



**GOVERNMENT OF NEPAL  
MINISTRY OF HEALTH AND POPULATION (MoHP)  
NATIONAL CENTER FOR AIDS AND STD CONTROL (NCASC)**

**PACHALI, TEKU, KATHMANDU**  
**Telephone: (977) 1-4261653; Fax: 4261406**  
**Website: [www.ncasc.gov.np](http://www.ncasc.gov.np)**

**RE-REQUEST FOR EXPRESSIONS OF INTEREST (EOI)  
(CONSULTING SERVICES-FIRMS SELECTION)**

**Notice No. NCASC/01 and 02/2073/2074**  
**Date of Re- Publication: 24 Bhadra, 2073 (9 September, 2016)**

**ASSIGNMENT TITLE: MANAGEMENT OF HIV TARGETED INTERVENTION**

## 1. Background Information of (EOI)

The Government of Nepal, Ministry of Health and Population has decided to continue the HIV Targeted Intervention Program with Government of Nepal and Pool fund source. Ministry of Health and Population, NCASC has been continuously managing the Pooled Fund grant to implement the HIV Targeted Intervention Program for key affected population since July 2011. NCASC intends to contract qualified and experienced civil society organizations, Non-Governmental Organizations (NGOs), NGO networks, private sector institutions and professional organizations to continue the comprehensive services to the targeted populations till 15 July 2017. NCASC will start the contracting of organizations for delivery of the targeted interventions program for key affected populations, as part of the essential services of the health sector response related HIV AIDS and STI. Therefore, NCASC invites Expression of Interest from eligible applicants to implement the services for different components as specified in the table below.

The consulting services (“the Services”) include the following components to implement the HIV Targeted Intervention.

SN	Components	Duration	Districts
1	Targeted Intervention Male Having Sex with Male (MSM) & Trans Gender (TG)	Till 15 July, 2017	Morang, Saptari, Dhanusha, Parsa, Kathmandu, Sindhuli, Udayapur, Tanahun, Salyan, Doti (10 districts)
2	Target Intervention for People Living with HIV (PLHIV)	Till 15 July, 2017	Siraha, Mahotari, Bara, Bhaktapur, Salyan, Parbat, Kalikot, Jajarkot, Rukum, Ilam, Sarlahi, Okhaldhunga, Sindhuli, Dhankutta, Udayapur, Darchula, Sankhuwashava, Rolpa, Myagdi, Surkhet, Morang, Rupandehi, Parsa, Lalitpur, Kathmandu, Kaski, Kanchanpur, Jhapa, Doti, Dang, Chitwan, Bake, Dhanusa, palpa, Sunsari, Kapilbastu ( 36 District )
3	Targeted Intervetnion for People Who Inject Drugs (PWID)	Till 15 July, 2017	Jhapa, Morang, Sarlahi, Sunsari, Kathmandu, Lalitpur, Chitwan, Tanahun, Kaski and Kailali ( 10 districts )
4	Targeted Intervetnion Male Labor Migrant and Their Spouses	Till 15 July, 2017	Morang, Sarlahi, Dhanusha, Parsa, Kavre, Kaski, Syanja, Surkhet, Salyan, Bardiya, Jajarkot, Rukum, Kailali, Kanchanpur,, Kalikot, Bajura and Darchula, Rupandehi, Tanahun and Kathmandu (20 Districts)

5	Targeted Intervention for Prison inmates	Till 15 July, 2017	Kathmandu , Sunsari (Regional Jail), Parsa, Jhapa & Morang (5 Districts)
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The National Center for AIDS and STD Control now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services.

## 2. Procedure for preparing and submission of EOI:

Interested organizations should collect the detail package of Expressions of Interest (EOI) and Terms of Reference (ToR) from the address below not later than 6 Ashwin, 2073. **The deadline for submitting the EOI is 12:00 noon of 7 Ashwin, 2073.** The EOI must be submitted along with required documents to demonstrate intent and ability to undertake the services to the address below. In case the deadline for EOI collection/submission falls on public holidays, it shall automatically extend to the subsequent official day. Late submissions will not be accepted.

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications.

A Consultant will be selected in accordance with the Quality-and Cost-Based Selection (QCBS) method set out in the Consultant Guidelines.

Organizations may obtain further information including detail EOI guideline (in English) and ToR from NCASC or request by email during office hour on or before 6 Ashwin, 2073. The organizations submitting EOI, **MUST** meet the requirements mentioned in the EOI submission guideline. **Submission of false information and statements will disqualify the proposal.**

Expressions of interest must be delivered in a written form to the address below (in person, Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by the date mentioned above.

National Center for AIDS and STD Control  
Pachali, Teku, Kathmandu  
Telephone: (977) 1-4261653; Fax: 4261406  
E-mail: bid@ncasc.gov.np

### 3. Sample of cover letter for the submission of Expression of Interest (EOI)

(Use organization's Letter Head)

Date: .....

To,  
The Director  
National Center for AIDS and STD Control,  
Ministry of Health and Populations  
Pachali, Teku, Kathmandu

#### **Subject: Submission of Expression of Interest (Eoi)**

Dear Sir

We, the undersigned, offer to provide consulting services for the implementation of Comprehensive Package for ..... Of HIV Targeted Intervention Program under in accordance with your advertisement and declare the followings:

- a. We are duly registered with renewal status. We confirm that there was no involvement by us in preparing the ToR/RFP. We have not been declared ineligible by Government of Nepal GoN) or other donor agencies.
- b. Our VAT registration, tax clearance details are included.
- c. We have read the Guideline and understood the scope of services for the assignment.
- d. We authorize you and your authorized representatives to conduct any inquiries or investigations to verify the statements, documents and information submitted in this Eoi.
- e. We understand that you may cancel the short-listing process at any time and that you are not bound to accept any or all Eois that you may receive without incurring any liability to the organizations.

Sincerely Yours,

.....  
(Authorized Signature)  
Name : .....

Designation : .....

Date : .....

#### 4. Instruction for preparing the Expression of Interest (EOI)

1) **Expression of Interest:** (Following information should be included)

1.1) Brief introduction of organization

Name of the organization: \_\_\_\_\_

Registration date: \_\_\_\_\_

Head of Organization (name and position, personal phone number): \_\_\_\_\_

Address of organization: \_\_\_\_\_

District, VDC/Municipality: \_\_\_\_\_

Phone #, Email address: \_\_\_\_\_

Fax #: \_\_\_\_\_

Post Box.# \_\_\_\_\_

Place/address of registration of organization \_\_\_\_\_

1.2) Major ongoing current program/s: [Use as much space as needed]:

S. No.	Title of the project/program	Project Duration and sites	Contractual Amount (NPR)	Funding Agency

1.2) Vision, Mission, Goals and Objectives of organization (1 page max)

1.4) Current and Past Work experience on HIV and AIDS (**2 pages max**).

- Target population/s, District/s
- Years of experience on HIV and AIDS,
- Major objectives,
- List of Major Activities,
- Achievements and Lesson Learnt etc

**NOTE: A minimum of Five (5) years experience in HIV and AIDS programme management is required.**

## 2) Selection of Service Line:

Please tick the Service component that your organization is interested in implementing under the national response to HIV AIDS. If the organizations are interested applying for multiple service lines, they should submit separate EOI for each. All districts under a service line must be covered by the applicant.

S.No.	Proposed Program with target population	Please tick(√)
1	Comprehensive package for MSMs and Transgender (TG)	
2	Comprehensive package for PLHIV	
3	Comprehensive package for PWID	
4	Comprehensive package for Male Labor Migrant and Their Spouse	
5	Comprehensive package for Prison inmates	

Why is your organization interested in implementing the program selected for the particular target population? Please explain your interest and strengths with rationale: **Rationale, interest and strengths (2 pages max)**

## 3) The following documents/information should be submitted along with EOI (Minimum criteria of eligibility for EOI)

### A) Legal Documents

#### A.1) Registration/affiliation certificate:

- DAO Registration Certificate with renewal (valid till Ashad 2073)
- SWC Affiliation Certificate,
- VAT Registration Certificate

#### A.2) Include organizational documents

- A copy of Organization's constitution
- Diagram of Organizational Structure
- Admin & Finance including Human Resource Policy

### B) Governance and Management of Your Organization:

B1) Include a copy of audit reports (last three (3) fiscal years

B2) Governing Board/Member profile

Total Members: ..... (Male.....; Female.....; Others.....)

### Detail of Board Members/Executive Team

Full name	Position	Sex

### B3) Total Number of Staff Implementing Programs on HIV and AIDS

Full name	Sex	Position	Qualifications	Experience in HIV & AIDS (in years) / organization

B4) Include a copy of recent progress report (last 3 years) on HIV AIDS program

### C) REFERENCE LETTER OF ORGANIZATIONAL EXPERIENCES:

Provide Institutional references (Reference letters) from supporting agencies (donor, INGOs, NGOs etc) regarding program and working district/s

### 4) Joint Venture:

If two or more organizations plan to collaborate to provide services in a joint venture, please mention the role & responsibilities of lead agency and supporting agency. Clearly mention name, address, and profile of such organizations. Attach joint venture agreement.

## 5. EOI Evaluation Criteria:

Selection criteria include, but are not limited to, the following:

- Similar experience in the required area of work
- Expertise of firm/organization
- Work experience in donor supported projects
- Organizational structure and in-house permanent staff
- Financial and managerial capability as well as commitment to fight HIV and AIDS

Organization screened for RFP from EOI will be notified to submit RFP and also the detail RFP guideline will be provided in order to make easy for RFP preparation.

**The EOI of the organization which do not submit supporting documents will NOT be considered for evaluation.**