

Terms of Reference
Non Resident Nepali Association

Project Completion Report on COVID-19 Response to Nepali Migrant Workers-Relief and Repatriation Program:

Project Title	COVID-19 Response to Nepali Migrant Workers-Relief and Repatriation Program:
Type of Assignment	Project Completion Report
Expected Delivery Date	February ,28 2022

1. Background of the Organization

Non-Resident Nepali Association (NRNA) was established with the purpose of uniting and binding the Nepali Diaspora under one umbrella on 11 October, 2003. In the course of completing 18 years of its existence NRNA has developed into a non-governmental global organization and a network of Nepali origin by establishing National Coordination Council (NCC) in 84 countries.

2. Background of the Project

Due to the effect of Covid-19, the Nepali migrant workers have to face multiple problems at the destination countries and particularly the undocumented migrants are the most vulnerable compare to the migrant workers who are at legal work permit at the destinations. In order to address the multiple needs of the migrant workers at this difficult situation; NRNA-ILO joint initiatives (relief and repatriation program) are able to provide support to address the multiple immediate need of the vulnerable Nepali migrant workers at major destination countries in Middle East, Malaysia as well as country of origin.

3. Objective of the Assignment

The overall objective of the assignment is to prepare project completion report on COVID Response project, role of the NRNA in the relief and repatriation both in project destination and country of origin.

- Overall Project Achievement
 1. Achievement against Output
 2. Achievement against Goals
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- Activity wise description of Project Activity
- Compilation of Experiences of NRNA (NCC) Project Focal Person from each project destination
- Compilation of Case Stories
- Lesson Learned
- Recommendation

4. Duration of the Assignment

The assignment may require 38 working days and is expected to be completed within 28th February.

5. Acceptance of Proposal

All rights are reserved with NRNA Secretariat Nepal either to approve or disapprove any proposal without giving any reasons whatsoever.

6. Responsibilities of NRNA Secretariat Nepal

The following are the responsibilities of NRNA Project Team;

- Providing Project Information relevant to Report Preparation.
- Facilitating in establishing contact with concerned field staff (beneficiaries, and other stakeholders when needed)
- Paying relevant costs related to this assignment and agreed upon in the contract

7. Responsibilities of Consultant

The consultant will be responsible for carrying out all of the tasks outlined in this Terms of Reference (ToR) and ensure the delivery of outputs stated above within the agreed budget and timeline.

8. Termination of the Contract

NRNA Secretariat Nepal will terminate the contract if an individual commits a breach in the performance or observance of its obligation under this ToR. Consultant shall be notified in written form within a week prior to the termination of the agreement.

9. Confidentiality

During the performance of the assignment or any time after expiry or termination of the agreement, the consultant shall not disclose project information to any person or otherwise make use of any confidential information which the person has obtained during the preparation of Report.

Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever form without written permission of NRNA Secretariat Nepal.

10. Technical and Financial Proposal

- Proposal: Detailed Concept Note
- Financial Proposal: Detailed budget breakdown including taxes

11. Details of the Consultant

- CV of Consultant
- PAN Card for individual

The EOI should reach to the address below via courier or e-mail at eo@nrna.org by 22 Jan 2022, 17:00 hrs (Nepali Time). Please, enclose the application and proposals in an envelope and mark it "EOI for Project Completion Report on COVID-19 Response to Nepali Migrant Workers-Relief and Repatriation Program":

Contact:

NRNA COVID -19 Response to Nepali migrant Workers Relief and Repatriation 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 eo@nrna.org before 22 Jan 2022 or drop at the COVID Project Desk at NRNA Secretariat.

8. Acceptance of Proposal

All rights are reserved with NRNA Secretariat Nepal either to approve or disapprove any proposal without giving any reasons whatsoever.

9. General Qualifications of the Media Company/Documentary filmmaker

The media company/documentary filmmaker will be required to have the following:

- Comprehensive experience Report Preparation
- Extensive experience in producing migration related report and journal

11. General Qualifications of the Media Company/Documentary filmmaker

The media company/documentary filmmaker will be required to have the following:

- Comprehensive experience in film/documentary making, film editing and post production
- Extensive experience in producing migration documentaries and interviews

12. Composition of the Team Members

All of the team members should have a proven experience in documentary/film making

Responsibilities of NRNA Secretariat Nepal

The following are the responsibilities of NRNA Secretariat Nepal;

- Providing outline for the Video Documentary
 - Reviewing and approving the work plan, including schedule for filming, timeframe, and approaches
 - Facilitating in establishing contact with concerned field staff and interviewees (beneficiaries , and other stakeholders)
 - Coordinating field visits and interview appointments
 - Guiding the entire pre and post production process and provide feedback as and when required
 - Paying relevant costs related to this assignment and agreed upon in the contract
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13. Responsibilities of Media Company/ Documentary filmmaker

The media company/documentary filmmaker will be responsible for carrying out all of the tasks outlined in this Terms of Reference (ToR) and ensure the delivery of outputs stated above within the agreed budget and timeline.

14. Termination of the Contract

NRNA Secretariat Nepal will terminate the contract if the media company/ documentary filmmaker commits a breach in the performance or observance of its obligation under this ToR. The media company/ documentary filmmaker shall be notified in written form within a week prior to the termination of the agreement.

15. Confidentiality

During the performance of the assignment or any time after expiry or termination of the agreement, the media company/documentary filmmaker shall not disclose to any person or otherwise make use of any confidential information which the company/documentary filmmaker has obtained or may obtain in the course of the project relating to NRNA Project.

Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever form without written permission of NRNA Secretariat Nepal.

16. The application shall contain following documents:

Technical and Financial Proposal

- Proposal: Detailed Concept Note
- Financial Proposal: Detailed budget breakdown including taxes

Details of the Media Company/firm

- Media Company/documentary filmmaker's profile with relevant experiences
- CV of the team leader
- A copy of company/organization registration
- A copy of tax clearance certificate
- VAT/PAN registration

The EOI should reach to the address below via courier or e-mail at eoi@nrna.org by 9thth October 2021, 17:00 hrs (Nepali Time). Please, enclose the application and proposals in an envelope and mark it "EOI for Documentary Production on COVID-19 Response to Nepali Migrant Workers-Relief and Repatriation Program":

Contact:

NRNA COVID -19 Response to Nepali migrant Workers Relief and Repatriation 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 eo@nrna.org before 9th October 2021 or drop at the COVID Project Desk at NRNA Secretariat.
