



Expression of Interest (EOI)
for shortlisting of
Project Supervision Consultant (PSC)

Cost and Quality Based Selection (International)

Project Name: *Distribution System Upgrade and Expansion Project (DSUEP),
Distribution and Consumer Services Directorate,
Nepal Electricity Authority*

EOI Identification: *EOI-EIB/DSUEP-077/78-01*

Issued on: *29 July 2021*

Source of Finance: Loan financed by European Investment Bank (EIB)
[Contract Number: 91355]

Expression Of Interest for shortlisting of Project Supervision Consultant

Abbreviations

CV	-	Curriculum Vitae
DO	-	Development Partner
EA	-	Executive Agency
EOI	-	Expression of Interest
GON	-	Government of Nepal
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
TOR	-	Terms of Reference
VAT	-	Value Added Tax

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Expression Of Interest for shortlisting of Project Supervision Consultant

A. Request for Expression of Interest

Nepal Electricity Authority

Date: 29 July 2021

Name of Project: Distribution System Upgrade and Expansion Project (DSUEP)

Name of the Funding Agency: European Investment Bank (EIB)

Loan/Credit/Grant No.: 91355

1. Government of Nepal (GoN) has received loan from *European Investment Bank (EIB)* toward the cost of *Distribution System Upgrade and Expansion Project (DSUEP)* and intends to apply a portion of this loan to eligible payments under the Contract for which this Expression of Interest is invited for.
2. Nepal Electricity Authority now invites Expression of Interest (EOI) from eligible consulting firms ("Consultant") to provide the consulting services as ***Project Supervision Consultant (PSC)***. The primary scope of the Consultant shall be to administer construction supervision, administer code of conduct of contractors, review designs and drawing submittals of the Contractors, administer the implementation of environmental and social requirements, and build capacity of the staffs.
3. Interested eligible consultants may obtain further information at the address ***Distribution System Upgrade and Expansion Project (DSUEP) Office, Distribution and Consumer Services Directorate Building*** during office hours on or before ***21 August 2021*** or visit the NEA's website www.nea.org.np.
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered manually or via email to the following address:
Attn: Bijaya Sen Khadka
First Floor, Distribution System Upgrade and Expansion Project Office, Distribution and Consumer Services Directorate Building,
Durbarmarg, Kathmandu, Nepal
Phone: +977-01-4153145
Fax: +977-01-4153144
Email: dsuep@nea.org.np
on or before ***12:00 on 21 August 2021***. 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.
6. EOI will be assessed based on ***Qualification [40 percent], Experience [50 percent], and Capacity [10 percent]*** 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.
7. Minimum score to pass the EOI is ***60 marks***.

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B. 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 and the maximum number of partners in JV shall be limited to three.
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 of all nationalities*.
4. The assignment has been scheduled for a period of **24 months**. Expected date of commencement of the assignment is **October 2021**.
5. A Consultant will be selected in accordance with the **Cost and Quality Based** method.
6. 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).*
 - *EOI Form: EIB Covenant of Integrity*
7. 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.
8. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Shortlisting for the **Distribution System Upgrade and Expansion Project (DSUEP)**." The Envelope should also clearly indicate the **name and address of the Applicant**.
9. 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.

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C. Terms of Reference

1. Objective of the Services

The Services aim at providing high quality professional services to assist NEA in supervising and implementing the Project and to ensure that the Project will be completed according the schedule and that the completed Project will deliver the quality, capacity, performance, reliability and economic life as required by the Employer's requirement defined in the turn key contracts with the Contractors.

2. Scope of the Services

The PSC is expected to deliver the Services for:

- a) Review designs and drawings submittals of the Contractor under the Contract packages and recommend for optimized designs;
- b) Administer Construction supervision and Code of Conduct for Contractors, and assist in Contract management and administration under Contract packages;
- c) Implementation of Environmental and Social requirements for all subprojects in accordance with ESMPEF;
- d) Capacity building of NEA staff.

3. Detailed Tasks

The PSC's detailed tasks are as follows:

a) Project supervision

- (i) For all contracts of the Project, the PSC shall review of procurement documents and assist PIU in procurement process.
- (ii) For all contracts of the Project, the PSC shall review and advise the NEA on approval of Contractor's detailed design in accordance with the Employer's requirements and technical specifications in the Contract. The design optimization shall be of prime focus during such review.
- (iii) For all contracts of the Project, the PSC shall provide oversight of all aspects of the construction in order to assure that it is conducted properly in accordance with the Contract. The PSC shall produce progress reports of the construction works as per the Reporting Requirements.
- (iv) To ensure quality in project implementation, the PSC shall develop and implement a Quality Assurance Program (QAP) as mentioned in the bid-documents. The QAP shall ensure that the plants and equipment supplied and installed meet the performance standards and technical characteristics of the technical specifications. The QAP shall cover all aspects of the project implementation including review and approval of design; quality of works during construction; monitoring schedule; inspection of materials before shipment (including type tests, and acceptance tests), upon arrival and upon erection; review of documents to assure quality of delivered goods and comparison of as-built drawings to design. Furthermore, shortcomings in any of the aforementioned areas shall be addressed adequately by QAP.
- (v) The PSC shall assist DSUEP to implement and manage the overall contract of the

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Project including but not limited to recommendation on Bill Verification, Extension of Time, Variation, etc.

- (vi) The PSC shall ensure if the Contract execution is in accordance with the Contract Schedule, NEA's requirements and technical specifications as specified in the Contract Agreement, and advise NEA to take necessary steps in due course.
- (vii) For all contracts for the Project, the PSC shall supervise the testing and commissioning. All components of the lines, substations, SCADA, communications and protection will be subject to an acceptance test to demonstrate their capability to meet warranted design criteria. For each component subject to test, the Consultant will review the Contractor's test procedures for compliance with manufacturers' requirements and design criteria. The Consultant shall witness the tests and review the test results. If test results are not satisfactory, the consultant shall ensure that any lack of compliance is addressed and that the equipment and overall systems shall be re-tested until compliant results are achieved. During the commissioning phase, the Consultant shall provide training on the testing and commissioning of all aspects of the project. The Consultant shall assist NEA in this phase of the project and coordinate with the Contractor in addressing any issues with the project components that are unsatisfactory. At the end of this period, and when all acceptance tests have been completed to the Consultant's satisfaction, the Consultant will advise NEA that the construction is complete and all the project components are ready to be declared fully operational. The Consultant shall also prepare and recommend a provisional taking over certificate whenever due for the works or part of the works and alert NEA of work deficiencies and outstanding items, if any. The Consultant shall also confirm the remedial measures taken by the Contractor, and recommend a final taking over certificate after expiry of the warranty period.
- (viii) The PSC shall assist the PIU, in preparing appropriate loan disbursement documentation and production of a compliance certificate by the Project Support Consultant (PSC) demonstrating that all active Project components are compliant with:
 - a) the applicable Environmental Laws and Social Laws; and
 - b) the EIB Statement of Environmental and Social Principles and Standards¹
- (ix) The PSC shall hand over the completed Project including issuance of completion certificates, provisional acceptance and final acceptance certificates to NEA.

b) Implementation of Environmental and Social Safeguards

The PSC shall carefully study all the Environment and Social Management Plan (ESMP), Initial Environment Examination (IEE), Indigenous People Development Plan (IPDP), Resettlement Action Plan (RAP), and other relevant E&S documents prepared for all the subprojects and assure the implementation of all the prevention/remedial measures proposed in those reports. For each of the project

¹ https://www.eib.org/attachments/strategies/environmental_and_social_practices_handbook_en.pdf

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components (i.e., 33/11 kV substations and the connected MV and LV network substation, see below table) based on EIB E&S standards the PSC will update and prepare if missing the following tasks whereas applicable:

- (i) Environmental and Social Assessment Checklist;
- (ii) Environmental and Social Management Plan (ESMP);
- (iii) Initial Environmental Examination (IEE), and Brief Environmental Study (BES);
- (iv) Environmental and Social Impact Assessment Study (ESIA);
- (v) Resettlement & Indigenous Peoples Plan (RIPP) or Resettlement Action Plan (RAP), as appropriate; and
- (vi) Stakeholder Engagement Plan (SEP);
- (vii) Gender and Social Inclusion Program (GESI).

The PSC will produce appropriate explanations in case any of the selection of documents and eventually one of the above documents is not required. All relevant documentation regarding Indigenous matter will be consulted with NEFIN organization.

S.N.	Name of sub-project
1	Hakui, Parasi
2	Mangalapur, Rupandehi
3	Marchawar, Rupandehi
4	Bhaluwang, Dang
5	Sillegadha, Baitadi
6	Bindrawan/Musya, Baitadi
7	Budhiganga, Bajura
8	Kankri, Rukum East
9	Rukumkot, Rukum East
10	Thabang, Rolpa
11	Murkuti, Dang
12	Kalanga, Bajhang
13	Kolti, Bajura

c) Capacity Building of NEA staff

The PSC shall perform a needs assessment and develop a training program for NEA staff working on the Project as PSC's counterpart staff. The training program shall include poles and tower foundation design, 33 kV and higher voltage class substation design, protection system coordination and distribution system planning and loss reduction techniques. The NEA counterpart staff will assist the consultant to the extent possible during all phases of the project. All international experts of PSC are expected to work closely with the NEA staff and shall ensure that the NEA staff persons achieve higher skill levels as a result of their involvement. Additional Details of capacity building work will be as per section 7 of the Terms of Reference.

4. Implementation Arrangement

- 4.1. The PSC shall report to the Project Manager of Distribution System Upgrade and Expansion Project (DSUEP), who reports to the Deputy Managing Director (DMD) of Distribution and Consumer Services Directorate (DCSD), who then reports directly to the Managing Director (MD) of NEA. The PSC shall work closely with counterpart staffs of DCSD and NEA's specialized departments if necessary.
- 4.2. The Client work in closed coordination with the funding agency of the project. The funding agency for this project is European Investment Bank (EIB).
- 4.3. The PSC is expected to commence the service in October 2021, and the duration of the service will be twenty-four (24) months from October 2021 – September 2024. The selection process will be **Quality and Cost Based (QCB)** Selection.

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5. Expertise and Man-Month Requirements

S.N.	Position	Total		
		Home	Field	Total
A.	INTERNATIONAL EXPERTS			
	Team Leader and Transmission Line Engineer (Electrical)	2.25	1.03	3.28
	Line Survey Engineer	1.62	0.70	2.32
	Line and Substation Engineer (Civil Structure)	3.60	1.06	4.66
	Substation Engineer (Electrical)	0.54	0.46	1.00
	Distribution System Engineer	3.69	2.00	5.69
	Environmental Safeguard Specialist	0.72	2.00	2.72
	Social Safeguard Specialist	0.72	2.00	2.72
A.	INTERNATIONAL EXPERTS TOTAL	13.13	9.25	22.39
B.	NATIONAL EXPERTS			
	Distribution System Engineer	3.55	4.25	7.80
	Line and Substation Engineer (Civil Structure)	0.81	13.80	14.61
	Electrical Engineering Supervisor	0.81	13.80	14.61
	Occupational Health and Safety (OHS) Manager	1.00	11.00	12.00
	Community Health and Safety (CHS) Manager	1.00	11.00	12.00
	Environmental Manager	1.00	15.40	16.40
	Community Relations Manager	1.00	15.40	16.40
	Community Liaison Officers (2 Nos.)	2.00	22.00	24.00
B.	NATIONAL EXPERTS TOTAL	11.18	106.65	117.82
	TOTAL (A+B)	24.31	115.90	140.21
Note: "Home" is referred as consultant's home country, and "Field" is referred as Nepal's office or sites of the project.				

Assumptions:

Construction will be completed in two-year period.

5.1. It is estimated that in total 140.21 man-months of Services are required with 22.39 man-months from international experts and 117.82 man-months by national experts. Details on expertise and man-month requirements are in the above table. The international expertise should be provided by a consulting firm specializing in designing and supervising the construction of transmission/sub-transmission lines, and substations in partnership with national firm(s) and/or individual national consultants in Nepal.

6. Responsibilities of the Experts

All national and international experts indicated in the above table are considered as **Key Experts**. National consultants also play important role in the PSC team with local knowledge of dealing with social, technical and geographical issues arising from the Project. Each national expert will perform the same or similar duties as his/her counterpart in the international team in his/her respective field.

The main responsibilities of each expert are highlighted, but not limited to, as follows:

I. Team Leader and Transmission/Distribution Line Engineer (Electrical)

- (i) As the Team Leader, the expert is responsible for:
 - Leading and managing the entire team including both international and national experts and act as the team's point of contact with NEA and EIB.

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- Preparing or leading the team to prepare all the reports as listed in the Reporting Requirements.
 - Handling contract administration matters related to the PSC contract.
 - Assisting DSUEP/NEA in administration of all the Contracts for the Project.
 - Reviewing the Contractors' Health and Safety Plans, Code of Conduct, and Gender Based Violence (GBV).
 - Monitoring project progress against plan, report on progress, and propose remedial measures as necessary.
 - Reviewing the Contractor's claims for extension of time or additional costs; and preparing variation instructions and cost review; certifying invoices/volume of works completed and recommend for payment.
 - Providing technical support to NEA in settlement of claims and disputes arising from the Contracts.
- (ii) The Team Leader must also be an expert of distribution/transmission electrical engineering. As a distribution/transmission electrical engineer, he/she is responsible for:
- Providing inputs and advice to the project team and to NEA on sub-transmission & distribution line and substation technical matters.
 - Developing and maintaining a project quality assurance plan for NEA; and ensuring that works are executed in line with the plan and project requirements.
 - Checking the drawings and technical designs submitted by the Contractors and recommending them to NEA for approval.
 - Reviewing, checking and certifying suppliers' equipment design, and approve the technical documents.
 - Witness and certifying main equipment shop inspections.
 - Assisting NEA with inspections and certifications of manufactured items prior to shipment and upon receipt.
 - Recommending the acceptability of designs and works carried out by the Contractors and suggest corrective measures to be undertaken.
 - Supervising the installation, testing and commissioning of the sub-transmission & distribution line and substations.
 - Review and certify the Contractor's testing and commissioning plans.
 - Supervising, testing and commissioning in conjunction with NEA and other team members.
 - Certifying substantial completion and/or completion of main project components as defined in the Contract documents.
- (iii) The Team Leader will lead the capacity building and be responsible for:
- Performing a training needs assessment for NEA staff and preparing a training program with the assistance of the consultant team.
 - Contributing to capacity building of NEA counterpart staff.

II. Line Survey Engineer

- (i) Perform an on-site route assessment in conjunction with the Contractor's Pre-

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Construction Survey team.

- (ii) Check the details of Pre-Construction Survey submitted by the Contractor and recommend for approval.
- (iii) Make necessary inputs and advice to the project team and to NEA on construction of sub-transmission & distribution lines, and substation survey and location matters.
- (iv) Perform other functions as may be assigned or delegated by Team Leader from time to time during the time of assignment.

III. Line and Substation Engineer (Civil Structure)

- (i) Review the design parameters to be used for design of sub-transmission poles/towers, pole/tower foundations, and substation structures. Check the pole/tower, pole/tower foundation, and substation structure designs submitted by the Contractors and assist in approval of Contractor's designs, drawings and technical information.
- (ii) Make necessary inputs and advice to the project team and to NEA on sub-transmission & distribution line, and substation structural matters.
- (iii) Witness and certify pole/tower prototype tests prior to manufacturing and shipment.
- (iv) Assist the consultant team to perform a training needs assessment for counterpart staff and prepare a training program and contribute to capacity building of NEA counterpart staffs.
- (v) Perform other functions as may be assigned or delegated by Team Leader from time to time during the time of assignment.

IV. Substation Engineer (Electrical)

- (i) Make necessary inputs and advice to the project team and to NEA on substation's technical matters.
- (ii) Assist NEA in review and approval of Contractor's substation's drawings and technical information.
- (iii) Witness and certify substation's main equipment shop inspections and assist NEA with inspections and certifications of manufactured items prior to shipment and upon receipt.
- (iv) Supervise substation construction and installation works in conjunction with NEA and other team members.
- (v) Review and certify the Contractor's testing and commissioning plans.
- (vi) Supervise testing and commissioning of substations in conjunction with NEA and other team members.
- (vii) Review, check and certify suppliers' substation equipment design, and approve the technical documents.
- (viii) Assist with the review of Contractor's claims for extension of time or additional costs; and prepare variation instructions and cost review; certify volume of works completed withdrawal applications and issue of monthly and final payment certificates.
- (ix) Assist with the certification of substantial completion and/or completion of substation works as defined in the Contract documents.
- (x) Assist the consultant team to perform a training needs assessment for counterpart staff and prepare a training program.
- (xi) Contribute to capacity building of NEA counterpart staff.
- (xii) Perform other functions as may be assigned or delegated by Team Leader from

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time to time during the time of assignment.

V. Distribution System Engineer

- (i) Make necessary inputs and advice to the project team and to NEA on distribution networks and distribution substation technical matters.
- (ii) Assist NEA in review and approval of Contractor's drawings and technical information.
- (iii) Witness and certify main equipment shop inspections and assist NEA with inspections and certifications of manufactured main equipment prior to shipment and upon receipt.
- (iv) Supervise site construction and installation works in conjunction with NEA and other team members.
- (v) Review and certify the Contractor's testing and commissioning plans.
- (vi) Supervise testing and commissioning of substations in conjunction with NEA and other team members.
- (vii) Review, check and certify suppliers' equipment design, and approve the technical documents.
- (viii) Assist with the review of Contractor's claims for extension of time or additional costs; and prepare variation instructions and cost review; certify volume of works completed withdrawal applications and issue of monthly and final payment certificates.
- (ix) Assist with the certification of substantial completion and/or completion of main project components as defined in the Contract documents.
- (x) Assist the consultant team to perform a training needs assessment for counterpart staff and prepare a training program.
- (xi) Contribute to capacity building of NEA counterpart staff.
- (xii) Perform other functions as may be assigned or delegated by Team Leader from time to time during the time of assignment.

VI. Electrical Engineering Supervisor

- (i) Upon the instruction of Team Leader or Distribution System Engineer, inspect and report the quality of construction and installation works of Contractors.
- (ii) Help Distribution System Engineer in reviewing Contractor's volume of works completed.
- (iii) Collect the data of works and equipment from project sites, and report it to Distribution System Engineer.
- (iv) Assist Distribution System Engineer in preparation of various reports as per the reporting requirements.
- (v) Perform other functions as per the instruction of Distribution System Engineer, and/or the Team Leader.

VII. Environmental Safeguard Specialist

- (i) Provide guidance to the Project Team and Contractors on the environmental categorization and mitigation measures for each substation sites as guided by IEEs, ESMPs, and other relevant documents during the construction.
- (ii) Inform the PIU and the Contractors on the anticipated changes to the baseline to determine the direct, indirect, induced and cumulative impacts of the project in construction phase. These impacts may include, but not limited to,

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loss of habitat and ecosystems, loss of flora and fauna, impacts on wildlife, food supply chain and migration patterns of wildlife, water quality, emission of greenhouse gases, erosion and sedimentation, loss of physical and cultural resources, impacts associated with construction etc.

- (iii) Make necessary inputs and advice to the project team and to NEA on environmental matters related to distribution networks and distribution substation technical matters if there are any anticipated changes to the baseline.
- (iv) Notify and present detailed illustrations to NEA on any unforeseen adverse environmental impacts because of construction activities by the Contractors, and ways to mitigate them. Plan necessary mitigation measures with the participation of NEA as soon as possible, and initiate such activities with the approval of NEA.
- (v) Update/Review construction Contractors' environmental health and safety plan (EHS) and recommend revisions as necessary.
- (vi) Monitor the implementation of the subprojects environmental instruments (ESMPs) are conducted properly by the Contractor and conduct routine inspections of construction/installation activities including visual survey of ROW clearance, construction equipment storage areas, waste disposal areas and construction camps.
- (vii) Prepare reports as per Reporting Requirements on environmental safeguard activities for each project component and sub-component requiring environmental safeguard activities.
- (viii) Perform other functions as may be assigned or delegated by Team Leader from time to time.

VIII. Social Safeguard Specialist

- (i) Provide guidance to Project Team/NEA on the social categorization of each subproject
- (ii) Supervise preparation of applicable subproject ES documents (IPDP, RAP, CDP, etc.) and provide guidance to Project Team/NEA on the adequacy of such documents to address, minimize, mitigate social risks arising from project activities.
- (iii) Initiate and conduct necessary activities required to minimize the social impacts of construction as guided by ESMPF and subproject IEE, ESMP, IPDPs, RAPs, and other relevant documents.
- (iv) Make necessary inputs and advice to NEA on social safeguard issues as required by the national laws, regulations and EIB's environmental and social policies.
- (v) Notify and present detailed illustrations to NEA on any unforeseen adverse social impacts because of construction activities by the Contractors, and ways to mitigate them, including risk on sexual exploitation and abuse, and sexual harassment. Plan necessary mitigation measures with the participation of NEA as soon as possible, and initiate such activities with the approval of NEA.
- (vi) Update the implementation schedule consistent with all the resettlement plan requirements, making sure that major components are carried out before the civil works.
- (vii) Provide guidance to the national social safeguard specialist and NEA's concerned staff responsible for social safeguard in data collection and census

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surveys of affected persons.

- (viii) Monitor implementation of subproject social instruments (RAP, IPDP).
- (ix) Prepare reports as per Reporting Requirements on related social activities and instruments for each project component and sub-component.
- (x) Ensure functional Grievance Redress Mechanism (GRM).
- (xi) Conduct information dissemination activities/periodic consultations to Project-Affected Persons/Communities and other key stakeholders.
- (xii) Perform other functions as assigned or delegated by Team Leader from time to time during the time of assignment

IX. Occupational Health and Safety (OHS) Manager

Occupational, Health and Safety (OHS) Manager will be responsible for the policy procedure and measurement of occupational health and safety of workforce/workplace as following but not limited to:

- (i) Ensure the safety and health related activities implemented in line with EIB safety standards.
- (ii) Monitor contractor's performance in OHS in the civil construction work and provide guidance to ensure the standards.
- (iii) Ensure civil contractor will prepare and submits OHS plan before execution of construction works.
- (iv) Provide training for safety and environmental awareness at all levels of the workforce and regularly verify that tasks are correctly executed.
- (v) Ensure Occupational Health & Safety legislation, such as ongoing safety education, hazard identification and elimination.
- (vi) Coordinate ongoing training for safety and environmental awareness at all levels of the workforce and regularly verify that tasks are correctly executed.
- (vii) Coordinate training for Emergency Response Teams set up in workplaces.
- (viii) Promote a proactive safety culture focused on incident prevention and regulatory compliance.
- (ix) Prepare monthly, quarterly and annual OHS report.

X. Community Health and Safety (CHS) Manager

Community Health and Safety Manager (OHS) will be responsible for the ensuring health and safety of community as following but not limited to:

- (i) Prepare health and safety plan and implement it and to secure the safety of the people of project vicinity area.
- (ii) Prepare training plans and execute the training plans to educate, sensitize and develop awareness.
- (iii) Develop Information, Education and Communication (IEC) materials to educate project related technical concerns to the community people.
- (iv) Develop risk mitigation plan to mitigate construction related risks and ensure well adopted in civil construction.
- (v) Prepare monthly, quarterly, and annual report and submit.

XI. Community Relations (CR) Manager

The overall responsibility of Community Relation Manager is to establish harmonious relation with community and act as key point of contact as following but not limited to:

- (i) Establish effective communication and maintain relationship of the project to the project affected people.

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- (ii) Organize community outreach events/programs and promote relationship of the project to the community
- (iii) Plan community relation programs and build strong relationship to the community
- (iv) Ensure the project grievance redressing mechanism are well functional and maintain the database of project grievances and its status
- (v) Ensure EIB E&S standards are meet in project implementation
- (vi) Update the database of project affected persons and
- (vii) Act as key point of contract and handle project grievances
- (viii) Assist international social safeguard specialist to implement and Update Resettlement Action Plan
- (ix) Contribute as focal person as problem - solving of the project complaints.
- (x) Also perform the functions of Social Safeguard Specialist as instructed by the Team leader.

XII. Community Liaison Officer

The overall responsibility is to support Community Relation Manager in liaising with the local community and local government authorities to ensure the project can be implemented as per schedule, addressing community grievances. The responsibilities include as follows but are not limited to:

- (i) Facilitate the smooth liaison between the project and community people by maintaining regular contact and networking;
- (ii) On the instruction from the Project Manager/ Community Relation Manager, relay instructions and messages to the Contractor in a prompt manner;
- (iii) Maintain detailed and accurate record of meetings including agendas, meeting minutes, follow-up/action points.
- (iv) Deliver documents to all the interested parties and similarly receive documents/ complaints and maintain its records.
- (v) Ensure that follow up of document approvals by concerned authorities is done timely and consistently and keep the Project Manager updated as required;
- (vi) Ensure that communities at construction sites are kept abreast of the project developments and communication channels remain open with the communities;
- (vii) Respond to community concerns by ensuring that they are brought to the attention of the project and facilitate the process of resolving the issue;
- (viii) Acting as a focal point for the project on behalf of the Project Manager in the community
- (ix) Responsible for ensuring all project documents and records are maintained;
- (x) Assist project in the identification of potential implementation problems and bottlenecks,
- (xi) Report to the Project Manager on a daily and weekly basis on community issues and the project's performance in relation to those issues;
- (xii) Act as focal person in recording project related grievances and relay the message to the community.

7. Capacity Building

- I. One of the basic objectives of the consulting services is the transfer of technology in this field to the NEA's engineers. This will be achieved by involving the NEA engineers with the PSC experts as much as possible in various activities of the project implementation during

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field works as well as in the home office of the Consultant.

- II. NEA's all Electrical Engineers working in DSUEP (max. of six) will visit the Consultant's home country's office for at least one month each to gain valuable experience and familiarity with the working and procedures of Consultant's design particularly with regard to the detailed design review and the drawing approvals. The cost of such training including the cost of travel, food, and lodging of participants shall be borne by the Consultant. NEA shall provide pocket money to the engineers as per the existing NEA rules.
- III. In addition to above, the Consultant shall arrange four (4) training sessions in its Nepal office for all the Electrical Engineers working in DSUEP (max. of six). The duration of each session shall be one week. The cost of such training shall be borne by the Consultant.
- IV. The training under (II) and (III) shall be conducted in the following disciplines:
 - (i) Design of 33 kV, 132 kV, and higher voltage transmission lines (Selection of voltage level and conductor size, insulation coordination, tower earthing, conductor vibration damping, corona, sag and tension, communication, etc.)
 - (ii) Design of 33 kV, 132 kV, and higher voltage tower structure and foundation (Load calculation and analysis, tower member and connection design, foundation design, design drawings, testing procedures, etc.) as well as pole design for distribution lines (230 V, 400 V, 11 kV, 33 kV) and monopoles for 66 kV and 132 kV suitable for use in Nepal.
 - (iii) Design of 220/132/33 kV Substations (Selection of voltage level and switchgear (including GIS) equipment rating, insulation coordination, protection and relaying scheme, substation earthing, communication, etc.).
 - (iv) Design and Equipment Selection for distribution level voltages, 230 V, 400 V and 11 kV, including but not limited to transformer, insulators, isolators, automatic isolators, ACSR conductors, earthing arrangements.
 - (v) Planning and Design of distribution networks and loss reduction of distribution systems.
 - (vi) SCADA and Distribution System Management System
 - (vii) The PSC shall provide hands on training on the latest version of internationally recognized transmission line design, transmission line tower/ substation design and transmission system planning software (PLS CADD line design, PLS Tower, SAPS are recommended).
- V. The consultant shall also provide information and assist in procurement of latest issues of IEC and other Standards related to design, operation and maintenance of transmission and sub-station systems.

8. Reporting requirements

- I. The Consultant shall prepare the various reports and maintain records documenting decisions made at meetings, progress on project implementation, financial records and changes to the Contract plans. All documents and reports would be made available on electronic format to EIB. The reporting shall, in general, comprise of the following:
 - (i) Technical reports as necessary on designs and drawings submitted by the Contractor
 - (ii) Design report on standard sub-transmission line poles/towers
 - (iii) Manual for checking drawings of poles/towers and foundations

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- (iv) Report on shop inspection and test witnessing
 - (v) Formats (e.g., earthing measurement, concrete pouring, tower erection etc.) for site supervision
 - (vi) Site supervision reports
 - (vii) At NEA's request, all necessary reports concerning special matters related to the project (installation, work methodology, safety, claims, checklist for equipment testing and commissioning etc.)
 - (viii) Monthly reports concerning physical progress/status of works, expenditures, delivery of materials etc. in the formats acceptable to NEA and EIB.
 - (ix) Quarterly progress report giving the progress status, schedules, costs, budgets etc. in the formats acceptable to NEA and EIB.
 - (x) Trimester environmental and social monitoring report during construction period and annual environmental and social monitoring report for post construction period. This refers to the progress on the implementation of ES instruments as given in IEEs, ESMPs, RAPs, IPDPs and other relevant documents.
 - (xi) Project Completion Report (PCR) as per requirement of NEA and EIB.
- II. All documents and reports would be made available, separate for each line, substation, and joint report, on electronic format to EIB. All reports will be in English language.

9. Counterpart Support and Inputs Provided by NEA

- I. **NEA Project Team or Project Implementation Unit (PIU):** DSUEP shall have its own contract management team comprising of project manager, engineers and other support staffs. The team shall provide contract documents, survey and other reports available to the Consultant. The subproject team shall work in close collaboration with the Consultant's team and be fully involved in all aspects of the consulting services. Both NEA and Consultant's teams shall work together as one single team in all matters related to the Project.
- II. **Construction Supervision:** NEA engineers and technicians will carry out the day-to-day construction supervision at different site locations of the subprojects along with the Consultant, and the Consultant shall report to the Project Manager of each subproject who is deputed on behalf of the NEA. Besides, the NEA Project team shall help expedite in resolving the local problems, land acquisition, compensation and forest clearance.
- III. **Administrative support for Consultant Team:** If required by local regulations, NEA will provide Consultant with necessary support letters for obtaining visas and permits for its experts. The cost and timing of obtaining the above is entirely the responsibility of the consultants.

10. Qualification/Experience of Experts

International Experts

- I. **Team Leader and Transmission/Distribution Line Electrical Engineer** shall have preferably Master's Degree in Electrical Engineering and at least 10 years of experience, preferably more than 15 years of experience, in at least five projects in transmission line projects and substantial experiences in developing countries other than his/her own country. The expert shall have previous team leader experience in detail design and construction supervision of 33 kV and above voltage level transmission line projects. Experience shall cover 33 kV or higher voltage class transmission line design, specification, construction,

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testing and commissioning. It is expected that the amount of time spent by the Team Leader in the field (at the office in Kathmandu or project sites) will not be less than 30 percent of the required total man-month inputs from the Team Leader during the execution of the project.

- II. **Line Survey Engineer** shall have preferably master's degree in Survey/Civil Engineering and at least 8 years of experience, preferably 10 years of experience, in at least five projects with previous experience in detail survey of 33 kV or above transmission lines in developing countries other than the expert's home country. Experience shall include route definition, detail survey and tower spotting in mountainous terrain and environmentally and socially sensitive situations. The expert shall have a clear understanding of line clearances and safety considerations.
- III. **Line and Substation Engineer (Civil Structure)** shall have preferably master's degree in Structural Engineering, with at least 8 years of experience, preferably more than 10 years of experience, in at least five projects in design and construction of 33 kV and above voltage level transmission line poles/towers and substation structures. The expert shall have previous experience in design and construction supervision of transmission line and substation projects of 33 kV and above voltage level.
- IV. **Substation Engineer (Electrical)** shall have preferably master's degree in Electrical/High Voltage Engineering, with at least 8 years of experience, preferably with more than 10 years of experience, in at least five projects in substation of 33 kV and above voltage level. The expert shall have previous experience in detail design, preparation of specifications and construction supervision of 33 kV or above voltage level substations. The engineer should also have experience in design of protection system for 33 kV transmission systems and substations. In addition to that, the expert should have experience in designing/planning/commissioning of SCADA/communication system for interconnected/integrated power grid system.
- V. **Distribution System Engineer** shall have preferably master's degree in Electrical Engineering/High Voltage Engineering/Power Engineering with at least 8 years of experience, preferably more than 10 years of experience, in at least five projects in system reinforcement, distribution system expansion and loss optimization of 33 kV, 11 kV and 400 V distribution systems.
- VI. **Environmental Safeguard Specialist** shall have preferably master's degree in Environmental Science, Environment Management, Environmental Engineering, or closely related discipline with at least 12 years of professional experience, preferably 15 years of experience, in at least five projects. The expert shall have experience in conducting environmental impact analysis (EIA), initial environmental examinations (IEE) of 33 kV or above voltage class transmission line projects as per international standard and practice as well as well as latest funding agency or other donor agencies guidelines with regard to environmental protection and resettlement. The specialist should be conversant with national laws relating to Initial Environment Examination (IEE)/Environmental Impact Assessment (EIA) and funding agency's environmental and social policies.
- VII. **Social Safeguard Specialist** shall have a degree in of Sociology, Social Science, Anthropological Science, Economics or related fields at Master's degree level or higher. Formal training shall be coupled with at least 12 years of relevant experience, preferably 15 years of experience, in at least five projects in the preparation, implementation and monitoring of resettlement plan and indigenous peoples plan (IPP) etc. preferably in high

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voltage transmission line and substation projects in accordance with the international practices. The Specialist shall have experience in designing, implementation and/or monitoring and evaluation of infrastructure development projects and its mitigation measures. Social Safeguard Specialist shall be familiar with application of international best practice of ADB, WB, EIB, and JICA preferably in energy projects.

National Experts

- I. **Distribution System Engineer** shall have preferably master's degree in Electrical Engineering or equivalent with at least 8 years of experience, preferably 10 years of experience, in at least five projects in system reinforcement, distribution system expansion and loss optimization of distribution system, design and construction of transmission/distribution line towers/poles and substation for 33 kV and above voltage level.
- II. **Line and Substation Engineer (Civil Structure)** shall have bachelor's degree in Civil Engineering and at least 6 years of experience, preferably 8 years of experience, in at least three projects in foundation design and construction of tower/pole, construction of substation control and residential buildings, and construction of substation of 33 kV and above voltage level.
- III. **Electrical Engineering Supervisors** shall have preferably Bachelor's Degree in Electrical Engineering or at least diploma in Electrical Engineering. He/She shall have more than 6 years of work experience for personnel having Bachelor's Degree and more than 10 years of work experience for personnel having Diploma Degree.
- IV. **Environmental Manager:** The Environment Manager shall have preferably master's degree in Environmental Science, Environment Management, Environmental Engineering, or closely related discipline with at least 10 years of professional experience in at least five projects. The expert shall have experience to carry out environmental impact assessment as well as environmental monitoring and mitigation engagement/environmental analysis as well coordination with multidisciplinary team. The manager should have experience worked at least one TL/SS project in the country. The Manager shall have experience in hydropower/ Transmission Line projects financed by ADB, WB, EIB, JICA etc. and familiar Environment and Social Standard. The specialist should be conversant with national laws relating to Initial Environment Examination (IEE)/Environmental Impact Assessment (EIA) and funding agency's environmental and social policies.
- V. **Occupational, Health and Safety (OHS) Manager** shall have at least Bachelor's degree in Health Science or equivalent. He/she should have at least 10 years of relevant experience, preferably 12 years of relevant experience, carrying out occupational health and safety assessment or enforcing environment, occupational health and safety norms in the project activities in international finance organization like ADB, WB, EIB or JICA. The Manager should have extensive knowledge of international best practices in applying standards.
- VI. **Community Health and Safety (CHS) Manager** shall have at least Bachelor's degree in Health Science or equivalent and at least 10 years of relevant experience, preferably more than 12 years of relevant experience, carrying community health, safety assessment of enforcing community health and safety norms in the project activities financed by international organizations like ADB, WB, EIB, JICA etc. The Manager should have extensive knowledge of international best practices in applying standards.
- VII. **Community Relations (CR) Manager** shall have at least Master's degree in Sociology or similar field and at least 10 years professional experience, preferably more than 12 years of

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experience, in community engagement and public relation activities in infrastructure project specially in power sector. The Manager should have proficient in preparation of engagement plan and executing in complex project location and challenging situation. He/She should aware best practices of stakeholder engagement in the project financed by ADB, WB, JICA and EIB.

- VIII. **Community Liaison Officer** shall have at least Bachelor's degree in Sociology or similar field and at least 5 years of experience, preferably more than 7 years of experience, in social mobilization especially in infrastructure construction field. He/She should have experiences in community engagement and stakeholder consultation.

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D. 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	Compliance
Copy of Registration of the company/firm	
VAT/PAN Registration (<i>for National consulting firm only</i>)	
Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission for FY 2076/77 (<i>for National consulting firm only</i>)	
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.	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant’s Information Form	
EOI Form 3: Experience (3(A) and 3(B))	
EOI Form 4: Capacity	
EOI Form 5: Qualification of Key Experts	

ii) EOI Evaluation Criteria	Minimum Requirement	Score [Out of 100%]
A. Qualification		
<i>Qualification of Key Experts</i>	<i>As per ToR</i>	10%
<i>Experience of Key Experts</i>	<i>As per ToR</i>	30%
B. Experience		
<i>Specific experience of consulting firm within last 7 years.</i>	<i>3 projects of similar nature</i>	25%
<i>Similar Geographical experience of consulting firm</i>	<i>2 projects in developing or underdeveloped countries</i>	25%
C. Capacity		
<i>Financial Capacity</i>	<i>1.25 million USD</i>	10%

Note: In Case, a 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 firm’s or JV Eoi shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.

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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

Form 6: EIB Covenant of Integrity

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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.²
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 business and our Company/firm has not been declared ineligible.

² Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

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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):

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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.)

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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.						

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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) ³ :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of man-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 man-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: _____

³ Consultant should state value in the currency as mentioned in the contract

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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)

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

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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 of Best of 3 Fiscal Year Of Last 7 Fiscal Years

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

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

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

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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)

6. EIB Covenant of Integrity

“We declare and covenant that neither we nor anyone, including any of our directors, employees, agents, joint venture partners or sub-contractors, where these exist, acting on our behalf with due authority or with our knowledge or consent, or facilitated by us, has engaged, or will engage, in any Prohibited Conduct (as defined below) in connection with the tendering process or in the execution or supply of any works, goods or services for [*specify the contract or tender invitation*] (the “**Contract**”) and covenant to so inform you if any instance of any such Prohibited Conduct shall come to the attention of any person in our organisation having responsibility for ensuring compliance with this Covenant.

We shall, for the duration of the tender process and, if we are successful in our tender, for the duration of the Contract, appoint and maintain in office an officer, who shall be a person reasonably satisfactory to you and to whom you shall have full and immediate access, having the duty, and the necessary powers, to ensure compliance with this Covenant.

We declare and covenant that neither we nor anyone, including any of our directors, employees, agents, joint venture partners or sub-contractors, where these exist, acting on our behalf with due authority or with our knowledge or consent, or facilitated by us, (i) is listed or otherwise subject to EU/UN Sanctions and (ii) in connection with the execution or supply of any works, goods or services for the Contract, will act in contravention of EU/UN Sanctions.

We covenant to so inform you if any instance shall come to the attention of any person in our organisation having responsibility for ensuring compliance with this Covenant.

If (i) we have been, or any such director, employee, agent or joint venture partner, where this exists, acting as aforesaid has been, convicted in any court or sanctioned by any authority of any offence involving a Prohibited Conduct in connection with any tendering process or provision of works, goods or services during the five years immediately preceding the date of this Covenant, or (ii) any such director, employee, agent or a representative of a joint venture partner, where this exists, has been dismissed or has resigned from any employment on the grounds of being implicated in any Prohibited Conduct, or (iii) we have been, or any of our directors, employees, agents or joint venture partners, where these exist, acting as aforesaid has been excluded or otherwise sanctioned by the EU Institutions or any major Multi-lateral Development Bank (including World Bank Group, African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, European Investment Bank or Inter-American Development Bank) from participation in a tendering procedure on the grounds of Prohibited Conduct, we give details of that conviction, dismissal or resignation, or exclusion below, together with details of the measures that we have taken, or shall take, to ensure that neither this company nor any of our directors, employees or agents commits any Prohibited Conduct in connection with the Contract [*give details if necessary*].

We acknowledge that if we are subject to an exclusion decision by the European Investment Bank (EIB), we will not be eligible to be awarded a contract to be financed by the EIB.

We grant [indicate the name of the Project Promoter], the European Investment Bank and auditors appointed by either of them, as well as any authority or European Union institution or body having competence under European Union law, the right to inspect and copy our books and records and those of all our sub-contractors under the Contract. We accept to preserve these books and records generally in accordance with applicable law but in any case, for at least six years from the date of

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tender submission and in the event, we are awarded the Contract, at least six years from the date of substantial performance of the Contract.”

For the purpose of this Covenant, Prohibited Conduct has the meaning provided in the EIB’s Anti-Fraud Policy⁴.

Note: This Covenant must be sent to the Bank together with the contract in the case of an international procurement procedure (as defined in article 3.3.2). In other cases, it must be kept by the promoter and available upon request from the Bank.

⁴ EIB’s Anti-Fraud Policy for definitions (<http://www.eib.org/infocentre/publications/all/anti-fraud-policy.htm>).