

EXPRESSION OF INTEREST (EOI)

Title of Consulting Service: Monitoring and indentifying comparative Benchmarking of fixed broadand internet in major cities of province 1 and Madhesh Pardesh (Package 1)

Method of Consulting Service: National

Project Name : Monitoring and indentifying comparative Benchmarking of fixed broadand internet in major cities of province 1 and Madhesh Pardesh (Package 1)

EOI : 01-QOS-Fixed-NTA-2022

Office Name: Nepal Telecommunications Authority

Office Address: Kathmandu Kathmandu

Funding agency : Internal Resources

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A. Request for Expression of Interest

Request for Expression of Interest

Government of Nepal (GoN)

Name of Employer: Nepal Telecommunications Authority

Date: 06-12-2022 23:00

Name of Project: Monitoring and indentifying comparative Benchmarking of fixed broadand internet in major cities of province 1 and Madhesh Pardesh (Package 1)

1. Government of Nepal (GoN) has allocated fund toward the cost of Monitoring and indentifying comparative Benchmarking of fixed broadand internet in major cities of province 1 and Madhesh Pardesh (Package 1) and intend to apply portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service
2. The Nepal Telecommunications Authority now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: Assess, measure and analyze the QoS of fixed broadband internet service provided by the different operators in different locations of Nepal.
Also conduct consumer survey and analyze the customers perception on quality of services of fixed broadband internet service in different locations of Nepal
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Nepal Telecommunications Authority,Only EGp during office hours on or before 21-12-2022 12:00 or visit e-GP system www.bolpatra.gov.np/egp or visit the client’s website <https://nta.gov.np/en/>
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np/egp only on or before 21-12-2022 12:00
6. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
7. EOI will be assessed based on Qualification 50.0 %, Experience 40.0 %, and Capacity 10.0 % of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
8. Minimum score to pass the EOI is 60

B. Instructions for Submission of Expression of

Instructions for Submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms.
2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment).
3. This expression of interest is open to all eligible consulting firm/person/ company/ organization.
4. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 4 years and audited balance sheet and bio data shall be considered for evaluation.
5. The assignment has been scheduled for a period of [Insert time, period in years and/or months]. Expected date of commencement of the assignment is 01-03-2023.
6. A Consultant will be selected in accordance with the QCBS method.
7. Expression of Interest should contain following information:
 - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
 - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
 - EOI Form: Letter of Application (Form 1)
 - EOI Form: Applicant's Information (Form 2)
 - EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))
 - EOI Form: Capacity Details (Form 4)
 - EOI Form: Key Experts List (form 5).
8. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
9. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the Monitoring and indentifying comparative Benchmarking of fixed broadand internet in major cities of province 1 and Madhesh Pardesh (Package 1).The Envelope should also clearly indicate the name and address of the Applicant. Alternatively, applicants can submit their EOI application through e-GP system by using the forms and instructions provided by the system.
10. The completed EOI document must be submitted on or before the date and address mentioned in the "Request for Expression of Interest". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

C. Objective of Consultancy Services or Brief TOR

Terms of Reference

For

Consultancy Service to assess, measure and analyze QoS of fixed Broadband Internet Services (Package 1)

1. Background :

Nepal Telecommunications Authority (NTA) is an autonomous telecommunications regulatory body established in February 1998 pursuant to Telecommunications Act, 1997 and Telecommunications Regulation, 1998. As per the provision of Sub-Section (f) of Section 13 of the Telecommunication Act, 1997, the Authority has to prescribe, fix and approve the standard and quality standard of the plant and equipment relating to the Telecommunications and the Telecommunications Service. And as per Section 14 of the same act, the Authority shall determine the quality and standard of the machine, equipment and facilities relating to the Telecommunications and the Telecommunications Service and prescribe the minimum standard to be maintained by a Licensee in operating the Telecommunications Service.

For further regulation of service quality of telecommunication services, the Authority has issued Bylaw Regarding Telecom Service Quality, 2017. As per this Bylaw Regarding Telecom Service Quality, NTA has prescribed different QoS KPIs for Internet Service.

NTA intends to recruit consultancy service to measure, assess and analyze fixed broadband internet service quality and conduct the consumer satisfaction survey regarding the QoS of fixed broadband internet service in different districts of Nepal and report to NTA. The projects intend to find out the quality of fixed broadband internet service provided by ISPs in different districts. Similarly, Consumer Satisfaction Survey will explore the QoS of Internet Service as consumer perception. It is expected to verify whether the compliance of the standard KPIs as prescribed by the Authority is met or not by the operators. In case of non-compliance, it is necessary to improve the quality of service as per the standard prescribed by the Authority. The consultancy service is divided into the following 3 different packages:

Package 1: Sites of Provinces 1 & Madhesh as prescribed in scope of work

Package 2: Sites of provinces Bagmati & Gandaki as prescribed in scope of work

Package 3: Sites of Provinces Lumbini, Karnali & Sudurpaschim as prescribed in scope of work

2. Objective:

The objective of the project is to

- To assess, measure and analyze the QoS of fixed broadband internet service provided by the different operators in different locations of Nepal.

- To conduct consumer survey and analyze the customers perception on quality of services of fixed broadband internet service in different locations of Nepal.

3. Scope of Work :

The scope of the work for consultancy is as mentioned below:

3.1 Measurement of the Technical KPIs of Fixed Broadband Internet Service:

3.1.1 The consultant shall measure following Key Performance Indicators (KPIs) of Fixed Broadband internet services.

- i. Latency (Round Trip Time)
- ii. Packet Loss
- iii. Jitter
- iv. Throughput: Upload and Download
- v. Browsing Delay
- vi. DNS resolution time

3.1.2 The consultant shall perform national and international tests using the speedtest application available at NTA website (<https://speedtest.nta.gov.np/>) and other international standard tools for each site and present the collected speedtest data in the tabular format.

3.1.3 The consultant shall perform QoS Measurement from ethernet port of CPE device whenever possible, otherwise can measure via Wi-Fi but need to remark those sites. While performing the speed test, it should be ensured that no other live users are present in the network.

3.1.4 The consultant shall verify subscribed bandwidth of the consumer.

3.1.5 The consultant shall graphically present the QoS measurement values and KPIs district wise and ISP wise with their detail comparison.

3.2 Consumer Satisfaction Survey regarding the QoS of Fixed Broadband Internet Service:

3.2.1 The consultant shall propose the *Consumer Satisfaction Survey Form* in a format to the NTA while submitting Inception Report to the Authority. The form shall include non-technical Key Performance Indicators (KPIs) of the QoS of Fixed Broadband Internet Service. A sample format of Consumer Satisfaction Survey is included in Annex-1.

3.2.2 The consultant shall collect the duly filled *Consumer Satisfaction Survey Form* from every measurement site, and henceforth analyze the forms and provide a report to NTA in suitable format.

3.3 Packaging Details:

The consulting firm shall assess measure and analyze QoS of fixed Broadband internet Services as mentioned in the following table in different packages as applicable:

Package	Region	District	Number of measurements to be taken(Samples)
Package 1	Province 1	Udayapur	300
		Sunsari	300
		Morang	300
		Ilam	200
		Dhankutta	200
		Bhojpur	100
		Khotang	100
		Solukhumbu	100
		8 Districts	1600
	Madhesh	Saptari	300
		Siraha	300
		Dhanusha	300
		Mahottari	300
		Sarlahi	300
		Rautahat	200
		Bara	300
		Parsa	300
		8 Districts	2400
	Total	16 Districts	4000

Package 2	Bagmati	Makwanpur	300
		Sindhuli	200
		Dolakha	200
		Sindhupalchowk	200
		Nuwakot	200
		Kathmandu	500
		Bhaktapur	500
		Lalitpur	500
		8 Districts	2600
	Gandaki	Myagdi	200
		Kaski	200
		Syangja	200
		Tanahu	200
		Lamjung	200
		Gorkha	200
		Manang	100
		Mustang	100
		8 Districts	1400
	Total	16 Districts	4000
Package 3	Lumbini	Banke	300
		Dang	300
		Kapilbastu	200
		Rupandehi	200
		Palpa	200

		Gulmi	200
		Pyuthan	150
		Rolpa	150
		8 Districts	1700
	Karnali	Surkhet	200
		Salyan	200
		Rukum	100
		Jajarkot	200
		Dailekh	150
		Kalikot	200
		Jumla	100
		7 Districts	1150
	Sudur Paschim	Kanchanpur	200
		Kailali	200
		Doti	200
		Achham	150
		Bajura	100
		Bajhang	200
		Darchula	100
		7 Districts	1150
	Total	22 Districts	4000

Table 1: Number of measurements to be taken in each district of different provinces of Nepal in different package

3.4 The QoS measurement sites at each District shall be selected based on the followings:

- i. Shall include Health **Post, Ward Office, Government High School, Hospital**, Private Organization and client premises.
 - ii. Shall include all incumbent operators (ISPs) service available in the District as far as possible.
 - iii. In case site has no access or closed or unable to measure due to some reason, perform measurement in another nearby site as applicable.
 - iv. If in case number of sample in any of the district is not available as mentioned in table 1 of 3.3 then total number of samples for particular province shall be managed from other mentioned districts of same province upon prior approval from the NTA.
- 3.5** The methodology and app used in the measurement shall be standard and genuine and the consulting firm should provide the details in the EOI/proposal as applicable.
- 3.6** The consulting firm shall submit separate EOI document for individual package. The shortlisting will be done for each package through the EOI process. In the second stage, the RFP would be issued to the shortlisted candidates and the evaluation of RFP will be done in the following order: Package 1, Package 2 and Package 3.
- 3.7** The consulting firm successful to win bid for any one package among 3 packages will not be qualified for other 2 packages. Thus if any one firm is selected in a package through RFP evaluation, the financial proposal of the firm in other remaining package/s will be returned without opening. Thus a consulting firm will be qualified to acquire consultancy service in maximum of 1 package only.

4. Eligibility Requirement of the Firm

The consulting firm should meet the following criteria:

- a. The consulting firm must be VAT registered.
- b. The consulting firm shall have Tax clearance of fiscal year **2078/79**.
- c. The consulting firm shall be of at least **5** years of standing. In case of JV the lead partner/firm shall have minimum 5 years of standing experience.
- d. The consulting firm shall have experience of minimum 2 Telecom/ICT projects

5. Duration

The assignment for different packages must be completed within time duration as mentioned in table below:

Package	Region	Time Duration for packages
Package 1	Province 1 and Madhesh	120 days effective from the date of signing the contract.
Package 2	Bagmati and Gandaki Province	120 days effective from the date of signing the contract.
Package 3	Lumbini , Karnali and Sudur Paschim	120 days effective from the date of signing the contract.

6. Team Composition

The Consultant shall have key professionals as mentioned hereunder:

- a. Team Leader: Should have a team leader with at least Master's Degree in Telecom/IT Engineering or equivalent and having experience of at least **7** years in Telecom Sector and also having experience of completion of at least **3** Projects in Telecom Sector as a Team Leader.
- b. Analyst: Should have an Analyst with at least Bachelor's Degree in Telecom/IT Engineering or equivalent with minimum of **5** years experience of working in Telecom/ICT Sector with minimum of **3** Telecom/ICT projects experience.
- c. Surveyor: Should have **eight nos. of** Surveyors in each package of 1 & 2 and **ten** nos. of Surveyors for package 3 with at least Bachelor's Degree in Telecom/IT Engineering or equivalent with minimum of 2 years experience.

7. Deliverables:

- 7.1 The consultant shall submit an inception report with an overall plan to conduct the QoS measurement and Consumer Satisfaction Survey within **15** days effective from the date of the contract.
- 7.2 The consultant shall submit a draft final report to NTA within **90** days effective from the date of the contract.

7.3 The consultant shall submit a final report and give a presentation to NTA officials after the completion of the work within **120** days effective from the date of the contract.

8. Payment Schedule:

S. No.	Payment Schedule	Payment	Time Frame
1.	After Acceptance of inception report by NTA Management	20% of contract amount	15 Days
2.	After Acceptance of draft final report by NTA Management	40% of contract amount	90 Days
3.	After the Presentation of the work completed and Acceptance of final report NTA Management	40% of contract amount	120 Days

End of the Document

Consumer Satisfaction Survey Form

१. सेवाग्राहीको परिचय

नाम :

ठेगाना :

सम्पर्क नम्बर :

इमेल :

२. सेवाग्राहीको किसिम :

- a) निजी b) सरकारी विद्यालय c) वडा कार्यालय d) स्वास्थ्य चौकी
e) अस्पताल f) निजी संस्था

३. तपाईंले प्राप्त गर्नु भएको सेवा RTDF अन्तर्गत हो ?

- a) हो b) होइन

४. तपाईंले जडान गर्नु भएको सेवा कुन सेवा प्रदायक कम्पनी को हो ? (कम्पनीको नाम उल्लेख गर्नुहोस)

.....

५. तपाईंले इन्टरनेट जडान कहिले गर्नु भएको हो ?

.....B.S. (Year)

६. तपाईंले कति क्षमताको इन्टरनेट जडान गर्नु भएको छ ?

- a).....Mbps b)Kbps

७. तपाईंले इन्टरनेट चलाएबापत कति रकम तिर्नुहुन्छ ?

- a) मासिक रू..... b) त्रैमासिक रू..... c) अर्धवार्षिक रू.....
d) वार्षिक रू..... e) थाहा छैन f) नि: शुल्क

८. तपाईंले प्रयोग गर्नु भएको इन्टरनेट सेवाको गुणस्तर कस्तो छ ?

- a) अत्यन्त राम्रो b) राम्रो c) सन्तोष जनक d) खराब e) एकदम खराब

९. तपाईंले प्रयोग गरिरहनु भएको इन्टरनेटमा कतिको समस्या आउँछ ?

- a) धेर आउँछ b) कहिलेकाँही आउँछ c) आउँदैन

१०. इन्टरनेटमा समस्या आउँदा तपाईंले कसलाई खबर गर्नुहुन्छ ?

- a) शाखा कार्यालयमा b) मुख्य कार्यालयमा c) फिल्डमा खटिने कर्मचारीलाई
d) टोल फ्री नम्बरमा e) अन्य भएमा उल्लेख गर्ने.....

११. तपाईंको इन्टरनेटमा समस्या आउँदा सेवा प्रदायकलाई जानकारी गराएको कति समयभित्र समाधान हुन्छ ?

- a) जानकारी गराएका दिन b) २-३ दिन c) ४-७ दिन d) ७ दिनभन्दा बढी

१२. सेवा प्रदायकबाट पाएको सहयोगप्रति सन्तुष्ट हुनुहुन्छ ?

- a) छु b) छैन

१३. प्राप्त सेवाप्रति तपाईंको कुनै सल्लाह सुझाव छ ?

- a) इन्टरनेट स्लो चल्यो ।
b) इन्टरनेटका शुल्क महँगो भयो ।
c) सेवा प्रदायक कम्पनीका सपोर्ट राम्रो छैन ।
d) अन्य (भएमा उल्लेख गर्ने)

Photo of the place where measurement is taken

Consumer's Feedback(if any) :

.....
.....
..... |

सर्वेयर

नाम :
परिचयपत्र न. :
पद :
सर्वे मिति:
सहि:

कार्यालयको छाप

D. Evaluation of Consultant's EOI Application

Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

i) Eligibility & Completeness Test

Sl. No.	Criteria Title	Compliance
1	Corporate Registration	
2	Tax Clearance of FY 2079/80	
3	VAT/PAN Registration	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Applicants Information Form	
6	EOI Form 3: Experience (3(A) and 3(B))	
7	EOI Form 4: Capacity	
8	EOI Form 5: Qualification of Key Experts	
9	In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible consultant.	
10	If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV shall not be eligible to participate in procurement process till the concerned Court has not issued the decision of clearance against the Corruption Charges.	

ii) EOI Evaluation Criteria

A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Team Leader	As per TOR
2	Analyst	As per TOR
3	Surveyor 1	As per TOR
4	Surveyor 2	As per TOR
5	Surveyor 3	As per TOR
6	Surveyor 4	As per TOR
7	Surveyor 5	As per TOR
8	Surveyor 6	As per TOR
9	Surveyor 7	As per TOR
10	Surveyor 8	As per TOR

Score: 50.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	As per TOR
2	Specific experience of consulting firm within last 7 years.	As per TOR

Sl. No.	Criteria	Minimum Requirement
	In case of person, specific experience of the person within last 4 years.	
3	Similar Geographical experience of consulting firm	As per TOR

Score: 40.0

C. Capacity

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

Score: 10.0

Minimum score to pass the EOI is: 60

Note : If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such consultant's proposal shall be excluded during the evaluation.

E. EOI Forms & Formats

E. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Experience (*General, Specific and Geographical*)

Form 4. Capacity

Form 5. Qualification of Key Experts

Standard EOI Document

1. Letter of Application

(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date:

To,

Full Name of Client: _____

Full Address of Client: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by **[Insert name of Client]** as Consultant for **[Insert brief description of Work/Services]**.
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. **[Insert name of Client]** and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. **[Insert name of Client]** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.¹
5. All further communication concerning this Application should be addressed to the following person,

[Person]

[Company]

[Address]

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

¹ Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

Standard EOI Document

business and our Company/firm has not been declared ineligible.

7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed :

Name :

For and on behalf of (name of Applicant or partner of a joint venture):

Standard EOI Document

2. Applicant's Information Form

(In case of joint venture of two or more firms to be filled separately for each constituent member)

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*)
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)

Standard EOI Document

3. Experience

3(A). General Work Experience

(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						
6.						
7.						

Standard EOI Document

3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) ² :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment: Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.	

Firm's Name: _____

² Consultant should state value in the currency as mentioned in the contract

Standard EOI Document

3(C). Geographic Experience

Experience of working in similar geographic region or country

(In case of joint venture of two or more firms to be filled separately for each constituent member)

No	Name of the Project	Location (Country/ Region)	Execution Year and Duration
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Standard EOI Document

4. Capacity

4(A). Financial Capacity

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Annual Turnover	
Year	Amount Currency

- **Average Annual Turnover**

--

(Note: Supporting documents for Average Turnover should be submitted for the above.)

Standard EOI Document

4(B). Infrastructure/equipment related to the proposed assignment³

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

³ Delete this table if infrastructure/equipment for the proposed assignment is not required.

Standard EOI Document

5. Key Experts *(Include details of Key Experts only)*

(In case of joint venture of two or more firms to be filled separately for each constituent member)

SN	Name	Position	Highest Qualification	Work Experience (in year)	Specific Work Experience (in year)	Nationality
1						
2						
3						
4						
5						

(Please insert more rows as necessary)

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 Consultant'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}	

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.

(vii) I declare that Corruption Case is not filed against me.

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

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

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

Full name of authorized representative:
