

EXPRESSION OF INTEREST (EOI)

Title of Consulting Service

**Developing Digital
Matchmaking Platform**

Project Name

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

Funding Agency

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

EOI Calling Office

MinErgy Private Limited

Address

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

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List of Abbreviations

AMC	Annual Maintenance Contract
B2B	Business to Business
B2C	Business to Customer
BEEN	BUILDING Energy Efficiency in Nepal
COB	Close of Business
CSEB	Compressed Stabilized Earth Blocks
EE	Energy Efficient
GESI	Gender Equality and Social Inclusion
GKSPL	Greentech Knowledge Solutions Pvt Ltd
HVAC	Heating Ventilation and Air Conditioning
iOS	iphone Operating System
IT	Information Technology
MSMEs	Micro Small and Medium Enterprises
NGO	Non Government Organization
O&M	Operational and Maintenance
PAN	Permanent Account Number
RE	Resource Efficient
RFP	Request for Proposal
SDG	Sustainable Development Goals
ToR	Terms of Reference
UE	User Experience
UI	User Interface
UIBK	University of Innsbruck
UNE	Asociación Española de Normalización
VAT	Value Added Tax

TERMS OF REFERENCE (TOR)
TO DEVELOP DIGITAL MATCH MAKING PLATFORM
BUILDING ENERGY EFFICIENCY IN NEPAL (BEEN)

A. Project Background

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 European Union under the SWITCH-Asia Grants 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 a) enhancing capacity of Building-MSMEs (Micro Small and Medium Enterprises) to transform their services and products towards EE building designs, construction and/or retrofitting, and b) 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.

B. Context

Nepal is now one of the fastest urbanizing developing countries. It is estimated that 1 million homes will be built in Nepal in the next decade. Most buildings in Nepal are designed without considering the local climate. Increased urbanization, changing lifestyle and lack of climatic consideration will lead to an increased energy demand of the building sector in Nepal. Moreover, the use of building materials with high embodied energy will also result in higher carbon emission through the building sector.

BEEN intends to create a business ecosystem for the promotion and growth of EE buildings and resource efficient building materials in Nepal. The project will support Building MSMEs to develop and execute innovative marketing & promotional strategies to promote EE and RE in buildings. The targeted Building MSMEs include architects, designers, real estate developers & builders, contractors, door window fabricators & installers, brick & block manufacturers, Heating Ventilation and Air Conditioning (HVAC) designers & installers, insulation material suppliers and RE suppliers & installers. Similarly, the project will raise awareness of end-users on EE measures and resource efficient building materials to create demand for EE design and services. The project intends to increase the market share of MSMEs engaged in EE and RE integrated building design and construction and support in their business growth.

Thus, this assignment seeks the service of a firm to develop a matchmaking platform. The platform will facilitate connections between trained MSMEs for Business to Business (B2B) interactions and between trained MSMEs and end-users for Business to Customer (B2C) connections to promote MSMEs providing or producing EE & RE products & services in the market while also meeting the needs of end-users in the market.

The type of Building-MSMEs along with the description of EE & RE products and services provided by Building-MSMEs is tabulated below:

SN.	Building-MSMEs		Overview of RE&EE products and services provided by Building-MSMEs
	Category	Sub-category	
1.	Design MSMEs	Architectural Firms, Consulting Firms, Engineering Firms engaged in building designs	<ul style="list-style-type: none"> - Application of passive design strategies for building designs by carrying out analysis of Bio- Climatic Charts, Geometry of Solar Movements and Solar angles, Solar Charts, etc - Application of energy efficient materials/techniques - Use of building simulation tool/s
2.	Builder MSMEs	Real Estate Developers & Builders	<ul style="list-style-type: none"> - Application of passive design strategies for building designs by carrying out analysis of Bio- Climatic Charts, Geometry of Solar Movements and Solar angles, Solar Charts, etc - Application of energy efficient materials/techniques during building construction materials/techniques - Use of building simulation tool/s
3.	Construction MSMEs	- Builders & Contractors	- Application of energy efficient materials/techniques during building construction
4.	Door - Window service providers	<ul style="list-style-type: none"> - Double glazing door-window suppliers/installers - Low emissivity glass suppliers 	- Design, supply and installation of double-glazing door/window frame and high performance glazing
5.	Building Insulation providers	- Building insulator suppliers & installers	- Application of building insulating materials based on analysis of building heat gain & heat loss based on building typologies
6.	Heating Ventilation and Air Conditioning	<ul style="list-style-type: none"> - HVAC system seller and installer - Designer of HVAC system 	<ul style="list-style-type: none"> - Design of HVAC using simulation tool - 5-star HVAC rating system supplier
7.	Brick & Block Manufacturers	<ul style="list-style-type: none"> - Hollow Fired Brick Producers - Hollow Concrete Blocks Producers - Compressed Stabilized Earth Blocks (CSEB) Producers 	- Manufacturing of EE walling materials including fired and non-fired products
8.	RE system service providers	- Solar/biomass thermal based heating cooling system designer/installer	- Design, supply and installation of RE based technologies for building thermal comfort

SN.	Building-MSMEs		Overview of RE&EE products and services provided by Building-MSMEs
	Category	Sub-category	
		<ul style="list-style-type: none"> - Geothermal based heating cooling system designer/installer - Solar thermal water heating system for cold region 	

C. Objective

The specific objectives of this assignment are as below:

- Develop digital matchmaking platform for B2B connection (among BEEN trained MSMEs and EE & RE product and service providers) and B2C connection (among BEEN trained MSMEs, EE & RE product/service providers and end-users or house builders)
- Prepare Operational and Maintenance (O&M) plan for digital matchmaking app
- Implement O&M plan of digital matchmaking app

D. Scope of Assignment

Following are the scope of assignments:

- a) Define scope of web-based matchmaking portal and app in consultation with BEEN team
- b) Provide an overview of the digital marketing app/features – architecture of the app and equip the platform with payment gateways (National and International) for potential purchases and sales of products and/or services
- c) Prepare a business plan with key financial indicators
 - i. Support in defining the core customers of the app
 - ii. Define human resource and backend team requirement for app management and backend usage
 - iii. Calculate the overall operational cost of the app (fixed, recurring, etc.)
 - iv. Analyze and calculate possible revenue streams
 - v. Carry out analysis of key financial indicators
- d) Digitize inventory of i) all trained MSMEs enlisted in BEEN, ii) product catalogues, specifications, capacity, etc. of EE and RE services & products
- e) Provide a user-friendly backend for updates, edits and features such as (but not limited to)
 - i. Create wireframes and prototypes to visualize the app's layout, navigation, and interaction flows before finalization of the interface
 - ii. Product catalogues, project galleries, technical specifications, and cost calculators mainly for increasing the business potential of energy efficient materials, technologies, design and services.
 - iii. Ensure the app is user-friendly, intuitive, and accessible across different devices and platforms.
 - iv. Design the app's user interface (UI) and user experience (UX) to provide a seamless and enjoyable browsing experience ensuring the login process addresses location of the user that does not need cost-incurring services such as IPstack

- v. Incorporate branding elements and design principles to maintain consistency and reinforce brand identity as per BEEN standards.
- f) Train the BEEN team on app backend management, operation, content update and usage
- g) Prepare O&M (operational and maintenance) plan including outreach with cost estimate
- h) Provide AMC service upto 1 year after the app is live (Incorporating this in the financial proposal is a must)
- i) List legal requirements for operations of the match-making platform

E. Deliverables and Timeline

Below are the deliverables with timeline:

Deliverable	Timeline
Signing Contract	1st week of September 2024
Inception report	2 weeks after the contract
Draft wireframe (with architecture of the app) and business plan with estimated cost	1 month after the acceptance of the inception report
Draft digital matchmaking platform/app on Android, IOS and Web	Draft version in 3 months after the acceptance of the draft wireframe
Final digital matchmaking platform/app on Android, IOS and Web	Final version after feedback from 1 month
Final business plan	1 month after final app
AMC plan for 1 year with estimated budget	2 Weeks after final app
Monthly AMC report after the app is live	Monthly after final app

F. Team Composition

Team Member	Unit	Qualification
Team leader	1	<ul style="list-style-type: none"> ▪ Master's degree in related field (IT, Computer Engineering) ▪ 7 years of experiences in app development, e-commerce, marketing app ▪ Experiences in business development (preferred)
System architect (short-term)	1	<ul style="list-style-type: none"> ▪ Bachelor's degree in related field (IT, Computer Engineering, Software Development) ▪ 5 years of experiences in app development
Senior developer (Android, iOS, Web) (medium-term)	1	<ul style="list-style-type: none"> ▪ Bachelor's degree in related field (IT, Computer Engineering, Software Development) ▪ 5 years of experiences in app development
Financial analyst	1	<ul style="list-style-type: none"> ▪ Masters' degree in Business Administration or relevant field ▪ 5 years of experience in carrying out financial analysis ▪ Experiences of carrying out financial analysis for digital apps – preferred

G. Instruction for Submission of Proposals

1. This EOI is open to all eligible Nepali firm/company/organization. This is a second call for proposal for the service. The previous applicants are also eligible to apply in this EOI.
2. EOI should contain following information:
 - Copy of organization registration certificate and its renewal/ update
 - Copy of VAT /PAN registration certificate
 - Copy of tax clearance certificate of fiscal year 2079/80
 - Resume of team leader, legal experts, research assistants and admin and finance officer duly signed by employee and employer
 - Audit report of immediately preceding 2 fiscal years
 - Letter of application (Annex-1)
 - Applicant's information Form (Annex-2)
 - Experience information (Annex 3)
 - Capacity (Annex 4)
 - Qualification of key personnel (Annex 5)
3. 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.
4. The Expression of Interest (EOI) document must be duly completed and submitted through mail to info@beenproject.org by 5:00 PM on 20th August 2024.
5. Document received after the closing time for submission of EOI shall not be considered for evaluation.
6. EOI received without complete documents will not be considered for further evaluation.
7. Applicants scoring over 70 points in EOI evaluation, will be invited for submitting technical and financial proposals through emails.

H. Evaluation of EOI Application

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

Eligibility & Completeness Test

S.N	Documents Required to be Submitted	Compliance
1	Copy of organization registration certificate	
2	Tax clearance of FY 2079/80	
3	VAT/PAN Registration	
4	Resume of proposed team members	
5	Letter of application (Annex 1)	
6	Applicant's information form (Annex 2)	
7	Experience (Annex 3)	
8	Capacity (Annex 4)	
9	Summary of proposed team (Annex 5)	

EOI Ranking Criteria

The minimum score needed for being shortlisted is 70.

i. Organizational Experience

S.N.	Criteria	Score
1	Proven 5 years experience in the app development/matchmaking platform	10
2	Provide scanned or an embedded link of developed consumer-oriented app	15
3	Provide scanned or an embedded link of experience in developing construction-market related app	10
3	Demonstrated ability to develop framework of handling large volumes of data and users	5
4	Proof of experiences to manage back-end support for app operation	5

Total Score: 45

ii. Team Members' Experience

S.N	Personnel	Criteria	Score
1	Team Leader	Master's degree in related field (IT, Computer Engineering) 7 years of experiences in app development, e-commerce, marketing app Experiences in business development	12
2	System Architect (short-term)	Bachelor's degree in related field (IT, Computer Engineering, Software Development) 5 years of experiences in app development	12
3	Senior Developer (Android, iOS, Web) (medium-term)	Bachelor's degree in related field (IT, Computer Engineering, Software Development) 5 years of experiences in app development	9
4	Financial Analyst	Masters' degree in Business Administration or relevant field 5 years of experience in carrying out financial analysis Experiences of carrying out financial analysis for digital apps	12

Total Score: 45

iii. Financial Capacity

S.N	Parameter	Scoring
1	Average Annual Turnover of Past 3 Years – Rs 4,000,000	10

Total Score: 10

I. Acceptance of Proposal

MinErgy reserves the right to approve or disapprove any proposal. If needed, the consultant will be asked for modifications and presentations of the proposal before approval. Agency with Female candidates and candidates from ethnic minorities, socially excluded and disadvantaged groups are preferred to apply.

J. Principal Point of Contact and Additional Information

Information session about the EOI will be held on 12th August 2024. Interested applicants should register for the information session via email to info@beenproject.org by 9th August 2024 COB. Following information should be provided: i) Name of attending person, ii) Name of firm, iii) contact number

Annex 1: Letter of Application

(Letterhead of the applicant)

Date:

MinErgy Private Limited

Dakshinkali Chowk, Lagankhel-5

Sir/Madam

1. Being duly authorized to represent and act on behalf of “*the Applicant name*”, and having reviewed and fully understood all the short-listing information provided, we hereby apply to be short-listed as Consultant for *Developing Digital Matchmaking Platform*.
2. MinErgy Pvt Ltd and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application.
3. MinErgy Pvt Ltd and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.
4. All further communication concerning this application should be addressed to the following person
Name:
Designation:
Company:
Contact information:
5. We declare that we have no conflict of interest in the proposed procurement proceedings by MinErgy Pvt Ltd and we have not been punished for an offense relating to the concerned profession or business.
6. We declare that none of the team members or the organization have been blacklisted.
7. We declare that no case of corruption is pending against the organization, its Board members or the team designated to the study.
8. The undersigned declares that the statements made and the information provided in the application are complete, true and correct in every detail.

Sign:

Name:

For and on behalf of (name of Applicant):

Official Stamp

Annex 2: Applicant's Information Form

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

Annex 3: Organizational Specific Experience

Details of similar assignments undertaken in the previous five years

Assignment 1

Tick Experience criteria

1	Proven 5 years experience in the app development/matchmaking platform	
2	Developing framework of handling large volumes of data and users	
3	Developing construction- market related app	
4	Managing back-end support for app operation	

Experience Description

Assignment name	Name of Client:
Country: Location within country:	Duration of assignment (months): Start date (month/year): Completion date (month/year):
Approx. value of the services provided by consultant under the contract (in current NRs)	Name of joint venture partner or sub-consultants, if any:
Description of assignment	
Description of actual services provided in the assignment:	
Provide scanned or an embedded link of the developed applications	

Annex 4 Financial Capacity

Annual Turnover	
Year	Amount in NPR
2079-80 Audited	
2078-79 Audited	
2077-78 Audited	
2076-77 Audited	
Total	
Average Annual Turnover	

Annex 5 Qualification of Key Personnel

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

S.N	Name	Position	Highest Qualification	Work Experience	Specific Work Experience	Nationality
1						
2						