



**Government of Nepal**  
**Ministry of Population and Environment**  
Singhadurbar, Kathmandu

**Request for Expression of Interest (Eoi) for the National Migration survey**

(First Date of publication 2073/09/28)

The Ministry of Population and Environment (MoPE), is seeking Consultancy Services of eligible firms, organizations or companies for this purpose. The Standard Form for Expression of Interest can be collected from the contact address written below (free of cost) and it has been uploaded in website of Ministry of Population and Environment (MoPE): [www.mope.gov.np](http://www.mope.gov.np). The Eoi with the following should be submitted to the Ministry during the office hours within the 15 days of the first date of the publication (if the last date of submission is public holiday then the Eoi can be submitted at the next day of the holiday).

The consulting firms, organizations or companies (i) should have at least two sound and proven scientific expertise in demographic related studies, census survey specially migration related studies in Nepal; (ii) Should be familiar with survey design, sample design and familiarity with the technical guidelines in general for all activities listed below;

Activity	Qualification for consulting services
1. National Migration Survey	<ul style="list-style-type: none"><li>• Experience in socio-economic research, survey</li><li>• Qualified scientists and/or knowledge-based human resources on demographic survey and migration,</li><li>• Experience in scientific data collection, analysis and reporting</li><li>• Technical knowledge of survey</li></ul>

Above mentioned assignment should be completed within 15<sup>th</sup> Jestha 2074. All procedures of EOI and invitation to proposals and their evaluation will be followed based on the Public Procurement Act, 2063 (2007) and its Regulation, 2064 (2007) of Nepal.

1. If the consultant submitting the EOI is a firm or a company or other organisation, it should express detail of:
  - a profile of the firm or company, its organization and staffing;
  - if two or more than two companies are providing the consultancy services as group, organization or joint venture, the names, addresses, profiles of such firms or companies and the name of the lead firm or company;
  - details of experience of similar assignments undertaken in the previous five years and their location;
  - Curriculum Vitae (CV) of key human resources to be involved in the proposed assignment.
2. Only shortlisted firms or companies, or Joint Ventures or organizations will be invited for Request for Proposal (RFP) document.
3. Individuals, firms, organizations or companies are advised to arrange for submission of EOI and ensure themselves of their receipt of EOI document. The Ministry will not assume any responsibility in this regard.
4. EOI submitter(s) should attach all necessary documents such as registration with the Government, tax clearance certificate, VAT registration certificate, PAN Number and other relevant documents in the Ministry of Population and Environment, Singhadurbar within 15 days of the first date of publication of this notice in this newspaper.
5. For more information, contact address Ministry of Population and Environment, Singhadurbar, Phone No. 4211996, 4211954(Fax).

## **Sample Format for Expression of Interest for the Consultancy Service**

(The Consulting firms/organizations are encouraged to submit EOI in this format)

Date:

To  
Ministry of Population and Environment,  
Singhdurbar, Kathmandu, Nepal.

Sub: **Expression of Interest (EOI)**

Dear Sir,

In response to your public notice, inviting expression of interest for the consultancy service for the **Assignment:** ..... published in ..... on ..... , we hereby express our interest to offer our services for the assignment named above under the terms and conditions specified in your referred public notice. We are fully aware that this form intends to express our interest in **Assignment:** ..... The necessary information that may be required by you to assess our suitability to undertake the said assignment is given as the following.

**1. Firm**

**1.1 Name of the firm:**

Address:

Telephone:

Fax:

Email:

**1.2 Name of the contact person:**

Designation:

**1.3 Date established:**

**1.4 Number of regular staff** (Do not include external resource persons)

Professional staff  Non-professional technical staff   
Administrative/support staff  others:  (specify)

**1.5 Proposed Team Leader: (Please attach CV)**

Education:

Years of Professional Experience:

Area of Expertise:

Key Qualification:

- 2. Experience of the Firm and its staff**
- 2.1 General experience of the firm (See Annex- 1)**  
(List all experience of the firm during the last ten years)
- 2.2 Relevant experience of the firm in the expressed interest area: (see Annex - 2)**  
(List of relevant experience of the firm in the expressed interest area during the last ten years)
- 2.3 Proposed Management Coordination for the assignment (finance and reporting; organizational structure/process)**
- 2.4 Proposed Quality Control Mechanism for the assignment (Program/project management guidelines, admin, financial process)**
- 2.5 Relevant experience proposed experts in the expressed interest area (see Annex-3 and please Attach CV)**
- 2.6 Firm's professional staff with relevant experience in the expressed interest area: (see Annex-4)**  
(Do not include external resource persons)
- 2.7 External Resource Persons available to the firm with relevant experience in the expressed interest area: (see Annex-5)**
- 2.8 Enclosures (all legal documents): The copy of the following documents has been attached herewith.**
1. Copy of the PAN and VAT registration certificates of the firm with their renewals for the current fiscal year.
  2. Self Declaration
  3. Company Profile
  4. List of Assets
  5. Assurance of the firm's capacity based on work experience certificates
  6. Joint Venture Agreement (in case of Joint venture)
  7. Power of Attorney (in case of Joint venture)

The information furnished by us in this expression of interest is correct to the best of our knowledge. Based on these information we understand you would be able to shortlist us for submitting our proposals to provide you our services for the above named assignment. We, however, understand that the Ministry reserves the right to decide whether or not to short-list our firm / organization without disclosing the reason what so ever.

Sincerely yours,

On behalf of the firm:

Signature: \_\_\_\_\_

Name of the Signatory:

Designation:

Date:

\_\_\_\_\_  
(Company Seal)

**ANNEX 1**  
**General Experience of the Firm during the Last 10 Years (Please attach evidences of each assignments)**

S. No.	Name of the assignment	Name of the client served	Address of the client	Duration of the assignment			Total Cost of the assignment	No. of professional person months used for the assignment
				From (Date)	To (Date)	Total months		

Ministry of Population and Environment

**ANNEX 2**  
**Relevant Experience of the Firm during the Last 10 Years (Please attach evidences of each assignments)**

S. No.	Name of the assignment	Name of the client served	Address of the client	Duration of the assignment			Total Cost of the assignment	No. of professional person months used for the assignment
				From (Date)	To (Date)	Total months		

Ministry of Population and Environment

### ANNEX 3

#### Relevant Experience of the Proposed Experts (Please attach CV)

S. No.	Name of the Proposed Expert	Education	Total years of experience	Relevant experience					
				Duration			Position	Name of the assignment	Client
				From (Date)	To (Date)	Total months			

**ANNEX 4**

**Relevant Experience of the Firm's Professional Staff**

S. No.	Name of the staff	Education	Total years of experience	Relevant experience					
				Duration			Position	Name of the assignment	Client
				From (Date)	To (Date)	Total months			

Ministry of Population and Environment

**ANNEX 5**

**Relevant Experience of the External Resource Persons Available to the Firm**

S. No.	Name of the Resource Person	Education	Total years of experience	Present Employer	Relevant experience					
					Duration			Position	Name of the assignment	Client
					From (Date)	To (Date)	Total months			

Ministry of Population and Environment