

# Call for Expression of Interest (EoI)

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Social Welfare Council, established in accordance with Section 5, of the Social Welfare Act, 1992 as a regulating and facilitating body of NGOs and INGOs in Nepal is mandated to carry out evaluation of development projects implemented by INGOs and NGOs. So In accordance with guideline for Monitoring, Supervision and Evaluation of Social Organizations- 2071 (including the 5<sup>th</sup> amendment) SWC needs to prepare a roster of firms/companies/persons for direct hiring to carry out thematic and financial evaluation of the projects. As per Public Procurement Act, 2063 (29), Public Procurement Regulatory, 2064, (85) (1) and SWC's Guideline for NGOs/INGOs Monitoring , Supervision & Evaluation - 2071 all the aspirant and eligible consulting firms/companies/persons are requested to apply for the program evaluation and financial evaluation as team leader and financial expert respectively. All the documents of required qualifications and experiences must be submitted along with updated CV. For further details contact **Monitoring and Evaluation Department** Room no 206 Social Welfare Council, Pulchok, Lalitpur Contact No. 5455494/5 Ex 206. Those who have already applied previous years as thematic expert or financial expert also should apply in order to make a consolidated roster of evaluators.

## Areas for Project Evaluation

- Health
- Women
- Gender and Social Inclusion
- Child Protection
- Community Development
- Disability
- Agriculture/livestock
- Livelihood
- Disaster Risk Reduction (DRR)
- Education
- Wild Life Conservation
- Climate Change and Environment
- Human Rights, Democracy, Governance and Electoral System
- Intermediate Technology/ rural electrification / Renewable energy
- Media
- Small/Medium entrepreneurship
- Financial Analysis
- Linguistic (Nepali Mother Tongues/ dialect
- Archeology
- Gerontology

- Water Supply, Hygiene and Sanitation
- Animal Health and Development
- Crops Insurance and Animal Insurance
- Other areas of expertise

### **Competencies for the Consulting Firms**

<b>1. Legal Competencies of Consulting Firm</b>	1.1. Registered in accordance with the prevailing laws 1.2. Renewed regularly 1.3. Obtained VAT and PAN Certificates 1.4. Tax cleared regularly 1.5. Financial transaction audited annually	<u>Required Documents</u> 1. 1. Copy of Registration 1.2. Attested Copy of VAT and PAN 1.3. Copy of Tax Clearance Certificate 1.4. Copy of Audit Report of Last 2 years
<b>2. Objectives of the Consulting Firm</b>	2. The bylaws of the organization mentions clearly on conducting research and evaluation of the multiple development projects.	<u>Required Documents</u> Copy of the Bylaws
<b>3. Organizational Experiences</b>	3.1. At least two assignments awarded by organizations in Nepal for carrying out redevelopment projects	<u>Required Documents</u> 3.1. Copy of Assignment Letter/Agreement 3.2. Copy of Evaluation Report
<b>4. Qualification of Experts</b>	4.1. Passed at least Master's Degree in the relevant academic discipline	<u>Required Documents</u> 4.1. Copies of academic and character certificates of Master Degree, M-Phil and PhD only, if the certificate are other than Nepalese University should be submitted the all relevant certificates with equivalent certificate of Nepalese University.
<b>5. Experiences of Experts</b>	5.1. No need experience for holding PhD in the concerned academic disciplines. 5.2. At Least two years of experience on research, development management, evaluation and monitoring of development projects for the persons holding Master Degree in the relevant discipline. 5.3. Two years of experience on research, development management, evaluation and monitoring of development projects for the persons holding Bachelor Degree in technical subject like MBBS, Engineering,	<u>Required Documents</u> 5.1. Copies of assignment Letters 5.2. Copies of the evaluation reports completed 5.3. Copy of PAN 5.4. Signed Copy of CV 5.5. Auditing License from ICAN 5.6. Experience letter (if any)

	<p>Nursing, Information Technology (IT) BPH and Forestry.</p> <p>5.4. A recognized professional accounting qualification</p> <p>a)CA/ACCA/CPA having one-year experience in financial management of project</p> <p>b)Master's Degree in Management with financial/account having Three years of experience in auditing/accounting with exposure to the financial management</p> <p>5.5. Strong skills in writing and speaking in English and Nepali, presenting and dealing with the stakeholders and beneficiaries</p>	
<b>6. Sector of Expertise</b>	6.1. Please mention the area of expertise based on organizational experiences and individual expert you have	
<b>7. List of Experts</b>	<p>7.1 Please list out the name, address, email ID, and mobile number of Team Leader, Team Member, if needed, and Financial Expert</p> <p>Note: Please be informed that one organization cannot use the same experts more than one sectors.</p>	
<b>8. Address of the Organization</b>	8.1 Please list out the name, address, email ID, and mobile number and land line of the contact person with position	

### **Competencies for Individual Experts**

An Individual Expert may submit mentioning the following information:

<b>9. Qualification of Experts</b>	9.1. Passed at least Master's Degree in the relevant academic discipline	<p><b><u>Required Documents</u></b></p> <p>9.1. Copies of academic and character certificates of Master Degree, M-Phil and PhD only, if the certificate are other than Nepalese University should be submitted the all relevant certificates with equivalent certificate of Nepalese University.</p>
<b>10. Experiences of Experts</b>	10.1. No need experience holding PhD in the concerned academic disciplines.	<p><b><u>Required Documents</u></b></p> <p>10.1. Copies of assignment Letters</p>

	<p>10.2. At Least two years of experience on research, development management, evaluation and monitoring of development projects for the persons holding Master Degree in the relevant discipline.</p> <p>10.3. Five years of experience on research, development management, evaluation and monitoring of development projects for the persons holding Bachelor Degree in technical subject like MBBS, Engineering, Nursing, Information Technology (IT) Public Health (BPH), Medical lab Technology (BMLT) and Forestry.</p> <p>10.4. A recognized professional accounting qualification</p> <p>a) CA/ACCA/CPA having one-year experience in financial management of project</p> <p>b) Master's Degree in Management MBA with financial/account having five years of experience in auditing with exposure to the financial management of project</p> <p>10.5. Strong skills in writing and speaking in English and Nepali, presenting and dealing with the stakeholders and beneficiaries</p>	<p>10.2. Copies of the evaluation reports completed if you have.</p> <p>10.3. Copy of PAN</p> <p>10.4. Signed Copy of CV</p> <p>10.5. Auditing License from ICAN</p> <p>10.6. Experience letter (if any)</p>
<b>11. Sector of Expertise</b>	11.1. Please mention the area of expertise based on experiences of individual expert you have	

#### Additional qualifications

- Excellent communication skills, in particular, must have a strong level of written English for preparing report.
- Sound computer skill is necessary for presentation and analysis of data and facts.
- Applicants willing of travel to different districts may need to apply.
- Short listed candidates will be recorded in the roster of consultants and the SWC may assign the responsibility to the team leader/financial analysis as per its need and nature of programme/project according to TOR.
- Applicants should specifically mention their areas of interested sector for evaluation in their respective applications.
- SWC holds the right to accept or reject the application of the candidates without notifying any reasons or clarification what so ever.
- SWC may ask the applicants to furnish their testimonials and experience certificates. Monitoring and Evaluation Department.

Fact sheet (Please fill the required information of Team Leaders/Financials Expert/Firms and Companies)

Name and address of applicant institution and individual	Educational qualification of the experts	Areas of Expertise with priority	Experience (Job/Consultancy)	PAN	Contact No.	Email	Remark

**Note:** Attested copies of academic certificate, experiences and other specified documents must be submitted to SWC. SWC may ask original copies for verification.

**Social Welfare Council**

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