**PUBLIC SERVICE COMMISSION**

Anam Nagar, Kathmandu

**Expression of Interest (EOI)**

for

**Selection of Consulting Firm for**

**Providing Technical Support in Establishment of Assessment Centre**

**Consulting Firm/Joint Venture**

…………………………………………………………………………………

……………………………………………………………………

Lead Consultant (in case of JV)

…………………………………………………

**Country**: Nepal

**October, 2016**

**INVITATION FOR EXPRESSION OF INTEREST**

**Table of Contents**

**1. EXPRESSION OF INTEREST (EoI)**

**2. GENERAL INFORMATION OF THE CONSULTING FIRM**

2.1 CORPORATE INFORMATION

2.2 MANAGEMENT COMPETENCE

**3. AVAILABILITY OF IN-HOUSE PROFESSIONAL STAFF**

**4. SHORT LISTING OF CONSULTING FIRMS**

4.1 DOCUMENTS TO BE SUBMITTED

4.2 PRINCIPAL CRITERIA FOR SHORT LISTING OF CONSULTING FIRMS

**5. DETAILED CRITERIA**

5.1 GENERAL WORK EXPERIENCE OF CONSULTING FIRM

5.2 SIMILAR WORK EXPERIENCE OF CONSULTING FIRM SUCCESSFULLY COMPLETED IN LAST 5 YEARS

5.3 FINANCIAL CAPABILITIES

5.4 ORGANIZATIONAL STRUCTURE/ MANAGEMENT AND TECHNICAL COMPETENCE

**6. ADHERENCE TO CODE OF ETHICS**

**7. ADHERENCE TO ANTI CORRUPTION**

**8. INSTRUCTION TO CONSULTING FIRM/S**

**ANNEX: TERMS OF REFERENCE**

**Public Service Commission**

**Anam Nagar, Kathmandu**

**REQUEST FOR EXPRESSIONS OF INTEREST**

(First date of publication : 25th October, 2016)

Public Service Commission of Nepal (PSC-N), the constitutional body mandated to recommend candidates for appointment in public service positions including civil service, has realized that present practice of selection is based more on testing cognitive capacity of candidates and therefore, there is a need to extend its focus on testing job related competencies that includes behaviour, skills and attitudes required to perform the job as an incumbent of a position. It has been recognised and adopted that Assessment Centre Methodology (ACM) is a set of selection tools to test candidates for a job based on job-related competencies. PSC-N is making systematic efforts to adopt ACM as selection tools.

The consulting services (“the Services”) include furnishing technical support in establishment of ACM in PSC-N as described in the Terms of Reference (TOR). Implementation period of the Consulting Service shall be up to 6 months.

PSC-N now invites eligible international consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The short listing criteria include:

(i) General Work Experience

(ii) Specific work experience relevant to the assignment & experience

(iii) Financial capability, and

(iv) Organizational structure/ management and technical competence

The attention of interested Consultants is drawn to the relevant provisions of Public Procurement Act and Rules of Nepal on Selection and Employment of Consultants.

Consultants may associate with up to 3 firms in the form of a joint venture to enhance their qualifications.

A Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) Method.

Further information can be obtained from the PSC-N office located at Anam Nagar, Kathmandu during office hours (10:00 to 17:00 hours) Nepal Standard time. Interested firms may download the ToR and EOI submission form from the website: http/www.psc.gov.np.

Expressions of Interest must be delivered in a written form to the address mentioned by 12:00 Noon of the 31st day of the first publication of this notice and submitted documents will be opened on 1:00 PM the same day at PSC-N office.

In case the deadline falls on a government holiday it shall automatically be extended to next working day.

**1. EXPRESSION OF INTEREST (EOI)**

**Cover Letter**

*(this letter should be prepared on the applicant’s letter head)*

Date: ......................................

**To**

**Public Service Commission**

**Anam Nagar, Kathmandu, Nepal**

**Subject: Submission of Expression of Interest (EOI)**

Dear Sir/Madam,

We, the undersigned, offer to provide consulting services for **Providing Technical Support in establishment of Assessment Centre at PSC-N** in accordance with your advertisement for short-listing of firms and declare the followings:

a. We are duly registered. We confirm that there was no involvement by us in preparing the EOI. We have not been declared ineligible by Government of Nepal (GoN).

b. We are in business for the last ……. Years

c. We have included following documents with this letter:

* Firm registration certificate and latest audit report of each of the international partner firms
* Firm registration certificate, Permanent Account Number (PAN)/Value Added Tax (VAT) Registration Certificate(s) and Tax Clearance Certificate of F/Y 2014/15 for each of the national (local) agent.

d. We have read the TOR and understood scope of services for the assignment.

e. We authorize you and your authorized representatives to conduct any inquiries or investigations to verify the statements, documents, and information submitted in this EOl.

f. We understand that you may cancel the short-listing process at any time and that you are not bound to accept any or all EOIs that you may receive without incurring any liability to the firms.

Signed by:..................

Print Name:........................

Position:................

Duly authorized to sign the EOI for and on behalf of the Firm:..........................

In case of JV:

Name of the Lead Partner:

Name of the JV Partner/s:

Office Seal(s):

**2. GENERAL INFORMATION ABOUT THE CONSULTING FIRM**

*(In case of joint venture, maximum 3 firms, to be filled separately for each firm)*

**2.1 CORPORATE INFORMATION**

 Name of Consulting Firm/Company/NGO

 Type of firm (Partnership/Pvt. Ltd./Public Ltd., etc.)

 Date of registration/incorporation

 Place of registration/incorporation

 Type of services provided

 Registered office (place, country)

 VAT/PAN registration (if applicable)

 Tax clearance certificate (up to F/Y 2014/15)

 Name of contact person and designation

 Telephone No., Fax No., Email address

**2.2 MANAGEMENT COMPETENCE**

**2.2.1 ORGANIZATION STRUCTURE OF THE FIRM**

Provide the organizational structure of the firm

**2.2.2 INTERNAL QUALITY CONTROL**

Describe how quality control in planning, report preparation, and deliverables and scrutinizing the document is done internally.

**3. AVAILABILITY OF IN-HOUSE PROFESSIONAL STAFF**

**3.1 Duties and Responsibilities**

Produce Organization Chart of your firm enlisting duty and responsibilities of each in house permanent personnel

**3.2 Availability of professional staff**

Provide list of relevant professionals

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S./N** | **Name** | **Qualification** | **Area of specialization** | **Years of experience** | **Remarks**  **(Employee / Contracted)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**4. SHORT LISTING OF CONSULTING FIRMS**

Qualification criteria for short listing of consultants will be based on obtaining 60% marks regarding the applicant’s management and technical competences, general and similar experiences, availability of professional staff, equipments/facilities and annual turnover etc demonstrated by the applicant's response in the Expression of Interest (EoI). With this, **three** to **six** consultants that are considered most qualified will be short-listed.

4.1 **DOCUMENTS TO BE SUBMITTED FOR ELIGIBILITY ASSESSMENT.**

**Failure to comply will result in disqualification of the proposal**

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Eligibility criteria** | **Compliance (Yes/No)** |
| 1 | Copy of Valid Corporate Registration of International firm/s and its local (National) agent |  |
| 2 | Copy of Valid VAT/PAN Registration Certificate of International firm/s and its local (National) agent |  |
| 3 | Copy of Audit report of International firm/s and copy of Tax Clearance Certificate of FY 2014/15 of its local (National) agent |  |
| 4 | Minimum years of standing: 5 years *(single or lead partner of Joint Venture, m*aximum 3 partners in numbers, *is a must).* |  |
| 5 | Duly signed commitment for adherence to code of ethics and anti-corruption as provisioned under Clause 6 and 7 of this document. |  |

**4.2 PRINCIPAL CRITERIA FOR SHORT LISTING OF CONSULTING FIRMS**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Ranking Criteria** | **Marks allocated** | **Pass Marks** |
| 1 | General work experience | 10 |  |
| 2 | Experience in Similar Projects | 50 |  |
| 3 | Financial Capability | 10 |  |
| 4 | Organizational structure/ management and technical competence | 30 |  |
|  | **Total** | **100** | **60** |

**5. DETAILED CRITERIA**

**5.1 GENERAL WORK EXPERIENCE OF CONSULTING FIRM: MAX. 10 MARKS**

a. **Year of Establishment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (In case of JV (Maximum 3), only lead firm's year of standing will be evaluated)

**b**. **List of general experience of the firm/s** completed within last 5 years:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.N.** | **Name of Project (Consulting Contract)** | **Name of**  **Client** | **Value of**  **Services (Equivalent Rs\*)** | **Date of Services** | | **Project Cost (Equivalent Rs)** |
| **Commencement** | **Completion** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

***NB:*** *the rate applicable for calculation of equivalent Rs will be based on the NRB exchange rate on the date of first publication of EOI notice*

Please attach additional sheet if needed. *(Attach copy of letter/certificates issued by client)*

**5.2 SIMILAR WORK EXPERIENCE OF CONSULTING FIRM SUCCESSFULLY COMPLETED IN LAST 5 YEARS: MAX. 50 MARKS**

1. **List of Experience in organization of training/workshops in relation to competence mapping/ evaluation in the last 5 years**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.N.** | **Name of Project (Consulting Contract)** | **Specify projects activities in brief** | **Name of Client** | **Date of** | | **Remarks** |
| **Commencement** | **Completion** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Please attach additional sheet if needed *(Attach copy of letter/certificates issued by client)*

**b. Experience in application of ACM tools in last 5 years.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.N.** | **Name of Project (Consulting Contract)** | **Specify projects activities in brief** | **Name of Client** | **Date of** | | **Remarks** |
| **Commencement** | **Completion** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Please attach additional sheet if needed. *(Attach copy of letter/certificates issued by client)*

**c. WORKING EXPERIENCE IN INTERNATIONAL PROJECTS IN THE LAST 5 YEARS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Name of the Project** | **Location/Country** | **Year** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*(Attach copy of letter/certificates issued by client)*

**5.3 FINANCIAL CAPABILITIES** (AVERAGE ANNUAL TURNOVER IN LAST 5 YEARS)**: MAX. 10 MARKS**

Annual turnover of the last five years substantiated by auditor’s reports: *(in case of the joint venture of two or more firms, to be filled separately for each firm).*

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No** | **F/Y** | **Annual turnover in equivalent Rs. (Total value of work done in that year)** | **Remarks** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

*(Attach copy of Audit Report or tax clearance certificate that shows total value of work)*

**5.4 ORGANIZATIONAL STRUCTURE/ MANAGEMENT AND TECHNICAL COMPETENCE: MAX. 30 MARKS**

**5.4.1 Suitability of Firm’s Organization Structure and/or justification of formation of JV firm to perform the task successfully.**

**5.4.2 Proposed quality control mechanism to perform the task successfully.** Method proposed for quality control in planning, report preparation, and deliverables

5.4.3 **AVAILABILITY OF IN-HOUSE PROFESSIONAL STAFF**: Produce Organization Chart of your firm with duty and responsibilities of each in house permanent personnel of the firm.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.N** | **Name** | **Qualification** | **Area of specialization** | **Years of experience** | **Position** | **Remarks (regular / Contracted)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**5.4.4 LIST OF AVAILABLE FACILITIES:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Name of Equipments office space, facilities and amenities (hardware/software)** | **Year of production**  **(If applicable)** | **Present Condition of amenities and services** | **Remarks** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*(Attach copy of evidence)*

**6. ADHERENCE TO CODE OF ETHICS**

Provide the firms' commitment on Code of Ethics and their mechanism to monitor the adherence to these policies.

---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**7. ADHERENCE TO ANTI CORRUPTION**

Provide the firms' commitment on Anti-corruption policies and their mechanism to monitor the adherence to these policies.

-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**8. INSTRUCTION TO CONSULTING FIRM/S**

The Proposal received (eligible) will be evaluated on the basis of information duly provided by the Consultant(s). Information must be supported by relevant evidences such as certificates, official letters, bills, vouchers and necessary commitments wherever applicable. Failing to provide the information in the proposal submitted by the consulting firm(s) will result invalid and shall not be evaluated.

If the consulting firm intends to carry out the proposed job in joint venture with other consulting firms, the firms should apply in joint venture during the short listing period otherwise they will not be eligible to apply in joint venture during the submission of the proposals. The consultants may form a Joint Venture (JV) among **maximum of three partners** only and the partnership should not be repeated to other joint ventures.

**The consultant(s) should duly sign and stamp all submitted documents.**

Only short listed consultants/firms will be requested for Technical and Financial proposal submission.

Consultants/Firms EOI documents **will not be evaluated** if:

* the firm or personal is found involved in drafting or reviewing the ToR/RFP,
* the single/ lead firm’s work experience is less than five years,
* the firm does not have a work experience in the field of ACM tools application and training
* the firm does not submit a certified copy of historical documents

ANNEX

**Terms of Reference**

**For**

**Providing technical support for establishment of Assessment Centre in the Public Service Commission of Nepal**

**Background**

Public Service Commission (PSC-N) is a constitutional body as provisioned under Article 242 of the Constitution of Nepal. The major function of the Commission is to ensure fair and competitive selection of suitable candidates for various civil service positions. PSC-N Procedure Act empowers the commission to conduct one or more selection methods to testify the appropriateness of the selected candidates including, but not limited to, open competitive written examination, open competitive skill test, interview and other methods as may be prescribed by the Commission. In line with these provisions, PSC-N is currently trying to adopt the process of selection that employs multiple techniques to which a candidate displays selected competencies and testifies the knowledge, skill, abilities and attitudes of the candidate. The employment of a powerful tool of Assessment Centre Method (ACM) will enable PSC-N to materialize these objectives. PSC-N already initiated the work on identification, defining and levelling of the required competencies of the higher civil service post. The current level of technical expertise at PSC-N need to be improved to fully implement ACM, and as such, PSC-N is seeking for technical support from a highly qualified and experienced international consulting firm.

**Objective**

The objective of this assignment is to:

* Finalization of the competencies based on the review of identified competencies and determination of appropriate testing tools.
* Conduct ACM trainings and workshops.
* Development of necessary tools and manuals for implementation of ACM.
* Provide technical support in establishment of AC within PSC-N.

**Scope of Services**

The scope of proposed assessment work shall include, but not limited to, the followings:

* Understanding the current selection process for higher civil service positions
* Review and finalization of identified competencies and determination of appropriate testing tools for higher civil service post of civil service.
* Design training curricula for basic and advanced ACM trainings.
* Conduct basic and advanced ACM trainings.
* Develop necessary tools and manuals in relation to establishment of ACM.
* Provide input in validation workshop.
* Conduct ACM workshop for experts
* Pilot testing of developed tools.
* Modification of ACM tools based on findings of pilot testing.
* Provision of technical support in AC establishment process within PSC-N
* Preparation of detail report of findings and recommendations.

**Methodology**

The consultant will adopt and prescribe appropriate methodology to render quality services to PSC-N as required under this assignment. With support from its local agent, the international consultant will:

* Conduct desk studies
* Collect primary and secondary relevant data and information as may be required
* Understand the current selection process and methods being adopted by PSC-N
* Assign a National consultant and a Program Officer, assisted by required number of support staff for facilitating, coordinating and developing the programs. The Program Officer will be stationed at PSC-N for entire assignment period.
* Design training curricula for basic ACM trainings and finalize training materials.
* Revalidate and fine tune competency indicators and grids (3 days) and conduct basic introductory 5 days Nepal based workshop on theoretical aspects of ACM and its implication and application on selection of civil employees. The number of participants will be around 25 persons. The venue should be in proximity to Kathmandu valley.
* Determine appropriate testing tools for higher civil service position.
* Design training curricula for advanced ACM trainings.
* Finalize consultant developed curricula
* Conduct 12 days international ACM training (In an Asian country proposed by the consultant and approved by PSC-N) to provide adequate exposure to approximately 16 participants. The training will include ACM tools development, ACM operation and conduction exercises and practices, TOT requirements, instruction and evaluation manuals preparation. The trainees will be divided into two relevant groups of 8 person in each group. The training will be conducted in different time interval as discussed and finalized with PSC-N team.
* During the training period, necessary tools and manuals in relation to establishment of ACM will be drafted.
* Organize a 7 day Nepal based advanced ACM training workshop for 25 numbers of PSC-N experts. The workshop should cover specific tools development, application and evaluation aspects of ACM. PSC-N may render necessary support.
* Pilot testing of all developed tools and manuals for higher civil service post
* Modification of all tested ACM tools based on findings of pilot testing
* Provision of technical support in AC establishment process within PSC-N. An involvement of 2-3 days to discuss AC infrastructure development, real-time test conduction and evaluation may be required.
* Submission of a detail report to PSC-N on proceedings, findings and recommendations.

*NB: The numbers of days mentioned above are only indicative. Actual number of days will be finalized mutually by the Consultant and PSC-N authorized personnel/s..*

**Basic Data and previous work related study**

A compendium of all the relevant documents and competence mapping reports will be made available to the consultant as appropriate.

**Transfer of Knowledge**

The knowledge transfer process shall encompass transfer of all level of ACM knowledge base to select expert groups through provision of training and conducting workshops. Apart from these, the international consultant will require to fully involve the national consultant. Adequate technology transfer to the PSC-N is deemed necessary during establishment of assessment center.

PSC-N may also opt to designate its official representative/s to be kept involved and knowledge transferred by the consultant during entire period of this assignment.

**Qualification, Experience and estimated inputs of the Consultant**

A comprehensive list of international and national experts to be involved in this assignment with clear mention of their position, assigned responsibilities and volume of individual inputs will be furnished by the consultant. A signed and sealed CV of all proposed experts should be annexed with the proposals. Such CV must clearly indicate the level of academic qualification and professional experience of the experts.

**Duration of Services, Time Schedule**

A comprehensive work schedule not exceeding a total timeline of 6 months should be prepared and submitted by the consultant for approval by PSC-N.

**Mode of Payment**

The mode of payment of the amount mentioned in the contract agreement to the consultant shall be as follows:

|  |  |
| --- | --- |
| Description | Percentage of contract amount |
| Mobilization amount upon signing of contract | 25 |
| Development of ACM tools, training curricula and manuals | 25 |
| Conduction of all workshops and trainings | 25 |
| Submission of final report | 25 |

**Contact Address**

All correspondence related to this assignment shall be forwarded in writing to the following address:

**Public Service Commission**

Anam Nagar, Kathmandu

Phone:0977-1-4771519

Fax: 0977-1-4771490

E-mail: info@psc.gov.np