

## **CALL FOR EOI**

**Title of Consulting Service**

**Sign Language Interpretation Service**

**Project Name**

**BUILDING Energy Efficiency in  
Nepal (BEEN)**

**Funding Agency**

**European Union under SWITCH-Asia  
Grants Programme**

**Applications Calling Office**

**MinErgy Private Limited**

**Address**

**Dakshinkali Chowk, Lagankhel-5,  
Lalitpur**

## Contents

1. Introduction .....	3
2. Context.....	3
3. Objectives .....	3
4. Location and travel required.....	3
5. Deliverables .....	4
6. Requirements of applicant .....	4
7. Timeline:.....	4
8. Payment information: .....	4
9. How to apply for the services .....	4
10. Proposal evaluation and scoring criteria.....	4

# Terms of Reference

## 1. Introduction

University of Innsbruck (UIBK), Austria in partnership with MinErgy Pvt Ltd, Nepal; Greentech Knowledge Solutions Pvt Ltd (GKSPL), India and Asociación Española de Normalización (UNE), Spain, is implementing a four-year project entitled BUILDING Energy Efficiency in Nepal (BEEN) with funding support from the European Union (EU) under the SWITCH-Asia Programme. BEEN seeks to contribute in achieving low-carbon and resource-efficiency in the Nepalese building sector by integrating Energy Efficiency (EE) and Renewable Energy (RE) measures in design and constructions of new buildings as well as in retrofitting of existing buildings.

This project supports the realization of Sustainable Development Goals (SDGs) and aims to foster responsible consumption and production of resource efficient building materials in Nepal. BEEN intends to achieve the overall objective through:

Enhancing capacity of Building MSMEs (Micro Small and Medium Enterprises) to transform their services and products towards energy-efficient building designs, construction and/or retrofitting, and

Increasing awareness of Building MSMEs and end users to create market system for the promotion and use of EE building design.

It also seeks to coordinate with the federal, provincial and local governmental units to devise and implement policies and standards that promote EE in the building sector. Moreover, it aims to coordinate with banking and financial institutions to make financial products and services accessible for the promotion of EE and RE in the building and construction sector.

## 2. Context

Under the leadership of the National Disaster Risk Reduction and Management Authority (NDRRMA) of the Government of Nepal, the second National Shelter, Housing, and Settlement Forum (NSHSF) event is scheduled to take place on 7<sup>th</sup> – 8<sup>th</sup> May 2024 in Hotel Himalaya, Lalitpur, Nepal. The purpose of this event is to bring stakeholders together from various thematic sectors including shelter, housing, settlement, disaster preparedness, climate adaptive green solutions, and other relevant areas in Nepal to discuss and address issues related to Disaster Risk Reduction and Management (DRRM).

This event is supported by stakeholders from three tiers of government, from federal to provincial and local along with a group of development partners, I/NGOs, several international participants, CSOs, academics, researchers and interested ones having common perspectives on DRRM, resilience and recovery.

There's a growing call to make this event inclusive and accessible to all, particularly for participants who use sign language. Its aim is to ensure inclusiveness in the program, following the principle of leaving no one behind.

## 3. Objectives

The objective of this assignment is to provide sign language interpretation during the program of NSHSF 2024, which is going to be held on 7<sup>th</sup> - 8<sup>th</sup> May at Hotel Himalaya, Lalitpur, Nepal.

## 4. Location and travel required

Consultant will deliver the service within the Kathmandu Valley

## 5. Deliverables

The followings are the deliverable that need to be covered

- Consultant to conduct the sign language interpretation particularly in the sessions organized in the main hall (during opening session, main session, panel session, discussions and in the closing session)
- One sign language interpreters is required.
- Proper language interpretation of the sharing conducted at the assigned program hall.

## 6. Requirements of applicant

- At least three years of experience in sign language interpretation
- Well versed in both Nepali and English languages
- Ability to interpret communication between two or more parties.
- Previous experience working with NGOs and INGOs is desired.

(Female candidates and candidates from ethnic minorities, socially excluded and disadvantaged groups are encouraged to apply)

## 7. Timeline:

Estimated Commencement Date: 7<sup>th</sup> May 2024

Estimated End Date: 8<sup>th</sup> May 2024

## 8. Payment information:

The payment will be made after completion of assignment

The Fees are inclusive of all costs, overheads, and expenses, including travel, subsistence, and accommodation.

## 9. How to apply for the services

- For firms: Copies of- Firm registration certificate, VAT registration certificate, Latest tax clearance certificate. For firms that are tax exempted by the government, a copy of tax exemption certificate should be submitted.
- For Individuals: Copies of citizenship certificate and PAN/VAT registration certificate

## 10. Proposal evaluation and scoring criteria

Criteria	Weightage	Sub Criteria
Eligibility	-	<ul style="list-style-type: none"> <li>• Submission of documents as mentioned in point 9.</li> </ul>
Financial	40%	<ul style="list-style-type: none"> <li>• Proposed budget for the assignment.</li> </ul>
Technical	60%	<ul style="list-style-type: none"> <li>• Experience in providing high-quality sign language interpretation to national and international organization</li> <li>• Certified sign language interpreter from a recognized institution, or organization <i>(A copy of certificate to be attached with proposal)</i></li> </ul>

If an individual is a full-time staff member of another organization, a no objection/consent letter signed by the organization head must be submitted along with the proposal. This is not applicable for proposals sent through a firm.

EoI documents shall be submitted via mail by 5:00 PM on 2<sup>nd</sup> May, 2024 attaching all the documents and writing a mail to [info@beenproject.org](mailto:info@beenproject.org) with subject line “EoI for Sign language interpretation service”.

**NOTE:** Document received after the closing time for submission of EoI shall not be considered for shortlisting.