



## **NON-RESIDENT NEPALI ASSOCIATION (NRNA) DISPUTE EVALUATION CONSULANT (DEC)**

### **Terms of Reference**

#### **1. Background:**

NRNA is a not for profit, social organization established to promote and protect the interest of Nepali Diaspora and Nepalese living across the world officially registered under Foreign Ministry of Nepal and headquartered at Kathmandu, Nepal.

#### **2. Dispute Resolution Committee:**

NRNA has formed the Dispute Resolution Committee led by the Joint Treasurer to study the disputed cases and also to amicably settle such disputes with vendors. The committee will investigate with each disputed party and clarify the reasons behind such disputes and put forward the detailed report to the ICC; suggesting the possible solution and action.

The recent meeting of Dispute Resolution Committee (DRC) has decided to appoint an independent technical consultant to handle the disputing cases and conduct detailed technical evaluation of each case as required.

#### **3. Objective:**

The Dispute Evaluation Consultant (DEC) will support the NRNA DRC to find out solution and recommendation for the disputed cases within the association. The technical consultant will study each case as requested by DRC and submit report to dispute settlement committee within the time frame.

#### **4. Scope of Work:**

The scope of work for the DEC is:

- Study the available documentations on the disputed cases forwarded by the NRNA DRC.
- Evaluate each case and seek required information needed to take final decisions
- Verification with parties involved in the cases individually and meet with each party for getting real feedbacks as required.
- Prepare documentation for each case for referral purpose
- Investigate on each case forwarded by the NRNA DRC
- Submit the findings and recommendations on each case to the NRNA DRC

**5. Audit Methodology:**

- Meeting with the NRNA DRC
- Visit the physical office NRNA Secretariat and NRNA Site Office and physically review the documents as and when necessary
- Meeting with the vendors of different project as required
- Review with the accountant and the field officers if applicable

**6. Time frame:**

- Appointment of DEC by 15 April 2021
- Preliminary Report by 27 April, 2021
- Final Report with Recommendation by 30 April 2021

**7. Requirements:**

- Letter of interest
- Detailed Financial Proposal clearly mentioning the service charges
- Minimum 5 years' experience in Technical Sector and handling similar nature of project
- Complete CV along with copy of qualification certificates, Copy of VAT or PAN in case of individual,
- In case of company, Company registration, Tax clearance certificate, VAT certificate
- Financial Proposal

Interested firm and institution should send their RFP on or before 7<sup>th</sup> April 2021 2021 at [accounts@nrna.org](mailto:accounts@nrna.org).