



REQUEST FOR EXPRESSIONS OF INTEREST

Issued on: **27 October 2021**

Millennium Challenge Account Nepal

on behalf of

The Government of Nepal

funded by

The United States of America

through

The Millennium Challenge Corporation

for

**Provision of Safety and Security Services for
MCA-Nepal Office**

Ref No: MCA-N/PM/CQS/005

Letter of Invitation Requesting Expressions of Interest

Kathmandu, Nepal

27 October 2021

Re: Provision of Safety and Security Services for MCA-Nepal Office

Ref: MCA-N/PM/CQS/005

1. The Government of Nepal, acting through the Ministry of Finance (the “Government”) and the United States of America, acting through the Millennium Challenge Corporation (“MCC”), entered into a Millennium Challenge Compact on September 14, 2017, providing for a grant of up to FIVE HUNDRED MILLION United States Dollars (US \$500,000,000) (“MCC Funding”) to advance economic growth and reduce poverty in Nepal (the “Compact”), to which the Government will contribute up to US\$130,000,000 for a program to reduce poverty through economic growth in Nepal. The Government, acting through the Millennium Challenge Account Nepal (the “MCA-Nepal”), intends to apply a portion of the MCC Funding to eligible payments under a contract for which this Request for Expression of Interest (“REOI”) is issued.

The Compact Program includes two projects: (i) The Electricity Transmission Project (ETP) will fund the construction of about 315 kilometers of 400kV electricity transmission lines, three new substations and extension of two 400kV substations (Lapsipedi and New Hetauda), and technical assistance for the power sector; and (ii) The Road Maintenance Project (RMP) will fund technical assistance to improve the road maintenance regime and road maintenance works on about 300 kilometers of the strategic road network. The program would include the procurement of contractors and consultants for design, construction and supervision of electricity lines and substations, road maintenance works, including a variety of technical services, equipment and construction works in different geographic locations within Nepal.

2. This Request for Consultants Qualifications, the “Request for Expression of Interest (REOI)”, follows the General Procurement Notice that appeared in dgMarket, UNDB Online and MCA-Nepal website and Himalayan Times on 21 October 2021.
3. In issuing this REOI, the GoN is represented by the Millennium Challenge Account Nepal (“MCA-Nepal”).
4. MCA-Nepal now invites qualified and experienced legally constituted firms to submit Qualifications Documents for the Consultant Services: **Provision of Safety and Security Services for MCA-Nepal Office**. More details on these consultant’s services are provided in Annex 2 (Terms of Reference). This REOI is open to all eligible firms who wish to respond. Firms may associate with other firms to enhance their capacity to successfully carry out the assignment.
5. **Contract Start and Duration:** The contract is expected to start in mid-February 2022 and shall have an estimated duration of 24 months’ period (base period) with the option to extend the service for optional 3 years period annually.

6. **Submission Procedure:** Please submit your Qualifications using the forms provided for this purpose in this REOI. Form QUAL-1 must be submitted signed. Failure to submit a signed copy of Form QUAL-1 may lead to the rejection of the submission. The Consultant shall provide general information in their cover letter and specific information in Form QUAL-2. Form QUAL-3 shall be used to provide details on references of the firm.
7. **Selection Procedure:** A Firm (“The Consultant”) will be selected under the *Consultant’s Qualification Selection (CQS)* method in accordance with the procedures set out in the MCC Program Procurement Guidelines which are provided on the MCC website (<https://www.mcc.gov/resources/doc/program-procurement-guidelines>). The selection process, as described, will include a review and verification of qualifications and past performance, including references check, prior to the contract award.
8. The selection comprises two stages; first, MCA-Nepal will select the firm with the most appropriate qualifications, references and experience using the criteria provided in the Terms of Reference (TOR). At the second stage, the selected top ranked firm will be required to submit a combined technical and financial proposal. Said firm shall then be invited to negotiate the contract. The contract award is subject to successful contract negotiations.
9. **Clarifications:** Any clarification on this REOI including the Terms of Reference should be sent via e-mail to MCANepalPA@cardno.com and cc to gokul.mishra@cardno.com, no later than 5.00pm Nepal Time (GMT+5.45) of **8 November 2021**. MCA-Nepal will provide responses to all clarification requests by 5.00pm Nepal Time (GMT+5.45) on **12 November 2021**. The response of MCA-Nepal on requests for clarifications will be uploaded in MCA-Nepal's website.
10. **Registration Procedure:** Consultants should register their interest by sending an e-mail (with subject: **Provision of Safety and Security Services for MCA-Nepal Office**) to the Procurement Agent on MCANepalPA@cardno.com and cc Gokul.mishra@cardno.com, giving their full contact details.
11. **EoI Submission Procedure:** Consultants are requested to submit their **Expression of Interest (EoI)/Qualifications documents files in a single submission** using the **QUAL forms** provided for this purpose in the Request for Expressions of Interest (REOI) documents. The name of the file of your submission must clearly indicate **Consultant’s_Name_Safety_Security**. Complete application must be uploaded in electronic format (pdf) or word through the File Request Link (FRL):

<https://www.dropbox.com/request/ilBUnbw5fK5gAQNarVuQ>

by **15:00 hours** (Kathmandu) on **22 November 2021**. The provided FRL for uploading the Expressions of Interest will expire on the date and time of the deadline for submission, thus no late Qualifications documents will be received. Detailed procedure for submission is mentioned in Annex 1 of the REOI document. The submission through other means such as hard copy or email shall not be accepted.

12. MCA-Nepal reserves the right to reject any or all applications or offers, waive any defect or informality therein, and accept the offer which it deems most advantageous to the institution in accordance with MCC Procurement Guidelines and related Request for Expressions of Interest.

Yours sincerely,

For MCA-Nepal:

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Khadga Bahadur Bisht
Executive Director

Annex 1 to Request for Expressions of Interest

Procedure for Electronic Submission of Expressions of Interest

1. The File Request Link is provided under paragraph 11 (<https://www.dropbox.com/request/ilBUnbw5fK5gAQNarVuQ>) which shall be used to submit the Expressions of Interest documents.
2. The Dropbox File Request Link shall expire on the EoI submission deadline, specified in para 11 of the Letter of Invitation.
3. The Expressions of Interest shall be submitted in pdf(s) or word(s) files/folders.
4. Qualifications submission document shall not exceed 10GB each.
5. Consultants are informed that the capability of their internet bandwidth will determine the speed in which their documents are uploaded via the File Request Link. Consultants are therefore advised to commence the process of uploading their documents via the File Request Link in good time before the submission deadline.
6. Qualifications shall be submitted via the File Request Link only. Qualifications documents submitted by **email shall not be accepted**. Also, only entire Qualifications submissions shall be submitted by the proposal submission deadline.
7. Consultants should use the filename framework for the Expressions of Interest documents as follows:
 - a. filename: *Consultant's_Name_Safety_Security*

Form QUAL-1
Expressions of Interest Submission Form

[This form must be signed when submitted]

Khadga Bahadur Bisht
Executive Director
MCA-Nepal

Re: Provision of Safety and Security Services for MCA-Nepal Office
Ref: MCA-N/PM/CQS/005

Kathmandu, XX November 2021

Dear Sir,

On behalf of my firm, *[insert name of firm or JV entity, if applicable]*, I, the undersigned, offer to provide the consulting services for the above-mentioned assignment in accordance with your Request for Expressions of Interest (“REOI”) dated **27 October 2021**.

I am hereby submitting my firm’s Qualifications including among others our previous relevant assignments and references with complete contact details.

I hereby declare that all the information and statements made in this document are true and correct. I accept that any misinterpretation contained herein can lead to the firm’s disqualification.

The firm undertakes, if our Expression of Interest is accepted, to submit a technical and financial proposal related to the assignment on the date to be indicated by MCA-Nepal

We confirm that we will maintain confidentiality provision as per MCC PPG clause P1.B.2.27. Any communication between the consultant and MCA-Nepal during the procurement process that is not intended for public use shall not be disclosed to any other person not officially involved in the procurement process.

We confirm that we have no conflict of Interest as per Millennium Challenge Corporation Program Procurement Guidelines (<https://www.mcc.gov/resources/doc/program-procurement-guidelines>).

We declare that our firm is not debarred and not ineligible to participation in any procurement process.

We are attaching herewith the documentary proof in support as authorization for the person signing the Expression of Interest (EoI) (Attach Letter of Authorization Accordingly).

We understand that you are not bound to accept any submissions that you may receive.

Yours Sincerely,

Authorized Signatory

Name and Title of Signatory

Name and Address of Firm

Printed Name and Signature

FORM QUAL-2

Consultant's Experience

*Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. Use a **maximum of 10 pages**.*

Assignment name:	Approx. value of the contract (in current US\$ or NPR):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current US\$ or NPR):
Start date (month/year): Completion date (month/year):	No. of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Team Leader/Project Manager/ Senior Training staff, etc)
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's Name: _____

FORM QUAL-3

[Provide a brief description of the background and organization of your firm/entity and of each Associate for this assignment. Include the organization chart of your firm/entity as well as the Association and each Associate, as applicable. The Proposal must demonstrate that the Consultant has the organizational capability and experience to provide home office/backend support to carry out the intended services. The Proposal shall further demonstrate that the Consultant has the capacity to field and provide experienced personnel as well as replacement Personnel on short notice.]

[Maximum 10 pages]

FORM QUAL-4
References of the Consultant

The Consultant *[including JV entity, if applicable]* shall provide one reference for each Client named in Form Qual-2 above from whom inputs on the following matters shall be obtained:

- (i) The type of work performed; and
- (ii) The quality of the work experience listed in Form QUAL-2.

MCA-Nepal reserves the right to contact other sources as well as to check references and past performance. For each reference, list a contact individual, his/her title, address, phone and e-mail address.

If the Proposal is submitted by a joint venture, all parties of the joint venture shall submit under this form the contact information for references for their firm/entity. The information should be submitted in the order of the associate’s significance in the joint venture, greatest to least.

The reference details must provide name of the contact person, organization, designation, phone number and email id.

References			
Contract Name and Number	Role in Contract	Total Contract Amount	Client Name and Address, contact person, organization, designation, phone number and email id.

ANNEX 2

TERMS OF REFERENCE

Provision of Safety and Security Services for MCA-Nepal Office

Provision of Safety and Security Services for MCA-Nepal Office

I. OBJECTIVE

The Government of Nepal, acting through the Ministry of Finance (the “Government”) and the United States of America, acting through the Millennium Challenge Corporation (“MCC”), entered into a Millennium Challenge Compact on September 14, 2017, providing for a grant of up to FIVE HUNDRED MILLION United States Dollars (US \$500,000,000) (“MCC Funding”) to advance economic growth and reduce poverty in Nepal (the “Compact”), to which the Government will contribute up to US\$130,000,000 for a program to reduce poverty through economic growth in Nepal. The Compact program aims to increase the availability and reliability of electricity, maintain road quality and facilitate power trade between Nepal and the region to help spur investments and accelerate economic growth. The Electricity Transmission Project (ETP), a national pride project, and the Road Maintenance Project (RMP) are two projects under the program.

As a project of national significance in Nepal that utilizes large funding from United States of America and Nepali Governments, the project may warrant interest of dissatisfied factions who may pose safety and security risks to staff and property of MCA-Nepal. The ETP project requires land acquisition according to Government of Nepal rules and regulations throughout the 10 districts. This process inherently includes potential conflict with the community, with potential politicization and escalation of issues. MCA-Nepal runs on strict timelines and projects are required to be completed in 5 years without any time extension, as such, MCA-Nepal cannot tolerate any delays in project implementation attributable to safety and security issues, while personnel and assets security remains a strategic priority for MCA-Nepal.

MCA-Nepal has a total of 66 employees and Safety and Security Services is anticipated to be a function outsourced supported by a competent organization who will support MCA’s Program Management and Administration team with operational coordination with the Administrative Specialist.

MCA-Nepal requires Safety and Security Services for its Office and Personnel located in Kathmandu as well as in MCA-Nepal working areas, at the locations as indicated in the map included in the Scope of Services. A Consultant will be selected based on the capacity to provide and manage trained personnel and the necessary supplies and equipment for the provision of the Safety and Security Services for MCA-Nepal operations.

II. SCOPE OF SERVICES

MCA-Nepal requires integrated Safety and Security Services that includes 24-hour X 365 Days support as follows:

- a. One (1) Security Expert who acts as a focal point to provide all safety and security related services to MCA-Nepal. It is expected that the Security Expert will mainly work from the MCA-Nepal offices and function as a full-time security specialist.
- b. Multiple Security Experts (**pool of 4 experts for institutional backup**) for coordinating all safety and security related services to MCA-Nepal, equivalent to 1 full time personnel.

III. QUALIFICATION AND EVALUATION CRITERIA

a. Administrative documents

1. VAT Registration
2. Latest Tax clearance certificate, or extension of tax clearance
3. Complete and signed QUAL forms.
4. Power of Attorney authorizing the person signing the Expression of Interest.
5. Copies of experience letter

b. Qualifications of the Firm

Under the Consultant Qualifications Selection Method (CQS), only the Consultant's Qualifications shall be submitted, which will be assessed using the criteria specified below. *At this stage, firms shall not propose key and/or other support staff/personnel.* Only the top ranked firm will be invited to submit a detailed combined technical and financial proposal and remaining criteria stated in the ToR (Security Experts) will be evaluated at the second stage of evaluation. In case negotiation with top ranked firm fails, MCA-Nepal will request detailed combined technical and financial proposal from second ranked firm, and so on.

Criteria, sub-criteria		Points
Criteria A. General and Specific Experience of the Firm		
1	The Consultant shall have more than five (5) years of general experience in the Safety and Security Services market (35 points) .	35
2	The Consultant shall have successfully completed at least two (2) contracts to provide Safety and Security Services similar to the ones required under this REOI over the last Five (5) years. The consultant shall submit certifications/letter of references for the completed contracts (35 points) . (QUAL-2)	35
3	Organizational Capacity of the Consultant: Provide a brief description of the background and organization of your firm/entity and of each Associate for this assignment. Include the organization chart of your firm/entity as well as the Association and each Associate, as applicable. The EOI must demonstrate that the Consultant has the organizational capability and experience to provide home office/backend support to carry out the intended services. The EOI shall further demonstrate that the Consultant has the capacity to field and provide experienced personnel as well as replacement Personnel on short notice.(QUAL-3)	30
Total Points		100
Minimum score required to pass.		80 points

Technical Evaluation Framework

The Technical Evaluation Framework for Scoring is as follows:

- 0 = Not meeting the requirements
- 1 = Material deviation from the requirements
- 2 = Significant deviation from the requirements

- 3 = Marginal deviation from the requirements
- 4 = Meeting the requirements
- 4.3 = Marginally exceeding the requirements
- 4.7 = Significantly exceeding the requirements
- 5 = Outstandingly exceeding the requirements

c. Qualifications of the Security Experts (CV's to be submitted by the top ranked firm only during the second stage of evaluation)

There are two categories of qualifications required for this service areas.

d. Security Expert

Expected to be physically present at MCA-Nepal premises 20 days in a month. The proposed expert will serve as the day-to-day point of contact with MCA-Nepal.

- **Qualifications requirements of the Security Expert**

1. The Security Expert shall have a minimum of 5 years of experience in conducting safety and security risk assessments and designing and implementing safety and security guidelines/programs
2. The Security Expert must have a minimum of 5 years' experience serving in a similar capacity
3. Demonstrated knowledge on Security Risk Assessment and Security Risk Mitigation in Nepal with at least 4 years of relevant experience preferably in Nepal police
4. Track record of providing similar services in infrastructure project will be preferred.
5. Full Knowledge of MS Office suites (Word, Excel, Power Point, Outlook among others).
6. Proficiency in Nepali and English language is required.

e. Security Coordination Experts

The institution providing the services needs to propose a *pool of 4 experts* personnel with exposure to coordinating security services for organizations similar to MCA-Nepal. Note that this is an institutional backup to the Security Expert. While the Security Expert would work from MCA-Nepal office during office hours, the Coordination services may be provided by complete team of expert's available with the organization which shall composed of multiple qualified individuals.

- **Qualifications requirements of the Security Coordination Experts**
 - Each individual proposed must have a minimum of 5 years' experience serving in a similar capacity.
- **Interviews**

Security Expert and Head of Security Coordination Expert shall be evaluated through interviews based on below mentioned criteria:

- Results orientation: Ability to deliver quick results through coordination with Nepal Government's safety and security apparatus at national and sub-national level.
- Service orientation: Ability to provide proactive, asked and unasked service to MCA-Nepal employee with an attitude of service, without dominating or undermining others.
- Analytical skill: Ability to draw conclusions and forecasts for the future, result of obtaining information from different sources and establishing cause-effect relationship
- Learning attitude: able to understand MCA-Nepal projects and field locations, understand security risks and mitigate them.
- Inter-cooperation: Ability to find solutions and agreements to increase and optimize safety and security situation in cooperation with District and national level security apparatus.
- Networking skills: Ability to establish, maintain and strengthen contacts - both internally and externally - with the aim of achieving the best results for the institution, ensuring management of reputational risk.
- Pressure Tolerance: Ability to show resistance in tense or complicated situations, workloads or unusual rhythms, maintaining the same level of quality work.
- Communication skills: Able to converge and write in English and Nepali language in a non-discriminatory style.

The evaluation of CVs and interview will be carried out to the personnel that the top ranked firm will propose during the second stage of procurement process. **During this stage the firm shall only submit the information corresponding to QUALIFICATION AND EVALUATION CRITERIA (a) and (b)**

V. EQUIPMENT, SUPPLIES, TRANSPORTATION AND ACCOMODATION

MCA-Nepal will only provide email account, one laptop, and dedicated workspace for the Security Expert (one). For the travel outside Kathmandu Valley, the transportation services will be provided by MCA-Nepal and also accommodation, per diem, will be paid according to the existing standards included in the MCA-Nepal Fiscal Accountability Plan (FAP). Besides this, the Consultant shall provide necessary equipment (including IT equipment like mobile and additional laptop as well as vehicle services for the movements within Kathmandu Valley to Security Experts/Coordination deployed for MCA-Nepal.

VI. ACTIVITIES TO BE PERFORMED BY THE CONSULTANT

Design and implement MCA-Nepal Safety and Security Guidelines that covers MCA-Nepal personnel and property with intent of preventing, detecting and remediating MCA-Nepal safety and security risks with special focus on procedural security.

- a) Conduct overall country risk assessment (and also specific to the project districts) that identifies credible threats, vulnerabilities to MCA facilities, personnel, and sites, and develops mitigation measures to reduce the impact, probability, and vulnerability of all identified threats.
- b) Propose safety and security guidelines for MCA-Nepal that includes mitigation measures for defined threats.
- c) After approval of guidelines, take primary responsibility to implement MCA-Nepal safety and security standards, policies, guidelines as needed including design and implementation of emergency communication plan.

- d) Ensure travel and movement security through implementing safety and security guidelines and regularly monitoring the safety and security situation in Nepal, with a special emphasis on Kathmandu and the sites of MCA Nepal projects.
- e) Provide asked and proactive safety and security related advise to MCA Nepal including strategic inputs to ED, staff and contractors.
- f) Provide appropriate advice and training with the aim to strengthen safety and security practice of MCA-Nepal.
- g) Serve as a liaison with the Emergency Services: especially with GON Law Enforcement agencies including Police, CDO office as well as safety related units like firefighters with intent of receiving swift services.
- h) Identify 'safe havens' for travel to project districts and share it with employees.
- i) Provide proactive advice and operational inputs to Program Management and Administration team to improve physical security, proactive identification and resolution of safety and security risk and threat, augment security guard services, ensure appropriate access controls and cctv systems.
- j) Provide clearance for all MCA-Nepal four-wheel vehicle movements and provide reactive advice on site-travel in case of security threats perceived by employees or identified through regular risk assessments.
- k) Provide Situation Reports (SitReps) when necessary, utilizing intelligence gathered through pre-established network established in MCA-Nepal project locations. Provide security risk review briefings as defined in the security guidelines.
- l) Provide support to ensure appropriate site security measures for all MCA-Nepal projects and provide support to improve safety and security.
- m) Establish a security support network, MCA-Nepal phone tree system (communications) and additional (as needed) security protocols to support MCA emergency response.
- n) Provide Safety and Security related orientation to incoming visitors and new staff, monitor compliance with security guidelines and organize annual drills and refreshers as appropriate.
- o) Support and implement processes related to emergency situations by identifying emergency situation, communicating emergency situations, escalating or assisting in emergency situations, determining priorities of action in emergency situations and assisting MCA-Nepal in executing emergency evacuations.
- p) Ensure that safety and security related equipment and supplies are procured, updated and operational.
- q) Prepare ad hoc reports upon request and perform other safety and security related tasks as assigned.
- r) Coordinate and maintain regular contact with the MCC Security team in Washington DC and the Regional Security Office at the US Embassy in Kathmandu.
- s) Participate and gain information from the security specialists at similar development organizations.

VII. DURATION OF THE SERVICES

The initial service term (base period) will be for a 24 months' period with the option to extend the service for optional 3 years period annually. The option periods will be applicable if MCA-Nepal exercises the options unless earlier termination of the Contract or extended following discussion and agreement between MCA-Nepal and the Consultant.

The option(s) shall be exercised through notification by MCA-Nepal before expiration of the previous period.

VIII. SCHEDULE OF PAYMENTS

Payments under the contract will be done as follows:

SN	Description of Service	Due Date	Amount
1	The services provided by the Security Expert.	Within 30 days of acceptance of a Monthly Report and Invoice for the services rendered during previous month based on input provided and the agreed monthly rate in the contract.	Monthly Price of the Services
2	The services provided by the Multiple (pool) Security Experts	Within 30 days of acceptance of a Monthly Report and Invoice for the services rendered during previous month based on input provided and the agreed monthly rate in the contract.	Monthly Price of the Services
3	Travel expenses of the Security Experts	Will be paid based on input provided as per FAP (Fiscal Accountability Plan of MCA-Nepal).	Amount will be calculated as per FAP. MCA-Nepal travel policy applies.

IX. COORDINATION AND REPORTING

The security expert shall report to the Contract Manager of MCA-Nepal and work closely with the Security Guards.

The Consultant shall submit a summarized written monthly report to MCA-Nepal. The report should include time-sheets, monthly security assessment, list of deliverables provided to MCA-Nepal, specific problems, suggestions, improved methods and work programs, personnel turnover, complaints and remedial action, and all other matters in connection with the service. Meetings will be held monthly between the Consultant and contract manager.

Map of the MCA-Nepal project area

