

Call for Expression of Interest (EoI)

The Social Welfare Council, established in accordance with Section 5, of the Social Welfare Act, 1992 of Nepal, based in Kathmandu, Nepal (hereinafter called "the Council"), to make effective co-ordination, co-operation, mobilization and promotion of the social organizations and institutions to enable them to drive social welfare activities for the economic and social progress/upliftment and self-reliance of the weak, helpless and disabled individuals. The Social Welfare Council (SWC) as a regulating and facilitating organization of I/NGOs is mandated to carry out evaluation of projects implemented by INGOs and NGOs in Nepal. In accordance with Guidelines for Monitoring, Supervision and Evaluation of SWC, it needs preparing roster of experts from the consulting firms, Thematic experts and Financial experts for awarding the evaluation tasks through the service procurement policy / Monitoring Supervision and Evaluation Guideline of SWC. Hence, the SWC calls an Expression of Interest from interested eligible Nepalese Consulting Firms/Companies, Thematic Experts and Financial Experts with required qualifications and experiences in the sectors as specified bellow. Aspirant and eligible applicants should submit a hard copy based Expression of Interest to SWC along with copies of attested academic certificates, experiences, specified Fact Sheet and updated CV to the Office of SWC, **Monitoring and Evaluation Department**, within 30 days from the first date of publication of this notice in the newspaper.

Areas for Project Evaluation

- Health
- Women and Development
- Gender and Social Inclusion
- Children Protection and Development
- Community Development
- Disability and Development
- Agriculture/livestock
- Livelihood and Development
- Earthquake/Disaster Management
- Education and Development
- Wild Life Conservation and Forest Management
- Climate Change, Environment and Development
- Legal, Human Rights, Democracy, Governance and Electoral System
- Micro credit /Saving and credit
- Institution Capacity Building
- Intermediate Technology/ rural electrification / Renewable energy
- Media and Development
- Small/Medium entrepreneurship
- Advocacy/ training / awareness



by

- Human Resources Development
- 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/ Thematic Experts (Team Leader) /
Financial Experts**

1. Legal Competencies of Consulting Firm	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	Required Documents 1. 1. Copy of Registration 1.2. Copy of VAT and PAN 1.3. Copy of Tax Clearance Certificate 1.4. Copy of Audit Report of Last 2 years
2. Objectives of the Consulting Firm	2. The bylaws of the organization mentions clearly on conducting research and evaluation of the multiple development projects.	Required Documents Copy of the Bylaws
3. Organizational Experiences	3.1. At least one assignments awarded by organizations in Nepal for carrying out development projects	Required Documents 3.1. Copy of Assignment Letter/Agreement 3.2. Sample Copy of Evaluation Report(s)
4. Qualification of Experts	4.1. Passed at least Master's Degree in the relevant academic discipline.	Required Documents 4.1. Copies of Academic Certificates.
5. Experiences of Experts (Team Leader and Financial Experts)	5.1. No need of additional experiences for the persons holding PhD in the concerned academic disciplines. 5.2. At Least Two (2) 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 (2) years of experience on research, development management, evaluation and	Required Documents 5.1. Copies of assignment Letters 5.2. Sample Copy of the evaluation report (s) completed 5.3. Copy of PAN 5.4. Signed Copy of CV 5.5. Auditing License from ICAN 5.6. Experience letter (if any)

Handwritten signature or initials.



	<p>monitoring of development projects for the persons holding Bachelor Degree in technical subject like MBBS, Engineering, Nursing, IT, Law, Agriculture , Forestry.</p> <p>5.4. A recognized professional accounting qualification a)CA/ACCA/CPA having one-year experience in auditing and financial management of project b)Master's Degree in Management with financial/account having three (3) 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>	
6. Sector of Expertise	6.1. Please mention the area of expertise based on organizational experiences and individual expert you have	
7. Address of the Firm/Company	Please list out the name, address, email ID, and mobile number and land line of the contact person with position	

Additional Requirements and notifications:

- 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 should be willing to travel different districts.
- Short listed candidates will be recorded in the roster of consultants and the SWC may assign the responsibility to the team leader/financial experts as per the need and nature of programme/project and according to TOR.
- Applicants should specifically mention their areas of interest 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.

M. J. Singh



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

Name and address of applicant	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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website: www.swc.org.np

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