

EXPRESSION OF INTEREST (EOI)

Title of Consulting Service: Consulting Services for Team Leader Cum Biodiversity Expert-One, Forest and Biodiversity Support Officers-Five, Land Use Planning Support Officers-Five and Enterprises and Livelihood Support Officers-Two

Method of Consulting Service: National

Project Name : Consulting Services for Team Leader Cum Biodiversity Expert-One, Forest and Biodiversity Support Officers-Five, Land Use Planning Support Officers-Five and Enterprises and Livelihood Support Officers-Two

EOI : MoTFE/FLB/Koshi/EoI/2082/83-01

Office Name: Ministry of Tourism, Forests and Environment, Koshi Province

**Office Address: biratnagar metropolitan city-3 Biratnagar Metropolitan City
Morang**

Funding agency : Grant

ABBREVIATION

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A. Request for Expression of Interest

Request for Expression of Interest

Government of Nepal (GoN)

Name of Employer: Ministry of Tourism, Forests and Environment, Koshi Province

Date: 05-12-2025 00:00

Name of Project: Consulting Services for Team Leader Cum Biodiversity Expert-One, Forest and Biodiversity Support Officers-Five, Land Use Planning Support Officers-Five and Enterprises and Livelihood Support Officers-Two

Name of the Donor Agency: Grant

Donor Loan/Credit/Grant No:

1. Government of Nepal (GoN) has received a Grant from Single Envelope Procedure toward the cost of Consulting Services for Team Leader Cum Biodiversity Expert-One, Forest and Biodiversity Support Officers-Five, Land Use Planning Support Officers-Five and Enterprises and Livelihood Support Officers-Two and intends to apply a portion of this loan/credit/grant to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service
2. The Ministry of Tourism, Forests and Environment, Koshi Province now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services: Consulting Services for Team Leader Cum Biodiversity Expert-One, Forest and Biodiversity Support Officers-Five, Land Use Planning Support Officers-Five and Enterprises and Livelihood Support Officers-Two
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Ministry of Tourism, Forests and Environment, Koshi Province, Ministry of Tourism, Forests and Environment, Koshi Province
biratnagar metropolitan city-3
Biratnagar Metropolitan City, Morang
Koshi Pradesh
Nepal during office hours on or before 21-12-2025 12:00 or visit e-GP system www.bolpatra.gov.np/egp or visit the client's website flbeh.motfe.koshi.gov.np
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np/egp N/A on or before 21-12-2025 12:00
6. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
7. EOI will be assessed based on Qualification 50.0 %, Experience 40.0 %, and Capacity 10.0 % of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
8. Minimum score to pass the EOI is 60

B. Instructions for Submission of Expression of Interest

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.
4. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 4 years and audited balance sheet and bio data shall be considered for evaluation.
5. The assignment has been scheduled for a period of 5 (Five)months. Expected date of commencement of the assignment is 04-03-2026.
6. A Consultant will be selected in accordance with the QCBS method.
7. Expression of Interest should contain following information:
 - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
 - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
 - EOI Form: Letter of Application (Form 1)
 - EOI Form: Applicant's Information (Form 2)
 - EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))
 - EOI Form: Capacity Details (Form 4)
 - EOI Form: Key Experts List (form 5).
8. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
9. The Expression of Interest (EOI) document must be duly completed and submitted by electronically only using the forms and instructions provided by the system.
10. The completed EOI document must be submitted on or before the date and address mentioned in the "Request for Expression of Interest". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

C. Objective of Consultancy Services or Brief TOR

Government of Koshi Province
Ministry of Tourism, Forests and Environment
**Enhancing Capacity for Sustainable Management for Forest,
Land and Biodiversity in Eastern Hills Project**
Project Management Unit
Biratnagar, Mifang
TERMS OF REFERENCE (TOR)

for

**Consulting Services for Team Leader Cum Biodiversity Expert,
Forest and Biodiversity Support Officers, Land Use Planning
Support Officers and Enterprises and Livelihood Support Officers**

Background

The project "Enhancing capacity for sustainable management of forests, land and biodiversity in the Eastern Hills (FLB Eastern Hills)" is under implementation in 5 districts (Taplejung, Panchthar, Terhathum, Ilam, and Sankhuwasabha) of Koshi province of Nepal. The project aims to safeguard globally significant biodiversity beyond protected areas and enhance the provision of ecosystem services to support sustainable livelihoods in the Eastern Hills of Nepal. Situated within the districts of Koshi Province, the project operates within 34 Palikas (186 wards) out of a total of 43 local levels across the five districts. With a targeted outreach to 150,000 beneficiaries, the project concentrates its efforts on key biodiversity hotspots such as Tinjure Milke-Jaljala, Mai Valley Forest, and Tamor Valley.

The project is funded by the Global Environment Facility (GEF) and implemented by the Ministry of Tourism, Forests and Environment (MoTFE), Koshi province, as an Operational Partner (OP) with overall executing and technical responsibility for the project. FAO is providing oversight and critical technical support to the project as the GEF Implementation Agency. The Project Management Unit (PMU) is in-house at MoTFE, comprising relevant experts recruited by OP and FAO and the project support unit is established at Division Forest Offices (DFOs) in 5 districts.

The MoTFE, through the PMU, will be responsible for the day-to-day management of project results entrusted to it in full compliance with all terms and conditions of the Operational Partnership Agreement signed with FAO. The GEF total grant is 4.18 million USD, and the duration of the project is from January 2022 to December 2025. The Operation Partner (OP) is responsible for implementing the project with a total of 3.79 m USD.

Following the introduction of a new Constitution in late 2015, Nepal now has three levels of government with 753 local governments (also called local levels), 7 provincial governments, and one federal government. The new government structures bring both challenges and opportunities including higher levels of governmental direction, capacity, oversight, and funding closer to land users and Community Forest User Groups (CFUGs). However, the capacity of local levels is currently insufficient to fulfil their new functions. Therefore, there is substantial opportunity for the GEF to address the critical gap by supporting local levels to develop and implement land use plans that support biodiversity conservation and mainstreaming, including through improved community forest and wider sustainable land use management.


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Akhilesh Kumar Gupta
Coordinator



Province Secretary



The successful implementation of this project will generate the following outcomes:

Outcome 1: Provincial and local stakeholders have increased capacities for adaptive and collaborative landscape planning and management to support biodiversity conservation, ecosystem restoration and achieving land degradation neutrality.

Outcome 2: Local to national stakeholders have access to information needed for forest management, sustainable land use and biodiversity conservation planning, management, and implementation.

Outcome 3: Local stakeholders apply community-based conservation and sustainable production, management and restoration practices for biodiversity and sustainable local livelihoods.

The project contributes to a wide range of national and provincial policies and laws related to biodiversity conservation and land degradation. It also supports Nepal's aims for gender equality and social inclusion and as a co-benefit contributes to national climate change objectives.

The MoTFE of Koshi province government has already assigned the Project Coordinator (PC). Besides, the project provisions the necessary program and budget for hiring the necessary consultants and experts as stipulated in the approved project document. In this context, the PMU urgently requires consultants, experts, and support staff to initiate implementation of approved program for this fiscal year and prepare full-fledged implementation plan for the coming fiscal year. The MoTFE will be responsible for hiring the consultants and support staff for the PMU. To immediately hire consultants and support staff for the PMU, a term of reference has been prepared for each of the posts and is hereby submitted to the MoTFE, Koshi Province for the necessary approval.

Objectives

The overarching objective of the FLB-Eastern Hills project is to deliver multiple biodiversity and sustainable livelihood benefits through adaptive and collaborative management and conservation of forests, land and biodiversity in the eastern hills of Nepal.

Scope of Work

A. Team Leader Cum Biodiversity Expert

Team Leader cum Biodiversity expert (full-time national) will lead the project and work in close coordination with the PC and the PMU team as well as project support units (PSUs) to provide strategic support for the effective implementation of the project. The technical team leader/biodiversity expert will provide capacity-building support to the project team and MoTFE on the key FAO's adopted tools and methodologies in forest and biodiversity monitoring. As per need, the Technical Advisor will also provide intermittent technical guidance and training to the experts of PMU and technical officers located at PSUs.

In close cooperation with the Provincial Ministry and DFOs, under the direction of the Project Coordinator, the Team leader cum Biodiversity Expert will conduct a review of relevant national biodiversity action plans and conservation initiatives, prepare detailed baseline information on biodiversity profiles as well as prepare a prioritized overview of critical sites to be targeted by the project. The Biodiversity Expert will furthermore prepare inputs and support the development of final Project Preparation Grant (PPG) deliverables, as agreed with the donor.


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Akhilesh Kumar Gupta
Project Coordinator


Province Secretary



B. Forest and Biodiversity Support Officers

Under the guidance of the PMU and the concerned DFOs, Forest and Biodiversity Support Officers will be deployed in Project Support Units (PSUs) in each project district. PSUs will consist of officers specialized in land use planning, forest and biodiversity support, and enterprise and livelihoods.

The Forest and Biodiversity Support Officer will support DFOs, forest user groups, local governments, and other stakeholders in planning, implementing, and monitoring biodiversity-related project activities.

The role includes active engagement in the collection and documentation of biodiversity data, assisting in revising operational plans for community/leasehold forest user groups (CFUGs), and promoting best practices in ecosystem restoration, sustainable forest management, and biodiversity conservation.

C. Land Use Planning Support Officers

Under the guidance of the PMU and the concerned DFOs, five project support units (PSU) has been established in each of the project districts by the operational partner. Project support units will include land use planning support officers, forest and biodiversity support officers and enterprise and livelihood support officers. They will support DFOs, forest users and other stakeholders in timely planning and effective implementation of project activities.

The PSUs will be responsible for planning and organizing meetings with the stakeholders and community members, coordinating with local levels on biodiversity friendly sustainable land use planning, support revision of operational plans of FUGs from biodiversity, LDN and sustainable land management perspective, participate in biodiversity monitoring and identifying ecosystem hotspots. They will also engage in collecting and documenting best practices and lessons learnt on ecosystem restoration, LDN, watershed management and help upload data to the KMIS portal.

Support the formulation, integration, and implementation of land use plans at provincial and local levels to promote sustainable forest, land, and biodiversity management. Facilitate capacity building of local governments and stakeholders on participatory and adaptive land use planning processes. Ensure that land use plans align with biodiversity conservation, ecosystem restoration, and land degradation neutrality (LDN) goals.

The Land Use Planning Support Officer will provide technical and operational support to PSUs for developing, reviewing and operationalizing biodiversity-sensitive land use plans and spatial products. His/her role includes ensuring integration of LDN/SLM and community forestry priorities into local planning and CFUG operational plans; support KMIS and PAMEB data flows and capacity building.

D. Enterprises and Livelihood Support Officers

Under the guidance of the PMU and the concerned DFOs, project support units (PSU) has been established in each of the project districts by the operational partner. Project support units will include land use planning support officer, forest and biodiversity support officer and enterprise and livelihood support officer. They will support DFOs, forest users and other stakeholders in timely planning and effective implementation of project activities. Two enterprise and livelihood support officers will be recruited by the PMU and have to work in the 5 project implemented districts.

The PSUs will be responsible for planning and organizing meetings with the stakeholders and community members, coordinating with local levels on biodiversity friendly sustainable land use planning, support revision of operational plans of FUGs from biodiversity, LDN and sustainable land management perspective, participate in biodiversity monitoring and identifying ecosystem hotspots. They will also engage in collecting and documenting best

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practices and lessons learnt on ecosystem restoration, LDN, watershed management and help upload data to the KMIS portal.

The scope of work includes supporting adaptive and collaborative management of forests, land, and biodiversity in the Eastern Hills of Nepal; strengthening institutional and local capacities for sustainable landscape planning and implementation; and promoting community-based conservation and sustainable livelihood practices aligned with national and provincial environmental priorities.

The Enterprises and Livelihood Support Officer will contribute to translating Project's Component 3 objectives into field-level enterprise and livelihood interventions that increase incomes, support sustainable forest-based value chains (NTFPs, MAPs, agroforestry, timber value addition etc.). S/he also supports pilot Payment for Ecosystem Services (PES) options where relevant and project benefits align with biodiversity and LDN goals.

Tasks and Responsibilities

A. Team Leader Cum Biodiversity Expert

1). **Preparatory Technical Studies and Reviews (Component A):** Prepare inputs and support the required analyses/studies, as agreed in project document:

- a. Support the preparation of a strategy for implementing an integrated approach to Biodiversity Conservation (BD), Land Degradation Neutrality (LDN) and Sustainable Land Management (SLM) in the targeted sites in Koshi Province. This will be based on an assessment that includes: (i) reviews of relevant documents such as NBSAPs, species conservation plans, spatial planning initiatives, and existing management plans for key biodiversity areas, including strengths and weaknesses; (ii) assessment of existing and emerging threats to biodiversity in the landscape, and needs assessment concerning key species in terms of priorities for habitat protection (also see deliverable b below).
- b. Prepare detailed baseline information on biodiversity profiles in the targeted landscape, including biodiversity distribution, conservation status. Compile studies to establish project baselines and identify gaps in biodiversity profiles of areas that are (potentially) critical for conservation actions, including the biodiversity-rich Tinjure-Milke-Jaljala and Mai valley forests and the Tamor valley of Koshi Province. This detailed baseline information should include information on biodiversity distribution, conservation status, threats, geographical status, and global biodiversity significance of the targeted areas.
- c. Prepare a prioritized overview of critical sites to be targeted by the project, based on a weighted assessment of the potential for successful establishment of corridors, biodiversity indices, value in terms of ecosystem services, accessibility, potential for community buy-in and possibly other relevant criteria that will be determined upon stakeholder consultation.
- d. Assessment of needs (e. g. equipment, human resources) and recommendations for long-term monitoring mechanisms for targeted species, ecosystems and forest degradation, support biodiversity management, and assess climate change impacts.
- e. Score existing capacities for biodiversity conservation and SLM and LDN, using the appropriate GEF Tracking Tools and Capacity Development Scorecards.

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Coordinator



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- f. Assess, organize and analyses information related to any other aspect of baseline related to biodiversity conservation, NRM/SFM/SLM and CCM in the targeted areas.

2). Monitoring, PAMEB, KMIS and Reporting

- a. Lead on establishment and operationalization of Participatory Assessment, Monitoring and Evaluation of Biodiversity (PAMEB) at local and CFUGs levels.
- b. Lead development of monitoring protocols, guidelines, field protocols and quality assurance procedures and provide expert guidance on biodiversity monitoring, including species diversity, habitat condition, ecosystem health, and threats.
- c. Ensure monitoring outputs are correctly formatted and uploaded to the KMIS; coordinate with Knowledge Management and KMIS service providers to operationalize data flow and access.
- d. Ensure quality assurance of technical outputs produced by project team and consultants.
- e. Provide regular guidance on field monitoring, technical supervision, and troubleshooting support to district PSUs.
- f. Lead preparation of technical deliverables: baseline report, prioritization report, training curricula, periodic technical briefs, technical briefs, policy recommendations, best practices in biodiversity, landscape restoration, LDN, SLM/SFM; and inputs to Project Progress Report and Project Implementation Report and mid-term/final evaluations. Ensure all technical reports meet FAO/GEF standards.

3). Capacity Building and Training

- a. Facilitate in design and delivery of training curricula on: biodiversity monitoring techniques, landscape level planning, LDN concepts and tools, sustainable forest and land management practices.
- b. Build capacity of provincial and local government staff, CFUGs, and stakeholders on biodiversity-sensitive planning.
- c. Prepare capacity strengthening plans, apply GEF Tracking Tools and Capacity Development Scorecards to assess provincial/local/ community capacities for biodiversity, SLM and LDN.

4). Stakeholder Engagement and Coordination

- a. Facilitate coordination among federal, provincial and local stakeholders; CFUG networks, I/NGOs; academia and conservation partners such as ICIMOD, NTNC, WWF, BCN etc.
- b. Strengthen coordination and collaboration between PMU, PSUs, DFOs, and Soil Conservation and Watershed Management Offices.
- c. Assure the project's GESI, ESMP and safeguards integration in all project interventions.


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Project Coordinator


Province Secretary


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B. Forest and Biodiversity Support Officers

The major tasks and responsibilities of Forest and Biodiversity Support Officer are:

a. Technical support for Biodiversity Planning and Forest Management

- Assist DFOs and local governments in biodiversity-friendly sustainable land use planning.
- Support the revision and preparation of CFUG, LFUG operational plans and local land use plans to integrate biodiversity conservation, LDN, and sustainable land management elements.
- Assist in identification, mapping and documentation of critical ecosystems, biodiversity and land-degradation hotspots in collaboration with PSUs and local stakeholders and support the preparation of biodiversity profiles at the local/district level.

b. Monitoring and Documentation

- Participate in biodiversity monitoring activities, including field surveys and community-based monitoring initiatives.
- Collect and document best practices and lessons learned in ecosystem restoration, watershed management, and sustainable forest management.
- Support data management and uploading relevant biodiversity information to the Knowledge Management and Information System (KMIS) portal.
- Facilitate roll-out of PAMEB at community/CFUG level: support training of PAMEB users, data collection, quality checks and compilation.
- Prepare and submit validated monitoring datasets, photos and metadata to KMIS focal point and help ensure timely upload to KMIS.

c. Field implementation and technical supervision

- Provide day-to-day technical backstopping to PSUs during planning, restoration, restoration pilots, anti-poaching, forest fire control and other field activities.
- Support procurement/specifications and safe use of field monitoring equipment and forest management tools in coordination with PMU procurement/finance.

d. Stakeholder Engagement and Capacity Building

- Organize and facilitate consultations, meetings, and training with stakeholders and community members.
- Support awareness-raising activities related to biodiversity conservation, LDN, and sustainable forest management.
- Assist in capacity building of CFUGs, local governments, and other stakeholders on biodiversity conservation approaches and tools.

e. Safeguard, GESI and quality assurance

- Ensure field activities follow project GESI and environmental safeguard guidance; flag and report any safeguard issues to Technical Team Leader (TTL) and PMU.
- Quality check consultant deliverables and field outputs related to biodiversity and forestry works before submission to PMU/TTL.

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Project Coordinator

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Province Secretary



f. Reporting

- Prepare periodic technical reports and updates on biodiversity activities for the PMU.
- Provide inputs for project progress reports, including biodiversity data and analysis.
- Documentation of best practices and lessons learned.

C. Land Use Planning Support Officers

The major tasks and responsibilities of Land Use Planning Support Officer are:

a. Planning and technical inputs

- Assist in the preparation, updating, and integration of provincial and local land use plans in alignment with national policies and project objectives.
- Support local governments in participatory land use planning processes, ensuring inclusion of biodiversity conservation and sustainable land management principles.
- Coordinate with Division Forest Offices, municipalities, and community institutions (e.g., CFUGs) to collect spatial and socio-economic data for land use planning.
- Facilitate mapping, zoning, and identification of critical ecosystems, degraded lands, and potential restoration areas using GIS and remote sensing tools.
- Produce spatial products: participatory landscape maps, hotspot maps, critical area maps, infrastructure/pressure overlays, and corridor proposals for PMU, PSU and local levels.
- Provide technical support for mainstreaming land use planning into local development and forest management operational plans.

b. Field Support and PSU coordination

- Provide technical backstopping to PSUs and local planning teams during participatory mapping, consultation and plan finalization.
- Facilitate multi-stakeholder local consultations, village mapping exercises and validation workshops with local levels, CFUGs and communities.

c. Integration with Community forestry and operational plans

- Assist CFUGs/LFUGs to revise operational plans so they reflect outcomes of land use plans (biodiversity hotspots/corridors, restoration areas, sustainable harvest zones)
- Provide checklists and technical review of operational plans to ensure biodiversity and SLM measures are practical and enforceable.

d. Capacity building and knowledge products

- Build the capacity of local government staff and stakeholders on land use planning methodologies, tools, and monitoring frameworks.
- Develop and deliver short technical modules for local planners, PSUs and CFUGs on participatory mapping, spatial planning, zoning, LDN indicators and climate-smart land use.
- Ensure harmonization of land use plans with watershed management, biodiversity conservation, and land degradation neutrality targets.
- Produce concise guidance notes, map-legends, standard operation procedures (SOPs) and short decision aids in Nepali language for local use.

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e. Monitoring, quality assurance, safeguard and reporting

- Prepare progress reports, documentation, and technical inputs for the PSUs/PMU.
- Ensure the integration of climate resilience, gender equality and social inclusion, and environmental considerations in land use plans. Contribute to knowledge management, best practice documentation, and coordination with FAO and other partners for technical guidance.
- Quality check spatial products, land use plan drafts and technical deliverables from consultants before submission to PMU, Technical Team Leader.
- Provide inputs to monthly/quarterly technical briefs and contribute LUP related sections for Project Progress Report (PPR) and Project Implementation Report (PIR).

D. Enterprises and Livelihood Support Officers

The major tasks and responsibilities of Enterprises and Livelihood Support Officer are:

• Livelihood Assessment & Planning

- Conduct assessments of local livelihood practices, value chains, and market opportunities in project districts. Perform rapid market and value-chain assessments for prioritized forest and farm products (NTFPs, MAPs, timber, handicrafts, eco-tourism options).
- Identify sustainable, biodiversity-friendly enterprises suitable for local communities (e.g., NTFPs, eco-tourism, agroforestry, and handicrafts).
- Support preparation of community-based livelihood and enterprise development plans aligned with landscape-level management objectives.

• Enterprise Development & Support

- Facilitate the establishment and strengthening of green enterprises, cooperatives, and producer groups.
- Provide technical backstopping for business plan development, value addition, product diversification, processing and market linkages.
- Promote adoption of climate-resilient and sustainable production practices among local enterprises.
- Liaise with private sector actors, traders, micro-finance institutions and REDD+, PES actors to secure market linkages, investment and technical support.

• Capacity Building & Training

- Organize and deliver training programs on entrepreneurship, business plan preparation and management, and financial literacy for local groups and CFUGs.
- Strengthen the capacity of women, youth, and marginalized groups to engage in income-generating activities.
- Develop training modules and deliver capacity building packages for PSUs, local partners, CFUGs on value-chain development, product quality, grading, basic processing and digital marketing.

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- **Collaboration & Coordination**

- Coordinate closely with the PMU, Division Forest Offices (DFOs), local governments, and partner organizations to implement enterprises development and livelihood-support activities.
- Work with technical experts (forest management, biodiversity, land use planning) to ensure enterprise interventions contribute to biodiversity conservation and land restoration goals.

- **Monitoring & Reporting**

- Monitor progress of enterprise and livelihood interventions, ensuring compliance with project safeguards and gender equality principles.
- Support monitoring of enterprise pilots, collect socio-economic and outcome data, ensure data and lessons learned feed into KMIS and PPR/PIR.
- Document best practices, success stories, and lessons learned for knowledge sharing and reporting to PMU and FAO.

- **Policy & Institutional Support**

- Support local governments in integrating sustainable livelihood strategies into local and provincial planning frameworks.
- Facilitate linkages between community enterprises and financial institutions, private sector actors, and government programs.

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Project Coordinator

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Province Secretary



Reporting Line

A. Team Leader Cum Biodiversity Expert

In carrying out the assignment, the Consultant will closely work with the PMU team, PSUs, Local level, DFOs, CBOs, CFUG, and Province secretary, and report to Project Coordinator at PMU

B. Forest and Biodiversity Support Officers

The Forest and Biodiversity Support Officer will report to the Team Leader and Project Coordinator through the concerned DFO and PSU head, and work in close coordination with PSU, DFO and the KMIS and Communication expert, local governments, and other project stakeholders.

C. Land Use Planning Support Officers

In carrying out the assignment, the Consultant will closely work with the PSU team, DFOs, Local level, CBOs, CFUG, and report to Team Leader and Project Coordinator (PC) at PMU.

D. Enterprises and Livelihood Support Officers

In carrying out the assignment, the Consultant will closely work with PSU team, DFOs, project stakeholders and report to the Team Leader and Project Coordinator at PMU through the concerned DFO and PSU head.

Expected Duration and Location

A. Team Leader Cum Biodiversity Expert

This is a **full-time national consultancy position for five (5) months** for the current fiscal year, with a possibility of extension. The Consultant will be based in PMU at Biratnagar with frequent visits to project sites/PSUs as required.

B. Forest and Biodiversity Support Officers

This is a **full-time national consultancy position for five (5) months** for the current fiscal year, with a possibility of extension. The officer will be based in the project district (PSU) with frequent field visits to project sites as required.

C. Land Use Planning Support Officers

This is a **full-time national consultancy position for five (5) months** for the current fiscal year, with a possibility of extension. The officer will be based in the project district (PSU) with frequent field visits to project sites as required.

D. Enterprises and Livelihood Support Officers

This is a **full-time national consultancy position for five (5) months** for the current fiscal year, with a possibility of extension. The officer will be based in the project district (PSU) with frequent field visits to project sites as required.

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Deliverables

A. Team Leader Cum Biodiversity Expert

- Inception note and workplan within three weeks of start.
- Baseline report, priority sites and corridor prioritization reports.
- Training curricula, field tool kits, PAMEB monitoring protocols, KMIS data flow and upload plan and Capacity assessment report.
- Quarterly and six-monthly technical reports for PPR and PIR.
- Documentation of best practices, lessons learned and policy recommendations.
- Final technical completion report

B. Forest and Biodiversity Support Officers

- Monthly field monitoring reports and KMIS upload logs.
- At least one validated local biodiversity baseline update or species-habitat fact sheet per targeted landscape or district.
- PAMEB data packages for assigned CFUGS within agreed schedule.
- Documentation packages for each field mission with meeting minutes, training reports, photo evidence.
- Documentation on success stories and best practices.

C. Land Use Planning Support Officers

- Inception note and work plan for land use planning support.
- Monthly field monitoring reports and KMIS upload logs.
- Participatory landscape maps for assigned district and local levels.
- Revised LUP templates and finalized LUPs/plan-components supported as per approved work plan.
- Training modules and at least two capacity building events delivered to PSU and local partners per year.
- Short technical notes and case study reports on LUP-CFUG integrations.
- Documentation on success stories and best practices.

D. Enterprises and Livelihood Support Officers

- Inception note and work plan for enterprise and livelihood work stream.
- Market and value chain assessment report for priority products with feasibility recommendations.
- At least two 2 piloted enterprise models with detailed business plan, group formation and capacity building training within the first 5 months.
- Quarterly livelihood and enterprise updates and monitoring data uploaded to KMIS with case studies and photos.
- Training curricula, SOPs for processing and quality assurance and an enterprise sustainability brief at the end of the task.
- Documentation on success stories and best practices.

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Selection Criteria

A. Team Leader Cum Biodiversity Expert

a. Essential Qualifications and Experience

- Master's degree or higher degree in Forestry, Natural Resource Management, Environment science, Biodiversity conservation, or closely relevant field.
- Minimum 8 years of demonstrable experience in the technical area of forest management, protected area management, planning, and managing biodiversity conservation projects and programmes in the country.
- At least 3 years' experience in leading multidisciplinary technical teams in donor-funded projects (preferably GEF/FAO/UN projects).
- Proven experiences in community-based natural resources management, CFUG processes, land use planning, and biodiversity assessments.
- Proven experience in participatory processes and in facilitating dialogue between government agencies, development partners, private sector and civil society.
- Understanding of GEF functioning and procedures.

b. Skills and Competencies

- Strong understanding of forest ecology, biodiversity conservation, and familiarity with SLM, LDN, PAMEB, KMIS, ecological monitoring, GIS supported planning, spatial mapping and participatory tools.
- Knowledge of relevant national and international policies and regulations related to forest management and biodiversity conservation.
- Excellent technical report writing, analytical and communication skills.
- Strong interpersonal, organizational, and time management skills.
- Commitment to GESI, safeguard compliance and transparency.
- Demonstrated ability to work independently delivering high-quality outputs within agreed objectives and deadlines.
- Willingness to travel frequently to remote field locations.

c. Additional Considerations

- Prior experience working in the **Eastern Hills region** districts will be considered a strong asset.
- Previous experience with **GEF-funded projects** will be an additional advantage.

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Project Coordinator

Province Secretary



B. Forest and Biodiversity Support Officers

a. Essential Qualifications and Experience

- Bachelor's degree in Forestry, Environmental Science, Natural Resource Management, Biodiversity Conservation, or closely related field.
- Minimum 3 years of relevant experience in forest conservation, biodiversity management, or sustainable land use planning, preferably in the Eastern Hills region of Nepal.
- Proven experience in working with community-based organizations, local governments, and government agencies.
- Knowledge and experience in project planning, monitoring, and evaluation.

b. Skills and Competencies

- Strong understanding of forest ecology, biodiversity conservation, and sustainable land management practices.
- Knowledge of relevant national and international policies and regulations related to forest management and biodiversity conservation.
- Proficiency in data collection, analysis, and reporting.
- Ability to use GIS and other data analysis tools.
- Excellent verbal and written communication skills in both Nepali and English languages.
- Strong interpersonal, organizational, and time management skills.
- Ability to work independently and as part of a team.

c. Additional Considerations

- Prior experience working in the **Eastern Hills region** and with the **FLB Eastern Hills Project** will be considered a strong asset.
- Previous experience with **GEF-funded projects** will be an additional advantage.

Sanjaya

Akhil

Akhil Kumar Gupta
Project Coordinator

[Signature]

Province Secretary



C. Land Use Planning Support Officers

a. Essential Qualifications and Experience

- Bachelor's degree in Land Use Planning, Geography, Natural Resource Management, Geomatics Engineering or closely related field.
- Minimum 3 years of relevant professional experience in land use planning, spatial analysis, participatory mapping, biodiversity conservation, or natural resource management.
- Demonstrated ability to work effectively with diverse stakeholders, including local communities, government agencies, and NGOs.
- Experience in project management and implementation, including budget management and reporting.

b. Skills and Competencies

- Strong understanding of land use planning principles, rules and regulations, biodiversity conservation strategies, and sustainable land management practices.
- Proficiency in computer applications including practical skills in GIS (QGIS/ArcGIS), Participatory mapping methods, cartography, and spatial data portals.
- Excellent communication, interpersonal, and organizational skills.
- Fluency in both Nepali and English communication and report writing.
- Ability to work in a dynamic and often challenging environment.
- Proficiency in data collection, analysis, monitoring, and report writing.
- Good command of Microsoft Office packages and basic data management tools.

c. Additional Considerations

- Prior experience working in the **Eastern Hills region** and with the **FLB Eastern Hills Project** will be considered a strong asset.
- Previous experience with **GEF-funded projects** will be an additional advantage.

Sanjaya

Ahish Kumar Gupta

Ahish Kumar Gupta
Project Coordinator

[Signature]

Province Secretary



D. Enterprises and Livelihood Support Officers

a. Essential Qualification and Experience

- Bachelor's degree in Agriculture, Agribusiness, Forestry, Natural Resource Management, or closely related field.
- Minimum of 3 years of relevant professional experience in livelihood promotion, community-based enterprise development, or sustainable natural resource management.
- Proven experience working with community forest user groups (CFUGs), cooperatives, and local enterprises in rural settings.
- Experience in value chain analysis, market linkages, and promoting green or biodiversity-friendly enterprises.
- Additional training or certification in enterprise development, value chain promotion, or livelihood enhancement will be an advantage.

b. Skills and Competencies

- Strong understanding of sustainable livelihoods, biodiversity conservation, and ecosystem-based management approaches.
- Excellent communication, facilitation, and coordination skills with multiple stakeholders (government, communities, NGOs, and private sector).
- Skills in business plan development, market assessment, and entrepreneurship training.
- Ability to integrate gender equality and social inclusion (GESI) principles into livelihood and enterprise activities.
- Proficiency in data collection, analysis, monitoring, and report writing.
- Demonstrated ability to work effectively in multi-disciplinary and multi-level teams.
- Strong organizational and problem-solving skills with attention to detail.
- Proficiency in Nepali and English (spoken and written); knowledge of local languages of the Eastern Hills is an advantage.
- Good command of Microsoft Office packages and basic data management tools.

c. Additional Considerations

- Prior experience working in the **Eastern Hills region** districts will be considered a strong asset.
- Previous experience with **GEF-funded projects** will be an additional advantage.

Prakash Kumar Gupta

Province Secretary

D. Evaluation of Consultant's EOI Application

Evaluation of Consultant's EOI Application

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

i) Eligibility & Completeness Test

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

ii) EOI Evaluation Criteria

A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Team Leader Cum Biodiversity Expert	Master's degree or higher degree in Forestry, Natural Resource Management, Environment science, Biodiversity conservation, or closely relevant field.
2	Forest and Biodiversity Support Officers	Bachelor's degree in Forestry, Environmental Science, Natural Resource Management, Biodiversity Conservation, or closely related field.
3	Land Use Planning Support Officers	Bachelor's degree in Land Use Planning, Geography, Natural Resource Management, Geomatics Engineering or closely related field.
4	Enterprises and Livelihood Support Officers	Bachelor's degree in Agriculture, Agribusiness, Forestry, Natural Resource Management, or closely related field.
5	Team Leader Cum Biodiversity Expert	Minimum 8 years of demonstrable experience in the technical area of forest management, protected area management, planning, and managing biodiversity conservation projects and programmes in the country.
6	Forest and Biodiversity Support Officers	Minimum 3 years of relevant experience in forest conservation, biodiversity management, or sustainable land use planning, preferably in the Eastern Hills region of Nepal.
7	Land Use Planning Support Officers	Minimum 3 years of relevant professional experience in land use planning, spatial analysis, participatory mapping, biodiversity conservation, or natural resource management.
8	Enterprises and Livelihood Support Officers	Minimum 3 years of relevant professional experience in livelihood promotion, community-based enterprise development, or sustainable natural resource management.

Score: 50.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	Minimum 7 years of experience in the field of consulting services in relevant projects
2	Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.	Specific experience of consulting Service should have completed at least one project related to forest management; biodiversity conservation in Nepal.
3	Similar Geographical experience of consulting firm	Only projects (outline in Specific Experience) successfully completed at least one relevant project on any province/region of Nepal.

Score: 40.0

C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity.[Average turnover required shall not exceed 150% of cost estimate]	10000000

Score: 10.0

Minimum score to pass the EOI is: 60

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

E. EOI Forms & Formats

E. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

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

Form 4. Capacity

Form 5. Qualification of Key Experts

Standard EOI Document

1. Letter of Application

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

Date:

To,

Full Name of Client: _____

Full Address of Client: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Sir/Madam,

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

[Person]

[Company]

[Address]

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

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

Standard EOI Document

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

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

Signed :

Name :

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

Standard EOI Document

2. Applicant's Information Form

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

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

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

Standard EOI Document

3. Experience

3(A). General Work Experience

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

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

Standard EOI Document

3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years

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

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

Firm's Name: _____

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

Standard EOI Document

3(C). Geographic Experience

Experience of working in similar geographic region or country

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

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

Standard EOI Document

4. Capacity

4(A). Financial Capacity

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

Annual Turnover	
Year	Amount Currency

- Average Annual Turnover

--

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

Standard EOI Document

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

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

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

Standard EOI Document

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

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

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

(Please insert more rows as necessary)

N/A

ABBREVIATION