



Response to queries received from the potential applicants through email

- 1. Please disclose names of the hotels along with location, years of operation, number of rooms, and expansion plans. This will give a brief idea about the clientele and type of sustainability assessment and transition required.**

The selected accommodation enterprises are located in Pokhara-06, Kaski District, Gandaki Province. All participating properties will have a minimum of 25 rooms. Specific hotel names will be disclosed to the selected service provider prior to the contracting and kick-off workshop.

- 2. What is the capacity and funds availability of the hotel to implement recommendations from the STP, more specifically technical solutions requiring overhaul of facilities.**

The financial and institutional capacity of each hotel to implement STP recommendations, including capital-intensive technical solutions, is itself a core output of the assessment process as outlined in Section 5.5 of the ToR. Therefore, the service provider should propose a structured approach to financial readiness assessment in their technical proposal.

- 3. 5.2 section bullet 1 states procurement records. Please specify what type of procurement records.**

The service provider is expected to propose the specific procurement record types required to meet the assessment objectives set out in the ToR.

- 4. 5.2 section bullet 5 states governance. Please specify what specific governance areas.**

The service provider is expected to define the specific governance areas to be assessed based on the assessment objectives and certification criteria outlined in the ToR.

- 5. Do the hotels have all required regulatory permits, policies and practices in place?**

The regulatory compliance status of each hotel is to be assessed by the service provider during the baseline assessment phase.

- 6. Does the hotel's have existing mechanisms to provide baseline data?**

The availability and quality of existing data management systems at each hotel is to be assessed by the service provider during the inception and baseline assessment phases. Service providers should propose a data collection strategy in their technical proposal that accounts for partial or inconsistent data availability, including approaches for gap-filling through structured consultations, estimation based on spot measurements, and the use of proxy data where primary records are unavailable.



- 7. For GHG emissions, scope 1 and scope 3, which accounting framework are you looking into? Are the hotels able to provide this information to calculate GHG emissions, more specifically Scope 3?**

The service provider is expected to propose the most appropriate GHG accounting framework given the scale, data availability, and operational context of the selected hotels.

- 8. Depending on existing practices, baseline information and gap assessment, the time and resources required to develop financial and economic analysis (5.5), implementation plan (5.7), M&E (5.8), and risk assessment and safeguards (5.9) can significantly vary per hotel. Do you have an alternative approach for more efficient budgeting and timeline.**

The indicative timeline set out in Section 6 of the ToR has been determined based on experience with comparable hotel assessments of similar scale. Service providers are encouraged to propose adjustments to the workplan and resource allocation where they can demonstrate that a more efficient approach will deliver outputs of equivalent quality within the required scope.

- 9. What is the tentative budget per hotel?**

In line with standard procurement practice for competitive tendering processes, the budget ceiling for this assignment cannot be disclosed publicly, as the proposed budget forms part of the evaluation criteria for the financial proposal.

- 10. What is the timeline for decision making, contracting, and kick-off of assignment for selected firm?**

The contracting process and kick-off workshop will be completed within 21 days of the proposal submission deadline.

- 11. Is there a page limit for the proposal (based on the proposal template)?**

There is no prescribed page limit for the technical proposal. However, service providers are expected to follow the structure outlined in Section 3.1 Technical Proposal under Section II: Instructions to the Applicants.

- 12. What are specific experts required for carrying out the assignment?**

Service providers are expected to propose a team composition that is appropriate to the full scope of work of the assignment.

- 13. Will travel/accommodation cost be at actual cost basis?**

The service provider should propose this in their financial proposal.

- 14. How will DIGO provide continued support to the hotels to implement final STP?**

Following the completion and handover of the STPs, the DIGO project will continue to provide technical assistance support to the participating hotels to facilitate the implementation of STP recommendations.