

**NON-RESIDENT NEPALI ASSOCIATION (NRNA)
COVID-19 RESPONSE TO NEPALI MIGRANT WORKERS PROJECT
Air Ticket Supply**

Term of Reference

1. Background:

NRNA is a not for profit, social organization established to promote and protect the interest of Nepali Diaspora and Nepalis living across the world and is officially registered under Foreign Ministry of Nepal; having its headquarters in Baluwatar, Kathmandu, Nepal.

2. Purpose:

The purpose of the job is to facilitate the Nepalese migrants stranded in Middle East and Malaysia due to pandemic to return back to Nepal by issuing air tickets.

3. Scope of Work:

- Issue individual tickets in the name of Nepalese Migrants residing in different parts of the world as and when required
- Make changes in the itinerary of the returnees as per the need
- NRNA will request for quote of each ticket as and when need from among the shortlisted vendors.

4. Time frame:

The job will begin from April 2021 till May, 2021

5. Requirements:

- Minimum 5 years of experience and more in the related field
- Letter of interest and proposal; mentioning possible percentage of discount on ticket and/or service charge
- Copy of Registration Certificate and renewal, VAT Certificate, tax clearance certificate.

6. Contact:

NRNA COVID -19 Response to Nepali Migrant Workers Project
Non-Resident Nepali Association
Baluwatar, Subarna Shumsher Marga, Ward No. 4
POB 1189, Kathmandu, Nepal
Tel: 977-1- 4426005; 4411530
URL: www.nrna.org

Interested firm and institution should send their RFP on or before 28 March, 2021 accounts@nrna.org or drop at the COVID-19 Project Desk at NRNA Secretariat.