



# **Standard Expression of Interest (EOI) Document for Shortlisting of Consultants and Consulting Services**

## **Procurement of Consulting Services (For National Consulting Services)**

Government of Nepal  
Ministry of Education  
**Education Review office**  
Sanothimi, Bhaktapur



## **Expression of Interest (EOI)**

**Title of Consulting Services: *National Assessment of Student Achievement (NASA), 2018***

**Method of Consulting Service:  
*National***

**Project Name** : *National Assessment of Student Assessment, under SSDP*

**EOI:** *ERO-2074/75-NASA-06*

**Office Name** : *Education Review Office*

**Office Address:** *Sanothimi, Bhaktapur, Nepal*

**Issued on:** *2074 Ashoj 17 (3rd October 2017)*

Financing Agency: *Government Budget (SS DP Pooled Fund)*

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## A. Request for Expression of Interest

Government of Nepal

### **Education Review Office**

Date: 2074 Ashoj 17 (3rd October 2017)

Name of Project: **National Assessment of Student Achievement (NASA), 2018**

Name of the funding Agency: GoN (SSDP Pooled)

1. Government of Nepal (GoN) has allocated fund **toward the cost of National Assessment of Student Assessment (NASA), 2018** and intends to apply a portion of this **fund** to eligible payments under the Contract for which this Expression of Interest is invited for **National consulting service**.
2. The **Education Review Office (ERO)** now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: **Coduct National Assessment of Student Assessment (NASA), 2018 at Grade 5 as specified in the TOR of ERO-2074/75-NASA-06**.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address **Education Review Office, Sanothimi, Bhaktapur** during office hours on or before **2074 Ashoj 30 (16 October 2017)** or visit the client’s website **www.ero.gov.np**.
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered through **manually to the address Education Review Office, Sanothimi, Bhaktapur** on or before **2074 Ashoj 31 ( 17 October 2017)**.
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 percent, Experience 40 percent, and Capacity 20 percent** 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 **60**.

## 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.
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 7 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/person/ company/ organization**.
4. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 4 years and audited balance sheet and bio data shall be considered for evaluation.
5. The assignment has been scheduled for a period of **Magh 2074 to Jestha 2075 (5 months)**. Expected date of commencement of the assignment is **first week of Magh 2074**.
6. A Consultant will be selected in accordance with the **Quality and Cost based selection** method.
7. 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)*.
8. 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.
9. 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 **National Assessment of Student Achievement, 2018 - ERO-2074/75-NASA-06**". The Envelope should also clearly indicate the **name and address of the Applicant**.
10. 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**

*See Annex 1 for TOR.*

## 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.

<b><u>i) Eligibility &amp; Completeness Test</u></b>	<b><u>Compliance</u></b>
Copy of Registration of the company/firm	
VAT/PAN Registration	
Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission [2072/2073]	
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	

<b><u>ii) EOI Evaluation (Ranking) Criteria</u></b>	<b><u>Minimum Requirement</u></b>	<b><u>Score (points)</u></b>
<b>A. Qualification and experience (40)</b>		
<i>Qualification of Key Experts (up to 6 persons)</i>	<i>Master's degree in education</i>	20
<i>Experience of Key Experts (up to 6 persons)</i>	<i>Minimum of 5 years of experience</i>	20
<b>B. Experience (40)</b>		
<i>General experience of consulting firm</i>		14
<i>Specific experience of consulting firm within last 7 years.(In case of person, specific experience of the person within last 4 years.)</i>		24
<i>Similar Geographical experience of consulting firm</i>		2
<b>C. Capacity (20)</b>		
<i>Financial Capacity (Average of last 7 years turn over)</i>		10
<i>Infrastructure/equipment related to the proposed assignment</i>		10
<i>Total</i>		100



## **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,

**Education Review Office**

Sanothimi, Bhaktapur

Telephone No.: 01-6639556

Fax No.: 01-6639556

Email Address: eronasa@gmailcom

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 **Education Review Office** as Consultant for **National Assessment of Student ERO-2074/75-NASA-06**.
2. Attached to this letter are photocopies of original documents defining:
  - a) the Applicant's legal status;
  - b) the principal place of business;
3. **Education Review Office** 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. **Education Review Office** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.<sup>1</sup>
5. All further communication concerning this Application should be addressed to the following person,

[Person]

[Company]

[Address]

[Phone, Fax, Email]

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<sup>1</sup> Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

6. We declare that, we have no conflict of interest in the proposed procurement proceedings 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. Include up to 7 assignments ((with supporting document)) from the last 7 years.*

<b>S. N.</b>	<b>Name of assignment</b>	<b>Location</b>	<b>Value of Contract</b>	<b>Year Completed</b>	<b>Client</b>	<b>Description of work carried out</b>
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. Include upto 8 performed assignments/tasks (with supporting document) related to student assessment, survey research/studies on education, field (school) based research/study in education*

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) <sup>2</sup> :
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:  <b>Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.</b>	

Firm's Name: \_\_\_\_\_

<sup>2</sup> 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.*

*Include 4 assignments/projects ((with supporting document)) from the last 7 years.*

<b>No</b>	<b>Name of the Project</b>	<b>Location (Country/ Region)</b>	<b>Execution Year and Duration</b>
1.			
2.			
3.			
4.			

### 4. Capacity

#### 4(A). Financial Capacity

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

*(Include annual turnover from last 7 years)*

Annual Turnover	
Year	Amount Currency

- Average Annual Turnover

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



**4(B). Infrastructure/equipment related to the proposed assignment**

<b>No</b>	<b>Name of the Infrastructure/equipment</b>	<b>Description of the Infrastructure/equipment with the use for this consultancy</b>
1.		
2.		
3.		
4.		

**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)*

<b>SN</b>	<b>Name</b>	<b>Position</b>	<b>Highest Qualification</b>	<b>Work Experience (in year)</b>	<b>Specific Work Experience (in year)</b>	<b>Nationality</b>
1						
2						
3						
4						
5						

(Please insert more rows as necessary)

## **Annex 1: TOR for the Task**

### **Terms of Reference to carry out selected activities of National Assessment of Student Achievement (NASA) 2018 for Grade 5**

#### **1. Background**

Government of Nepal has been implementing education programmes with a focus of universal access to schooling as well as ensuring expected level of learning of students. Since the primary concern of schooling is student learning, one of the important measures of student learning is the assessment of student achievement. The Education Review Office (ERO) has therefore been conducting large-scale assessment since 2011 to assess the achievement of students in various grades. In this connection, four large-scale assessment known as National Assessment of Student Achievement (NASA) for Grade 8 in 2011 and 2013, and for Grade 3 and 5 in 2012 and 2015 have successfully been accomplished as envisioned in School Sector Reform Plan (SSRP) 2009-2015. Similarly, third round of NASA for Grade 8 has also conducted in 2017. Being aware of the importance of large-scale assessment in devising policy and identifying strategic interventions towards improving the quality of students learning, the ongoing School Sector Development Plan (SSDP) has also suggested for the continuation of such large-scale assessment in various grades. Along with providing policy feedback national assessment also helps set norms and standards for quality education. For this, the Government of Nepal has been established ERO with the mandate of conducting National Assessment of Student Achievement periodically in various grades of school education. Accordingly, ERO is conducting National Assessment of Student Achievement (NASA) at grade 5 by the end of the first week of March, 2018 for which this TOR has been developed.

Looking at international practices, it appears that a number of countries have been participating in international tests such as the Program for International Student Assessment (PISA) and the Trends in International Mathematics and Science Studies (TIMSS). These tests provide a direct measure for student performance and are typically used to indicate educational outputs and consequently, the quality and accountability of each educational system. Such international practices and experiences can also be effective to strengthen national educational reform initiatives. Basically, such initiatives can directly be linked with improvements in the levels of education of the people of a country in general. They can also be linked with the major two objectives mentioned in SSDP: to enhance functional literacy and basic competencies of youths; and to monitor program input, process and output and evaluate the impact of the program in particular.

The main focus of this assessment program is to provide feedback to the government to achieve the goal of improving educational quality. For this, the assessment will be conducted in a representative sample of students in which Response Theory (IRT) will be used to analyse the results. IRT is useful to validly monitor performance over time and to describe growth between grades and between groups of interest and allows for the description of growth in terms of skills and understandings. The feedback from such achievement studies

can be used to improve every aspects of education system which ultimately helps enhancing the supply of comprehensive, useful, relevant, reliable and timely information to stakeholders at all levels of the education system; provides a comprehensive picture of student learning in the domains of literacy and numeracy; and presents valid and reliable information for monitoring changes in student achievement over time.

Based on the learning and experience of the past, ERO intends to accomplish the assessment with the involvement of an independent agency outside the MOE system to ensure its fairness in test administration. Similarly, existing human resources and other resources of ERO are not sufficient to conduct the assessment internally. In this case, ERO is preparing for assigning some of the activities of NASA 2018 at grade 5 to a consultancy firm. Therefore, this TOR is developed for the purpose of selecting and assigning the selected tasks of conducting NASA 2018 to a consultancy firm as per the provision in procurement act and regulations of the Government of Nepal.

## **2. Objective**

Overall objective of the consultancy is to conduct assessment survey at grade 5 in two subjects and and prepare data set for analysis. For the purpose of conducting national assessment of student achievement at grade 5 in 2018, ERO has detailed out a work plan consisting of a number of activities to be carried out in the process of assessment (*see: annex 1*). Among the activities identified in the assessment process activities such as printing and delivery of assessment tools, administration of test and other survey, collection of tools at scoring centre in Kathmandu from districts, scoring, data entry using OMR device and data verification have been included as the scope of work of the consultancy. In this case, the following are the specific objectives of the consultancy service:

- To handover test materials (achievement test items and background information questionnaires) to the test administration centers (in 1400 sample schools) after printing, packaging and timely delivery of the materials;
- To administer assessment survey to the students (around 30,200) from the sample schools following all professional standards;
- To collect the administered test materials to the scoring center in Kathmandu and carryout scoring following the given guidelines;
- To design and print OMR sheet, write individual marks and other data in OMR sheets;
- To scan OMR sheet in OMR and deliver electronic copy of tabulated data to ERO in the specified format after verification.

## **3. Methodology**

The major activities to be carried out in order to conduct proposed assessment of grade 5 have been presented in table 2. ERO completes the activities mentioned in the annex table such as item selection,

background information questionnaires development, preparing of printing ready copy (PRC) of the tools. The consultant has to carry out the activities such as printing of the survey tools, delivery of tools to district, orientation to test administration, collection of the materials, marking/scoring the test materials, data entry (entry of scores), verification of the data.

For the purpose of coordinating and facilitating test administration at the district level, there will be a NASA District monitoring mechanism in the leadership of District Education Officer (DEO) at the district level. Besides, ERO and the Ministry of Education will also monitor the assessment process.

The following paragraphs describes the activities to be carried out and, methods and process to be used by the consultancy while conducting this assignment (survey).

**3.1 Printing and transportation of tools:** ERO will provide PRC of the tools (test items and background questionnaires) to the consultant. The consultancy firm will be responsible for printing, packaging, sealing the packets and delivering the test materials to the selected District Education Office. Printing of tools should be done as per the specification approved by ERO, in a secured printing press and with maintaining high confidentiality. Packaging and sealing of test materials should be done according to the number of students (to be provided by ERO) in each administration center so that test materials will only be opened during the time of assessment in the centers as per the standard norms. Maintaining secrecy during printing, packaging, delivering and conducting assessment will be the prime concern of this activity.

After the test-materials reach the concerned districts the firm shall coordinate with District Education Office (DEO) so as to ensure timely and safe delivery of the tools to the schools. ERO will provide the list of the sample schools together with estimated number of participating students the consultancy at the time of planning for transportation.

**3.2 Test administration and collection of papers:** ERO will select sample schools following the specific principle of sample. Test will be administered in the 1400 sample schools of 25 districts (See Annex 2) in close coordination with respective DEOs. The scope of work includes conduction of assessment to 1400 schools spread across the different geographical regions of the country. The number of students for the two subjects participating in the program from these schools will be around 30,200 (See Annex 2 for districts, number of schools and students by districts). Each student will sit for one of the subjects test which will be decided on the basis of the defined criteria. ERO will provide the list of schools with subject to be tested and number of students of selected. School will administered the test and sent to the papers and questionnaires to respective DEOs.

The firm shall mobilize a field/district coordinator to each of the districts to coordinate all activities at district level, including delivering the materials to the district and collecting back to Kathmandu. The field/district

coordinator should participate in the orientation program to the head teachers organized by concerned DEOs (District Education Offices) for smooth conduction of the assessment in coordination with the District Education Office. The MOE and the ERO will closely monitor the administration process. After the collection of test materials and tools at DEO from schools the consultancy firm collect answer papers and questionnaires to marking centre in Kathmandu ensuring the security measures while carrying from district to Kathmandu..

**3.3 Scoring and processing of test items (booklets):** Marking/scoring test items/test materials including the background information will be done by the consultancy firm using the given guidelines and the marking scheme provided by ERO. The test scorers/experts must be school teachers or freelancers having a reasonable level of qualification in the relevant subjects. The background information of students and item scores will be tabulated (marked) into the Optical Mark Recognition (OMR) mark sheet. Conferencing scoring method should be used while scoring (scorers are not allowed to take the answer sheets outside from the scoring hall) following academic and technical standards.

**3.4 Data entry:** The firm should design and print OMR sheet. While writing marks in OMR sheet it should be ensured that marks should be readable from the marking sheet so that it will be scanned clearly. Scanned data should be processed in tabulated output. During the processes, the consultancy firm should consult ERO and ensure the matching of data entry template and possible data analysis requirements and themes. Further, electronic data entry (production) template should be developed by the consultancy before data entry so that the consultancy could start the scoring and scanning processes immediately after scoring. During the coding of the test materials, consultancy should consult with the ERO. The consultancy should use only the district and school code generated and used by the Department of Education while entering the data.

**3.5 Data verification:** The process of data verification is done carefully in order to minimize errors. Based on the last years' experience the process of data verification process should be finalized after adequate discussions between the consultancy firm and ERO. The entire process of data production will be checked by the officials from ERO. After the approval of the ERO official data production process will be finalized.

**3.6 Material systematization:** All the materials - the subject-wise test papers, background information questionnaires and OMR sheets should be returned to ERO. The papers should be organized systematically in an order of student code, school code and district code, so that during the analysis if any confusion occurs anybody can find individual student's answer sheet easily. Test papers and other tools are not allowed use for any other purpose.

**3.7 Report:** A report on the detail process of test (process reports) should be submitted by the consultancy firm immediately after the accomplishment of the task.

#### **4. Data, services and facilities to be provided by the client**

The client will provide PRC of the materials (the achievement test paper for two subjects and background response questionnaires). Moreover, the background questionnaires include head teacher questionnaires,

subject teacher questionnaires for two subjects and students questionnaires for each subject. In this way, there will be altogether three categories of background information questionnaires including students, teachers and head teachers. ERO will provide the name list of the district, name of NASA focal person for each district, a request letter to DEO, list of sample schools, students number, subject to be administered in the particular school.

## **5. Reporting / Deliverables**

The Consultancy is expected to deliver the following documents and reports:

- An inception report within the two weeks from the agreement;
- An interim report after the completion of the test administration;
- Soft (electronic) copy of each category of achievement test of two subjects including background data of students, head teachers and subject teachers in a portable disk.
- Test materials and all raw data; and
- A final process report mentioning all initiated activities.

## **6. Expected Output**

The following are the outputs expected from the firm:

- The action plan and inception report;
- Electronic copy of designed OMR format;
- Printed OMR sheet (3200 +3000 = 35000);
- Interim report;
- The scored test items and questionnaires and OMR sheets with data entry;
- Unused question papers and background information questionnaires;
- Soft (electronic) copy of each category of achievement test data of two subjects including students' background information and background data of head teachers and subject teachers;
- The final process report.

## **7. Monitoring of the work**

ERO will make some special arrangement to monitor the field work, scoring, data entry, verification and report writing process of the program. Officials from the Ministry of Education, Regional Education Directorate, District Education Office may also monitor the activities. Besides, ERO may assigne monitoring responsibility to any agency or person.

## **8. Time**

The actual administration will take place in the first week of March, 2018 tentatively (the exact date will be fixed latter). Scoring and data entry will be conducted at the center immediately after the collection of test materials. The work specified by this TOR should be completed by May, 2018.

**Table 1: Tentative Work Plan of NASA for Grades 5**

Activities	2017	2018								Remarks
		Jan	Feb	March	April	May	June	July	Beyond July	
1. General training on item writing	√									
2. Write test item	√									
3. Prepare test booklet for pretest	√									
4. Pretest	√									
5. Pretest analysis	√									
6. Item selection	√									
7. Decision on test item	√									
8. Typing (final) test materials & preparing PRC		√								
9. Printing and packaging and sealing of test items and questionnaires		√	√							
10. Organizing orientation on test administration to DEO personnel and HTs			√							
11. Delivery of test items and questionnaires			√							
12. Test administration				√						
13. Booklet collection				√						
14. Marking/scoring test items and questionnaires				√	√	√				
15. Entering scores (background and item) or manage data on OMR for processing					√	√				
16. Verification of data had over the data					√	√	√			
17. Posttest analysis of the items								√		
18. Equating of the old and new data (IRT modeling)								√		
19. Analysis of the data sets producing outputs								√	√	
20. School wise report preparation and printing									√	
21. Technical, public report preparation and printing									√	
22. Technical, public report finalizing and printing									√	

**NB: The consultant work for only the activity numbers from 9 to 16.**



**Standard EOI Document**

**Table 2: Number of sample schools and students by districts**

District SN	District Name	Total No. of schools	No. of sample school	No. students per school	Total no. of sample students
1	Panchthar	361	60	20	1200
2	Jhapa	595	100	25	2500
3	Dhankuta	264	44	20	880
4	Bhojpur	281	46	20	920
5	Okhaldhunga	237	40	20	800
6	Siraha	324	54	25	1350
7	Mahotari	271	46	25	1150
8	Sindhuli	467	78	20	1560
9	Kavre	613	102	20	2040
10	Nuwakot	348	58	20	1160
11	Lalitpur	418	70	25	1750
12	Rauthat	386	64	25	1600
13	Chitwan	470	78	25	1950
14	Lamjung	305	50	25	1250
15	Shyanga	461	76	20	1520
16	Parbat	278	46	20	920
17	Gulmi	387	66	20	1320
18	Pyuthan	285	48	20	960
19	Salyan	371	62	20	1240
20	Bardiya	341	56	25	1400
21	Humla	116	20	15	300
22	Kalikot	167	28	15	420
23	Bajura	197	32	15	480
24	Baitadi	448	76	20	1520
		8391	1400		30190