



Terms of Reference

Hotel / Venue for Residential Capacity Building Training

1. Background

The Non-Resident Nepali Association (NRNA) Secretariat plans to conduct a 3-day residential institutional capacity building training. For this purpose, NRNA invites hotels/venues to provide accommodation, training hall, and related services.

2. Training Details

- **Duration:** 3 days
- **Tentative Time:** Last week of October
- **Participants:** 20-30 persons
- **Location:** Godavari

3. Scope of Services

The hotel/venue should provide:

- Residential accommodation (Single Occupancy Room; Double/ Sharing Room) 20 Persons
- Conference hall with seating for 30 participants
- Audio-visual facilities (LCD projector, screen, sound system, mic)
- High-speed Wi-Fi
- Tea/coffee breaks (2 per day)
- Lunch and dinner for participants
- Safe and hygienic environment

4. Eligibility Criteria

- Registered hotel/venue with valid legal documents
- Experience in hosting trainings/workshops
- Competitive and transparent pricing

5. Deliverables

- Complete residential and training services for 3 days
- Final invoice with tax details after completion

6. Submission Requirements

Interested hotels/venues are requested to submit:

- Company profile
- Detailed financial quotation (per person per day rate)
- Copy of registration, PAN/VAT

7. Evaluation Criteria

Selection will be based on:

- Cost-effectiveness
- Quality of facilities
- Location and accessibility
- Past experience

8. Submission Deadline

Interested hotels/venues are requested to submit their proposals to the NRNA Secretariat **no later than October 1, 2026**.

Application Process

Interested individuals or organizations should submit:

- Letter of Interest with relevant legal documents (Registration, VAT Registration, Pan No. Tax Clearance and experience letter)
- Organizational profile highlighting relevant experience.
- Technical proposal
- Financial proposal, including applicable taxes.

Applications should be sent to **procurement@nrna.org** / pramila.lama @ nrna.org by **October 1, 2026**. For any information, please contact 9801861127.



Terms of Reference

Consultancy for Institutional Capacity Building Training

1. Context

The Non-Resident Nepali Association (NRNA), as a global diaspora organization, has been actively working for the welfare and rights of Nepali migrants and Non-Resident Nepalis (NRNs) across various countries of destination (CoDs). Labor migration remains one of NRNA's core focus areas, where volunteers in different CoDs collaborate with Nepali diplomatic missions to support migrants through passport renewal, documentation assistance, legal aid, health and mental health awareness, emergency relief, and repatriation—often on a voluntary basis.

NRNA intends to hire a qualified consultancy firm/organization to design and deliver a 3 days residential institutional capacity building training for NRNA executives, volunteers, and secretariat staff.

2. Objective of the Assignment

To design and deliver a comprehensive institutional and organizational development training package that strengthens leadership, governance, and program management capacities of NRNA.

3. Scope of Work

The selected consultant/firm will be responsible for:

1. Training Design
 - Conduct a brief needs assessment (desk review and consultation with NRNA)
 - Develop a customized institutional development training package
 - Prepare detailed session plans, agenda, and training materials
2. Training Delivery
 - Facilitate a 3 days residential training
 - Use participatory methods including group work, case studies, role plays, and discussions
 - Ensure gender-sensitive and inclusive facilitation
3. Documentation & Reporting
 - Prepare a training completion report
 - Submit participant list, training materials, photos, and key outcomes
 - Provide recommendations for future capacity-building initiatives

4. Key Training Themes (Indicative)

- Institutional and organizational development
- Leadership and governance
- Strategic planning and coordination
- Resource and program management
- Communication and teamwork; Mental Health (Stress Management; Work Life Balance)
- Sustainability and service delivery mechanisms for Migrant Workers

5. Deliverables

- Inception note and training design
- Training materials and facilitation
- Final training report with recommendations

6. Duration and Timeline

Activity	Timeline
Training Design and Preparation	Third Week of October, 2026
Training Implementation	Last Week of October 2026
Final Report Submission	1 st Week of November 2026

7. Reporting & Coordination

The consultant/firm will work under the overall supervision of the NRNA and coordinate closely with the MiRiDeW Project Team.

8. Payment Schedule

Payment will be made upon:

- Successful completion of the training, and
- Submission and approval of the final report and deliverables, as per the agreed contract terms.

9. Eligibility Criteria

- Proven experience in institutional/organizational development training
- Experience working with CSOs, networks, or migration-related institutions
- Strong facilitation expertise

Application Process

Interested individuals or organizations should submit:

- Letter of Interest with relevant legal documents (Registration, VAT Registration, Pan No. Tax Clearance and experience letter)
- CV/organizational profile highlighting relevant experience.
- Technical proposal (methodology and work plan).
- Financial proposal, including consultancy fee and applicable taxes.

Applications should be sent to **procurement@nrna.org**/**pramila.lama@nrna.org** by **October 1 2026**. For any information, please contact 9801861127.



Terms of Reference

For Travel Agency Services

Procurement of International Two-Way Air Tickets (GCC & Malaysia – Nepal – GCC/Malaysia)

1. Background

The Non-Resident Nepali Association (NRNA) requires the services of a qualified and registered travel agency to arrange international two-way air tickets for NRNA members traveling from GCC countries and Malaysia to Nepal and return during the last week of October.

2. Objective

The objective of this assignment is to procure reliable, cost-effective, and timely international air ticketing services to ensure smooth travel of NRNA Members.

3. Scope of Work

The selected travel agency will be responsible for the following tasks:

- Arrangement of international two-way (round-trip) air tickets from designated GCC countries and Malaysia to Kathmandu, Nepal, and return.
- Ensuring travel dates fall within the third week of October (exact dates to be confirmed by NRNA).
- Providing options for economy class tickets with reasonable transit times.
- Ensuring flexibility in date change/refund conditions, where possible.
- Issuing e-tickets in a timely manner upon confirmation.
- Providing travel support in case of flight rescheduling, cancellation, or emergency situations.
- Coordinating closely with NRNA focal person for traveler details and itinerary finalization.

4. Deliverables

- Confirmed round-trip international air tickets for all designated travelers.
- E-ticket copies shared with NRNA prior to travel.
- Travel itinerary details including flight numbers, transit points, and baggage allowance.

5. Travel Period

- Expected travel period: Third week of October (exact dates will be communicated after selection).
- Return travel to be scheduled as per the approved itinerary.

6. Eligibility Criteria

The travel agency must:

- Be a legally registered travel agency in Nepal.
- Have valid registration, PAN/VAT certificate, and tax clearance.
- Have proven experience in international air ticketing, particularly for GCC and Malaysia routes.
- Be able to provide competitive rates and reliable service.

7. Financial Proposal

The financial proposal should include:

- Cost per round-trip ticket (Country-wise).
- Breakdown of fare, taxes, service charges, and any additional fees.
- Information on cancellation/change policy and applicable charges.

8. Selection Criteria

The travel agency will be selected based on:

- Cost competitiveness
- Experience and reliability
- Compliance with ToR requirements
- Ability to meet timelines and provide support services

9. Payment Terms

Payment will be made upon confirmation and issuance of tickets, as per NRNA's financial procedures and upon submission of original invoice and required documents.

10. Contract Duration

The contract will be valid until completion of the ticketing service and return travel of all NRNA members.

11. Reporting and Coordination

The selected travel agency will coordinate directly with the designated NRNA focal person throughout the assignment period.

8. Submission Deadline

Interested travel agencies are requested to submit their proposals to the NRNA Secretariat **no later than October 1 2026**.

Application Process

Interested individuals or organizations should submit:

- Letter of Interest with relevant legal documents (Registration, VAT Registration, Pan No. Tax Clearance and experience letter)
- Organizational profile highlighting relevant experience.
- Technical proposal
- Financial proposal, including applicable taxes.

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