Expression of Interest
(EOI)

Consulting Services for Actuarial Valuation and Actuarial Related Services

Method of Consulting Service: *International*

Issued to: *All Eligible International Bidders*

Issued on: *03/09/2026*

Project Name: *Consulting Services for Actuarial Valuation and Actuarial Related Services*

EOI No.: *RJBCL/EOI/ICB/2083/84-01*

Office Name: *Rastriya Jeewan Beema Company Limited*

Office Address: *Ramshahpath, Kathmandu*

Financing Agency: *Internal Resources*

Rastriya Jeewan Beema Company Limited

Abbreviations

CV	-	Curriculum Vitae
DO	-	Development Partner
EA	-	Executive Agency
EOI	-	Expression of Interest
GON	-	Government of Nepal
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
TOR	-	Terms of Reference
VAT	-	Value Added Tax
QCBS	-	Quality Cost Based Selection

Rastriya Jeewan Beema Company Limited

Contents

Rastriya Jeewan Beema Company Limited

A. Request for Expression of Interest(EOI)

Government of Nepal

Name of Employer: *Rastriya Jeewan Beema Company Limited*

Date: *03-09-2026, 11:00*

Name of Project: *Consulting Services for Actuarial Valuation and Actuarial Related Services.*

1. Rastriya Jeewan Beema Company Limited (RJBCL) has allocated budget toward the cost of ***Consulting Services for Actuarial Valuation and Actuarial Related Services*** and intends to apply a portion of this budget to eligible payments under the Contract for which this Expression of Interest is invited for ***International Consulting Service.***

2. The ***Rastriya Jeewan Beema Company Limited*** now invites Expression of Interest (EOI) from eligible consulting firms/Individuals ("consultant") to provide the following consulting services: ***Consulting Services for Actuarial Valuation and Actuarial Related Services.***

3. Interested eligible consultants may obtain the EO! document free of cost from **Rastriya Jeewan Beema Company Limited, Ramshahpath, Kathmandu** or download it from **www.rbs.gov.np** during office hours on or before **17-09-2026**.

4. Consultants may associate with other consultants to enhance their qualifications.

5. Expressions of Interest shall be delivered manually in hard copy to the address ***Rastriya Jeewan Beema Copmany Limited*** on or before ***18-09-2026 12:00.***

6. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.

7. The received EOI proposals shall be opened manually in the presence of consultants' representatives who choose to attend, or even in their absence, **at 12:30 on 18-09-2026** at the office of Rastriya Jeewan Beema Company Limited, Ramshahpath, Kathmandu.

8. EOI will be assessed based on ***Qualification 50%, Experience 40%, and Capacity 10%*** of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.

9. Minimum score to pass the EOI is 70.

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B. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms and the maximum number of partners in JV shall be limited to three.
2. Interested consultants must provide information indicating that they are qualified to perform the services *(descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment).*
3. This expression of interest is open to all eligible ***consulting firm/individual/company/ organization***. [1]
4. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 2-3 years and audited balance sheet and bio data shall be considered for evaluation.[2]
5. The assignment has been scheduled for a period of six months. Expected date of commencement of the assignment is ***07-12-2026.***
6. A Consultant will be selected in accordance with the ***QCBS*** method.
7. Expression of Interest should contain following information:
   (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
   (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
      - *EOI Form: Letter of Application (Form 1)*
      - *EOI Form: Applicant's Information (Form 2)*
      - *EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))*
      - *EOI Form: Capacity Details (Form 4)*
      - *EOI Form: Key Experts List (form 5).*
8. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
9. The Expression of Interest (EOI) document must be duly completed and submitted manually in hard copy *to the address* ***Rastriya Jeewan Beema Copmany Limited*** on or before ***18-09-2026 12:00.***
10. The completed EOI document must be submitted on or before the date and address mentioned in the **"*Request for Expression of Interest.*"** In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

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[1] Client should delete as appropriate.

[2] Delete if EOI is not called for person.

C. Term of Reference

Introduction

Rastriya Jeewan Beema Company Limited ("The Company") is the first Life Insurance Company of Nepal established originally as the Rastriya Beema Sansthan, operating under the Insurance Act, 2022, and the Insurance Regulation, 2024. The company was established by the Government of Nepal with the objectives: To mobilize internal resources and capital for the country's economic development, to prevent the outflow of foreign currency and to establish a professionally competent insurance company. The Company has been serving the nation by providing Various life insurance products (including: Endowment life, Anticipated Endowment, Endowment cum whole life, Term life, Child plan etc.) and services in alignment with national regulatory standards and industry best practices.

Under the provisions of the Insurance Act, 2022 and the "Guideline Related to Actuary Appointment for Insurers, 2024 (BS 2081)" issued by the Nepal Insurance Authority, every life insurer, non-life insurer, re-insurer, and micro-insurer licensed by the Nepal Insurance Authority is required to appoint an actuary, who shall be known as the 'Appointed Actuary'.

This Terms of Reference (TOR) document is issued to define the detailed scope of work, and specific responsibilities. It also establishes the qualification criteria, tenure, and terms of engagement to ensure full compliance with the directives of the Nepal Insurance Authority.

In compliance with this requirement, the Company invites proposals from qualified and experienced Actuaries, who are Fellow Members of Recognized Actuarial Associations in relevant countries, for undertaking actuarial related work of the Company. The selected Actuary will work closely with Rastriya Jeewan Beema Company Limited to ensure that actuarial valuation, solvency assessment, Product Pricing, and related actuarial activities are carried out in accordance with applicable standards, regulations, and industry benchmarks.

Objective

The primary objective of this appointment is to engage a qualified and independent Appointed Actuary to undertake Actuarial Related Work of Rastriya Jeewan Beema Company Limited, with a focus on valuation, solvency, product pricing, risk assessment, and overall actuarial governance in the life insurance business.

The specific objectives of the assignment are:

- To Perform the actuarial Valuation of life insurance Policy Liabilities for the three fiscal year 2022/23, 2023/24, and 2024/25 and report on the Company solvency and capital adequacy position, in accordance with actuarial standards, regulatory requirements, and accepted industry practice.
- To review the existing life insurance product designs and pricing strategies and provide actuarial pricing for new products based on the company's

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recommendations, and advise whether the proposed products are suitable, competitive, and financially sustainable for the company.

- To provide support in enhancing actuarial reporting practices, including experience analyses, stress testing, embedded value (if applicable), and other life insurance specific actuarial deliverables.
- To enhance the internal technical capacity of the Company's actuarial department through structured knowledge transfer and training on modern actuarial modeling software and techniques.

Eligibility Criteria

The individual engaged in the actuarial work must fulfill the following eligibility criteria:

1) A person shall be eligible to be appointed as an Appointed Actuary if she/he:

(a) is an active member of the following recognized Actuarial Associations (hereby known as "Actuarial Professional Body": -

   i. Institute and Faculty of Actuaries, UK
   ii. Institute of Actuaries of India
   iii. Society of Actuaries, USA
   iv. Casualty Actuarial Society
   v. Canadian Institute of Actuaries
   vi. Institute of Actuaries Australia
   vii. Other professional bodies of actuaries approved by Authority.

(b) is a Fellow Actuary of an Actuarial Professional Body, satisfying the following requirements in case of a Life insurer:

   (i) has at least two (2) years post-fellowship experience in relevant practice area of life insurance. Experience in Life insurance as a Peer Review Actuary or Consulting Actuary or relevant experience of Life Insurance business with Insurance business with Insurance Regulatory Bodies shall also be considered.
   (ii) is not already an Appointed Actuary of any other insurer in Nepal, and
   (iii) is not be a partner of a partnership firm of actuaries where another partner is already an appointed actuary for another insurer in Nepal.

(c) must provide service to the company in her/his professional capacity and shall provide independent advice.

(d) is not an employee of any enterprise, either in Nepal or outside Nepal.

(e) must maintain valid membership and a Certificate of Practice (COP).

(f) shall meet the relevant Continuous Professional Development (CPD) required by the Actuarial Professional Body.

(g) must have knowledge of international best practices in actuarial science and experience working in emerging/developing countries is desirable.

(h) is not above the age of 75 years and mentally sound.

(i) has not declared bankrupt during the last ten years.

(j) must comply and be up to date with the professional standards and code of conduct promulgated by the actuarial professional body.

(k) has not been subject to any disciplinary action or is not held guilty within last five (5) years by any Professional Body or disciplinary action is pending, by any Professional Body/ court/ any public authority.

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2) A fellow Actuary who is a Nepali Citizen and residing in Nepal, and possesses a minimum of one (1) year of post-fellowship experience in the relevant area of actuarial Practice shall be deemed to satisfy the experience requirements sets forth under the section 4(b)(i).

Scope of Works:

The Appointed Actuary shall provide the following actuarial services to Rastriya Jeewan Beema Company Limited. The scope of work is broadly categorized into two primary areas:

A. Actuarial Valuation of Policy Liabilities

1. Data Review and Validation

- Assess the sufficiency, quality, and completeness of the data provided by the Company for the purpose of actuarial valuation.
- Identify any data deficiencies, limitations, or inconsistencies and advise the Company on their impact on valuation results.
- Recommend corrective measures for data improvement, where necessary.

2. Valuation of Technical Provisions (Policy Liabilities)

For Fiscal Year 2022/23,

- The Appointed Actuary shall carry out the actuarial valuation in accordance with the Nepal Insurance Authority's Valuation Directive, 2077 for Life Insurers, including the determination and certification of technical provisions, assessment of the life fund surplus and recommendation for the transfer of the shareholders' share of surplus (subject to the Company meeting the Required Solvency Margin), and preparation and submission of the actuarial valuation report in the prescribed format.

For Fiscal Year 2023/24 and 2024/25,

- The Appointed Actuary shall carry out the actuarial valuation in accordance with the Risk-Based Capital and Solvency Directive, 2025 issued by the Nepal Insurance Authority. The valuation shall be performed using the Gross Premium Method on a prospective, policy-by-policy basis, applying the prescribed risk-free interest rate term structure for discounting liabilities and incorporating an appropriate Margin Over Best Estimate (MOBE) that reflects the level of uncertainty required under the Directive.

- The Appointed Actuary shall ensure that the valuation is based on realistic, unbiased, and up-to-date actuarial assumptions reflecting expected future experience and relevant demographic. The technical provisions shall include, the valuation of guaranteed benefits, future discretionary benefits for participating policies, future premiums, future maintenance and claims-related expenses, and future bonuses or policyholder dividends, and shall be determined and certified in full compliance with the requirements of the

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Risk-Based Capital and Solvency Directive and generally accepted actuarial standards of practice.

- The appointed actuary shall support the company in filling up the Quantitative Regulatory Reporting Template (QRRT).

For all three Fiscal Years

Determine the bonus distribution and recommend appropriate bonus rates for participating policyholders across all three fiscal years, by product line and policy term, while ensuring fairness and compliance with regulatory requirements.

3. **Solvency and Capital Adequacy Assessment**
   - Assess the Company's solvency position in accordance with the Valuation Directive, 2077 as well as Risk Based Capital (RBC) framework prescribed by the Nepal Insurance Authority.
   - Calculate the Solvency Ratio and compare it against the minimum solvency requirement set by the Authority.
   - Identify and report any material concerns that may adversely affect the solvency of the Company.
   - Provide recommendations on actions to be taken for rectification of the solvency position, if required.

B. Product Pricing and Review of existing Products

1. Review of Existing Products

Review and evaluate the Company's existing life insurance products, pricing strategies, and premium rates to assess their adequacy, fairness, profitability, and long-term financial sustainability. The review shall include an analysis of product experience, emerging claims and persistency trends, expense analysis, and market conditions. Based on these findings as well as the results from Profit testing, identify products that require repricing, redesign, withdrawal, or enhancement, and provide recommendations to improve product performance, profitability, market competitiveness, and alignment with the Company's strategic objectives.

2. Pricing of New Products

Certify actuarial pricing for new life insurance products in accordance with the Company's business requirements and applicable regulatory provisions, ensuring that the products are suitable, competitive, financially sustainable, and that the proposed premium rates are adequate and equitable.

The pricing shall be supported by appropriate actuarial methodologies and assumptions, investment returns, profit testing (including embedded value analysis, where applicable), and sensitivity and stress testing, together with adequate documentation of the pricing basis and underlying assumptions.

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Duties and Responsibilities

In particular, and without prejudice to the generality of the foregoing matters, and in the interests of the insurance industry and the policyholders, the duties, and obligations of an Appointed Actuary of an insurer shall include:

a. Ensuring that all the requisite records have been made available to her or him for the purpose of conducting actuarial valuation of assets and liabilities of the insurer.

b. Rendering actuarial advice to the management of the insurer, in the areas of product design and pricing, insurance contract wording, actuarial valuation (including valuation as per Risk Based Capital and Solvency Directive), financial reporting standards prescribed by relevant authority, investments and reinsurance.

c. Identifying and monitoring the risks associated with the insurer's ability to maintain the solvency at all times.

d. Reporting those risks to the Board of the insurer where the Appointed Actuary believes that there are material concerns which may adversely affect the solvency of the insurer with recommendations on actions to be taken for rectification of solvency position and informing the Authority if the insurer fails to take necessary steps to rectify the situation.

e. Drawing the attention of management of the insurer, to any matter on which she or he thinks that action is required to be taken by the insurer to avoid any contravention of the Insurance Act of such a nature that it may affect the interests of the policyholders.

f. Complying with the Authority's directions from time to time.

g. Ensuring adequacy of reinsurance or retrocession arrangements.

h. Contributing to the effective implementation of the risk management system.

i. Certifying the actuarial reports and other statutory returns as required.

j. Rendering actuarial advice in respect of expenses of management of the insurer.

k. Certifying that the premium rates of insurance products are adequate and fair.

l. Certifying that the technical provision has been determined in the manner prescribed in the extant provisions of Valuation Directive (including Risk Based Capital and Solvency Directive) and in accordance with the generally acceptable actuarial practice, considering any changes or any additional direction issued by the Authority.

m. Ensuring the methodologies, assumptions and underlying models used in the calculation of technical provision are appropriate and are in accordance with the generally acceptable actuarial practice.

n. Details of the methodologies, assumptions, underlying calculations, and including the expert judgement applied and rationale for such judgements used in the derivation of technical provision and pricing should be documented clearly and in sufficient detail and kept as a record by the insurer.

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o. Providing actuarial input on the NFRS 17(Insurance Contracts) reporting.

p. Assessing the sufficiency and quality of the data used in the calculation of technical provision and advising the insurer on the limitation and subsequent impact on the results due to data deficiencies.

q. Informing the Board of insurers about the reliability and adequacy of technical provision.

r. Providing actuarial input on the Risk Based Capital Reporting.

s. Providing actuarial advice in the interests of the insurance industry and the policyholders.

t. In addition to the above, the duties of the Appointed Actuary of an insurer carrying on life insurance business shall include:

   i. complying with the provisions of Bonus Philosophy and recommend interim bonus or bonuses payable by life insurer to policyholders whose policies mature or terminate for payment by reason of death or otherwise during the inter-valuation period.

   ii. ensuring that the policyholders' reasonable expectations have been considered in the matter of valuation of liabilities and distribution of surplus to the participating policyholders who are entitled to a share of surplus.

u. Informing the Authority in writing of her or his opinion, within a reasonable time: -

   i. any contravention of the Act or any other acts by the insurer is of such a nature that it may significantly affect the interests of the Policyholders or beneficiaries of policies issued by the insurer.

   ii. whether the directors of the insurer have failed to take such action as is reasonably necessary to enable him or her to exercise his or her duties and obligations under this Guideline.

   iii. whether an officer or employee of the insurer has engaged in conduct in order to prevent him or her exercising his or her duties and obligations under this Guideline.

v. While carrying out her or his duties and obligations, the Appointed Actuary shall pay due regard to generally accepted actuarial principles and practices.

w. The Appointed Actuary shall adhere to all the professional and technical standards as outlined in Chapter 1 Section 2 (n) and (p) of Guideline Related to Actuary Appointment for Insurers, 2024 (BS 2081).

x. The Appointed Actuary shall inform the insurer of any disciplinary proceedings initiated against her or him by any entity/Professional Body within seven (7) days from the date of such initiation.

y. The Appointed Actuary shall provide access to any necessary information and documents to Appointed Actuary on statutory related duties if the same access is necessary for the proper and effective performance of the functions and duties of the Appointed Actuary.

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Any information obtained from the insurer to complete the assignment; the Appointed Actuary acknowledges the confidential and proprietary nature of the Confidential Information being received from the insurer and take all reasonable precautions to protect such Confidential Information.

Duration and Expected Deliverables:

a. All actuarial related service provided are up to the required quality and in line with international best practices.
b. Expected Deliverable will be as per need of the assignments.
c. Expected Deliverable types can be in a form of reports, develop, review, observation, recommendation.
d. Feedback for improvements and implementation support.
e. Timeframe: The duration of the contract will be for six months with extension option.
f. Actuary will report to the Head of Department performing Actuarial Duties.
g. Notice period will be of at least 30 days for termination of Contract.
h. The draft reports should be submitted to the company for feedback and recommendations. The final report of assignments and any other reports as per requirement should have the revision recommendations incorporated.
i. The reports will be accepted subject to the approval by the Authority.

Documents Required

The Actuary should submit the following details. Failure to submit the following documents and information, the Actuary will not be eligible to be included for selection process.

- Recent year Tax Clearance certificate.
- Curriculum Vitae of the Actuary.
- Work Experience Letter.
- Certificate of Membership issued by the Relevant Actuarial Professional Body.
- Certificate of Practice (COP) / Certificate of Continuing Professional Development (CPD)
- Release Letter if she/he was appointed as Appointed Actuary of any insurer in Nepal.
- No Objection Letter from Partnership firm of the Actuary if she/he is signing as the partner of firm independently.
- Details of the Training to be provided to the Actuary Analyst in the Company
- Expected Timeline to complete the three years' valuation.

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D. Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

i) Eligibility and Completeness Test

S. No.	Criteria Title	Compliance
1	Corporate Registration	
2	Tax Clearance / Tax Return	
3	VAT / PAN / Tax Registration	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Applicant's Information	
6	EOI Form 3: Experience (3A & 3B)	
7	EOI Form 4: Financial & Technical Capacity	
8	EOI Form 5: Qualification of Key Experts	
9	Blacklisting Status Declaration	
10	Legal / Anti-Corruption Declaration and has no bankruptcies in the last ten years.	
11	is not already an Appointed Actuary of any other insurer in Nepal during the valuation period, and	
12	has not been subject to any disciplinary action or is not held guilty within last five (5) years by any Professional Body or disciplinary action is pending, by any Professional Body/ court/ any public authority.	
13	must maintain valid membership and a Certificate of Practice (COP).	

ii) EOI Evaluation Criteria

A. Qualification

S.No.	Criteria	Minimum Requirement
1	*Qualification of Key Experts*	*As per TOR*
2	*Experience of Key Experts*	*As per TOR*

Score: 50.0

B. Experience

S.No.	Criteria	Minimum Requirement
1	*General of consulting firm*	*As per TOR*
2	*Specific experience of consulting firm within last 7 years.*	*As per TOR*
3	*In case of person, specific experience of the person within last 4 years.*	*As per TOR*
4	*Similar Geographical experience of consulting firm*	*As per TOR*

Score: 40.0

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C. Capacity

S.No.	Criteria	Minimum Requirement
1	*Financial Capacity. [Average turnover required shall not exceed 150% of cost estimate]*	*Average turnover should be more than NPR 11500,000.00*

Score: 10.0

Minimum score to pass the EOI is: 70

Note: In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such firm's or JV EoI shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.

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E. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Experience *(General, Specific and Geographical)*

Form 4. Capacity

Form 5. Qualification of Key Experts

1. Letter of Application

(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date: ....

To,

Full Name of Client: ______________________

Full Address of Client: ______________________

Telephone No.: ______________________

Fax No.: ______________________

Email Address: ______________________

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by ***[Insert name** of Client)* as consultant for ***{Insert brief description** of Work/Services}*.

2. Attached to this letter are photocopies of original documents defining:

   a) the Applicant's legal status;

   b) the principal place of business;

3. ***[Insert name of Client]*** and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

4. ***[Insert name** of Client)* and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.[3]

5. All further communication concerning this Application should be addressed to the following person,

   [Person]

   [Company]

   [Address]

   [Phone, Fax, Email]

[3] Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

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6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or business and our Company/firm has not been declared ineligible.

7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.

8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed :

Name :

For and on behalf of (name of Applicant or partner of a joint venture):

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2. Applicant's Information Form

(In case of joint venture of two or more firms to be filled separately for each constituent member)

1. Name of Firm/Company:
2. Type of Constitution *(Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO)*
3. Date of Registration / Commencement of Business *(Please specify):*
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)

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3. Experience

3(A). General Work Experience

(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						
6.						
7.						

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3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years
(In case of joint venture of two or more firms to be filled separately for each constituent member)

Assignment name:	Approx. value of the contract (in current NRs; US$ or Euro)[4]:
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment: **Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.**	

Firm's Name: ______________________________

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[4] Consultant should state value in the currency as mentioned in the contract

3(C). Geographic Experience

Experience of working in similar geographic region or country

(In case of joint venture of two or more firms to be filled separately for each constituent member)

No	***Name of the Project***	***Location (Country/ Region)***	***Execution Year and Duration***
1.			
2.			
3.			
4.			
5.			
6.			
7.			

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4. Capacity

4(A). Financial Capacity

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Annual Turnover	
Year	**Amount Currency**

- **Average Annual Turnover of Best of 3 Fiscal Year Of Last 7 Fiscal Years**

(Note: Supporting documents for Average Turnover should be submitted for the above.)

4(B). Infrastructure/equipment related to the proposed assignment[5]

No	Infrastructure/equipment Required	Requirements Description
1.		
2.		
3.		
4.		
5.		

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[5] *Delete this table if infrastructure/equipment for the proposed assignment is not required.*

5. Key Experts (Include details of Key Experts only)

(In case of joint venture of two or more firms to be filled separately for each constituent member)

SN	Name	Position	Highest Qualification	Work Experience (in year)	Specific Work Experience (in year)	Nationality
1						
2						
3						
4						
5						

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