

# **EXPRESSION OF INTEREST (EOI)**

**Title of Consulting Service: Vocational Skill  
Development Training for Nepali Youths**

**Method of Consulting Service: National**

**Project Name : Vocational Skill Development Training for Nepali Youths**

**EOI : NYC-2082/83-VSDT-01(1-10)**

**Office Name: National Youth Council**

**Office Address: Bhaktapur Bhaktapur**

**Funding agency : Government Budget**



## **Abbreviations**

<b>CV</b>	<b>: Curriculum Vitae</b>
<b>CTEVT</b>	<b>: Council for Technical Education and Vocational Training</b>
<b>DO</b>	<b>: Development Partner</b>
<b>EA</b>	<b>: Executive Agency</b>
<b>EOI</b>	<b>: Expression of Interest</b>
<b>FEB</b>	<b>: Foreign Employment Board</b>
<b>GON</b>	<b>: Government of Nepal</b>
<b>MOYS</b>	<b>: Ministry of Youth and Sports</b>
<b>NYC</b>	<b>: National Youth Council</b>
<b>PAN</b>	<b>: Permanent Account Number</b>
<b>PPA</b>	<b>: Public Procurement Act</b>
<b>PPR</b>	<b>: Public Procurement Regulation</b>
<b>TOR</b>	<b>: Terms of Reference</b>
<b>TTP</b>	<b>: Technical Training Provider</b>
<b>VAT</b>	<b>: Value Added Tax</b>
<b>NAVT</b>	<b>: National Academy of Vocational Training</b>



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## **A. Request for Expression of Interest**

# Request for Expression of Interest

## Government of Nepal (GoN)

Name of Employer: National Youth Council

Date: 21-12-2025 06:00

Name of Project: Vocational Skill Development Training for Nepali Youths

1. Government of Nepal (GoN) has allocated fund toward the cost of Vocational Skill Development Training for Nepali Youths and intend to apply portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service
2. The National Youth Council now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: 1. Government of Nepal (GoN) has allocated fund toward the cost of Implementation of the Assignment “Vocational Skill Development Training for Nepali Youths” and intend to apply portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service  
2. The National Youth Council now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: NYC has planned to provide vocational skill training to 840 youths in the FY 2082/083. The primary objective of this assignment is to deliver comprehensive and high quality vocational training to Nepali youths. The training will be conducted in accordance with a standardized curriculum approved by the National Youth Council (NYC) and will be designed to meet current industry demands and best practices.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address National Youth Council, National Youth Council  
Bhaktapur  
Bhaktapur  
Bagmati Province  
Nepal during office hours on or before 05-01-2026 12:00 or visit e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) or visit the client’s website [nyc.gov.np](http://nyc.gov.np)
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) or manually to the address [insert: Name of the client and address] on or before 05-01-2026 12:00
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 40.0 %, Experience 50.0 %, and Capacity 10.0 % 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**

# 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 and the maximum number of partners in JV shall be limited to three.
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/ 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 6 month. Expected date of commencement of the assignment is 05-03-2026.
6. A Consultant will be selected in accordance with the QCBS 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 by electronically only using the forms and instructions provided by the system.
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**





## **Terms of Reference (TOR)**

### **For Implementation of the Assignment "Vocational Skill Development Training for Nepali Youths"**

**EOI Number: (NYC-2082/083-VSDT-01)**

#### **1. Background**

The National Youth Council (NYC) is at the forefront of driving socio-economic transformation in Nepal by empowering the nation's youth with the skills and competencies needed for today's competitive labor market. Recognizing that a significant portion of Nepali youths remain underemployed or unemployed due to outdated educational practices and a mismatch between available skills and industry requirements, the NYC is launching an ambitious vocational training initiative. This program is designed not only to bridge the existing gap in technical expertise but also to foster a culture of entrepreneurship and self-reliance among young people across the country.

In recent years, rapid technological advancements, evolving industry standards, and globalization have reshaped the employment landscape, rendering traditional methods of education insufficient in preparing youth for the modern workforce. Many young Nepalese have expressed a strong desire to gain hands-on, trade-specific competencies that can open doors to both domestic and international opportunities. However, the lack of a standardized, comprehensive vocational training framework and the limited capacity of current training infrastructure have historically hindered progress. The NYC recognizes that addressing these challenges head-on is key to ensuring that every Nepali youth can access quality training tailored to market demands.

To tackle these issues, the NYC initiative is structured to deliver high-caliber practical training across a wide array of trades. The inclusion of these standardized assessments will not only raise the overall quality of the training programs but also provide employers with credible benchmarks for hiring. By partnering with accredited technical training providers and industry experts, the NYC is committed to establishing an ecosystem where vocational education is seamlessly aligned with real-world requirements, thereby enhancing the employability and entrepreneurial potential of its participants.

Moreover, this initiative is a strategic response to the growing domestic need for skilled professionals who can contribute to Nepal's industrial and economic development. It emphasizes inclusivity by prioritizing marginalized groups and youths from rural areas, ensuring that the benefits of skill development reach every segment of society. The program also aims to stimulate local economies by promoting self-employment and small business development, positioning trained youths as catalysts for community progress.

Ultimately, through this comprehensive approach to vocational training and certification, the National Youth Council endeavors to create a robust framework that not only addresses current workforce deficiencies but also anticipates future economic trends. By equipping young people with both technical and entrepreneurial skills, NYC is paving the

  
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way for a more resilient, capable, and dynamic generation that will drive Nepal's growth in an increasingly globalized world.

## 2. Applicable Laws and Regulations

The implementation of this program will adhere to the following laws and regulations:

- National Youth Council Act, 2072
- National Youth Policy, 2082
- Technical Education and Vocational Training (TEVT) Act, 2045
- Public Procurement Act, 2063 and Regulations, 2064
- Guidelines of Skill Development Training for Employment, 2081
- Other relevant laws and guidelines issued by the Government of Nepal

## 3. Scope of Work

- 3.1 The primary objective of this assignment is to deliver comprehensive and high-quality vocational training to Nepali youths. The training will be conducted in accordance with a standardized curriculum approved by the National Youth Council (NYC) and will be designed to meet current industry demands and best practices.
- 3.2 The program will target approximately 840 Nepali youths during the designated fiscal year, ensuring that the training reaches a diverse group of participants from both urban and rural areas. The content of the training is tailored to equip participants with practical and theoretical competencies that enhance their employability.
- 3.3 Training shall be conducted on a mobile basis. Each approved Technical Training Provider (TTP) must have a functional head office equipped with the necessary tools, equipment, and resources to effectively implement and manage the training sessions in accordance with NYC standards.
- 3.4 In order to support the wellbeing of participants throughout the training period, a daily lunch allowance of NRs. 75 per participant will be provided during all training sessions.
- 3.5 The training location will be assigned to the Training Providers by NYC.
- 3.6 Training venues must be prepared in strict adherence to the prescribed curriculum. Should any venue be found lacking during monitoring visits, the NYC reserves the right to extend the training duration or cancel the session to maintain the requisite quality standard.
- 3.7 The National Youth Council reserves the right to modify the number of trainees in one or all training sessions based on operational requirements and continuous evaluation of the program. NYC also retains discretion to accept or reject any or all proposals in alignment with program objectives.
- 3.8 The training program will incorporate a variety of vocational trades pertinent to domestic industry needs. Detailed information on the number of trainees, the duration of training (in hours), and the estimated costs for each trade will be provided in annexed packages. Adjustments to these details will be made as necessary to ensure alignment with overall program goals and available budget provisions.

SN	Package	Occupation	Time Period	Target Number
1	NYC-2081/082-VSDT-01.1	Junior Beautician	390 Hour	180
2	NYC-2081/082-VSDT-01.2	Barista	390 Hour	160

  
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SN	Package	Occupation	Time Period	Target Number
3	NYC-2081/082-VSDT-01.3	Tailor	390 Hour	160
4	NYC-2081/082-VSDT-01.4	Montessori (ECD Facilitator)	390 Hour	80
5	NYC-2081/082-VSDT-01.5	Baker	390 Hour	60
6	NYC-2081/082-VSDT-01.6	Cook ( Commis-III)	390 Hour	40
7	NYC-2081/082-VSDT-01.7	Building Electrician	390 Hour	40
8	NYC-2081/082-VSDT-01.8	Motorcycle Service Mechanics	390 Hour	40
9	NYC-2081/082-VSDT-01.9	Barber	390 Hour	40
10	NYC-2081/082-VSDT-01.10	Plumber	390 Hour	40

3.9 One training provider can apply for EOI in maximum 3 packages and a total of 100 trainees in the overall assignment.

3.10 In each package, 3 to 6 TTPs will be short listed in each package as per the Public Procurement Act, 2063, Clause 30(5) and RFP will be issued. The RFP evaluation method will be Quality and minimum Cost Based Selection Method.

#### 4. Target Beneficiaries

4.1 The program is targeted at Nepali youths who meet the following criteria:

- Nepali citizen
- Aged between 16-40 years
- Literate
- Unemployed or underemployed
- Priority will be given to individuals from marginalized and rural communities.

#### 5. Role of NYC

- NYC will provide the necessary curriculum, guidelines, and monitoring mechanisms to ensure the quality of training and certification.
- NYC will publish a call for applications for potential trainees and TTPs.
- NYC will oversee the selection process for trainees and TTPs, ensuring transparency and fairness.
- Will ensure quality of training through regular monitoring.
- To provide curriculum and other necessary formats required for training documentation and implementation.

#### 6. Role of TTPs

- TTPs will be responsible for delivering training programs as per the approved curriculum.
- TTPs must ensure the availability of qualified trainers, adequate infrastructure, and necessary tools and equipment.
- TTPs will maintain detailed records of trainees and submit regular progress reports to NYC.

*(Signature)*  
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- 5.4 Must have 1-training coordinator, 1-monitoring officer and 1-database officer dedicated to overall NYC training in head office of TTPs who will be responsible for timely reporting, coordination, supervision and database management.
- 5.5 Should ensure adequate training facilities are available including separate workstations for each trainee for theory and practical sessions.
- 5.6 Must provide the necessary physical infrastructure, tools and equipment for training.

## 7. Eligibility and Experience of TTPs

6.1 The TTPs must have complete following eligibility test for the proposals to be evaluated. EOI will be rejected if required documents mentioned in this section are not submitted.

SN	Eligibility and Completeness Test	Compliance
1	Copy of registration/firm in office of the company registrar and renewal (7 year-Mandatory)	Yes/No
2	Copy of affiliation certificate of Council for Technical Education and Vocational Training (CTEVT) along with renewal for fiscal year 2081/082 (Mandatory)	Yes/No
3	Value Added Tax (VAT) registration certificate (Mandatory)	Yes/No
4	Tax clearance letter of FY 2080/081 (Mandatory)	Yes/No
5	Average Annual turnover of NRs. 5 million in last three fiscal years (2079/080, 2080/081, and 2081/082) (Mandatory)	Yes/No
6	Self-declaration letter indicating the understanding of TOR, no conflict of interest with the procurement process and TOR, and declaration of not being blacklisted or convicted of fraudulent activities or corruption while doing consulting business and commitments for code of Ethics and for adherence to anti-corruption policy (Mandatory)	Yes/No
7	EOI Form 1-5 (Mandatory)	Yes/No

6.2 The experience of the firm will be counted from FY 2077/078 to FY 2081/082. Experience details should be supported by letters from funding agencies (government organizations, government involved bilateral projects, INGOs, etc.). Experience letters from other private/public limited, local level NGO, community organizations, committees, federations, etc. will not be considered for evaluation.

6.3 Experience letters from funding agencies must be submitted. Other documents such as VAT bill, only work order, agreements, ongoing information letters, etc. will not be considered for evaluation.

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## 8. Provision of training, human resources and curriculum

7.1 The training must be conducted as per the prescribed curriculum of CTEVT.

7.2 The TTPs must conduct training in two cycles. The number of trainees per cycle should be evenly balanced.

7.3 The theoretical sessions must be at most 20% of training duration and practical sessions must be at least 80% of training duration.

7.4 The trainee: trainer ratio will be 20:2 for each training venue. One main trainer and one co-trainer must be available for training.

7.5 It is the responsibility of the TTPs to ensure that all training programs adhere to the approved curriculum and meet the required international standards. This includes delivering training content that is relevant and beneficial for securing employment abroad.

### 7.6 Required Qualification for instructors

S.N.	Key Experts	Minimum Qualification and Experience
1.	Main Trainer	NSTB Level II or equivalent with TOT and 5 years of experience
2.	Co-trainer/ Assistant trainer	NSTB Level I or equivalent with TOT and 5 years of experience
<b>Support Staff</b>		
1	Training Coordinator	Bachelor's Degree with 3 years of working experience
2	Monitoring Officer	Bachelor's Degree with 3 years of working experience
3	Data-base Operator	10+2 with computer training.

## 9. Training and Certification Process

8.1 The training will consist of 80% practical sessions and 20% theoretical sessions.

8.2 Training completion certificate will be issued to trainees completing training program with at least 90% attendance.

## 10. Monitoring and Evaluation

9.1 TTPs, NYC and MoYS will conduct regular monitoring visits to training venues to ensure compliance with standards.

9.2 TTPs will submit progress reports and a final training completion report to NYC.

## 11. Payment Terms

10.1 Payments to TTPs will be made in three installments: mobilization, second and final payment.

SN	Payment	Requirement
1	First Payment (Mobilization) = 20%	Agreement, Professional Liability Insurance, Bank Guarantee from authorized Banks

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2	Second Payment = 60%	Completion of all training activities, and submission of training completion report in prescribed format
3	Final Payment 20%	Completion of at least 80% participants must be pass the NSTB skill test

## 12. Deliverables

11.1 Training and certification of 840 youths in various trades.

11.2 Submission of training completion reports, including trainee details and certification results.

  
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## **D. Evaluation of Consultant's EOI Application**

# 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.

## i) Eligibility & Completeness Test

Sl. No.	Criteria Title	Compliance
1	Corporate Registration	
2	Tax Clearance/Tax Return Submission	
3	VAT/PAN Registration	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Applicant's Information Form	
6	EOI Form 3: Experience (3(A) and 3(B))	
7	EOI Form 4: Capacity	
8	EOI Form 5: Qualification of Key Experts	
9	EOI Form 6: Purposed Sector and number of Trainee	
10	In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible consultant.	
11	If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV shall not be eligible to participate in procurement process till the concerned Court has not issued the decision of clearance against the Corruption Charges.	

## ii) EOI Evaluation Criteria

### A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Qualification of Main Trainer	NSTB Level 2 or equivalent with ToT
2	Experience of Main Trainer	at least 5 years
3	Qualification of Co- Trainer	NSTB Level 1 or equivalent with ToT
4	Experience of Co- Trainer	at least 5 years
5	Qualification of Training coordinator	Bachelor or equivalent
6	Experience of Training coordinator	at least 3 years
7	Qualification of Monitoring officer	Bachelor or equivalent
8	Experience of Monitoring Officer	at least 3 years
9	Qualification of Database officer	12 or equivalent
10	Training of Database Officer	Computer Training

**Score: 40.0**

### B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	Experience of conducting training in any occupation (160 hours

Sl. No.	Criteria	Minimum Requirement
		or more)
2	Specific experience of consulting firm within last 7 years.	Experience of conducting training in purposed occupation (160 hours or more)
3	Similar Geographical experience of consulting firm	Experience of conducting training in similar geographical location

**Score: 50.0**

### C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity.[Average turnover required shall not exceed 150% of cost estimate]	at least NRS 5 million average annual turnover in last three fiscal years
2	Infrastructure/equipment related to the proposed assignment.[This Evaluation criteria should be deleted if infrastructure/equipment are not the part of the proposed assignment]	Availability of required infrastructure and equipment for purposed occupation

**Score: 10.0**

**Minimum score to pass the EOI is: 60**

Note : If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such consultant's proposal shall be excluded during the evaluation.



## **E. EOI Forms & Formats**

## **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

## Standard EOI Document

### 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,

Full Name of Client: \_\_\_\_\_

Full Address of Client: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

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 **[Insert name of Client]** as Consultant for **[Insert brief description of Work/Services]**.
2. Attached to this letter are photocopies of original documents defining:
  - a) the Applicant's legal status;
  - b) the principal place of business;
3. **[Insert name of Client]** 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. **[Insert name of Client]** 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]
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

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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.

***Standard EOI Document***

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):**



**Standard EOI Document**

**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.)*

**Standard EOI Document**

**3. Experience**

**3(A). General Work Experience**

*(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)*

<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.						

**Standard EOI Document**

**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)*

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

**Standard EOI Document**

**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)*

<b>No</b>	<b><i>Name of the Project</i></b>	<b><i>Location (Country/ Region)</i></b>	<b><i>Execution Year and Duration</i></b>
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			
<b>4.</b>			
<b>5.</b>			
<b>6.</b>			
<b>7.</b>			



**Standard EOI Document**

**4. Capacity**

**4(A). Financial Capacity**

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

Annual Turnover	
Year	Amount Currency

- Average Annual Turnover

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

**Standard EOI Document**

**4(B). Infrastructure/equipment related to the proposed assignment<sup>3</sup>**

<b>No</b>	<b>Infrastructure/equipment Required</b>	<b>Requirements Description</b>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		
<b>4.</b>		
<b>5.</b>		

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<sup>3</sup> Delete this table if infrastructure/equipment for the proposed assignment is not required.

**Standard EOI Document**

**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)

Date: \_\_\_\_\_

To  
The Administrative Chief  
National Youth Council  
Sanothimi, Bhaktapur

Sub: Information on proposed packages and number of trainees

Dear Sir,

In regard to the EOI submitted by our firm/company, we would like to inform you that we have submitted our EOI in following packages:

SN	Package No.	Occupation	Number of Trainees
1			
2			
3			

Sincerely,

Authorized Signature:

Name of Authorized Representative:

Position:

Contact Number:

Email:

Name of Firm:

## FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

**Proposed Position:** \_\_\_\_\_

**Name of Consultant:** \_\_\_\_\_

**Name of Staff:** \_\_\_\_\_

**Profession:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Years with Consultant/Entity:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

**Membership in Professional Societies:** \_\_\_\_\_

**Detailed Tasks Assigned:** \_\_\_\_\_

### **Key Qualifications:**

*[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]*

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### **Education:**

*[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page]*

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### **Employment Record:**

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]*

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### **Languages:**

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

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### **Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

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*[Signature of staff member and authorized representative of the consultant]* **Day/Month/Year**

**Full name of staff member:** \_\_\_\_\_

**Full name of authorized representative:** \_\_\_\_\_