Expression of Interest (EOI)

Title of Consulting Services :
Dashboard based Project progress reporting system

Method of Consulting Service
National

Project Name : Dashboard based Project progress reporting system
EOI: *SSPP_EOI_81/82_1*
Office Name : Suchana tatha Sanchar Prabidhi Pratisthan
Office Address: Butwal, Rupandehi, Lumbini Province
Issued on: November 21, 2024
Financing Agency: Government Budget

Abbreviations

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

Contents

A. Request for Expression of Interest

Lumbini Province Government
Suchana tatha Sanchar Prabidhi Pratisthan
Butwal, Rupandehi

Date: November 21, 2024

Name of Project: Dashboard based Project progress reporting system

1. Government of Nepal (GoN) has allocated fund ***towards the cost of*** Dashboard based Project progress reporting system and intends to apply this ***fund*** to eligible payments under the Contract for which this Expression of Interest is invited for **National consulting service**.
2. The **Suchana tatha Sanchar Prabidhi Pratisthan** now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services Dashboard based Project progress reporting system.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address during office hours on or before **December 5, 2024** or visit the website.
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered manually to the address **Suchana tatha Sanchar Prabidhi Pratisthan, Butwal, Rupandehi, Lumbini Province** on or before **December 5, , 2024, 13:00 hours**.
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 (40%), Experience (50%), and Capacity (10%)*** 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 ***70***.

B. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms and the maximum number of partners in JV shall be limited to three.

2. Interested consultants must provide information indicating that they are qualified to perform the services *(descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 5 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. The assignment has been scheduled for a period of **3 months.** Expected date of commencement of the assignment is **[January 25]**.

5. A Consultant will be selected in accordance with the **Quality Cost Based Selection (QCBS)** method.

6. Expression of Interest should contain following information:

   (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.

   (ii) Applicants shall provide the following information in the respective formats given in the EOI document:

   - *EOI Form: Letter of Application (Form 1)*
   - *EOI Form: Applicant's Information (Form 2)*
   - *EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))*
   - *EOI Form: Capacity Details (Form 4)*
   - *EOI Form: Key Experts List (form 5).*

7. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.

8. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the **Block chain based smart contract and agro commodity market system**. The Envelope should also clearly indicate the *name and address of the Applicant*.

9. The completed EOI document must be submitted on or before the date and address mentioned in the **"*Request for Expression of Interest*"**. In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

C. Objective of Consultancy Services or Brief TOR

Background of the Project:

The Suchana tatha Prabidhi Pratisthan wishes to build a scalable dashboard based project progress reporting system to be installed in office of chief-minister. The purpose of the project is to display the status of identified projects in terms of physical and financial progress in real time. The dashboard also should include the visual representation of the progress in terms of color code and pictorial tools. The system should also be able to provide the interface for generating progress reports for each agencies of Lumbini province government.

Scope of the Project:

The selected software deployment vendor will be responsible for deploying the CM's Dashboard system within stipulated time frame. The major features of system must include:

1. Final review of KPI's to populate the Dashboard in conjunction with key stakeholders (all Ministries in Lumbini Province) and with reference to requirements specifications prepared by the client.
2. Identification of key applications in use in Provincial government for possible integration into CM's dashboard guided by the principle of "single point of truth"
3. Finalization of scorecard parameters in conjunction with key stakeholders to be mapped out to dashboard visualizations
4. Development and deployment of Dashboard based progress reporting system with dynamic visualization artefacts. The system envisaged will be web-based and be accessible through multiple devices and browsers.
5. Training the users and enhancing local support capabilities for the system
6. Provide the minimum customization in system whenever required
7. Post deployment support for the system for at least 1 years

Project Requirements

Technical Requirements
Appropriate Cloud infrastructure is to be used for deployment of the system. The key technical requirements of the CM's Dashboard system are as follows:

SN.	Technical Requirements
1	Ensure compliance with Nepal government software development guideline
2	To the extent possible, existing applications in use should expose APIs/web services to feed data directly into CM's Dashboard. Alternative strategies need to be developed when such APIs are not made available
3	The system should ensure extensibility especially in relation to ability to add new functionality/features without requiring major changes to the existing components
4	CM's Dashboard system should support the following integration security standards: - Authentication - Authorization - Encryption - Secure conversation

Functional Requirements of CM's Dashboard
The following table captures key functional requirements of CM's Dashboard System:

SN.	Functional Requirements Description
1	CM's Dashboard will have unique ID number assigned to each Ministry, agency, activity, project and program feeding into the dashboard
2	Each activity to be mapped into the Dashboard for aggregate and drill-down views should have the following attributes - Agencies (Ministry, Divisions/Departments) where the activity/project belongs - Sector (drawn from Periodic Plan Log-frame) - Impact link (Log-frame) - Outcome link (Log-frame) - Output link (Log-frame) - All other attributes as outlined in Data model (Exhibit 4)
3	CM's dashboard shall provide both Nepali and English language support
4	Ensure compliance with Nepal government software development guideline
5	CM's Dashboard shall provide services to generate visualizations grouped into Ministries, Sectors and Annual Program, Priority projects and special missions and schemes
6	CM's Dashboard should be able to filter the budget activities based on costs filter during data fetching mechanisms
7	System should support budget split during the division of ministries
8	The dashboard should track data update frequency and report the same through visualization. The agencies that have not updated their data as per committed frequency should be shown in red.

	System should be able to produce various quarter based reports e.g. "trimisik reports"

Deliverables
The following table outlines key deliverables on part of the selected vendor:

Tasks	Deliverable	Timeline
• Inception phase with training and deployment plan	Inception Report	Within week after the contract
• Development of SRS Document	SRS Report	Within a 2nd weeks from the date of contract
• Completion of Development and Demo to end user	Demo to OCMCM users	Within a 11th weeks after the contract
• Training and Finalization system	Training and Project Completion Report	Within 12th week after the contract

Indicative Resource Estimates:

SN	Resource	Resource Count	Input Weeks	Min. Qualification
1.	Project Manager	1	12	Min. Master's degree in IT and Related field Min. 10 years of experience
2.	System Analyst	1	8	Min. Master's degree in IT and Related field Min. 8 years of experience
3.	Database Designer	1	5	Min. Bachelors in IT and Related field Min. 7 years of experience
4.	Developers	2	20	Min. Bachelors in IT and Related field Min. 5 years of experience
5.	UI/UX Designer	1	6	Min. Bachelor's degree in IT and Related field Min. 5 years of experience
6.	QA/QC Expert	1	4	Min. Bachelor's degree in IT and Related field Min. 5 years of experience
7.	Documentation Expert	1	3	Min. Bachelor's degree in IT and Related field Min. 5 years of experience

8.	Training Expert	1	1	Min. Bachelor's degree in IT and Related field Min. 5 years of experience

Recommended methodology:

The vendor selected for the development of CM's Dashboard will follow the methodology as described hereunder:

- Business Architecture Development

This will entail finalization of business requirements of the system based upon broad Requirements specifications prepared by Consultant team upon the approval of Client.
The following lists down key activities to be covered under this component:

- Finalize business requirements for Dashboard based Progress tracking system
 and its support module Quarter based Reporting System
- Define processes, roles and responsibilities of each actor in the system
- Develop output scenarios for Dashboard based Progress tracking system in terms of visualization artefacts

- Information Architecture Design

- Design business data model, logical data model, data entity/business function matrix for the proposed system based on the broad requirements specifications provided
- Develop appropriate visualizations addressing key stakeholders' requirements
- Define database system/architecture, size and functionality requirement of Dashboard based Progress tracking system
- Define application architecture for the implementation of Dashboard based Progress tracking system
 based upon broad requirement specification
- Define data and application level security requirements of Dashboard based Progress tracking system
- Develop use-case diagram and process flow diagram of Dashboard based Progress tracking system

- Technology Architecture

This would entail clear stipulations of:

- technology components and relationship to the proposed Dashboard based Progress tracking system
and support system
- technology platforms for implementation.
- expected processing load and distribution of load across technology components.
- physical (network) communication requirements for the system.
- hardware and network designs required to implement the system.
- System and Network security requirements for Dashboard based Progress tracking system
- network communication diagram for Dashboard based Progress tracking system

- System Development and Testing

The assignment at its core is the development and deployment is Dashboard based Progress tracking system
as per the architectural framework indicated in the Requirement specification document and subsequent amendment/ improvement thereof following development stage consultation with key stakeholders.

An integral component of vendor delivery will be the development of a comprehensive test regime based on performing a range tests on system integrity including but not limited to unit testing, integration testing, stress testing, performance testing and penetration test of the developed system

Quality Assurance and Testing Requirement

The company that develops the system must incorporate established software testing framework in the project life cycle. The following are the minimal required software testing approaches:

Software Unit Testing

All software controllers that directly/indirectly invoke database accesses must be accompanied by a thorough automated unit testing code block. All the unit tests must be implemented using well-recognized tools/frameworks. The tests must resemble production scenario as close as possible.

Deliverable: The unit testing code used as well as the test results in the final production build

Functional Testing

Functionality testing ensures that all the links, forms, and database connections on the web pages are properly functioning. It validates all the links, including the internal links, external links, broken links, and mail links on the website. It helps in testing the different forms on the websites as forms are important in collecting information from the users. In functionality testing, database testing is also conducted to check the data consistency as well as data integrity.

Deliverable: Automated functional testing results using frameworks such as Robots/Selenium and the results.

Security Testing

Security Practices should be one of the core priorities during the Software Development Life Cycle. The following stated security testing/best-practices must be carried out for execution of this project.

Methodologies Required:

Dependency Vulnerability Testing

This testing approach assumes at least one 3rd party module (or framework, libraries, code, etc.) have been used in the production build of the system. So, this testing requires security audit of those modules. The security engineer must verify and report whether modules that provide security services (firewall, authentication servers, etc.) fail during automated testing, whether there are known security vulnerabilities in the registries and whether all modules are properly updated to the latest security patch.

Client Facing Components Security Testing

During this type of testing a security engineer works only with the user interface and checks to produce unwanted results. This test involves entering incorrect input sequences or performing malformed POST requests. Some of the examples include using escape characters; using long strings; experimenting remote code injection and/or remote code execution; Performing SQL injection; User controlled cache bypassing; Cross site scripting; Cross Site Request Forgery attempt, etc.

Design and Implementation Vulnerability Testing

This testing is carried out manually to evaluate if there were any unintentional loose ends left behind from the software development process. This involves looking for demo user accounts, privilege leaks, open and unsecured ports, SSL coverage, intertwined debug logic, TOCTOU issues, etc.

Deliverable:

Along with the software test report, the developer must also submit a Security Test Report highlighting the following :

a. Scope of Tests
b. Assumption for Test Execution
c. Test Completion/Success Criteria
d. Testing Strategy/Tools
    a. Measurement and Metrics Used
    b. Threat tree
    c. Static/Dynamic Testing Model
    d. Penetration Testing for (Cross Site Scripting (XSS), Cross Site Request Forgery (CSRF), SQL injection, Code Injection attack, etc.
e. Result of the vulnerabilities found and measures taken to mitigate them classified according to the titles stated above

Support/Maintenance Contract:

Upon successful completion of the system deployment, the system shall be handed over to the ICTP. The developing company shall provide customer support for maximum of 12 months. Further support and maintenance shall be governed by a separate Annual Maintenance Contract.

Key Deliverables

1. Inception Report
2. Unit Tests Report
3. Functional Tests Report
4. Security Test Report
5. Deployed System on Provided Cloud Infrastructure
6. Project Completion Report
7. Software Manual

Key Manpower, Qualification and Experiences required for Personnel:

SN	Resource	Resource Count	Input Weeks	Min. Qualification
1.	Project Manager	1	12	Min. Master's degree in IT and Related field Min. 10 years of experience
2.	System Analyst	1	8	Min. Master's degree in IT and Related field Min. 8 years of experience
3.	Database Designer	1	5	Min. Bachelors in IT and Related field Min. 7 years of experience
4.	Developers	2	12	Min. Bachelors in IT and Related field Min. 5 years of experience
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6.	QA/QC Expert	1	4	Min. Bachelor's degree in IT and Related field Min. 5 years of experience
7.	Documentation Expert	1	3	Min. Bachelor's degree in IT and Related field Min. 5 years of experience
8.	Training Expert	1	1	Min. Bachelor's degree in IT and Related field Min. 5 years of experience

Firm Qualification

The consulting firm to be selected through the procurement procedure should meet following criteria:

a. The developer company/firm must be a legal entity registered in Nepal.

b. The consulting company/firm must not be blacklisted by any agencies of Government of Nepal.

c. Minimum 5 years' experience on web-based applications design, development and implementation of similar projects types for Nepal government, corporate business, investment companies, banks, government, NGOs, INGOs and similar others. Preference will be given for those who already has been worked for multiple province and system like monitoring system

d. Must have an experience of at least 2 web-based ERP/MIS/DSS projects development in last 7 years of worth at least 20 lacs each.

e. Having documented evidence of average financial turnover of at least 50s lacs annually for any three years of last 7 years.

f. Other relevant documents like company registration, PAN registration, tax clearance certificate, etc. are necessary.

Time Schedule

The consultant shall commence the work from the date of signing of the agreement and should complete within the period mentioned in the agreement. The duration of the assignment shall be of 3 months from work order date.

Training and knowledge transfer

The consultant shall prepare the technical, user and operational training module, training materials and session plans for the successful implementation of the system. The trainings should be conducted for OCMCM and other relevant staff. The training shall be organized by ICTP and facilitated by the consulting firm and events shall be conducted under the discussion of ICTP and consulting firm.

Change in specification

Depending upon the inception and preliminary reports or other intermediate reports, ICTP may introduce reasonable features and reasonable changes in the specification upon a mutual agreement. These changes can be introduced in development/warranty or maintenance phase of the project.

Mode of Payment

The payment for the amounts claimed upon submission of the reports mentioned above based on the prevailing laws and rules/regulation of the Government of Nepal. As per agreement, the developer can claim the payment in a single installment after submission and acceptance of the Final Report(s) or in installment as follows:

- First installment, 20% of the total amount upon submission of the Inception Report.
- Second installment, 50% of the total amount upon successful completion of the development of the web system application and submission of the Technical Report.
- Final and remaining 30% of the total amount after submission of final completion report and final approval.

D. Evaluation of Consultant's EOI Application

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

i) Eligibility & Completeness Test	Compliance
Copy of Registration of the company/firm	
VAT/PAN Registration *(for National consulting firm only)*	
Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission (as per the PPMO guideline) *(for National consulting firm only)*	
In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible consultant.	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Experience (3(A) and 3(B))	
EOI Form 4: Capacity	
EOI Form 5: Qualification of Key Experts	

ii) EOI Evaluation Criteria	Insert Minimum Requirement if Applicable	Score [Out of 100%]
A. Qualification		
Qualification of Key Experts	*As per ToR*	*40%*
Experience of Key Experts	*As per ToR*	
B. Experience		
General Experience of consulting firm	*Should have at least 2 years of experience in the field of software development/support and/or IT consulting.* *Should have experience of working in projects funded by the Nepal Government.*	*50%*
Specific experience of consulting firm within last 5 years.	*Should have at least 2 years of experience in Designing High-Available, Robust Web Applications .*	
Similar Geographical experience of consulting firm	*In order to show geographical competence,* *provide the details required as per the* *attached format*	
C. Capacity		

Financial Capacity[1]	*Average annual turnover of best two years out of last seven years should be at least NRs. 5 Million*	**10%**

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[1] *Average turnover required shall not exceed 150% of cost estimate*

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

1. Letter of Application

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

Date:

....

To,

Full Name of Client: _____

Full Address of Client: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by *[Insert name of Client)* as Consultant for *{Insert brief description of Work/Services}*.

2. Attached to this letter are photocopies of original documents defining:

    a) the Applicant's legal status;

    b) the principal place of business;

3. *[Insert name of Client]* and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

4. *[Insert name of Client)* and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.[2]

5. All further communication concerning this Application should be addressed to the following person,

    [Person]

    [Company]

    [Address]

    [Phone, Fax, Email]

6. We declare that, we have no conflict of interest in the proposed procurement proceedings

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

and we have not been punished for an offense relating to the concerned profession or business and our Company/firm has not been declared ineligible.

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):

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.)

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.						

3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years
(In case of joint venture of two or more firms to be filled separately for each constituent member)

Assignment name:	Approx. value of the contract (in current NRs; US$ or Euro)[3]:
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of 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: _____

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

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	Name of the Project	Location (Country/ Region)	Execution Year and Duration
1.			
2.			
3.			
4.			
5.			
6.			
7.			

4. Capacity

4(A). Financial Capacity

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

Annual Turnover	
Year	**Amount Currency**

- **Average Annual Turnover of Best of 3 Fiscal Year Of Last 7 Fiscal Years**

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

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)