

## Terms of Reference (TOR) For Finance Training Sessions for GNI Nepal Staff

### 1. General Background

Good Neighbors International (GNI) is an international, non-profit humanitarian and development organization established in 1991. Since its establishment, it has been working continuously for community development and enhancing the capacity of poor people to improve their livelihoods and quality of life. GNI currently works in 46 developing countries to empower people through socio-economic development. In Nepal, Good Neighbors International (GNI) Nepal has been working since 2002 with the objective of improving the lives of poor people, especially children through education, income generation, health services, water sanitation and hygiene (WASH), child protection, advocacy, governance, climate change adaptation and disaster risk reduction programs. Currently, GNI Nepal is operating its program in 22 districts.

### 2 Objective of Service:

- Collect interested parties to provide training to finance staff of organization

### 3. Scope of the Work

The consultant service for training packages will be availed based on the specification to be provided after meeting with the interested vendors. The service will be availed on a session basis on one particular theme.

### 4. Expected Deliverables

- Provide training to finance personnel related to financial reporting and financial management of not-for-profit organization
- Submit availability of tailored training package related to finance personnel
- Conduct Pre and Post evaluation of each training
- Submit the final training documents (manual and power point slides, group work exercise etc.)

### 5. Budget and Mode of Payment:

The individuals/organizations shall submit EOI with available detailed content and program module along with CV of the trainer.

- a. The budget will be sought after mutual meeting and finalization of training package.

## **6. Acceptance of EOI**

All the rights to accept or to reject the proposal, with or without any obligations, shall be reserved by GNI Nepal. If deemed necessary, the service provider shall be asked for modifications.

## **7. Management of the Service:**

The selected individuals/organizations shall be accountable for the deliverables and effectivity of the proposed session in a participatory approach within the stipulated time.

## **8. General Qualification of the service individuals/organizations:**

All the private service provider or firm registered under the authorized Government bodies of Nepal Government with proven experience in the related field is eligible to apply for the project. The individuals/organizations should have the documents as outlined below:

- a) Service Provider/firm should have PAN, Company registration, VAT registration and Tax clearance certificates etc.

## **9. Documents to be Submitted by the individuals/organizations:**

The application shall contain following documents:

- A. Expression of Interest
- B. Detail of the individuals/organizations
- a) A copy of organization/firm registration

## **Procedures for submission of EOI**

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Interested and eligible individuals/organizations can submit the proposal marking “**EOI for Finance Training Sessions for GNI Staff**” in the subject line via email to [eoig@gninepal.org](mailto:eoig@gninepal.org) or courier/hand delivery to Good Neighbors International Nepal Office, Ekantakuna-13, Lalitpur or send it to GPO: 8975, EPC 1605, Kathmandu, Nepal by 17:00 hrs. till 9<sup>th</sup> December, 2022.

All rights to accept or reject the proposals, with or without any reason, shall be reserved with GNI Nepal.

## Annex 1: Specification for Training

SN	Training Topic	Expected Deliverables	Time Frame	Medium	Participants
1	Financial Reporting	Train staff on preparation of detailed financial reporting- Taxation submission purpose	2-3 days	Live	Senior Finance Staff
2	Expenditure Verification	Review income/ expenditure of partner organization in accordance with tax guideline of Nepal, process, prepare reports	1-2 days	Live	Finance Staff
3	Financial Management	Management of books of accounts in terms of tax guideline of Nepal	1-2 days	Live	Entry Level Finance Staff

**Name of Service Provider:**

**Date:**

**Contact No:**

**Organization Stamp:**

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