

**Sample of Organizational Profile
(Prefer criteria 1 of EOI format)**

Applicant's Information Form

(In case of joint venture of two or more firms, each firm should fill separately the form)

1. Name of the firm/organization:
2. Complete address of the organization:
3. Date of Registration:
4. Country of Registration:
5. Place of Registration:
6. Telephone No.:
7. Email Address:
8. Fax No.:
9. Post Box No.:
10. Head of Organization (name and position, personal phone number, Email):
11. Place/address of registration of organization:

EOI Form 3: Vision, Mission, Goals and Objectives of the organization (1 page max)

Vision:

Mission:

Goals:

Objectives:

EOI Form 4: Major ongoing current program/s: [Please insert more rows as necessary]:

S. N.	Title of the project/program	Project Duration and sites	Contractual Amount (NPR)	Funding Agency/Client

EOI Form 5: General and Specific Experience [Please insert more rows as necessary]:

- **Specific Experience**

S. N	Title of the project/ program	Project Duration and sites	Value of Contract (NRS)	List of Major Activities	Achievements	Funding Agency/ Client

- **General Experience**

S. N	Title of the project/ program	Project Duration and sites	Value of Contract (NRS)	List of Major Activities	Achievements	Funding Agency/ Client

EOI Form 6: Governing Board/Member profile

Total Members: (Male.....; Female.....; Others.....)

Detail of Board Members/Executive Team [Please insert more rows as necessary]:

SN	Full name	Position	Sex	Summary of expertise & experience

EOI Form 7: Total Number of Staff Implementing Programs on Migrants

SN	Full name	Sex	Position	Qualifications	Experience in HIV & AIDS or health related programs (in years)	Working Organization

