देखिने ईस्टिकर थिएन ।
b. Sticker was torn later. ईस्टिकर पछि च्यात्तियो ।
c. Any other reasons. अन्य कुनै कारण
- 3) If yes, please fill following information. यदि छ भने तलको भर्नु होला ।
Manufacture Name, उत्पादकको नाम..... Brand, ब्रान्ड.....
Serial number, सिरियल नम्बर....., Panel Rating, पाताको क्षमता.....Wp
Deviation from N/S meridian: Degree, Tilt angle: Degree

Battery ब्याट्री

Manufacture Name, उत्पादकको नाम..... Brand, ब्रान्ड.....
Serial number, सिरियल नम्बर....., Battery Capacity, क्षमता.....Ah
Deep cycle Battery a) Flat b) Tubular Voltage with load:.....V and Voltage without load:V

Charge Controller चार्ज कन्ट्रोलर

Manufacture Name, उत्पादकको नाम..... Brand/model, ब्रान्ड.....
Capacity, क्षमता.....A

Lamps बत्तीहरु

Type? a) CFL b) TL c) Both CFL & TL d) Others, specify No of bulbs.....
Manufacture Name, उत्पादकको नाम.....

Switches & Sockets Numbers of switches
Outdoor Wiring	UV protected cable? a) Yes b) No c) No idea.
Indoor Wiring	Brand: NS certified cable? a) Yes b) No c) No idea.

F) MONITORING CONSULTANT CONCLUSION/ निरीक्षण दलको निर्णय

- a. SHS exists प्रणाली भेटियो ।
b. Subsidy claim without installation. सौर्य प्रणाली जडान नै नगरी अनुदान लिएका (उपभोक्ता भेटिएको तर सौर्य प्रणाली जडान नभएको)
c. Person not identified. उपभोक्ताको भनिएको ठेगानामा पहिचान हुन नसकेको
d. Double subsidy claim for one system. एउटा सौर्य प्रणालीको लागि दुई चोटि अनुदान लिएका

- e. Site is electrified. विद्युतीकरण भएको क्षेत्र
- f. SHS sold. सौर्य प्रणाली बेचेको
- g. SHS installed in different RM / M/District from beginning. सौर्य प्रणाली सुरुमै अन्य न.पा/गा.पा जिल्लामा जडान गरेको
- h. Citizenship certificate photocopy given to others to install SHS. अन्य व्यक्तिलाई सौर्य प्रणाली जडान गर्न नागरिकताको प्रतिलिपि दिएको
- i. After sales not provided. बिक्री पछिको सेवा उपलब्ध नगराइएको
- j. Partial support from other supporting organisation. सौर्य प्रणाली राख्न अन्य संस्थाहरूको आंशिक सहयोग भएको
- k. Full support from other supporting organisation. सौर्य प्रणाली राख्न अन्य संस्थाहरूको पुरै सहयोग भएको
- l. Owner Migrated. उपभोक्ता बसाई सराई गरि गएको
- m. Door locked. उपभोक्ताको घरमा ताला लगाएको
- n. Any other explain, अन्य कुनै:.....

G) Question on Improved Cooking Stoves/ सुधारिएको चूलो बारे प्रश्न

G.1) Do you have Improved Cooking Stoves in your house? हजूरको घरमा सुधारिएको चूलो छ ?

- a) Yes (छ)
- b) No (छैन)

G.2) If no, then why did not you install Improved Cooking Stoves? यदि छैन भने घरमा सुधारिएको चूलो

नराख्नुको कारण के होला?

- a. We do not know about ICS. सुधारिएको चूलो बारे हामीलाई थाहा छैन ।
- b. We do not know who makes ICS and there is no one to make ICS in village. सुधारिएको चूलो कसले बनाउछ हामीलाई थाहा भएन र सुधारिएको चूलो बनाउने हाम्रो गाँउमा कोही छैन।
- c. We have build ICS earlier but as it was not friendly to us so we destroyed it. सुधारिएको चूलो पहिले बनाएको थियो तर पछि हामीलाई काम नदिएकोले भत्कायौ।
- d. Any others. अन्य कुनै कारण

H) MISCELLANEOUS/ विविध

H-2) Owner's Comments/Complaints about the Supplier/Company/Technology:

कम्पनी / सप्लायर्स/ प्रविधि आदि प्रति घरेलु सौर्य प्रणाली धनिको गुनासो, भनाई

.....

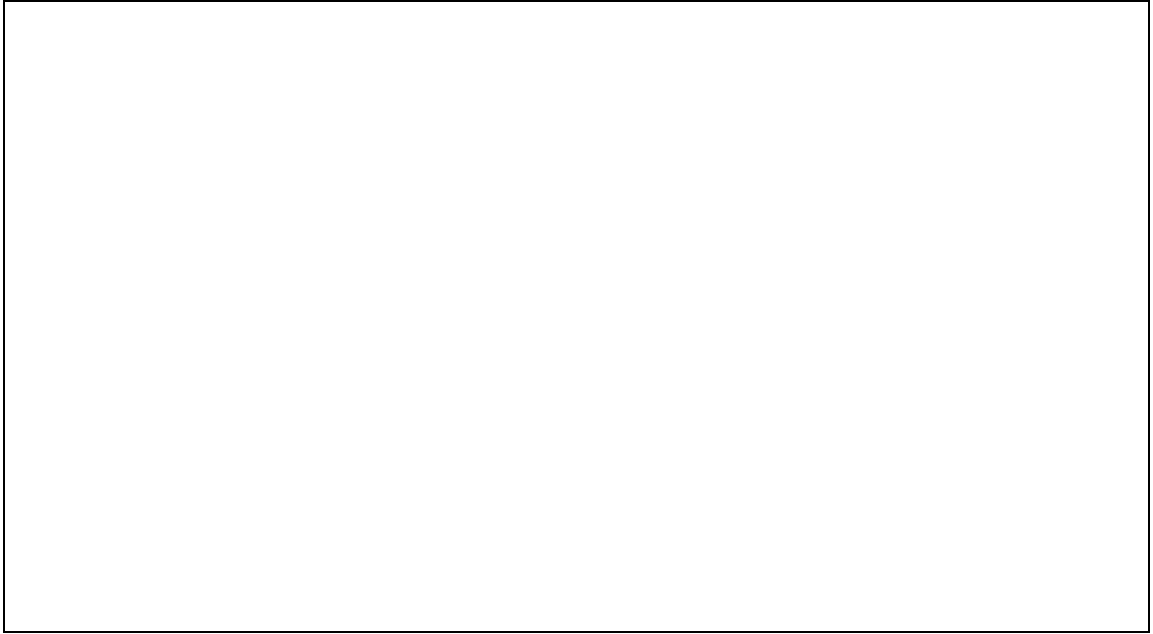
.....

SHS-.....

Name of Owner.....

SHS Installed house with PV Panel and owner/representative with field Monitor

SHS PV Panel with Serial Number



SHS Battery with Serial Number

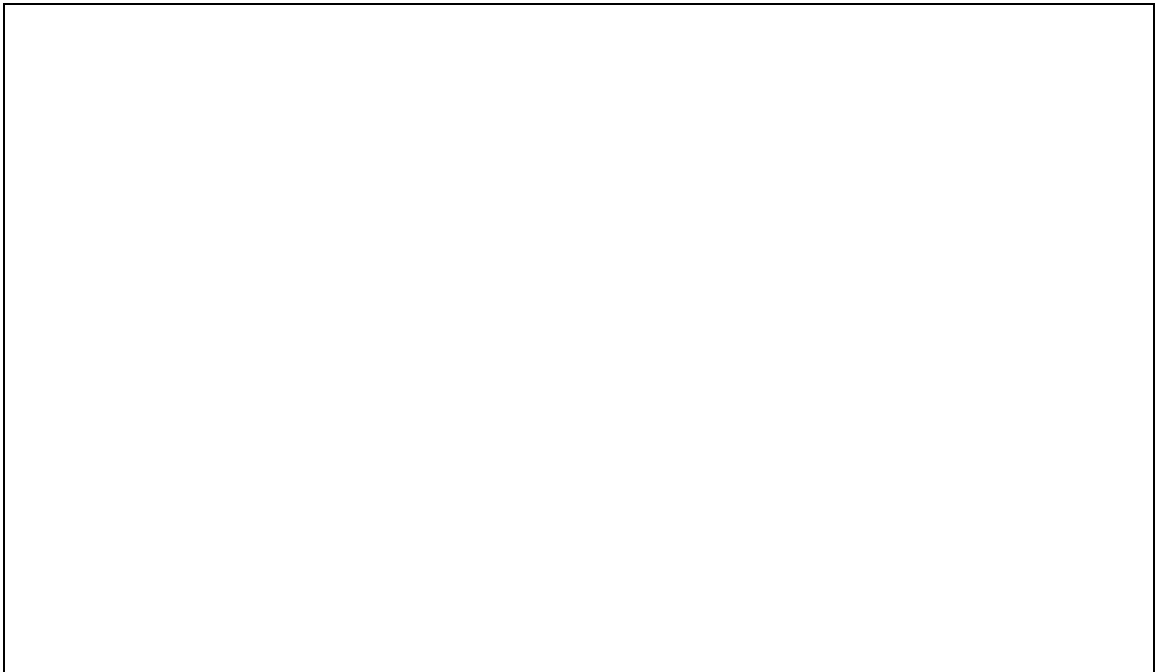


Photo of Citizenship/voter ID Card of Owner/Respondent

Annex 3 :Questionnaires

Alternative Energy Promotion Centre

Monitoring and Quality Assurance Unit

ROCKET/GASIFIER PRINCIPLE BASED DISSEMINATION FIELD MONITORING SHEET
रकेट/ग्यासीफायर सिद्धान्तमा आधारित सुधारिएको चुलो विस्तार फिल्ड अनुगमन फारम

Monitoring Date:.....

CHECK LIST

Fiscal year:

Package no:

Particulars		Remarks
Photo Taken? (Minimum 3 Photos) <ul style="list-style-type: none"> • Photo of inside the house with stove, user and monitoring team • Photo of Citizenship/Voter ID Card of Owner and Respondent • Clearly visible photo of stove engrave number and specific photos where applicable related to deviated cases) 	Photo Nos.:	
Required Muchulka Taken? <input type="checkbox"/> (Owner's written statement plus statement from other min. 5 villagers, local government letter etc.)	<u>Copy of subsidy application form</u> ▪ (copy for QA&M team)	

MONITORING TEAM/अनुगमन दल

S. No.	Field Monitor's Name अनुगमनकर्ताको पूरा नाम, थर	Name of Consulting Firm अनुगमन गर्ने परामर्शदाताको नाम	Signature सही
1			
2			

A.1 GENERAL INFORMATION (As per SAF) साधारण जानकारी

Stove Engrave No: Sample ID No:	
Inspection No:	
Owner's Name (प्रयोगकर्ता नाम).....	
Owner's contact No (उपभोक्ताको सम्पर्क नं.).....	
Gender (लिंग): a) Male (पुरुष) b) Female (महिला) c) Others (अन्य)	
District (जिल्ला):M /RM (नगरपालिका/गाउँपालिका):	
Ward No (वाड नं): Village (गाँउ):	
Citizenship No (नागरिकता नम्बर):	
लक्षित समूह:	
क. एकल महिला ख. विपत्ति पिडित ग. द्वन्द्व पिडित घ. लोपोन्मुख ङ. पिछडिएको वर्ग	

A.2 ABOUT ROCKET/GASIFIER PRINCIPLE BASED COOK STOVE (रकेट/ग्यासिफायर सिद्धान्तमा आधारित चुलोको बारेमा) ।			
A.2.1) Is above mentioned Rocket stove/Gasifier Owner and his/her house located according to the subsidy form? अनुदान पुस्तिकामा उल्लेखित भए पुस्तिकामा उपभोक्ता र घर पहिचान भयो? क) भयो ख) भएन			
A.2.2) If No, then what is the reason for non-existence? यदि घर भेटिएन भने त्यसको कारण के होला ?			
A.3) If, Yes then answers the following question? यदि घर भेटियो भने तलको प्रश्नको उत्तर दिनु होला ?			
Respondent's Name जवाफ कर्ताको नाम		Relation with owner जवाफ कर्तासँगको नाता	
Owner's/Respondent's Signature धनि वा जवाफ कर्ताको सहि		सम्पर्क नम्बर:	

B. ROCKET PRINCIPLE /GASIFIER BASED COOK STOVE INSTALLATION

- B.1) Is Rockets/Gasifier principle based cook stove installed in the above mentioned owner's house? के माथि उल्लेखित उपभोक्ताको घरमा रकेट/ग्यासिफायर सिद्धान्तमा आधारित सुधारिएको चुलो जडान भएको छ ?
- a) Yes (छ) b) No (छैन)
- B.2) If No, then what are the reasons for not finding Rocket principle based cook stove in the house? यदि छैन भने, रकेट सिद्धान्तमा आधारित खाना पकाउने चुलो फेला नपर्नुको कारण के हो ?

- a) Rocket/Gasifier principle based cook stove was installed then sold off, given away etc. रकेट/ग्यासिफायर सिद्धान्तमा आधारित खाना पकाउने चुलो जडान गरियो, त्यसपछि बेचियो/दिइयो ।
- b) Rocket/Gasifier principle based cook stove not installed at all and do not know how subsidy was claimed. रकेट/ग्यासिफायर सिद्धान्तमा आधारित खाना पकाउने चुलो जडान गरिएको छैन र कसरी अनुदान दावी गरिया थाहा छैन ।

- c) Photocopy of citizenship certificate given to other to install Rocket/Gasifier principle based cook stove.

रकेट/ग्यासिफायर सिद्धान्तमा आधारित खाना पकाउने चुलो जडान गर्न अन्यलाई नागरिकता प्रमाणपत्रको फोटोकपी दिइएको ।

- d) other reason (if any) अन्य कारण (यदि कुनै भएमा)

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.....

B.3) If yes, than is this the first Rocket/Gasifier principle based cook stove you installed in the family? यदि हो भने,

तपाईंले परिवारमा जडान गर्नु भएको यो पहिलो रकेट/ग्यासिफायर सिद्धान्तमा आधारित खाना पकाउने चुलो हो ?

- a) Yes (छ) b) No (छैन)

If No, from which company and where did you installed earlier system? (यदि होइन भने, तपाईंले पहिलेको चुलो कुन

कम्पनीबाट र कहाँ बाट जडान गर्नुभयो?)

a) Company Name (कम्पनीको नाम):.....

b) Engrave no.:

B.3) Status of previously installed Rocket/Gasifier principle based cook stove: पहिले जडान गरिएको रकेट/ग्यासिफायर

सिद्धान्तमा आधारित खाना पकाउने चुलोको स्थिति:

- I) Currently in use हाल प्रयोगमा
- II) Damage/not in use क्षति/प्रयोगमा छैन

B.4) Is the stove properly used in the mentioned household? उल्लेखित घरपरिवारमा चुलोको सही प्रयोग भएको छ ?

- a) Yes (छ) b) No (छैन)

If No, what are the reason for not using? यदि छैन भने, प्रयोग नगर्नुको कारण के हो?

.....

.....

.....

C. PRICE & FINANCING मूल्य र वित्तिय स्थिती

C.1) How much did you pay to purchase the Rocket/Gasifier principle based cook stove? Rs

तपाईंले रकेट/ग्यासिफायर सिद्धान्तमा आधारित खाना पकाउने चुलो खरिद गर्न कति तिर्नु भयो ? रु

C.2) Do you know that the subsidy has been provided for the Rocket/Gasifier principle based cook stove?

रकेट/ग्यासिफायर सिद्धान्तमा आधारित खाना पकाउने चुलोको लागि अनुदान उपलब्ध गराएको तपाईंलाई थाहा छ ?

a) Yes, Rs b) I don't know c) No, we were not told at all.

थहा छ..... रुपैया थाहा छैन थाहा छैन, कसैले पनि भनेन

C.3) Who do you think provides the subsidy? तपाईंलाई कसले अनुदान दिन्छ जस्तो लाग्छ?

a) GoN नेपाल सरकार	b) Donors दातृ निकाय	c) Both a&b क र ख दुबै	d) Other, specify अन्य खुलाउनुहोस्
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C.4) Did any other organization provide you additional financial support to install Rocket/Gasifier principle based

Cook stove? तपाईंलाई रकेट/ग्यासिफायर सिद्धान्तमा आधारित खाना पकाउने चुलो जडान गर्नका लागि अन्य कुनै संस्थाले थप आर्थिक सहयोग उपलब्ध गराएको छ ?

a) Yes (छ) b) No (छैन)

C.5) If yes, from which organization did you get additional financial support and how much or what kind? यदि हो

भने, तपाईंले कुन संस्थाबाट कति र कस्तो प्रकारको सहयोग पाउनु भयो ?

क) सहयोगी संस्थाको नाम

ख) सहयोग रकम रु

ग) अन्य सहयोग

C.6) Did company/supplier provide you the user's copy of subsidy application form? के कम्पनी/आपूर्तिकर्ताले तपाईंलाई अनुदान

आवेदन फारमको प्रयोगकर्ताको प्रतिलिपि उपलब्ध गराएको थियो?

a) Yes (छ) b) No (छैन)

D. STOVE MODEL NAME/NUMBER (स्टोभ मोडेल नाम र नम्बर)

...../.....

E. USERS' PERCEPTION AND SATISFACTION (प्रयोगकर्ताहरूको धारण र सन्तुष्टि)

E.1) Were you oriented on operation and maintenance of the Rocket/Gasifier principle based cook stove by the installer during installation? (के तपाईं रकेट/ग्यासिफायर सिद्धान्तमा आधारित खाना पकाउने चुलोको सञ्चालन र मर्मत बारेमा जडानको समयमा जडान कर्ताले जानकारी गराएको थियो ?)

a) Yes (थियो) b) No (छैन)

E.2) Does Rocket/Gasifier principle based cook stove reduced the consumption of fuel wood? (के रकेट/ग्यासिफायर सिद्धान्तमा आधारित खाना पकाउने चुलोले दाउराको खपत घटाउँछ ?)

a) Yes (घटाउँछ) b) No (घटाउँदैन) c) Don't Know (थाहा भएन)

If yes, than kg/month

यदि हो भने प्रति महिना कति किलो घटाउँछ ?

E.3) Is your kitchen free from Indoor air pollution (smoke) after installation of Rocket/Gasifier principle based cooking stove? (रकेट/ग्यासिफायर सिद्धान्तमा आधारित खाना पकाउने चुलो जडान गरेपछि तपाईंको भान्सा कोठा वायु प्रदूषण (धुवा) बाट मुक्त छ ?)

a) Yes (छ) b) No (छैन)

F. AFTER SALE SERVICE (विक्री पछिको सेवा)

F.1) Have you faced any technical problem related to Rocket/Gasifier principle based cook stove? (के तपाईंले रकेट/ग्यासिफायर सिद्धान्तमा आधारित खाना पकाउने चुलो सँग सम्बन्धित कुनै प्राविधिक समस्याको सामना गर्नु भएको छ ?)

a) Yes (छ) b) No (छैन)

If yes, please explain (यदि हो भने, कृपया व्याख्या गर्नुहोस् ।)

.....
.....
.....

F.2) Have you ever made complain about the technical problem to the Rocket/Gasifier principle based cooking stove suppliers? (के तपाईंले प्राविधिक समस्याको बारेमा रकेट/ग्यासिफायर सिद्धान्तमा आधारित खाना पकाउने चुलो आपूर्तिकर्ताहरूलाई कहिल्यै गुनासो गर्नु भएको छ ?)

a) Yes (छ) b) No (छैन)

If yes, how did company respond on it (यदि हो भने, कम्पनीले कसरी प्रतिक्रिया दियो ?)

.....
.....

G. TECHNICAL ASPECTS (प्राविधिक पक्षहरु)

G.1) STOVE PERFORMANCE STATUS BASED ON GENERAL OBSERVATIONS (अवलोकनको आधारमा चुलोको उपयोगिता)

Status स्थिति			Remarks टिप्पणीहरू
Very good धेरै राम्रो	Satisfactory सन्तोषजनक	Not satisfactory सन्तोषजनक छैन	

G.2) DETAIL MEASUREMENTS विवरण मापन

Questions
1. Weight of stovekg 2. Inner Diameter of combustion Chambercm 3. Inner Height of combustion Chambercm 4. Height of fire gatecm 5. Width of fire gatecm 6. Diameter of rod used in gatemm 7. Material use for combustion chamber with the use of magnet

H. MISCELLANEOUS विविध

H.1) Owner's comments/complains about the supplier/company/technology: आपूर्तिकर्ता/कम्पनी/प्रविधिको बारेमा उपभोक्ताको गुनासो/टिप्पणी

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I.MONITORING CONSULTANT FINDINGS

(Tick mark the appropriate findings उपयुक्त निष्कर्षमा ठिक चिन्ह लगाउनुहोस्)

- * No deviation found during monitoring अनुगमन गर्दा कुनै विचलन फेला परेन ।
- * Deviation found during monitoring अनुगमन गर्दा विचलन भेटियो ।

a) Subsidy claimed without installation (User found but stoves not given) जडान नगरी अनुदान दावी गरिएको -उपभोक्ता भेटियो तर चुलो वितरण/जडान गरेको छैन)

- b) Double subsidy claim for same stove (one stove but two subsidy application forms applied) एउटै चुलोको लागि दोहोरो अनुदान दाबी -एउटा चुलो तर दुईवटा अनुदान आवेदन फारमहरू प्रयोग गरियो)
- c) Person Not found and identified/user does not exist in the given address दिइएको ठेगानामा व्यक्ति फेला परेन र पहिचान हुन सकेन ।
- d) Citizenship certificate photocopy given to others नागरिकता प्रमाणपत्रको प्रतिलिपी अरुलाई जडान गर्न दिइएको
- e) No engrave number in stove चुलोमा खोपिएको नम्बर छैन ।
- f) Major deviation in Rocket/Gasifier principle based cook stove design from the specification recognized by AEPC resulting remarkable decline in performance and efficiency of the stove without approval from AEPC रकेट/ग्यासिफायर सिद्धान्तमा आधारित खाना पकाउने चुलो डिजाइन, कार्य क्षमता र प्रभावकारीता केन्द्रले निर्धारण गरे बमोजिम नभएकोले विचलन पहिचान गरियो ।
- g) System installed for different person (with/without knowledge of the 1st person) फरक व्यक्तिको नाममा जडान भएको (जानेर वा नजानेर)
- h) Stove engrave number not matching with information in subsidy Application. अनुदान फारममा उल्लेख गरेको नम्बरसँग चुलोको नम्बर मिलेन ।
- i) System sold off, returned, taken away etc प्रणाली बेचियो, फिर्ता गरियो वा अन्यत्र लगियो ।
- j) Other cases (relocated, migrated, etc) अन्य वृत्तिहरू (स्थानान्तरण, बसाइसराइ आदि)
- k) Other (door locked, could not reach) अन्य (ढोका बन्द, पुग्न सकिएन)

RKT/GICS-.....

Owner Name:.....

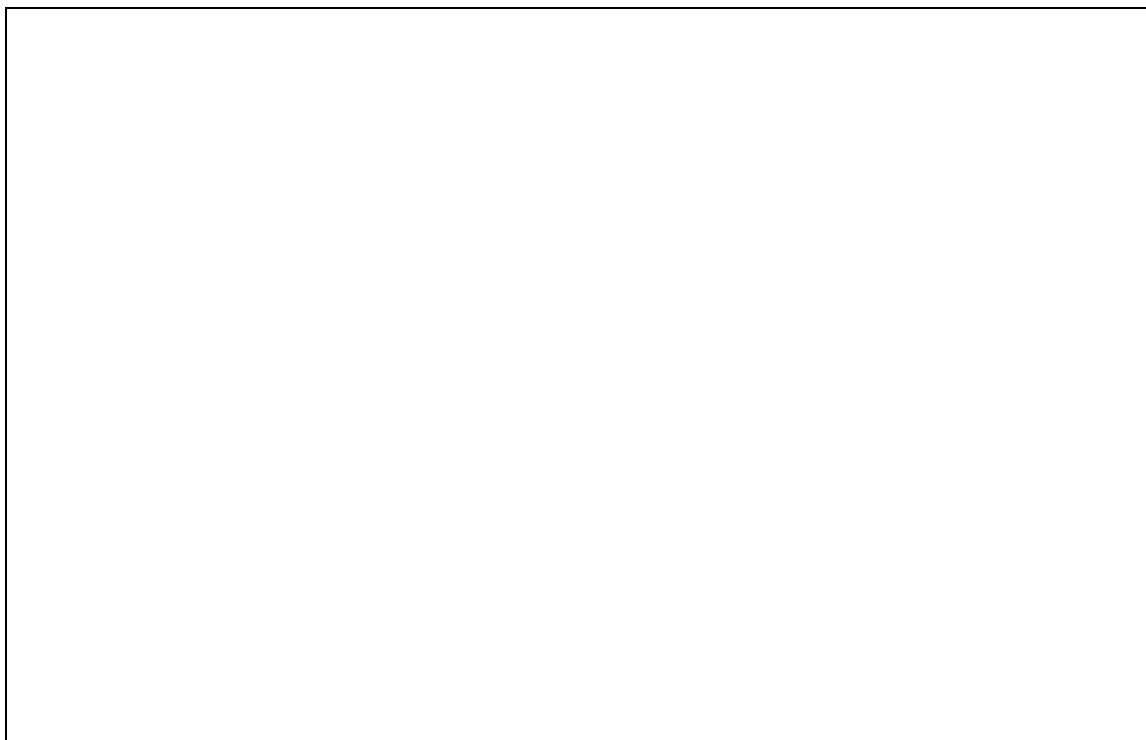


Photo of Owner/Respondent and field monitor with RKT/GICS system



Photo of stove with Engrave Number

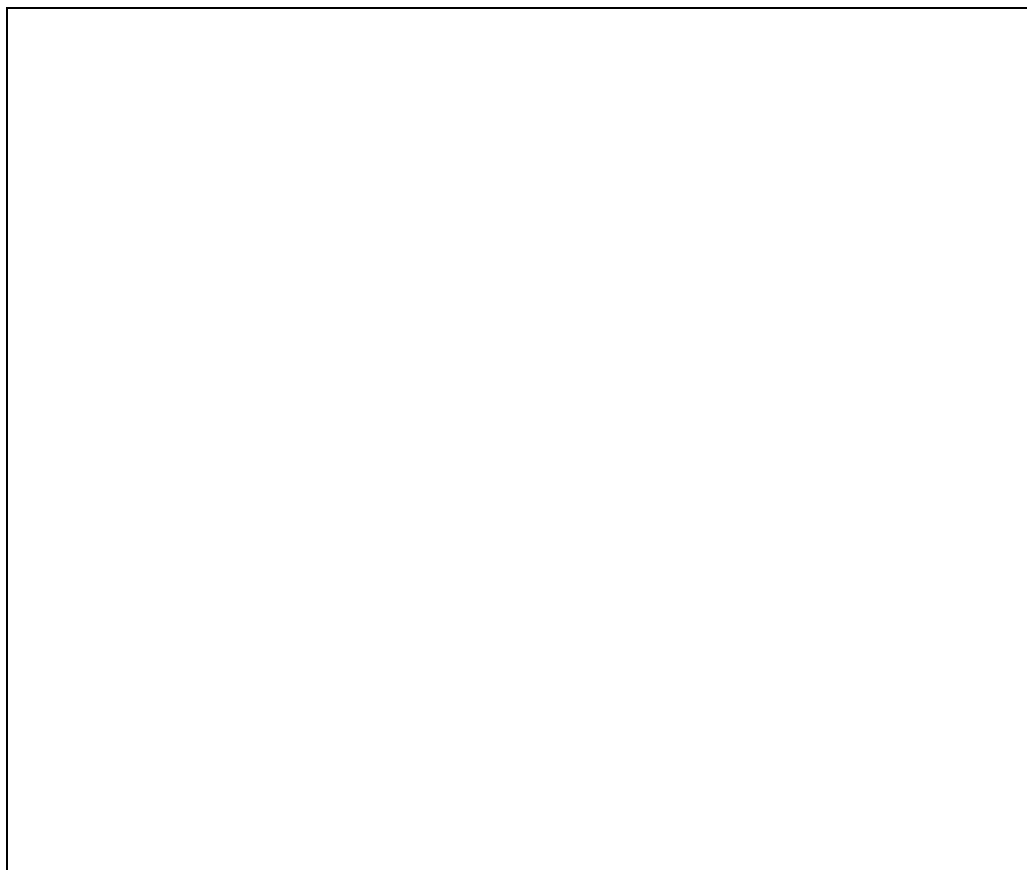


Photo of citizenship/voter ID card of owner/Respondent

Annex 4: Questionnaires

ALTERNATIVE ENERGY PROMOTION CENTRE

Monitoring and Quality Assurance Unit

METALLIC STOVES DISSIMINATION FIELD MONITORING SHEET

फलामे सुधारिएको चुलो विस्तार फिल्ड अनुगमन फाराम

Monitoring Date:

CHECK LIST

Fiscal Year:

Package no:

.....

Particulars	Remarks
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Photo Taken? <input type="checkbox"/> <i>(minimum 4 photos)</i> <input type="checkbox"/> Photo of inside the house with stove, user and monitoring team. <input type="checkbox"/> Photo of outside the house with chimney outlet. <input type="checkbox"/> Clearly visible photo of stove engrave number and CDM code, -Photo of Citizenship/Voter ID Card of Owner and Respondent <i>specific photos where applicable related to deviated cases).</i>	Photo Nos.:	
Required Muchulka Taken? <input type="checkbox"/> <i>(Owner's written statement plus statement from other minimum 5 villagers, VDC letter etc.)</i>	Copy of subsidy application form <input type="checkbox"/> (copy for QA&M team)	

MONITORING TEAM/अनुगमनदल

S. No.	Field Monitor's Name अनुगमनकर्ताको पूरा नाम, थर	Name of Consulting Firm अनुगमन गर्ने परामर्शदाताको नाम	Signature सही
1			
2			

A.1 GENERAL INFORMATION साधारण जानकारी (As Per SAF)

MICS ID No:

Stove Engrave No: CDM Code: Altitude: m.

चुलोको नं

सि.डि.एम कोड

उचाई

Owner's Name (प्रयोग कर्ताको नाम):

Contact No. सम्पर्क नं.:

Gender: a) Male b) Female c) Other			
लिङ्गः क) पुरुष ख) महिला ग) अन्य			
Caste.....		Citizenship No:	
जाति		नागरिकता नं	
District: M/RM: Ward No: Village:			
जिल्ला	न.पा/गा.पा	वडा नं	गाउँ
लक्षित समुह			
क. एकलमहिला	ख. विपत्ति पिडित	ग. द्वन्द्व पिडित	घ. लोपोन्मुख समूह ङ. पिछडिएको वर्ग

A.2 ABOUT MICS

A.2.1) Is above mentioned MICS Owner and his/her house located according to the subsidy application form? के माथि उल्लेखित उपभोक्ता र उनको घर अनुदान पुस्तिकामा भए बमोजिम भेटियो ?

a) Yes (भेटियो) b) No (भेटिएन)

A.2.2) If No, then what is the reason for non-existence?

यदि घर भेटिएन भने त्यसको कारण के होला?

.....

.....

A.3) If, Yes then answers the following questions? यदि घर भेटियो भने तलको प्रश्नको उत्तर दिनुहोला?

Respondent's Name		Relation with owner (उपभोक्त्यासंगको नाता).....
उपभोक्ताको नाम		Contact No:

B. MICS INSTALLATION

B.1) Is MICS installed in the above-mentioned MICS owner's house? a) Yes b) No

के माथि उल्लेखित उपभोक्ताको घरमा फलामे सुधारिएको चुलो भेटियो ?

क) भेटियो

ख) भेटिएन

B.2) If No, then what are the reasons for not finding MICS in the house?

यदि घर भेटिएन भने त्यसको कारण के होला?

- e) MICS was installed then sold off, given or taken away, etc.

फलामे सुधारिएको चुलो जडान गरि पछि बेचिएको, अरुलाई दिएको वा अन्य,

- f) MICS not installed at all and do not know how subsidy was claimed.

फलामे सुधारिएको चुलो कहिल्यै पनि जडान भएको छैन र अनुदानको लागि मेरो विवरण कसरी पेस भयो थाहा भएन ।

- g) Photocopy of citizenship certificate given to others to install MICS.

अरुलाई फलामे सुधारिएको चुलो जडान गर्न नागरिकताको प्रतिलिपि दिएको ।

- h) Others reason (if any) अन्य कारण

.....
.....

B.3) If yes, Please Mention the stove Engrave no., CDM Code & Type of stove:

Stove Engrave No: CDM Code:

- ☐ 3 Pot hole MICS with water tank (तीन मुखे सुधारिएको चुलो पानी ट्याङ्की सहित)
- ☐ 3 Pot hole MICS with tray (तीन मुखे सुधारिएको चुलो पानी ट्रे सहित)
- ☐ 2 Pot hole MICS with tray (दुई मुखे सुधारिएको चुलो पानी ट्रे सहित)
- ☐ 3 Pot hole MICS without water tank and tray (तीन मुखे सुधारिएको चुलो पानी ट्याङ्की र ट सहित)
- ☐ 2 Pot hole MICS without water tank and tray (दुई मुखे सुधारिएको चुलो पानी ट्याङ्की र ट सहित)

B.4) Is this the first MICS you installed in the family?

a) Yes b) No

यदी हो भने, के यो तपाईंको घरमा जडान गरिएको पहिलो फलामे सुधारिएको चुलो हो ?

क) हो ख) होइन

If No, from which company and where did you install earlier system?

यदि होइन भने, यसभन्दा पहिलो कुन कम्पनी बाट र कुन ठाउँमा जडान गरिएको छ ?

- a) Company name:

कम्पनीको नाम:.....

- b) Status of previously installed MICS: पहिले जडान गरिएको फलामे सुधारिएको चुलो अवस्था :

i) Currently in use (चालु अवस्थामा रहेको):

ii) Defunct/not in use (बिग्रेको चालु अवस्थामा नरहेको) :

iii) Engrave no (चुलोको न.):

B.5) Is the stove properly assembled in the mentioned household?

a) Yes

b) No

के फलामे सुधारिएको चुलो उपयुक्त घरमा राम्रोसँग जडान गरिएको छ ?

क) छ

ख) छैन

B.6) Is the stove in use at the household?

a) Yes

b) No

के फलामे सुधारिएको चुलो घरमा जडान गरिएको छ ? क) छ ख) छैन

If No, what are the reasons for not using?

यदि प्रयोगमा छैन भने कारण के हो ?

.....

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C. PRICE & FINANCING / मुल्य र आर्थिक श्रोत

C.1) How much did you pay to purchase the MICS? Rs

फलामे सुधारिएको चुलो जडान गर्दा कति रकम तिर्नु भयो ?

C.2) Do you know that the subsidy has being provided for the MICS?

फलामे सुधारिएको चुलोको लागि अनुदान पाईन्छ भन्ने तपाईंलाई थाहा छ?

a) Yes, Rs (मलाई थाहा छ रु) b) I donot know(मलाई थाहा छैन)

c) No, we were not told at all (छैन, हामी कसैलाई यस बारे भनिएन)

C.3) Did any other organization provide you additional financial support to install MICS?

के फलामे सुधारिएको चुलो किन्दा अन्य संस्थाले पनि रकम सहयोग गरेको थियो?

a) Yes(छ) b) No(छैन)

C.4) If yes, from which organization did you get additional financial support and how much or what kind?

यदि थियो भने कुन संस्थाले फलामे सुधारिएको चुलो किन्दा थप आर्थिक सहयोग गरेको थियो ?

a) Supporting organization name(सहयोगी संस्थाको नाम):

b) Supported fund in Rs(सहयोग रकम रु) :

Or support of other kind eg.

Transportation:

C.5) Did company/supplier provide you the users' copy of subsidy application form?

कम्पनी/ सप्लायरसले फलामे सुधारिएको चुलोको अनुदान फारामको प्रतिलिपी तपाईं लाई दिएको छ ?

a) Yes(छ) b) No (छैन)

D. USERS' PERCEPTION AND SATISFACTION (उपभोक्ताको धारण र सन्तुष्टी)

D.1) Does MICS reduced the consumption of fuel wood? a) Yes b) No

फलामे सुधारिएको चुलोको प्रयोगले दाउराको खपत घटाएको छ ? क) छ ख) छैन

If yes, thenkg/month

यदि खपत भएको छ भने

D.2) Is your kitchen free from Indoor Air Pollution (Smoke) after installation of MICS?

सुधारिएको चुलोको प्रयोग पछि तपाईंको भान्सा धूवा रहित भएको छ ?

a) Yes (छ)

b) No (छैन)

E. AFTER-SALES SERVICE /मर्मत-सम्भार

E.1) Were you oriented on operation and maintenance of the MICS by the installer during installation?

सुधारिएको चुलो जडानको बेला यसको संचालन तथा प्रयोग सम्बन्धि जानकारी दिएको थियो ?

a) Yes (छ)

b) No (छैन)

E.2) Have you faced any technical problem related to MICS?

a) Yes

b) No

फलामे सुधारिएको चुलोसंग सम्बन्धित कुनै प्रविधिक समस्याको सामना गर्नु परेको छ ? क) छ

ख) छैन

If yes, please explain (यदि छ भने, व्याख्या गर्नुहोस्)

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E.3) Have you ever made complain about the technical problem to the MICS manufacturer?

फलामे सुधारिएको चुलोसंग सम्बन्धित प्रविधिक समस्याको बारेमा उत्पादक कम्पनीलाई जानकारी गराउनु भयो ?

a) Yes (छ) b) No (छैन)

If yes, how did company respond on it? (यदि छ भने, उत्पादक कम्पनीले कसरी सम्बोधन गर्‍यो?)

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.....

.....

E.4) How many visits have the company made so far after installation of MICS?

फलामे सुधारिएको चुलो जडान गरेपछि कम्पनीबाट कति चोटी हेर्न आयो ?

- a) None b) Once c) Twice d)

(आएको छैन)

(एक पटक)

(दुई पटक)

F. MONITORING CONSULTANT FINDINGS: अनुगमनदलको निर्णय *(Tick ✓ the appropriate findings)*

☐ No deviation found during monitoring

☐ Deviation found during monitoring

- a) Subsidy claimed without installation (User found but Stoves not installed)
- b) Double subsidy claim for same stove (one stove but two subsidy application forms applied)
- c) Person Not Found and identified /user doesn't exist in the given address
- d) No engrave number in Stove
- e) System provided but not Installed.
- f) Citizenship certificate photocopy given to others to install MICS
- g) Major deviation in MICS design from the specification recognized by AEPC resulting remarkable decline in performance and efficiency of the stove without approval from AEPC
- h) System installed for different person (with/without knowledge of the 1st person)
- i) Stove engrave number not matching with information in Subsidy Application Forms
- j) System sold off, returned, taken away etc
- k) Other cases (relocated, migrated, etc.)
- l) Re-verified to be "system exists". (Different village/ward, "official " name not in use among villagers, wrong data entry, VDC changed due to splitting)
- m) Others (door locked, could not reach)

MET:

Name of Owner

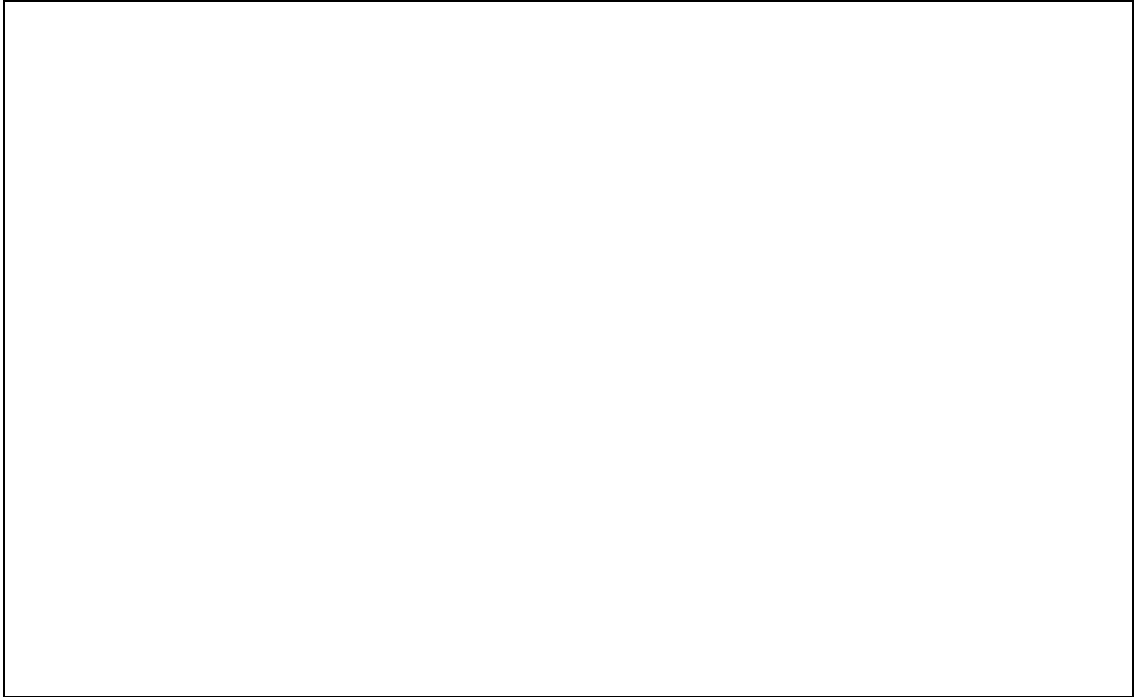


Photo of the Owner/respondent and Field monitor inside kitchen with MET system

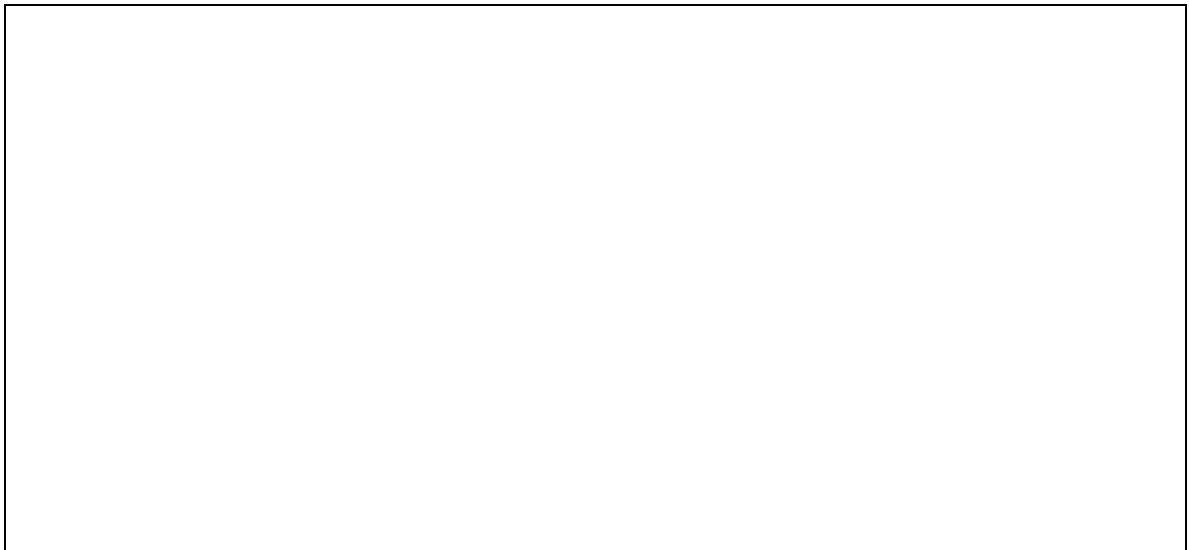


Photo of the Owner/respondent and Field monitor outside house with Chimney outlet of MET

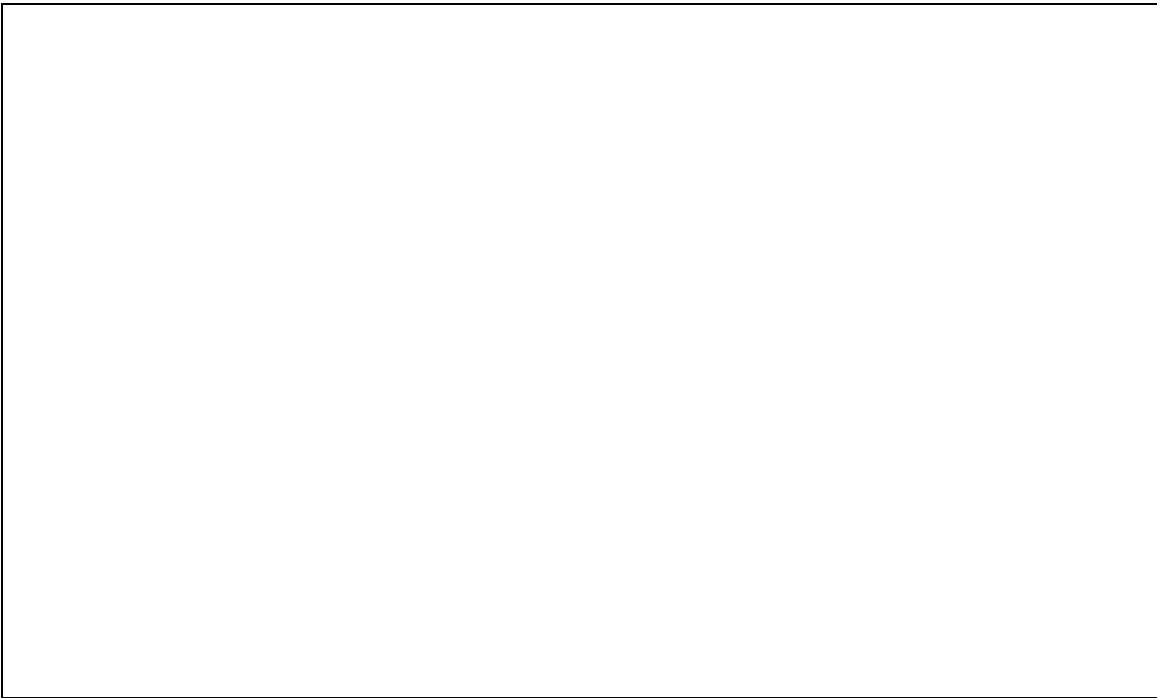


Photo of Stove CDM Code and Engrave

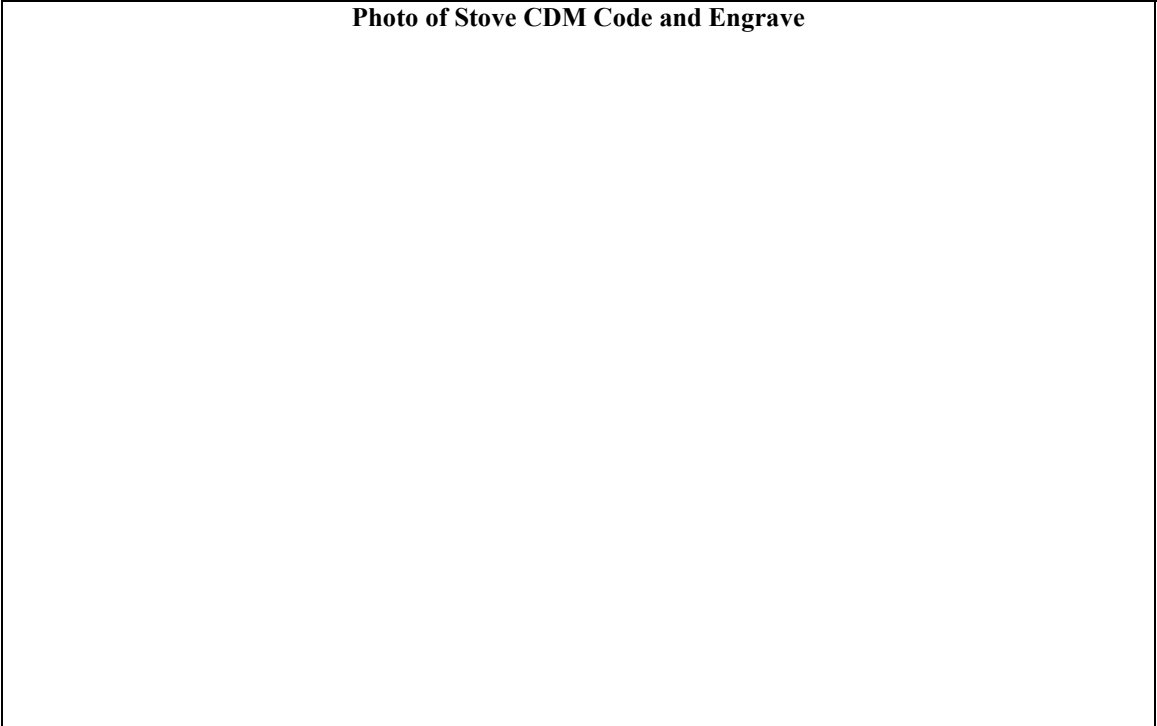


Photo of Citizenship/voter ID Card of Owner/Respondent

Approved By: Nawa Raj Dhakal Executive Director

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 of FY 2081/82	
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	Qualification of Key Experts	Qualification as per ToR
2	Experience of Key Experts	Experience as per ToR

Score: 40.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	General Experience minimum 3 years
2	Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.	Specific Experience
3	Similar Geographical experience of consulting firm	Similar experience in similar geographic region with the proposed task

Score: 45.0

C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity.	Financial Capacity = Average Annual Turnover NRS 4 Million

Sl. No.	Criteria	Minimum Requirement
2	Infrastructure/equipment related to the proposed assignment.	GPS in 10 Numbers,

Score: 15.0

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.¹
5. All further communication concerning this Application should be addressed to the following person,

[Person]

[Company]

[Address]

[Phone, Fax, Email]
6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or

¹ 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.)

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
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) ² :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or 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: _____

² 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)

No	<i>Name of the Project</i>	<i>Location (Country/ Region)</i>	<i>Execution Year and Duration</i>
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)

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 assignment³

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

³ 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)

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)