



Government of Nepal
Ministry of Energy, Water Resources and Irrigation
Alternative Energy Promotion Development Board
Alternative Energy Promotion Centre

Phone: (977) 1-5539390, 5539391
5539237
Fax: (977) 1-5542397
Web: www.aepc.gov.np
G.P.O. Box 14364, Kathmandu
Khumaltar, Lalitpur

Ref. No.: 406(075/076)

2053

Date: 26th September 2018

To
The Designated Operational Entities (DOEs)

Subject: Request for sealed Technical and Financial Proposals for "CDM/GS Verification of Nepal Biogas Support Programme-PoA"

Dear Sir or Madam,

Alternative Energy Promotion Centre (AEPC) is a project participant for "Nepal Biogas Support Programme-PoA (UNFCCC Ref: 9572). As a part of CDM project cycle procedure and Gold Standard Requirement, AEPC intends to procure verification services from the accredited entities by UNFCCC.

AEPC requests you to submit your hard copy of separate Technical and Financial Proposals for the aforementioned assignment not later than **15:00 NPT, 25th October 2018, Thursday**. Only the proposals received by the deadline shall be considered for evaluation. The proposal should contain the information and format stipulated in the terms of reference attached for the assignment. The technical and financial proposals shall be sealed in a separate envelopes and both shall be sealed again in an outer single envelope supplemented by cover letter. The proposal shall be submitted by post/couriers to the following address:

Alternative Energy Promotion Centre
Procurement Unit.
Khumaltar Heights, Lalitpur Sub-metropolitan City, Nepal
Post Box No: 24364
Tel: +977-1-5539390, 5539391

Please make sure that the outer envelope containing the Technical and Financial proposals should be clearly labeled as **TECHNICAL AND FINANCIAL PROPOSAL: CDM/GS Verification of Nepal Biogas Support Programme-PoA** and shall contain detail information (Name, Address and valid e-mail address, Phone No) of the DOE with authorized signature and official stamp. Similarly, the sealed envelope containing the technical and financial proposals shall be labeled accordingly. Proposals received through e-mail will not be entertained. In case of any further information/clarification, please write Mr. Prem Kumar Pokhrel, Climate and Carbon Expert (e-mail: prem.pokhrel@aepc.gov.np).

Thank you.

Madan KC
Sr. Officer



Terms of Reference (ToR) for CDM/GS Verification of Nepal Biogas Support Program-PoA



1. INTRODUCTION

Alternative Energy Promotion Centre (AEPC) was established in 1996 with the objective of developing and promoting renewable energy technologies with focus in rural areas of Nepal. Since then, AEPC has been successfully implementing/executing several renewable energy programme/activities in Nepal. AEPC is executing National Rural and Renewable Energy Programme (NRREP). The AEPC/NRREP is further committed to updating knowledge on Climate Change mitigation and adaptation options; further development a well diversified portfolio of RETs projects using different instruments and establishing high quality performance assurance and monitoring systems.

The Climate and Carbon Unit (CCU) under AEPC is catalyzing the renewable energy programmes in order to better address climate change issues. The CCU also supports government to formulate climate change sensitive RE policies/plans and supports District Development Committees to prepare climate and gender sensitive energy plans. CCU is working on development & management of RETs carbon projects feasible in the country.

Under regulated carbon market, AEPC has succeeded in registering 8 Clean Development Mechanism (CDM) Projects/Program of Activities (PoAs): 4 biogas projects consisting of about 60 thousands biogas plants, one Micro hydro project with total 450 mini/micro hydro projects, one Biogas PoA with each CPA comprising of maximum 20,000 digesters, one ICS PoA with each CPA comprising of maximum 22,000 ICS units and one Improved Water Mills PoA with each CPA comprising of maximum of 2200 IWM units. The details of the projects are given in respective website of UNFCCC.

2. BACKGROUND

Nepal Biogas Support Program-PoA has been registered with the UNFCCC CDM Executive Board (EB) on 31 January 2013. AEPC is the coordinating and managing entity of this PoA. The start date of this PoA is 22nd June 2007, with a length of 28 years. The technologies used in this PoA are household biogas digesters with different sizes of 2, 4, 6, 8 and 10 m³. The programme uses only one design i.e. GGC 2047 model. As of now seven CPAs are included in the PoA. Apart from the CDM registration of the PoA, four CPAs (CPA-1, CPA-2, CPA-3 and CPA-4) are registered in Gold Standard (GS). Other three CPAs are under inclusion in GS. In this context, the current verification shall include the CDM verification of all CPAs mentioned above including GS verification first four CPAs and Retroactive labeling of the remaining 3 CPAs. The details of the biogas CPAs and PAs proposed for verification are presented in the table below:

Table 1: CPAs proposed for verification & scope

S. N	Title	UNFCCC Ref.	Number of Digesters	Duration of verification	Scope
1	CDM Programme Activity (CPA) -1	9572-0001	20,000	01 August 2017-31 July 2018	GS/CDM Verification
2	CDM Programme Activity (CPA) -2	9572-0002	19,927	01 August 2017-31 July 2018	GS/CDM Verification
3	CDM Programme Activity (CPA) -3	9572-0003	19,959	01 August 2017-31 July 2018	GS/CDM Verification
4	CDM Programme Activity	9572-0004	19,970	01 August 2017-	GS/CDM



Terms of Reference (ToR) for CDM/GS Verification of Nepal Biogas Support Program-PoA



S. N	Title	UNFCCC Ref.	Number of Digesters	Duration of verification	Scope
	(CPA) -4			31 July 2018	Verification
5	CDM Programme Activity (CPA) -5	9572-0005	19,842	01 August 2017-31 July 2018	CDM Verification/Retroactive GS labeling
6	CDM Programme Activity (CPA) - 6	9572-0006	18,504	01 August 2017-31 July 2018	CDM Verification/Retroactive GS labeling
7	CDM Programme Activity (CPA) - 7	9572-0007	18,392	01 August 2017-31 July 2018	CDM Verification/Retroactive GS labeling
8	CDM Programme Activity (CPA) - 8	9572-0008	19,445	01 August 2017-31 July 2018	CDM Verification

As part of the annual output for FY 2018/19, AEPC intends to procure services of the UNFCCC accredited Designated Operational Entity (DOE)/GS VVB for the verification of the Nepal Biogas Support Program-PoA as mentioned above.

3. OBJECTIVES

The general objective of the task is CDM/GS verification/retroactive labelling of eight CDM programme Activities (CPAs) of Nepal Biogas Support Program-PoA.

4. SCOPE OF WORK

The scope of the work includes but not limited to:

- An independent and objective review of the Monitoring Reports (MR) of the PoA and Project Activities (CPA-1 to CPA-8) and supporting documentation.
- Prepare and provide a GS verification work plan.
- Conduct site visits.
- Conduct the GS verification (GS4GG) of four CPAs (CPA-1 to CPA-4) and Retroactive labeling of CPA-5 to CPA-7) for the monitoring period 2017/18.
- Prepare verification findings for eight CPAs as per the guidance provided by CDM Executive Board and GS.
- Prepare CDM verification report for eight CPAs and GS verification report accordingly as mentioned before.
- Submit the final verification to UNFCCC CDM Executive Board/GS for issuance request based on the final verification outcome.
- Respond to queries by project participants in case of clarification requests by UNFCCC and/or Gold Standard Foundation during issuance review.

5. METHODOLOGY

The DOE shall elaborate detail methodology to fulfill the objective of this work as per the requirement of relevant guideline and procedure.



Terms of Reference (ToR) for CDM/GS Verification of Nepal Biogas Support Program-PoA



6. INPUTS FROM AEPC/NRREP

- AEPC budget and relevant documents/materials and information
- Input from relevant AEPC officers

7. TIME AND BUDGET

7.1 Timing

The DOE is expected to complete this activity and submit the final verification report to UNFCCC and GS within **5 months** from the date of agreement.

7.2 Budget

Budget should be prepared in free form indicating the activities, man-days involved, rate etc as stipulated in Annex III of this ToR. Contract will be done with the DOE on lump sum basis and is not entitled to receive any additional cost in excess of the contract amount. The contract amount and payment will be in Nepalese Rupees.

7.3 Taxes

The taxes applicable for this assignment shall be governed by the Income Tax Act, 2002 and the Value Added Tax (VAT) Act 1996 of Nepal.¹

7.4 Payment Terms

Installments	Percent	Amount NRs	Expected Output
1 st Installment	Up to 20% of Contract Amount	-	Submission and approval of Inception Report
2 nd Installment	Up to 60% of Contract Amount	-	Submission of Draft Verification Reports with verification findings
3 rd and final Installment	Remaining of Contract Amount	-	Submission of Final Verification reports
Total	100%		

8. DELIVERABLES (OUTPUT)

Reporting of the work shall be done as per following:

- Inception report including the CDM and GS verification work plan, sent through email to project participants before onsite visit.
- Submission of Draft Verification Reports through e-mail to project participants.
- Submission of the final Verification Reports for the CPAs of the PoA under consideration.

9. QUALIFICATION OF DOE AND VALIDATORS/AUDITORS

The DOE should be accredited for the specific sectoral scopes (Scope 1) and also qualified as GS VVB. A competent team (1 Team leader and 2 validators/auditors) with relevant knowledge and experience in the specific scopes and sectors is sought. The team shall compose of validators/auditors as per the requirement of CDM rules and procedure. However, one of the members proposed for the assignment shall have technical expertise on the related assignment.

¹ The DOEs are encouraged to quote the net receivable amount in their financial proposals to avoid any confusion regarding the calculation of taxes/VAT while preparing the quotes.



Terms of Reference (ToR) for CDM/GS Verification of Nepal Biogas Support Program-PoA



Team Leader (1): The team leader shall have at least Masters' Degree qualification and more than Seven years of working experience for carbon project validation/verification. Experience of successful verification and issuance of the CDM/GS projects will be advantage.

Validator/Auditor (2): The validator/auditor shall have at least Masters' Degree qualification and more than Five years of working experience for carbon project validation/verification. Experiences in successful verification and issuance of the CDM/GS projects will be added advantage. One of the verifier should have qualification as GS4GG validator/verifier.

10. DOCUMENTS TO BE SUBMITTED BY THE DOE

The DOE should submit the technical and financial proposals in separate sealed envelopes and the both should be sealed in an outer envelope. The documents submitted by the bidder should include:

10.1 Technical Proposal

- (1) Power of Attorney to sign the Proposal
- (2) Proof of Legal Status and Eligibility (UNFCCC's certification and GS Certification as verifying entity for specific sectoral scope)
- (3) TECH-1
- (4) TECH-2
- (5) TECH-3
- (6) TECH-4
- (7) TECH-5
- (8) TECH-6
- (9) TECH-7

10.2 Financial Proposal

- a. Financial Proposal (Proposed/Quoted Service Fee) (Nepalese Rupees) in separate sealed envelope indicating details, for example, the activities, man-days involved, rate etc.
- b. Budget shall be proposed in Nepalese Rupees. The cost of services, if indicated otherwise than Nepalese Rupees, will be converted to the Nepalese Rupees as per the exchange rate for the final day of the proposal submission. The reference for the exchange rate will be taken from Nepal Rastra Bank (Central Bank of Nepal) (<https://www.nrb.org.np/>)
- c. Following documents shall be included in financial proposal
 - (1) FIN-1
 - (2) FIN-2
 - (3) FIN-3
 - (4) FIN-4

11. Selection Procedure

The selection method is the Quality and Cost based method as stipulated in Public Procurement Act and Public Procurement Rules of Nepal. Detail evaluation criteria for the selection of the DOE are given in annex IV.

12. The Right to Audit

The Alternative Energy Promotion Centre's Compliance and Ethics Sub-committee shall have the right to audit and inspect all books, records and underlying documentation relating or pertaining to contracts



Terms of Reference (ToR) for CDM/GS Verification of Nepal Biogas Support Program-PoA



or agreements under AEPC, for delivery of goods or services, kept by or under the control of the Contractor including, but not limited to those kept by the Contractor and its employees, agents, assigns, successors and subcontractors.

The Contractor shall maintain such books and records, together with such supporting or underlying documents and materials, for the duration of the contract or agreement and at least to the end of the following Government of Nepal Fiscal Year from the approved date of the completion of the assignment as per contract or agreement with AEPC.

A clause regarding this facility will be included in the contract document.

11. Acceptance of Proposal

All rights are reserved with AEPC either to approve or disapprove any proposal without giving any reasons whatsoever.



Terms of Reference (ToR) for CDM/GS Verification of Nepal Biogas Support Program-PoA



Annexes to this ToR

Annex I:	Guidelines for Proposal Submission
Annex II:	Guideline for Technical Proposal Preparation
Annex III:	Guideline for Financial Proposal Preparation
Annex IV:	Evaluation/Selection Criteria



Terms of Reference (ToR) for CDM/GS Verification of Nepal Biogas Support Program-PoA



Annex I – Guidelines for Proposal Submission

The proposal shall comprise of two parts: technical and financial. Technical proposal and financial proposal should be sealed in two separate envelopes and both envelopes should again be sealed in an outer envelope. The envelope containing technical proposal should be labeled as “TECHNICAL PROPOSAL: CDM/GS VERIFICATION OF NEPAL BIOGAS SUPPORT PROGRAM-POA”, envelope containing financial proposal should be labeled as “FINANCIAL PROPOSAL: CDM/GS VERIFICATION OF NEPAL BIOGAS SUPPORT PROGRAM-POA”, and the outer envelope enclosing the envelopes of technical and financial proposal should be labeled as “TECHNICAL AND FINANCIAL PROPOSALS FOR CDM/GS VERIFICATION OF NEPAL BIOGAS SUPPORT PROGRAM-POA”.

Both Proposals (Technical and Financial) must be ***Signed and Stamped*** on all pages by the authorized representative. The assignment is expected to commence on 15 December 2018.

The Proposal shall comprise the following:

1st Inner Envelope with the Technical Proposal:

1. Power of Attorney to sign the Proposal
2. Proof of Legal Status and Eligibility
3. TECH-1
4. TECH-2
5. TECH-3
6. TECH-4
7. TECH-5
8. TECH-6
9. TECH-7

AND

2nd Inner Envelope with the Financial Proposal:

- (1) FIN-1
- (2) FIN-2
- (3) FIN-3
- (4) FIN-4

The proposal submission address:

Procurement Unit
Alternative Energy Promotion Centre
Khumaltar Height, Lalitpur, Nepal.

Proposals must remain valid for 90 days from the last date of submission. Clarifications if required may be requested 5 days before the submission deadline to:

Name: Mr. Rana Bahadur Thapa, Manager, CCU, AEPC
Telephone No. : 01-5539390/91, Facsimile: 01-5539392
Email: rana.thapa@aepec.gov.np

Or

Name: Mr. Prem Kumar Pokhrel, Climate and Carbon Expert, CCU
Telephone No. : 01-5539390/91, Facsimile: 01-5539392
Email: prem.pokhrel@aepec.gov.np



Terms of Reference (ToR) for CDM/GS Verification of Nepal Biogas Support Program-PoA



Annex II – Technical Proposal – Standard Forms

{Notes to DOE shown in brackets { } throughout this Section provide guidance to the DOE to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

Form TECH-1

TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the DOE services for [Insert title of assignment] in accordance with your Request for Proposals dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client and/or may be blacklisted by the PPMO.
- (b) Our Proposal shall be valid and remain binding upon us until [insert date]
- (c) We have no conflict of interest in accordance with the clause given below and we have not been punished for an offense relating to the concerned profession or business.
 - 1. Conflict among DOE assignments: a DOE (including its Experts) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the DOE for the same or for another Client.
 - 2. Relationship with the Client's staff: a DOE (including its Experts) that has a close business or family relationship with a professional staff of the Client or are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract.
- (d) We meet the eligibility requirements for this assignment as per the requirement.
- (e) Neither we, nor our JV/associate partners/sub-consultants or any of the proposed experts prepared the TOR for this consulting assignment.
- (f) If negotiation needs to be done, we undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts for the reasons other than those stated below may lead to the termination of Contract negotiations.



Terms of Reference (ToR) for CDM/GS Verification of Nepal Biogas Support Program-PoA



The substitution of Key Experts at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the DOE, including but not limited to death or medical incapacity. In such case, the DOE shall offer a substitute Key Expert within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.

- (g) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.
- (h) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Client.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in ToR.

We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

Name of DOE: _____

In the capacity of: _____

Address: _____

Contact information (phone and e-mail): _____



Terms of Reference (ToR) for CDM/GS Verification of Nepal Biogas Support Program-PoA



Form TECH-2

DOE'S ORGANIZATION AND EXPERIENCE

Form TECH-2: a brief description of the DOE's organization and an outline of the recent experience of the DOE that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the names of the DOE's Key Experts and Sub-contractors who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the DOE), and the DOE's role/involvement.

A - DOE's Organization

1. Provide here a brief description of the background and organization of your company, and – in case of a joint venture – of each member for this assignment.

B - DOE's Experience

1. List only previous similar assignments successfully completed in the last 7 (Seven) years.
2. List only those assignments for which the DOE was legally contracted by the Client as a DOE or was one of the joint venture partners. Assignments completed by the DOE's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the DOE, or that of the DOE's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The DOE should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Client.



Terms of Reference (ToR) for CDM/GS Verification of Nepal Biogas Support Program-PoA



Using the format below, provide information on each assignment for which your entity, either individually as a DOE or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your DOE/Entity(profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services Proposal National level :NRs International Level: (in Current US\$):
Name of Associated DOEs, If Any:		No. of Months of Professional Staff Provided by Associated DOE:
Name of Senior Staff and Designation (Project Director/Coordinator, Team Leader etc.) Involved and Functions Performed:		
Narrative Description of Project :(Actual assignment, nature of activities performed and location)		
Description of Actual Services Provided by Your Staff:		

DOE's Name: _____



Terms of Reference (ToR) for CDM/GS Verification of Nepal Biogas Support Program-PoA



Form TECH-3

COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE, COUNTERPART STAFF, AND FACILITIES TO BE PROVIDED BY THE CLIENT

Form TECH-3: comments and suggestions on the Terms of Reference that could improve the quality/effectiveness of the assignment; and on requirements for counterpart staff and facilities, which are provided by the Client, including: administrative support, office space, local transportation, equipment, data, etc.

A - On the Terms of Reference

{improvements to the Terms of Reference, if any}

B - On Counterpart Staff and Facilities

{Include comments on counterpart staff and facilities to be provided by the Client. For example, administrative support, office space, local transportation, equipment, data, background reports, etc., if any}



Terms of Reference (ToR) for CDM/GS Verification of Nepal Biogas Support Program-PoA



Form TECH-4

DESCRIPTION OF THE METHODOLOGY AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE

Form TECH-4: a description of the methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your Technical Proposal:

- a) Technical Approach and Methodology
- b) Work Plan
- c) Organization and Staffing}

- a) **Technical Approach and Methodology.** {Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}
- b) **Work Plan.** {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}
- c) **Organization and Staffing.** {Please describe the structure and composition of your team, including the list of the Key Experts and relevant technical and administrative support staff.}



Terms of Reference (ToR) for CDM/GS Verification of Nepal Biogas Support Program-PoA



Form TECH-5

WORK SCHEDULE AND PLANNING FOR DELIVERABLES

N ^o	Deliverables ¹ (D-..)	Months											
		1	2	3	4	5	6	7	8	9		n	TOTAL
D-1	{e.g., Deliverable #1: Report A												
	1) data collection												
	2) drafting												
	3) inception report												
	4) incorporating comments												
	5).....												
	6) delivery of final report to Client}												
D-2	{e.g., Deliverable #2:.....}												
n													

- 1) List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client's approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2) Duration of activities shall be indicated in a form of a bar chart.
- 3) Include a legend, if necessary, to help read the chart.



Terms of Reference (ToR) for CDM/GS Verification of Nepal Biogas Support Program-PoA



Form TECH-6

TEAM COMPOSITION, ASSIGNMENT, AND KEY EXPERTS' INPUTS

N°	Name, Nationality and DOB	Expert's input (in person/month) per each Deliverable (listed in TECH-5)										Total time-input (in Months)			
		Position		D-1		D-2		D-3		D-...			Home	Field	Total
KEY EXPERTS															
International															
K-1	{e.g., Mr. Abbbb, PAK, 15.06.1954}	[Team Leader]	[Home]	[2 month]	[1.0]	[1.0]									
			[Field]	[0.5 m]	[2.5]	[0]									
K-2	e.g., Mr. Xxyyyy, USA, 20.04.1969}														
K-3															
											Subtotal				
NON-KEY EXPERTS															
N-1			[Home]												
			[Field]												
N-2															
											Subtotal				
											Total				

- 1) For Key Experts, the input should be indicated individually for the same positions as required under the ToR.
 - 2) Months are counted from the start of the assignment/mobilization.
 - 3) "Home" means work in the office in the expert's place of residence. "Field" work means work carried out in the site.
- Full time input
 Part time input



Terms of Reference (ToR) for CDM/GS Verification of Nepal Biogas Support Program-PoA



Form TECH-7

CURRICULUM VITAE (CV)

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

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

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

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

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work): _____

Adequacy for the Assignment:

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



Terms of Reference (ToR) for CDM/GS Verification of Nepal Biogas Support Program-PoA



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

Certification:

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

- (i) This CV correctly describes my qualifications and experience
- (ii) I am not a current employee of the GoN
- (iii) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in Form TECH 6 provided team mobilization takes place within the validity of this proposal.
- (iv) I was not part of the team who wrote the terms of reference for this consulting services assignment
- (v) I am not currently debarred by a multilateral development bank (In case of DP funded project)
- (vi) I certify that I have been informed by the firm that it is including my CV in the Proposal for the {name of project and contract}. I confirm that I will be available to carry out the assignment for which my CV has been submitted in accordance with the implementation arrangements and schedule set out in the Proposal.

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

[Signature of expert] Date: _____
Day/Month/Year

[Signature of authorized representative of the DOE] Date: _____
Day/Month/Year

Full name of authorized representative: _____



Terms of Reference (ToR) for CDM/GS Verification of Nepal Biogas Support Program-PoA



Annex III – Financial Proposal - Standard Forms

{Notes to DOE shown in brackets { } provide guidance to the DOE to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the ToR.

- | | |
|-------|------------------------------------|
| FIN-1 | Financial Proposal Submission Form |
| FIN-2 | Summary of Costs |
| FIN-3 | Breakdown of Remuneration |
| FIN-4 | Other Expenses, Provisional Sums |



Terms of Reference (ToR) for CDM/GS Verification of Nepal Biogas Support Program-PoA



Form FIN-1

FINANCIAL PROPOSAL SUBMISSION FORM

To: [Name and address of Client] {Location, Date}

Dear Sirs:

We, the undersigned, offer to provide the DOE services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) currency(ies)} {Insert amount(s) in words and figures}, excluding Value Added Tax (VAT) and Taxes according to tax law of Nepal. {Please note that all amounts shall be the same as in Form FIN-2}.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in ToR {put the 90 days after the last date of the submission of proposal}.

No commissions, gratuities or fees have been or are to be paid by us to agents or any other party relating to this Proposal and, in the case of award, Contract execution.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature {In full}: _____

Name and Title of Signatory: _____

In the capacity of: _____

Address: _____

E-mail: _____



Terms of Reference (ToR) for CDM/GS Verification of Nepal Biogas Support Program-PoA



Form FIN-2 Summary of Costs

Title of the Task:

A. Remuneration					
S. No.	Particulars	Quantity	Unit	Rate	Amount NRs.{or insert the currency name}
1	Team Leader		MD		
2	Validator/Auditor/Technical Expert				
a			MD		
b			MD		
Sub Total (A)					
Overhead (if applicable)					
Total Fee (A)					
B. Others Cost					
a	{e.g Transportation Cost and DSA for conducting survey and other associated cost}	1	LS		
b		1	LS		
Sub Total (B)					
C. Grand Total without VAT/Tax (A+B)					
Amounts in words:					

Note: DOE must follow above attached format and can be added additional pages as per requirement. This Summary of Costs sheet must be submitted in separate envelope along with the sealed financial proposal.



Terms of Reference (ToR) for CDM/GS Verification of Nepal Biogas Support Program-PoA



Summary of Costs

<i>Item</i>	Cost			
	{DOE must state the proposed Costs in accordance with ToR. Payments will be made in the currency(ies) mentioned in ToR. Delete columns which are not used.}			
	<i>{Insert Foreign Currency # 1}</i>	<i>{Insert Foreign Currency # 2, if used}</i>	<i>{Insert Foreign Currency # 3, if used}</i>	<i>{Insert Local Currency, if used and/or required}</i>
Competitive Components				
Remuneration, Key Experts				
Remuneration, Non-Key Experts				
Reimbursable Expenses				
Sub-Total				
Non-Competitive Components				
Provisional Sums				
Sub-Total				
Total Cost of the Financial Proposal²				
Value Added Tax (VAT)				

² Should match the amount in Form FIN-1.



Terms of Reference (ToR) for CDM/GS Verification of Nepal Biogas Support Program-PoA



Form FIN-3 Breakdown of Remuneration ³

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for the calculation of the Contract's ceiling amount; to calculate applicable taxes at contract negotiations; and, if needed, to establish payments to the DOEnt for possible additional services requested by the Client. This Form shall not be used as a basis for payments under Lump-Sum contracts

No.	Name	Nationality	Currency	Person-month Remuneration Rate (Home)	Time Input in Person/Month (from TECH-6) (Home)	{Currency 1- as in FIN-2}	{Currency 2- as in FIN-2}	{Currency 3- as in FIN-2}	{Local Currency- as in FIN-2}
	Position (as in TECH-6)	Firm		Person-month Remuneration Rate (Field)	Time Input in Person/Month (from TECH-6) (Field)				
KEY EXPERTS (International)⁴									
1.									
Sub-Total Costs									
KEY EXPERTS (National)									
1.									
Sub-Total Costs									
Total Costs: Key Experts (International and National)									
NON-KEY EXPERTS/SUPPORT STAFF									
1.									
2.									
Total Costs: Non-Key Experts/Support Staff									
TOTAL COSTS: KEY AND NON-KEY EXPERTS/SUPPORT STAFF									

³ In the case of selections that do not include cost as an evaluation factor (i.e., QBS, CQS, and SSS), the Client may use an expanded version of this Form to add columns to request social charges, overhead, other charges (such as premium for field assignments in difficult locations) and the multiplier.

⁴ As identified in the Summary and Personnel Evaluation Sheet.



Terms of Reference (ToR) for CDM/GS Verification of Nepal Biogas Support Program-PoA



Form FIN-4 Breakdown Of Other Expenses, Provisional Sums and Contingency

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for calculation of the Contract ceiling amount, to calculate applicable taxes at contract negotiations and, if needed, to establish payments to the DOE for possible additional services requested by the Client. This form shall not be used as a basis for payments under Lump-Sum contracts.

Type of Expenses, Provisional Sums	Quantity	Unit	Currency	Unit Price	{Currency # 1- as in FIN-2}	{Currency # 2- as in FIN-2}	{Currency# 3- as in FIN-2}	{Local Currency- as in FIN-2}
Reimbursable Expenses								
{e.g., Per diem allowances}	{Day}							
{e.g., International flights}	{RT}							
{e.g., In/out airport transportation}	{Trip}							
{e.g., Communication costs}								
{ e.g., reproduction of reports}								
{e.g., Office rent}								
Sub-Total: Reimbursable Expenses								
Provisional Sums								
Item 1								
Item 2								
Sub-Total: Provisional Sums								
Total: Reimbursable Expenses + Provisional Sums								

* Provisional Sums must be expressed in the currency indicated in the data sheet.



Terms of Reference (ToR) for CDM/GS Verification of Nepal Biogas Support Program-PoA



Annex IV - Selection /Evaluation Criteria

The following will be the marking of the technical and financial proposals.

A. Technical Proposal	80%
B. Financial Proposal	20%
A Technical Proposal	80
1. Specific Experience of DOE related to the assignment	20
1.1 General experience	5
1.2 Experience of DOE in assignment related to that sectoral scope	5
1.3 Experience of the DOE in CDM/GS verification of similar assignment	5
1.4 Experience of the DOE in similar geographical region	5
2. Methodology to carry out the proposed task and effectiveness	30
2.1 Methodology to carry-out the tasks	15
2.2 Practical manning and work schedule	10
2.3 Overall structural quality of proposal	5
3. Qualification and competence of the key staffs for the assignment	30
3.1 General qualification of the validator/auditor	5
3.2 Experience of validators/auditors in verification of CDM/GS projects	15
3.3 Experience of validators/auditors in similar geographical regions	10
B Financial Proposal	20
Total max	100

B. Financial Proposal

The financial proposals of the DOEs securing at least 70% of scores in the technical proposals will be opened for further assessment.

The formula for determining the financial scores is the following:

Either $S_f = 100 \times F_m/F$, in which S_f is the financial score, F_m is the lowest price quoted and F the price of the proposal under consideration, or another proportional linear formula.

The weights given to the Technical and Financial Proposals are: T (Technical Proposal) = 0.80 and F (Financial Proposal) = 0.20

C. Selection

The DOE securing the highest marks in the technical (80%) and financial (20%) proposals will be awarded with the task.