



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

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G.P.O. Box 14364, Kathmandu  
Khumaltar, Lalitpur

Ref. No.: 407(075/076)



Date: 26<sup>th</sup> September 2018

To  
The Designated Operational Entities (DOEs)

Subject: Request for sealed Technical and Financial Proposals for "CPA Inclusion, Crediting Period Renewal and CDM Verification of Nepal Biogas Project ActivitiesA"

Dear Sir or Madam,

Alternative Energy Promotion Centre (AEPD) is a project participant for " Nepal Biogas Support Programme-PoA (UNFCCC Ref: 9572); Biogas Support Program - Nepal (BSP-Nepal) Activity-1 (UNFCCC Ref: 0136); Biogas Support Program - Nepal (BSP-Nepal) Activity-2 (UNFCCC Ref: 0139); Biogas Support Program - Nepal Activity-3 (UNFCCC Ref: 5415) and Biogas Support Program - Nepal Activity-4 (UNFCCC Ref No: 5416)". As a part of CDM project cycle procedure, AEPD intends to procure verification and validation services from the accredited entities by UNFCCC.

AEPD hereby requests you to submit hard copy of your 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/courier 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 stipulated in **annex I** of the ToR 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](mailto:prem.pokhrel@aepc.gov.np)).

Thank you.

Madan KC  
Sr. Officer



# Terms of Reference (ToR) for CPA Inclusion, Crediting Period Renewal and CDM Verification of Biogas Project Activities



## 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 22<sup>nd</sup> 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 m<sup>3</sup>. The programme uses only one design i.e. GGC 2047 model. As of now eight CPAs are included in the PoA. In addition to these, AEPC has 4 Biogas Project activities registered under CDM. Currently, AEPC has been successful in implementing Biogas projects under PoA which are eligible for new CPA inclusion. In this context, this task shall include the CDM verification of all 4 Biogas Project Activities, inclusion of maximum of 2 CPAs under Biogas-PoA and crediting period renewal of Project Activity 2. The details of the biogas CPAs and PAs proposed for verification are presented in the table below:

**Table 1: Proposed task for verification, inclusion and CP renewal**

| S. N | Title                                                 | UNFCCC Ref. | Number of Digesters | Duration of verification    | Scope                                              |
|------|-------------------------------------------------------|-------------|---------------------|-----------------------------|----------------------------------------------------|
| 1    | Biogas Support Program - Nepal (BSP-Nepal) Activity-1 | 0136        | 9,692               | 1 August 2017- 31 July 2018 | CDM verification                                   |
| 2    | Biogas Support Program - Nepal (BSP-Nepal) Activity-2 | 0139        | 9,688               | 1 August 2017- 31 July 2018 | CDM verification and renewable of crediting period |



## Terms of Reference (ToR) for CPA Inclusion, Crediting Period Renewal and CDM Verification of Biogas Project Activities



| S. N | Title                                                  | UNFCCC Ref. | Number of Digesters | Duration of verification          | Scope             |
|------|--------------------------------------------------------|-------------|---------------------|-----------------------------------|-------------------|
| 3    | Biogas Support Program - Nepal Activity-3              | 5415        | 20,254              | 1 August 2017- 31 July 2018       | CDM Verification  |
| 4    | Biogas Support Program - Nepal Activity-4              | 5416        | 20,318              | 1 August 2017- 31 July 2018       | CDM Verification  |
| 5    | CPA inclusion under Nepal Biogas Support Programme-PoA | 9572        | 1 CPA               | 9 <sup>th</sup> CPA under the PoA | CDM CPA inclusion |

As part of the annual output for FY 2018/19, AEPC intends to procure services of the UNFCCC accredited Designated Operational Entity (DOE) for the verification/CP renewal of Biogas Project Activity and CPA inclusion under Nepal Biogas Support Program-PoA as mentioned above.

### 3. OBJECTIVES

The general objective of the task is CDM verification/ Crediting Period Renewal of Biogas CDM Project activities and CPA Inclusion under 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 Project Activities, PDD of Project Activity-2 and CPA DD of the CPAs under Nepal Biogas Support Programme PoA and supporting documentation.
- Prepare and provide a validation and verification work plan.
- Conduct site visits.
- Conduct the verification/validation accordingly as per the requirement of CDM.
- Prepare verification findings for four project activities, validation for CPA inclusion and CP renewal as per the guidance provided by CDM Executive Board.
- Prepare CDM verification/validation reports for project activities and CPAs.
- Submit the final verification/validation/inclusion to UNFCCC CDM Executive Board for issuance request/CP renewal/inclusion.
- Respond to queries by project participants in case of clarification requests by UNFCCC during issuance review/inclusion.

### 5. METHODOLOGY

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

### 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 and submit the validation and verification reports to the UNFCCC 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





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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.<sup>1</sup>

### 7.4 Payment Terms

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

## 8. DELIVERABLES (OUTPUT)

Reporting of the work shall be done as per following:

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

## 9. QUALIFICATION OF DOE AND VALIDATORS/AUDITORS

The DOE should be accredited for the specific sectoral scopes (Scope 1). 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.

**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, issuance, and inclusion and CP renewal of the CDM 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 validation/verification of the CDM projects will be added advantage.

## 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

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<sup>1</sup> 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 CPA Inclusion, Crediting Period Renewal and CDM Verification of Biogas Project Activities**



- (1) Power of Attorney to sign the Proposal
- (2) Proof of Legal Status and Eligibility (UNFCCC's certification as validating 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 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 CPA Inclusion, Crediting Period Renewal and CDM Verification of Biogas Project Activities**



## **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 CPA Inclusion, Crediting Period Renewal and CDM Verification of Biogas Project Activities



## 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: CPA INCLUSION, CREDITING PERIOD RENEWAL AND CDM VERIFICATION OF BIOGAS PROJECT ACTIVITY”, envelope containing financial proposal should be labeled as “FINANCIAL PROPOSAL: CPA INCLUSION, CREDITING PERIOD RENEWAL AND CDM VERIFICATION OF BIOGAS PROJECT ACTIVITY”, and the outer envelope enclosing the envelopes of technical and financial proposal should be labeled as “TECHNICAL AND FINANCIAL PROPOSALS FOR CPA INCLUSION, CREDITING PERIOD RENEWAL AND CDM VERIFICATION OF BIOGAS PROJECT ACTIVITY”.

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:**

**1<sup>st</sup> 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

**2<sup>nd</sup> Inner Envelope with the Financial Proposal (if applicable):**

- (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

Address: AEPC Khumaltar Height, Lalitpur, Nepal.

Telephone No. : 01-5539390/91,

Facsimile: 01-5539392

Email: rana.thapa@aepec.gov.np

Or

Name: Mr. Prem Kumar Pokhrel, Climate and Carbon Expert, Climate and Carbon Unit

Address: AEPC Khumaltar Height, Lalitpur, Nepal.

Telephone No. : 01-5539390/91,

Facsimile: 01-5539392

Email: prem.pokhrel@aepec.gov.np



# Terms of Reference (ToR) for CPA Inclusion, Crediting Period Renewal and CDM Verification of Biogas Project Activities



## **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.

*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*





## Terms of Reference (ToR) for CPA Inclusion, Crediting Period Renewal and CDM Verification of Biogas Project Activities



*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 CPA Inclusion, Crediting Period Renewal and CDM Verification of Biogas Project Activities



*Form TECH-2*

## **DOE'S ORGANIZATION AND EXPERIENCE**

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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.



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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<br>National level :NRs<br>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 CPA Inclusion, Crediting Period Renewal and CDM Verification of Biogas Project Activities**



*Form TECH-3*

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

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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 CPA Inclusion, Crediting Period Renewal and CDM Verification of Biogas Project Activities



## Form TECH-4

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

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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 CPA Inclusion, Crediting Period Renewal and CDM Verification of Biogas Project Activities**



*Form TECH-5*

## **WORK SCHEDULE AND PLANNING FOR DELIVERABLES**

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

- 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  
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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 |
| <b>KEY EXPERTS</b>     |                                    |                                                                          |         |           |  |       |  |       |       |  |       |                              |      |       |
| <b>International</b>   |                                    |                                                                          |         |           |  |       |  |       |       |  |       |                              |      |       |
| 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. Xxyyy, USA, 20.04.1969}  |                                                                          |         |           |  |       |  |       |       |  |       |                              |      |       |
|                        |                                    |                                                                          |         |           |  |       |  |       |       |  |       |                              |      |       |
| <b>National</b>        |                                    |                                                                          |         |           |  |       |  |       |       |  |       |                              |      |       |
|                        |                                    |                                                                          |         |           |  |       |  |       |       |  |       |                              |      |       |
|                        |                                    |                                                                          |         |           |  |       |  |       |       |  |       |                              |      |       |
|                        |                                    |                                                                          |         |           |  |       |  |       |       |  |       |                              |      |       |
| <b>Subtotal</b>        |                                    |                                                                          |         |           |  |       |  |       |       |  |       |                              |      |       |
| <b>NON-KEY EXPERTS</b> |                                    |                                                                          |         |           |  |       |  |       |       |  |       |                              |      |       |
| N-1                    |                                    |                                                                          | [Home]  |           |  |       |  |       |       |  |       |                              |      |       |
|                        |                                    |                                                                          | [Field] |           |  |       |  |       |       |  |       |                              |      |       |
| N-2                    |                                    |                                                                          |         |           |  |       |  |       |       |  |       |                              |      |       |
|                        |                                    |                                                                          |         |           |  |       |  |       |       |  |       |                              |      |       |
| <b>Subtotal</b>        |                                    |                                                                          |         |           |  |       |  |       |       |  |       |                              |      |       |
| <b>Total</b>           |                                    |                                                                          |         |           |  |       |  |       |       |  |       |                              |      |       |

- 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 CPA Inclusion, Crediting Period Renewal and CDM Verification of Biogas Project Activities



Form TECH-7

## CURRICULUM VITAE (CV)

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

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

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**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.}

| <b>Period</b>            | <b>Employing organization and your title/position. Contact information for references</b>                                    | <b>Country</b> | <b>Summary of activities performed relevant to the Assignment</b> |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------|----------------|-------------------------------------------------------------------|
| [e.g., May 2005-present] | [e.g., Ministry of ....., advisor/consultant to...<br><br>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):** \_\_\_\_\_

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**Adequacy for the Assignment:**

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



## Terms of Reference (ToR) for CPA Inclusion, Crediting Period Renewal and CDM Verification of Biogas Project Activities



|  |  |
|--|--|
|  |  |
|--|--|

**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 CPA Inclusion, Crediting Period Renewal and CDM Verification of Biogas Project Activities**



### **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 CPA Inclusion, Crediting Period Renewal and CDM Verification of Biogas Project Activities



*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 CPA Inclusion, Crediting Period Renewal and CDM Verification of Biogas Project Activities



### *Form FIN-2 Summary of Costs*

**Title of the Task:** .....

| <b>A. Remuneration</b>                      |                                                                                   |          |      |      |                                          |
|---------------------------------------------|-----------------------------------------------------------------------------------|----------|------|------|------------------------------------------|
| 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   |      |                                          |
| <b>Sub Total (A)</b>                        |                                                                                   |          |      |      |                                          |
| <b>Overhead (if applicable)</b>             |                                                                                   |          |      |      |                                          |
| <b>Total Fee (A)</b>                        |                                                                                   |          |      |      |                                          |
| <b>B. Others Cost</b>                       |                                                                                   |          |      |      |                                          |
| a                                           | {e.g Transportation Cost and DSA for conducting survey and other associated cost} | 1        | LS   |      |                                          |
| b                                           |                                                                                   | 1        | LS   |      |                                          |
| <b>Sub Total (B)</b>                        |                                                                                   |          |      |      |                                          |
| <b>C. Grand Total without VAT/Tax (A+B)</b> |                                                                                   |          |      |      |                                          |
| <b>Amounts in words:</b>                    |                                                                                   |          |      |      |                                          |

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 CPA Inclusion, Crediting Period Renewal and CDM Verification of Biogas Project Activities



### *Summary of Costs*

| <i>Item</i>                                             | <b>Cost</b>                                                                                                                                                 |                                                   |                                                   |                                                                 |
|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|---------------------------------------------------|-----------------------------------------------------------------|
|                                                         | {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<br/>Currency # 1}</i>                                                                                                                    | <i>{Insert Foreign<br/>Currency # 2, if used}</i> | <i>{Insert Foreign<br/>Currency # 3, if used}</i> | <i>{Insert<br/>Local Currency, if used<br/>and/or required}</i> |
| <b>Competitive Components</b>                           |                                                                                                                                                             |                                                   |                                                   |                                                                 |
| Remuneration, Key Experts                               |                                                                                                                                                             |                                                   |                                                   |                                                                 |
| Remuneration, Non-Key Experts                           |                                                                                                                                                             |                                                   |                                                   |                                                                 |
| Reimbursable Expenses                                   |                                                                                                                                                             |                                                   |                                                   |                                                                 |
| <b>Sub-Total</b>                                        |                                                                                                                                                             |                                                   |                                                   |                                                                 |
| <b>Non-Competitive Components</b>                       |                                                                                                                                                             |                                                   |                                                   |                                                                 |
| Provisional Sums                                        |                                                                                                                                                             |                                                   |                                                   |                                                                 |
| <b>Sub-Total</b>                                        |                                                                                                                                                             |                                                   |                                                   |                                                                 |
| <b>Total Cost of the Financial Proposal<sup>2</sup></b> |                                                                                                                                                             |                                                   |                                                   |                                                                 |
| Value Added Tax (VAT)                                   |                                                                                                                                                             |                                                   |                                                   |                                                                 |

<sup>2</sup> Should match the amount in Form FIN-1.



## Terms of Reference (ToR) for CPA Inclusion, Crediting Period Renewal and CDM Verification of Biogas Project Activities



### *Form FIN-3 Breakdown of Remuneration <sup>3</sup>*

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<br>Remuneration<br>Rate (Home)  | Time Input in<br>Person/Month<br>(from TECH-6)<br>(Home)  | {Currency 1-<br>as in FIN-2} | {Currency 2-<br>as in FIN-2} | {Currency 3-<br>as in FIN-2} | {Local<br>Currency- as<br>in FIN-2} |
|-----------------------------------------------------------|-------------------------|-------------|----------|----------------------------------------------|-----------------------------------------------------------|------------------------------|------------------------------|------------------------------|-------------------------------------|
|                                                           | Position (as in TECH-6) | Firm        |          | Person-month<br>Remuneration<br>Rate (Field) | Time Input in<br>Person/Month<br>(from TECH-6)<br>(Field) |                              |                              |                              |                                     |
| <b>KEY EXPERTS (International)<sup>4</sup></b>            |                         |             |          |                                              |                                                           |                              |                              |                              |                                     |
| 1.                                                        |                         |             |          |                                              |                                                           |                              |                              |                              |                                     |
|                                                           |                         |             |          |                                              |                                                           |                              |                              |                              |                                     |
| Sub-Total Costs                                           |                         |             |          |                                              |                                                           |                              |                              |                              |                                     |
| <b>KEY EXPERTS (National)</b>                             |                         |             |          |                                              |                                                           |                              |                              |                              |                                     |
| 1.                                                        |                         |             |          |                                              |                                                           |                              |                              |                              |                                     |
|                                                           |                         |             |          |                                              |                                                           |                              |                              |                              |                                     |
| Sub-Total Costs                                           |                         |             |          |                                              |                                                           |                              |                              |                              |                                     |
| Total Costs: Key Experts (International and National)     |                         |             |          |                                              |                                                           |                              |                              |                              |                                     |
| <b>NON-KEY EXPERTS/SUPPORT STAFF</b>                      |                         |             |          |                                              |                                                           |                              |                              |                              |                                     |
| 1.                                                        |                         |             |          |                                              |                                                           |                              |                              |                              |                                     |
|                                                           |                         |             |          |                                              |                                                           |                              |                              |                              |                                     |
| 2.                                                        |                         |             |          |                                              |                                                           |                              |                              |                              |                                     |
|                                                           |                         |             |          |                                              |                                                           |                              |                              |                              |                                     |
| Total Costs: Non-Key Experts/Support Staff                |                         |             |          |                                              |                                                           |                              |                              |                              |                                     |
| <b>TOTAL COSTS: KEY AND NON-KEY EXPERTS/SUPPORT STAFF</b> |                         |             |          |                                              |                                                           |                              |                              |                              |                                     |

<sup>3</sup> 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.

<sup>4</sup> As identified in the Summary and Personnel Evaluation Sheet.



## Terms of Reference (ToR) for CPA Inclusion, Crediting Period Renewal and CDM Verification of Biogas Project Activities



### *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<br>FIN-2} | {Currency # 2- as in<br>FIN-2} | {Currency# 3- as in<br>FIN-2} | {Local Currency- as<br>in FIN-2} |
|--------------------------------------------------------|----------|------|----------|------------|--------------------------------|--------------------------------|-------------------------------|----------------------------------|
| <b>Reimbursable Expenses</b>                           |          |      |          |            |                                |                                |                               |                                  |
| {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}                                    |          |      |          |            |                                |                                |                               |                                  |
|                                                        |          |      |          |            |                                |                                |                               |                                  |
|                                                        |          |      |          |            |                                |                                |                               |                                  |
| <b>Sub-Total: Reimbursable Expenses</b>                |          |      |          |            |                                |                                |                               |                                  |
| <b>Provisional Sums</b>                                |          |      |          |            |                                |                                |                               |                                  |
| Item 1                                                 |          |      |          |            |                                |                                |                               |                                  |
| Item 2                                                 |          |      |          |            |                                |                                |                               |                                  |
|                                                        |          |      |          |            |                                |                                |                               |                                  |
|                                                        |          |      |          |            |                                |                                |                               |                                  |
|                                                        |          |      |          |            |                                |                                |                               |                                  |
| <b>Sub-Total: Provisional Sums</b>                     |          |      |          |            |                                |                                |                               |                                  |
| <b>Total: Reimbursable Expenses + Provisional Sums</b> |          |      |          |            |                                |                                |                               |                                  |

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



# Terms of Reference (ToR) for CPA Inclusion, Crediting Period Renewal and CDM Verification of Biogas Project Activities



## 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%        |
| <b>A Technical Proposal</b>                                                                   | <b>80</b>  |
| <b>1. Specific Experience of DOE related to the assignment</b>                                | <b>20</b>  |
| 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 verification, inclusion and CP renewal of similar assignment | 5          |
| 1.4 Experience of the DOE in similar geographical region                                      | 5          |
| <b>2. Methodology to carry out the proposed task and effectiveness</b>                        | <b>30</b>  |
| 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          |
| <b>3. Qualification and competence of the key staffs for the assignment</b>                   | <b>30</b>  |
| 3.1 General qualification of the validator/auditor                                            | 5          |
| 3.2 Experience of validators/auditors in verification/validation of CDM projects              | 15         |
| 3.3 Experience of validators/auditors in similar geographical regions                         | 10         |
| <b>B Financial Proposal</b>                                                                   | <b>20</b>  |
| <b>Total max</b>                                                                              | <b>100</b> |

### **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.