

MUNICIPAL ASSOCIATION OF NEPAL (MuAN)

Expression of Interest (EOI)

Consultancy Services

Organization and Management (O&M) Based Human Resource Costing and Basic Service Delivery Costing for Municipalities in Nepal

First Date of Publication: [July 15, 2026]

The Municipal Association of Nepal (MuAN), with financial support from **SDC/TAF**, invites Expressions of Interest (EOI) from qualified consulting firms (or group of individual experts) to undertake an **Organization and Management (O&M) Based Human Resource Costing and Basic Service Delivery Costing for Municipalities in Nepal**.

Background

Following the completion of the study on **Administrative Expenditure Needs of Municipalities**, MuAN received strong recommendations from municipalities and key stakeholders to generate more detailed evidence on:

- Human resource requirements based on Organization and Management (O&M) principles;
- Minimum human resource costs required to perform constitutionally assigned municipal functions;
- Costing of selected basic municipal services; and
- Practical expenditure models to support fiscal equalization, municipal budgeting, and staffing reforms.

This consultancy represents the second phase of the evidence-building process and aims to support policy reforms relating to municipal standard human resource requirements, expenditure needs assessment, and intergovernmental fiscal transfers.

Objective of the Assignment

The overall objective of the assignment is to develop human resource costing and selected service delivery cost standards that will support:

- Municipal planning and budgeting ;
- Organization and Management (O&M) reforms;
- Municipal HR requirement;
- Expenditure need assessment; and
- Reform of Nepal's fiscal equalization system.

Scope of Services

The selected consultant will be responsible for, but not limited to, the following:

- Review municipal organizational structures using O&M principles.
- Assess municipal staffing requirements and workload.
- Estimate minimum human resource costs for different categories of municipalities.
- Develop cost standards for one or two selected municipal services.
- Preparing practical costing tools and templates for municipalities.
- Develop a **Municipal HR requirement**.
- Develop policy recommendations to improve expenditure need assessment and fiscal equalization.
- Facilitate stakeholder consultations and a national validation workshop.
- Produce a comprehensive final policy advocacy report and for MuAN.

The detailed Terms of Reference (TOR) can be downloaded from MuAN's website.

Duration of Assignment

The consultancy shall be completed within **90 calendar days** from the date of contract signing.

Eligibility and Qualification Criteria

Interested consulting firms should meet the following minimum qualifications:

- At least ten (10) years of professional experience in governance, decentralization, public financial management, organizational development, or related fields.
- Demonstrated experience in Organization and Management (O&M) studies.
- Proven experience in local government finance, fiscal federalism, expenditure analysis, and policy research.
- Experience in conducting similar assignments for government agencies or development partners.
- Availability of a multidisciplinary team with expertise in public finance, O&M, municipal governance, costing methodologies, and data analysis.

Submission Requirements

Interested consulting firms are requested to submit the following:

1. A letter expressing interest in the assignment.
2. Company profile, including legal registration documents.
3. Summary of relevant experience in similar assignments.
4. List of completed assignments of similar nature during the last five years.
5. Brief description of the proposed technical approach and methodology (maximum three pages).

6. Composition of the proposed consulting team, including CVs of key experts.
7. Tax clearance certificate, VAT/PAN registration, and any other applicable legal documents.

Selection Method

Shortlisting of consulting firms or team of experts will be carried out based on the evaluation of Expressions of Interest. Only shortlisted firms will be invited to submit full technical and financial proposals.

The final consultant will be selected using the **Quality and Cost-Based Selection (QCBS)** method in accordance with the procurement procedures agreed between MuAN and The Asia Foundation.

Submission Deadline

Interested consulting firms shall submit their Expression of Interest no later than **July 24, 2026**.

EOIs may be submitted electronically (PDF format) or in sealed hard copy.

Submission Address

Municipal Association of Nepal (MuAN)
Pandol Marg, lazimpat

Email: **info@muannepal.org.np**

Website: **<https://muannepal.org.np>**

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