



Government of Nepal  
Ministry of Health and Population  
National Centre for AIDS and STD Control (NCASC)  
Teku, Kathmandu

## 2018 National-level HIV Drug Resistance Survey (HIVDR) in Nepal

### APPLICATION FORM (for EOI)

Name of research organization: .....

EOI is applied for: .....

.....

.....

Date of EOI submitted: ...../...../..... (Day/Month/Year)

**Notes:**

1. This application form for EOI has two major sections: (a) administrative requirements and, (b) technical requirements. All specific administrative and technical requirements for HIVDR survey are to be provided with evidence on each relevant section mentioned below.
2. All the evidence as requirements demanded by the defined Terms of References (TOR) are required to be attached along with the application. All the attached evidence are required to be certified by the notary.
3. Applications are required to be submitted no later by due dates and times as mentioned in the advertisement (submission of Expression of Interest by XXX).
4. Applications are required to submit with one page cover letter.

*(Handwritten signatures and marks)*

# APPLICATION FORM

1. Name of research organization:		
2. Office Address :		
3. Name of Team Leader:		Email:
4. Name of Contact person:  Contact number: Office: <span style="float: right;">Mobile:</span>  Fax:  Email:		
5. Administrative/legal documents attached ( <i>Attach the notary attested copies of the following documents</i> )		
6.1. Registration letter	Attached:    yes            no	
6.2. Registration renew letter	Attached:    yes            no	
6.3. VAT registration certificate and numbers	Attached:    yes            no	
6.4. Audit report	Attached:    yes            no	
6.5. Tax clearance certificate	Attached:    yes            no	
6.6. Annual report	Attached:    yes            no	


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**B. TECHNICAL PLAN:**

**1. Survey Team (updated brief CV within 3 pages for each)**

Staff position	Name	Academic qualification and professional training	Key areas of expertise
1.1. Research team leader - 1			
1.2. Research officer - 1			
1.3 Lab Expert -1			
1.4 Admin/Finance staff (if any)			
1.5 Other staff (if any)			

**Note:**

- a) Please provide the updated CV of each proposed staff – maximum three pages for each with the relevant information mentioned in the TOR.
- b) The proposed staff must be the same that will be presented in the final contractual agreement, in the case of the successful bidder. In otherwise, it will be invalidated.


 The bottom of the page contains several handwritten signatures in black ink. To the right, there is a blue circular stamp with some illegible text around the perimeter. Below the stamp, the word "DIRECTOR" is printed in blue capital letters. At the bottom right corner, the number "3" is printed.



2. Please attach a summary of job descriptions of each research team member proposed in the specific proposed research (in a summary table only).

Staff positions proposed	Job roles for each in the specific survey (5-8 key roles only)
2.1. Team leader – 1	
2.2. Research Officer – 1	
2.3. Lab Expert – 1	
2.4. Admin/Finance staff (if any)	
2.5. Other staff (if any)	

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**DIRECTOR**



**3. Experience of Team Leader in: 3.1.**

(a) Research in the last four year period in Nepal and/or abroad.

**3.2. Please submit the Summary of the relevant experience or published papers, if any (evidences for each Research)**

Evidence attached:

(a)

(b)

**4. Experience of the Research Organization in:**

**4.1. (a) Research in the last seven-year period in Nepal and/or outside:**

**4.2. Please submit the Summary of the relevant experience or published papers, if any (two pieces of evidence for each Research)**

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**DIRECTOR**

*[Handwritten signature]*



## List of documents provided

Requirements with Evidence/Documents	Submission Status	
	Yes	No
1. Cover letter	Yes	No
2. Registration letter and renew status	Yes	No
3. VAT Number	Yes	No
4. Audit report	Yes	No
5. Tax clearance report	Yes	No
6. Annual Report of the agency	Yes	No
7. Brief CVs of the proposed Research team	Yes	No
8. Proposed job description of each member of research team (one-page summary in the table)	Yes	No
9. Evidence of doing Research or HIVDR conducted	Yes	No
10. Other (if any) specify, ...	Yes	No

### Notes:

Applicant organization will be disqualified from the selection process without following mandatory notes :

- Organization VAT registration
- Latest Registration renew letter
- Audit report
- Annual Report of the agency of FY 2074/075
- Tax clearance letter of recent FY
- Company Updated certificate of recent FY
- Organization's authentic signature and organization's stamp on application Form

Make sure that all copies of administrative and legal documents are attested by notary public and attached.

1. Submit your final EOI Application to the following address:

**The Director**

**National Centre for AIDS and STD Control, Teku, Kathmandu**

**Phone: +977-1-4261653 Fax: +977-1-4261406**

**Email: [data@ncasc.gov.np](mailto:data@ncasc.gov.np)**

2. **Make sure that all copies of administrative and legal documents are attested by a notary Public and attached.**


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