



MILLENNIUM CHALLENGE ACCOUNT NEPAL (MCA-Nepal)

Minutes of Pre-Proposal Conference

**Pre-Proposal Conference for “Consulting Services for Forest
Census and Field Verification”**

MCA-N/ETP/LCS/001

VENUE: MCA NEPAL OFFICE + ONLINE

14 October 2022

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I. INTRODUCTION:

The pre-proposal conference session was called to order by the Senior Procurement Specialist of the MCA-Nepal Procurement Agent who welcomed all the attendees and briefly highlighted the meeting agenda and its objectives. The MCA-Nepal Procurement Manager during the welcome remarks, requested all participants for maximum utilization of the meeting. The pre-proposal conference started from 9:00 hours (Nepal Standard Time) on 11 October 2022.

II. AGENDA:

- Welcome by Procurement Agent
- Welcome Remarks by MCA-Nepal
- Presentations by MCA-Nepal and Procurement Agent
 - Technical Presentation
 - Highlights of important procurement requirements
- Question and Answers
- Closing Remarks

III. MEMBERS PRESENT:

No.	Name	Organization/Firm
Physical Attendance		
1	Dr Nagendra Pd Yadav	NESS-NREMC Nepal
2	Ramu Subedi	NESS-NREMC Nepal
3	K. P Yadav	NESS-NREMC Nepal
4	Shyam K Upadhyaya	MCA-Nepal
5	Kumar Adhikari	MCA-Nepal
6	Mahendra K Shrestha	MCA-Nepal
7	Binaya Joshi	MCA-Nepal
8	Pushpanjali Dhakal	MCA-Nepal
9	Janak Raj Pathak	MCA-Nepal
10	Ashish Bhandari	MCA-Nepal
11	Chandra Man Dongol	MCA-Nepal/Individual Consultant
12	Luis Villalta	Procurement Agent for MCA-Nepal
13	Ram Regmi	Procurement Agent for MCA-Nepal
14	Neelam Thapa	Procurement Agent for MCA-Nepal
Online Attendance		
15	Dilli Prasad Tripathi	ADMC Engineering Pvt. Ltd
16	Rabi Bhattarai	ADOC Consult
17	Rajendra Bisunke	Environment & Resource Management Consultant
18	Bishal Chandra Taja	Energy & Infrastructure Maven (EIM) Pvt. Ltd
19	Shankar Paudel	Rupantaran
20	Shalini Tripathi	MCA-Nepal
21	Shankar Prasad Yadav	MCA-Nepal

22	Satyam Pathak	MCA-Nepal
23	Rajib Dahal	MCA-Nepal
24	Rakesh Kumar	Procurement Agent for MCA-Nepal

IV. WELCOME REMARKS BY PROCUREMENT AGENT:

The Senior Procurement Specialist welcomed all the conference participants and clarified that in case of discrepancies between presentation (of the meeting) and the Request for Proposal (RFP), the information provided in the RFP shall prevail, and any response provided during the meeting shall be draft response and final response to the questions raised during the meeting will be in writing and shall be incorporated in the meeting minutes.

V. WELCOME REMARKS BY MCA-NEPAL:

The MCA-Nepal Procurement Manager welcomed all the participating consultants in the pre-proposal conference and stated the importance of the meeting for understanding the requirements of the RFP for submitting a compliant proposal. The MCA-Nepal Procurement Manager also requested the consultants to go through the RFP and raise queries, if any within the deadline as indicated in the RFP for request for clarifications.

VI. PRESENTATION BY MCA-NEPAL – TECHNICAL PRESENTATION:

The ESP Specialist delivered a presentation mainly focusing on the scope of the work as outlined in the Terms of Reference and further clarified the technical requirements of the proposed consulting services. The presentation is attached as Annex A of this minute.

VII. PRESENTATION BY PROCUREMENT AGENT – HIGHLIGHT OF IMPORTANT PROCUREMENT REQUIREMENTS:

The Procurement Specialist from the Procurement Agent presented the entire RFP highlighting and emphasizing important provisions of RFP where consultants need to have a clear understanding to develop the sound proposal to provide the consultancy service on the proposed assignment.

VIII. QUESTION AND ANSWERS:

Right after the technical presentation and RFP highlights, the participants of the consulting firms were provided the opportunity to ask queries/questions. The queries raised by the participants were responded by MCA-Nepal technical team and the Procurement Agent team. The participant consultants were further clarified that the final responses to the queries shall be in writing. The questions raised by the consultant representative and their responses made by PA and MCA-Nepal are attached as Annex B of this minutes.

IX. CLOSING REMARKS

MCA-Nepal Procurement Manager officially closed the meeting at 12:12 PM by thanking all the participants for attending the meeting and wishing them success in the procurement process.

Annexes:

Annex A: Technical Presentations

Annex B: Questions and Answers

Annex C: Recording of the Pre-Proposal Conference

ANNEXES:

Annex A

Technical Presentation



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resentation_TechAssis

Note: In case of any discrepancy between the presentation and the RFP, the information contained in the RFP shall prevail.

Annex B

Questions and Answers

Q1: Does experience play role while evaluating the key personnel?

A1: Evaluation of the personnel is generally evaluated on two broader criteria as mentioned in RFP i.e., educational qualification and relevant experiences of the personnel. Therefore, the amount and range of experience of the proposed personnel will have a substantial impact on the outcome of the technical evaluation.

Q2: While evaluating the key experts experience how many years of difference in the year will be considered to differentiate in which category it lies in?

A2: For evaluation of each procurement of consulting services undertaken by MCA-Nepal, a Technical Evaluation Panel (TEP) consisting of certain number of members depending upon the complexity of the procurement is appointed. The TEP evaluate the proposals adhering to the criteria outlined in the RFP, first individually and later a consensus is held if the members have differing evaluation. Each proposal will be evaluated by the individual TEP members using the Technical Evaluation Framework. The TEP before starting the evaluation will determine the qualifications and experience required for each category in the scoring system (0,1,2, 3 4, 4.4, 4.7 and 5) which are below/above the “meeting the requirement (4)” category; this will be consistently applied to all proposals. This information is not disclosed to Consultants/Bidders.

Q3: Does the Scope of Work requires the consultant to include all types of forest regardless of ownership or only the Government managed forest? Does consultant need to include the trees in the private land as well for creating database of trees for forest clearance and for subsequent cabinet approval?

A3: Yes, consultant needs to census all the trees which need to be removed under the ROW regardless of ownership (including private) and management regime. However, consultant should focus on those trees which are necessary to remove for erecting transmission towers and maintaining clearance between tree crown and the transmission line, and which require Cabinet approval for clearance. Consultant needs to prepare data base of all census trees as per the requirement of the forest clearance guideline and forest regulation.

Q4: Is it the responsibility of consultant or respective Divisional Forest Office (DFO) to secure consent letter from the Community Forest User Group (CFUG)/Local Forest User Groups (LFUG)?

A4: The responsibility of obtaining the necessary consent letters from concerned CFUG/LFUG will entirely remain with the Consultant. MCA-Nepal and the respective DFO will facilitate the process.

Q5: Hypothetically speaking, what will happen if one of the CFUG does not provide the consent letter? What will be the compliance of the Consultant in terms of contractual obligations?

A5: Obtaining consent letter from all affected CFUG/LFUG is absolutely required. To facilitate this task, consultation meetings with CFUG/LFUG, stakeholders are already included as a sub-activity in Task 1 of Scope of Work in Section V Terms of Reference. Two rounds of consultations will be held with the CFUG one at the start and one after the completion of field verification. A separate meeting with each CFUG/LFUG will be held during the second round soon after the completion of census in

that CFUG/LFUG. During second round of consultation meeting, the consultant should try to get the consent letter.

Q6: Consultant might have certain limitations compared to DFO which is a government (GON) office, and given that DFO will lead the forest census task so why not request DFO to secure consent letters from concerned CFUG?

A6: The Consultant will primarily be responsible for obtaining consent letters from affected CFUGs/LFUGs. Nevertheless, respective DFO and MCA Nepal will provide all necessary facilitation and support as needed.

Q7: As per the new Forest Regulation 2022, trees above 5-inch girth needs to be recorded during forest census, which means the number of trees could be more than the data presented in the EIA report. How to census tree between pole size and above 5-inch girth, no inventory method has been prescribed yet for this category and this can have an effect on the Inventory? How should the Consultant address this issue?

A7: We need to follow the current practice of forest census being followed by the GON. Discretion lies with DFO as to which methodology it will adopt for inventory for forest census.

Q8: Does the Consultant need to provide all the equipment required for the DFO team as this shall be duly incorporated into the financial proposal if the case is so?

A8: Please refer to RFP, Section V: Terms of Requirement (7. Equipment), which defines the list of items to be provided by consultant.

Q9: How should consultant incorporate the cost of mode of transport?

A9: This shall be based on Consultant's judgement and calculations while preparing their financial proposal.

Q10: The method of the evaluation is LCS not QCBS, right?

A10: Yes, the procurement process will be conducted using the Least-Cost Selection (LCS) method procedures as specified in the MCC Program Procurement Guidelines (PPG). In Least-Cost Selection (LCS), the MCA Entity will select the lowest priced Proposal among those that passed the minimum technical score.

Q11: Do we need to follow any norms to use the Provisional Sum? Do we need to provide supporting documents for certifying the payment expenses related to the Provisional Sum?

A11: Yes, the Consultant should follow the per-diem rate of MCA-Nepal to pay travel expenses (per-diem) for DFO forest census team members and CFUG/LFUG representatives. Yes, supporting documents such as attendance sheet, travel report (if any) needs to be submitted to validate the payment expenses under Provisional Sum.

Q12: Except Provisional sum, everything is lumpsum contract, right?

A12: Yes.

Q13: TECH-2A requires consultant to submit the audited financial statements for the last 3 years. As per GON rule December of every year is the deadline to complete the audit so we do not have audited report for current fiscal year. Last audited report we have is for FY 077/078, so which 3 years report should a consultant submit?

A13: Consultants need to provide audited financial statements of last 3 years up to FY 077/078.

Q 14: What sort of supporting document should the Consultants submit to support the qualification and experience of their proposed key personnel?

A14: At the proposal submission, consultant might only submit Curriculum Vitae of their proposed personnel, but MCA-Nepal may request supporting documents like education certificate/experience letter, if felt necessary during the evaluation process. This will be complemented by reference checks of the personnel.

Q 15: How do you determine the Price Reasonableness?

A15: This is an open competition and therefore analysis of the price offered by various consultants will provide MCA-Nepal with a good basis to judge whether the offer of lowest bidder is reasonable or not. Under MCC procurement guidelines, the Price Reasonableness Analysis (PRA) is carried out for every procurement by the Procurement Agent based on available data from market prices, estimated budget, historical data on similar procurement etc. If, as a result of PRA, it is established that the price is either too low or too high, MCA-Nepal may reject such proposal.

Q 16: In order to do tree census in private land, consultant might need the data of land parcel owners from district Cadastral land survey office for verification, how can we carry trees counting without the land ownership data?

A16: The selected Consultant is expected to carry out the counting of all trees in the alignment (including private land) and include it in the database for tree cutting for approval by cabinet. No need to get details of private land ownership while delivering the assignment. Tree cutting data for forest clearance activity to be recorded separately by different categories such as district wise, CFUG/LFUG/private wise, type of species wise etc as per forest regulations.

Annex C

Recording of the Pre-Proposal Conference

https://www.dropbox.com/s/8dd1rybb1fcxhap/GMT20221011030546_Recording_1920x1080_For%20Uploading.mp4?dl=0

Electricity Transmission Project

Consulting Services for Forest Census and Field Verification



General Overview

Date: 11 October 2022

Contents



- An Overview of Requirement of Forest Census
- Purpose of the Assignment
- Timeline
- Scope of Work

An Overview of Requirement of Forest Census and Clearance



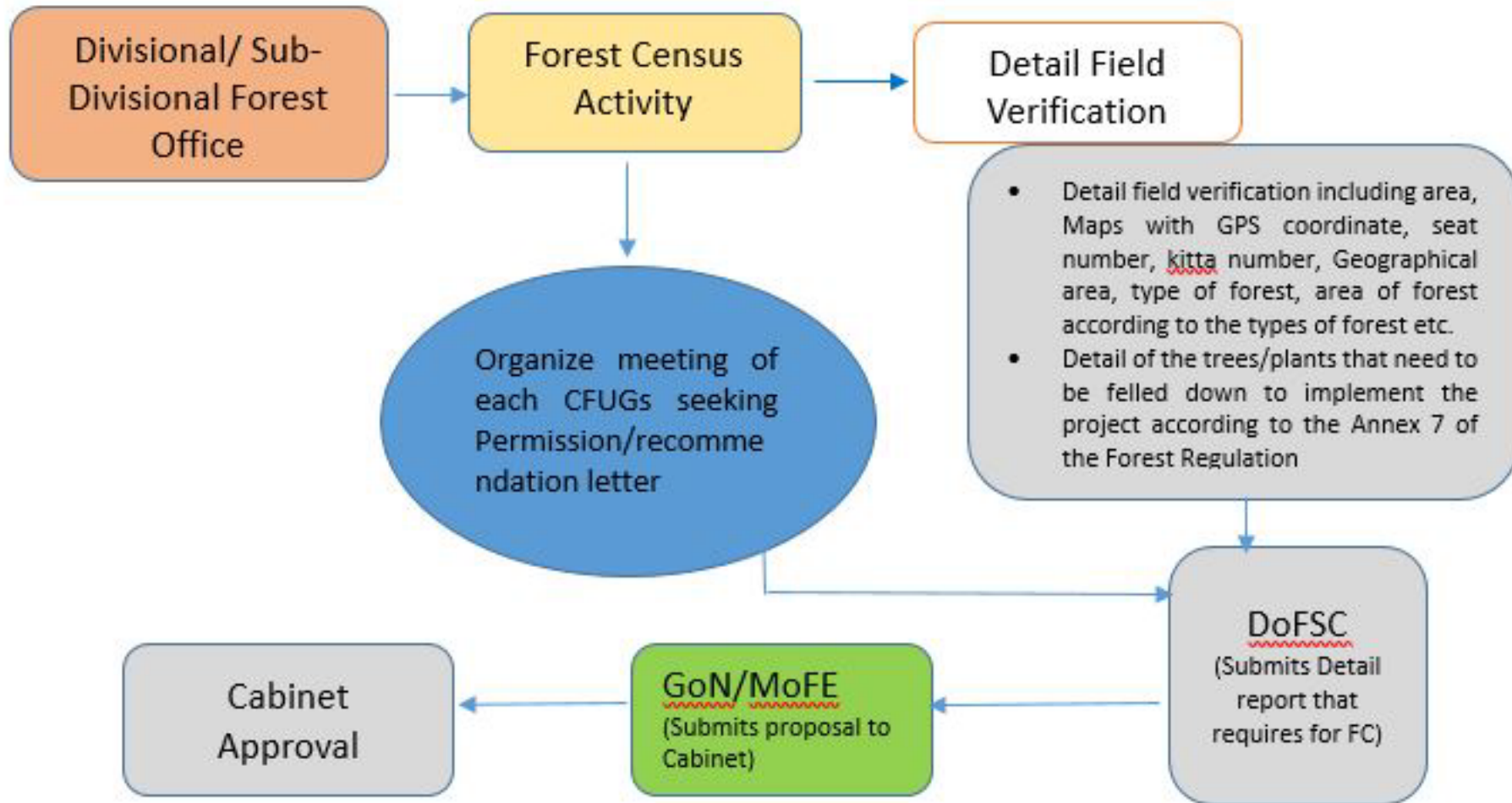
- The forest clearance permit application already submitted to MoFE through MoEWRI via; DOED.
- Activity to be carried out by DFO led census team to generate the data base of an individual tree based on the approved EIA.
- Enumeration and Field verification of the estimated number of trees to be felled for the construction of ETP.

The Purpose of the Assignment



- Identify and demarcate tower footprints, RoW boundaries and vertical ground clearance zones for forest census teams to conduct tree enumeration.
- Arrange necessary logistical supports such as travel/accommodations of forest census teams, and conduct consultation meetings to enable forest census teams to do tree enumeration works.

Forest Clearance Chart



Major Task of the Assignment



- To provide technical support and logistic arrangement including the support to the DFO Led census team during the process of forest census/field verification.
- To support in conducting forest census/field verification process,
- To support and facilitate in preparing the field verification report with District Forest Offices (DFOs), and clear sites for construction.
- Overall management to accomplish forest census.
- To facilitate the tree clearance permit from the concerned government authority.

Timeline of Forest Census



Tentative timeline:

- Onboard of consultant for forest census/field verification - January End 2023
- Start of field work- February 15, 2023
- Completion of field work – August 2023
- Prepare and submit the field verification report – September 2023

Estimated Number of Trees to be Cleared



S.N	Districts	Forest area to clear (ha)	Trees to be cleared (no.)
1	Chitwan	7	2,173
2	Palpa	33.9	12,548
3	Tanahu	55.4	45,115
4	Nawalparashi East	21.7	6,035
5	Nawalparashi West	45.4	17,989
6	Dhading	48.9	29,561
7	Nuwakot	60.8	47,908
8	Kathmandu	1.8	1,378
9	Sindhupalchowk	4.8	3,696
10	Makawanpur	74.7	35,615
Total		354.4	202,018

Scope of work



Task 1: Inception of the Assignment:

- Kick-off meeting (Preliminary Meeting),
- Desk Review,
- Stakeholder consultation and
- Preparation and submission of Inception Report).

Scope of work



Task 2 - Arrangement of Logistics Needed for the Forest Census Team

- Support DFOs/SDFOs in the formation of forest census teams,
- Preparation of forest census schedule,
- Transportation arrangements for the travel of forest census teams,
- Arrangement of tools and equipment like GPS, Total Station etc.
- Identify and arrange accommodation, manage travel expense (per-diem) for DFO led forest census team

Scope of work



Task 3: Technical Support during the Forest Census

- Identify and demarcate tower footprints.
- Identify and demarcate TL RoW boundaries.
- Identify trees to be felled within RoW
- Identify danger trees

Scope of work



Task 4: Preparation and Verification of Forest Census Reports

- Provide support during the forest census by keeping the record of the name of the identified tree species in the data sheet, blazing and writing/marketing serial number on tree,
- Support in taking measurement of height and girth at Diameter at Breast Height (DBH) of tree, GPS coordinates,
- Support in hammering special mark (Tacha) on the tree, assessing tree grade,
- Tabulating the data with remarks into the data register sheet provided in directives/guidelines,
- Evaluating the volume of forest products that can be harvested from the census trees.
- Facilitate and organize CFUG/LFUG consultation meetings to discuss the findings of the forest census,
- Obtain consent from the respective CFUG/LFUG.
- Assist DFO-led forest census teams to prepare and submit the forest census reports.
- Make necessary arrangements for supporting the verification and endorsement of the census data by the DFOs and province forest offices as provisioned in the guidelines/directives/rules and regulation of Government of Nepal.

Scope of work



Task 5: Preparation of Forest Clearance and Land Use Permit Application

- Support DFOs/SDFOs in the compilation of forest census data,
- Prepare a Forest Clearance and Land Use Permit application for submission to the Department of Forests and Soil Conservation (DoFSC) and get it reviewed by MCA-Nepal,
- Facilitate the submission of Forest Clearance and Land Use Permit to the DoFSC,
- Provide needed support to the DoFSC to submit Forest Clearance and Land Use Permit application to the Ministry of Forests and Environment (MoFE), and
- Take necessary follow up with MoFE for the approval of Forest Clearance and Land Use Permit.

Transmission Line Alignment and Tower Schedule



- Latest KMZ



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THANK YOU