

EXPRESSION OF INTEREST (EOI) Format

for

**Designing Social Security Schemes and its
Implementation**

Social Security Fund
Ministry of Labour and Employment
Government of Nepal
2071 Bhadau

1. Back ground of the Consulting Firm:

1.1 Name:

1.2 Registered Address :

1.3 Main areas of Expertise:

1.4 Chief Executive of the Firm:

1.5 Contact Person and Contact Address (Phone and Email):

1.6 No. of Permanent Staffs:

1.6.1 Technical Experts:

1.6.2 General Staffs:

1.7 In case of JV:

1.7.1 Lead Firm

1.7.2 Other JV Members

2 Financial Status of the Firm:

2.1 The Firm/Lead Firm

| <i>Particulars</i> | <i>2064/65</i> | <i>2065/66</i> | <i>2067/68</i> | <i>2068/69</i> | <i>2069/70</i> |
|------------------------|----------------|----------------|----------------|----------------|----------------|
| <i>Total Sales</i> | | | | | |
| <i>Income Tax Paid</i> | | | | | |
| <i>Net Profit</i> | | | | | |

2.2 JV Partner1

| <i>Particulars</i> | <i>2064/65</i> | <i>2065/66</i> | <i>2067/68</i> | <i>2068/69</i> | <i>2069/70</i> |
|------------------------|----------------|----------------|----------------|----------------|----------------|
| <i>Total Sales</i> | | | | | |
| <i>Income Tax Paid</i> | | | | | |
| <i>Net Profit</i> | | | | | |

3 Technical Experience/Capabilities of the Applicant

List at least 3 similar projects completed and provide following information for each of these projects:

(Please use this separate sheet for each project)

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Project Identification:

| | |
|---|--|
| Project name and location | |
| Overall cost of Project | |
| Client's Owner's references: Names/Company/ Title, Telephone number/ Fax number, email address, website | |
| Date of Commencement | |
| Date of Completion or current status | |
| Details of the work (project) | |

4 Personnel For the Project:

Proposed Staff and expert:

| S.N. | Responsibility | Name | Relevant Qualification | No. of Years of Experience | Special experience |
|------|----------------|------|------------------------|----------------------------|--------------------|
| 1 | Team Leader | | | | |
| 2 | Team Member | | | | |
| 3 | Team Member | | | | |
| 4 | Team Member | | | | |

5 Other proposed and support staff:

| S.N. | position | Name | Relevant Qualification | No. of Years of Experience | Special experience |
|------|----------|------|------------------------|----------------------------|--------------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |

6 Organization structure and Institutional Capacity:

(Organization chart and detail description)

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7 Attached details of proposed professional staff:

(Curriculum Vitae (CV) Format for Proposed Professional Staff)

Proposed Position *[only one candidate shall be nominated for each position]:* _____

Name of Firm *[Insert name of firm proposing the staff]:* _____

Name of Staff *[Insert full name]:* _____

Date of Birth: _____ **Nationality:** _____

Education *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:* _____

Membership of Professional Associations: _____

Other Training *[Indicate significant training since degrees under 5 - Education were obtained]:* _____

Countries of Work Experience: *[List countries where staff has worked in the last ten years]:* _____

Languages *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:* _____

Employment Record *[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:*

From *[Year]*: ____ To *[Year]*: _____

Employer: _____

Positions held: _____

| Detailed Tasks Assigned | Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned |
|------------------------------|---|
| <i>[List all tasks to be</i> | <i>[Among the assignments in which the staff has been involved,</i> |

| | |
|---|---|
| <i>performed under this assignment]</i> | <i>indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i> Name of assignment or project: _____ Year: _____ Location: _____ Client: _____ Main project features: _____ Positions held: _____ Activities performed: _____ |
|---|---|