

Synopsis of shortlisting criteria: (To be published with TOR)

Institutions expressing interest are required to furnish specific declaratory/evidentiary particulars that best demonstrate their capacity in relation to following criteria. Availability of relevant expert should include details of maximum available professionals with the institution, this doesn't reflect experts proposed in RFP stage. Marks are not awarded to unstated/incomplete/irrelevant particulars about the institution's capacity.

- 1. General information and adherence policies**
 - a. Registered as a Water Utility – Mandatory
 - b. Tax registration in country of establishment – Mandatory
 - c. Upto date tax clearance at country of establishment – Mandatory
 - d. Adherence to the code of ethics (Declaration Letter) – Mandatory
- 2. Management Competence of Firm (any one member in case of Joint venture)**

[Max.Score: 30m]

 - a. Years of establishment as Water Utility Body
 - b. Average annual Turnover from Research/ Capacity building or similar assignments, in best 3 years among last 5 years
 - c. Number of Largest training assignments substantially completed, in last 5 years (specify assignment value and Duration/person-days of expert engagement in largest training)
- 3. General work experience of the firm (any one member in case of Joint venture)**

[Max.Score: 20m]

 - a. Design/implementation of capacity development programs of similar scope/specialization
 - b. Experience in providing training solely dedicated to groups of single organization
 - c. Geographic Experience – I
 - d. Geographic Experience – II
- 4. Specific Technical Competence of the firm (any one member in case of Joint venture)**

[Max.Score: 20m]

 - a. Experience of working as a water utility agency for metropolis
 - b. Year of experience in training international participants
 - c. Association/business relation with public/private institution in Nepal
 - d. Past experiences of offering On Job Training/ Immersion Program to foreign participants within the firm's address of water utility operation
 - e. Strength of training wing within the organization (in terms of organizational structure)
- 5. Availability of relevant professional experts associated with firm / JV**

[Max.Score: 30m]

 - a. Number of experts and type (plus duration) of association of Organizational Development Expert /Team Leader (Bachelor's Degree; 20 years' experience in water supply and sanitation operations)
 - b. Number of experts and type (plus duration) of association of Senior Training Expert /Deputy Team Leader (Bachelor's Degree; 10 years' experience in tailored training modules in water supply and sanitation sector)
 - c. Number of experts and type (plus duration) of association of Training Coordinator (Bachelor's Degree; 10 years' experience in managing training programs)
 - d. Number and type (plus duration) of association of Senior Human Resources Expert (Bachelor's Degree; 5 years of experience in human resource management domain)
 - e. Number of experts and type (plus duration) of association of Communications Expert (Bachelor's Degree; 5 years of experience working in communications related function)
 - f. Number of experts and type (plus duration) of association of Branch Management Specialist (Bachelor's Degree; 10 years of experience working in a water utility)

Maximum Score = 100 Marks

Passing Score = 75 Marks