

**Jalavidhyut Lagani Tatha Bikash Company Limited**  
**(HYDROELECTRICITY INVESTMENT AND DEVELOPMENT COMPANY LIMITED)**

## **TERMS OF REFERENCE**

**for**

**Deputy General Manager (DGM) - Engineering**

**January 2012**

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## **1 Background**

### **1.1 Introduction**

In order to address the energy crisis Government of Nepal (GoN) has declared different policies and programs. In order to implement the hydropower development programs of the Government of Nepal (GoN), it is essential that financial resources are mobilized to the maximum extent possible. In this context, GoN on 6 July 2011 decided to set up a Company to generate and invest resources for the development and operations of the hydropower sector. Following the government decision, *Jalvidhyut Lagani Tatha Bikas Company Limited* (Hydroelectricity Investment and Development Company Ltd) (hereinafter referred to as the "Company") was formally established on 11 July 2011. The Company's corporate office is located at the Kathmandu District Development Committee premises, Babarmahal, Kathmandu.

### **1.2 Capital Structure**

The Company's authorized capital is Rs. 50 billion and issued capital is Rs. 10 billion. Out of the total issued capital, GoN has subscribed the share of five billion rupees and Employee Provident Fund, Rastriya Beema Sansthan and Citizen Investment Trust have undertaken to subscribe the shares of one billion rupees each as share investment. The remaining two billion rupees share capital is to be raised through public subscription of its shares.

### **1.3 Objectives of Company Establishment**

With the broad objective of mobilizing fund for investment in generating, transmitting and distributing hydroelectricity in order to free the country from chronic power shortage, the Company's Memorandum of Articles stipulates following objectives:

- Invest capital as either loan or equity in hydroelectricity generation, transmission and distribution companies.
- Invest in hydroelectricity generation, transmission and distribution projects through banks and financial institutions.
- Borrow loan and receive grant from foreign and international financial institutions so as to invest in hydroelectricity generation, transmission and distribution projects.
- Issue financial instruments such as bonds, debentures, and certificate of deposit for long term capital mobilization.

### **1.4 Functions of the Company**

The Company, established specifically to invest in hydropower sector, will perform the following functions:

- Borrow loans from banks and financial institutions with or without collateral.
- Buy and sale shares, bonds and debentures in the name of company.

- Make capital investments in commercially and technically feasible hydropower generation, transmission and distribution project proposals based on in-depth analysis.
- Borrow loan and receive grant in foreign currency from individuals and institution, including non-resident Nepalese, international financial institutions like export-import banks, and foreign institutions.
- Invest jointly with local or foreign institutions as promoter in hydropower projects.
- Issuing certificate of deposit of not less than Rs. 10 million to Nepali citizens and non-resident Nepalese and issue certificate of deposit not less than Rs. 50 millions to local or foreign institutions for at least 5 years period with the permission from Nepal Rastra Bank,
- Invest in hydroelectricity generation projects directly or via banks and financial institutions with the permission from Nepal Rastra Bank.
- Manage loan portfolio and lend the amount received from GoN or from other local and foreign institutions to promote hydroelectricity generation projects.

### 1.5 Board of Directors

The Company will operate under the institutional oversight and policy formulation and guidance of its Board of Directors (BoD) whose composition is as give below:

- Five board members from among the promoters
- One member from among the ordinary shareholders
- One independent finance and/or management expert
- One independent hydroelectricity expert

The composition of BoD till the first general assembly shall be as follows:

- Chairman        Mr. Balananda Paudel, Secretary, Ministry of Energy
- Member         Mr. Maha Prasad Adhikari, Deputy Govenner, Nepal Rastra Bank
- Member         Mr. Baikuntha Aryal, Joint Secretary, Ministry of Finance
- Member         Mr. Narendra Man Shrestha, Joint Secretary, Ministry of Law and Justice
- Member         Mr. Mahesh Prasad Dahal, Joint Secretary, Ministry of Finance
- Member         Mrs. Hasana Sharma, Administrator, Employee Provident Fund

### 1.6 Management of the Company

The Company plans to operate its business with fully professional management practices run by a team of highly competent and professional human resources with high performance management systems in place. For this to achieve, professional qualifications and competencies of the Chief Executive Officer (CEO) and Deputy General Managers have been clearly spelled out in the Company's Memorandum of Association, Articles of Association and Operation Policy.

For the interim period until new Management Team takes over, a special provision of a 'Management Team' has been made in the Company's Operation Policy. The team that consists of three representatives, one each from Nepal Rastra Bank, Ministry of Finance, and Ministry of Energy, is currently handling interim management of the Company.

The composition of the management team is as follows:

- Mr. Ejendra Prasad Luitel, Director, Nepal Rastra Bank                      Coordinator
- Mr. Chatrubhuj Gyawali, Under Secretary, Ministry of Energy              Member
- Mr. Salik Ram Acharya, Under Secretary, Ministry of Finance              Member

## 1.7 Salient Features

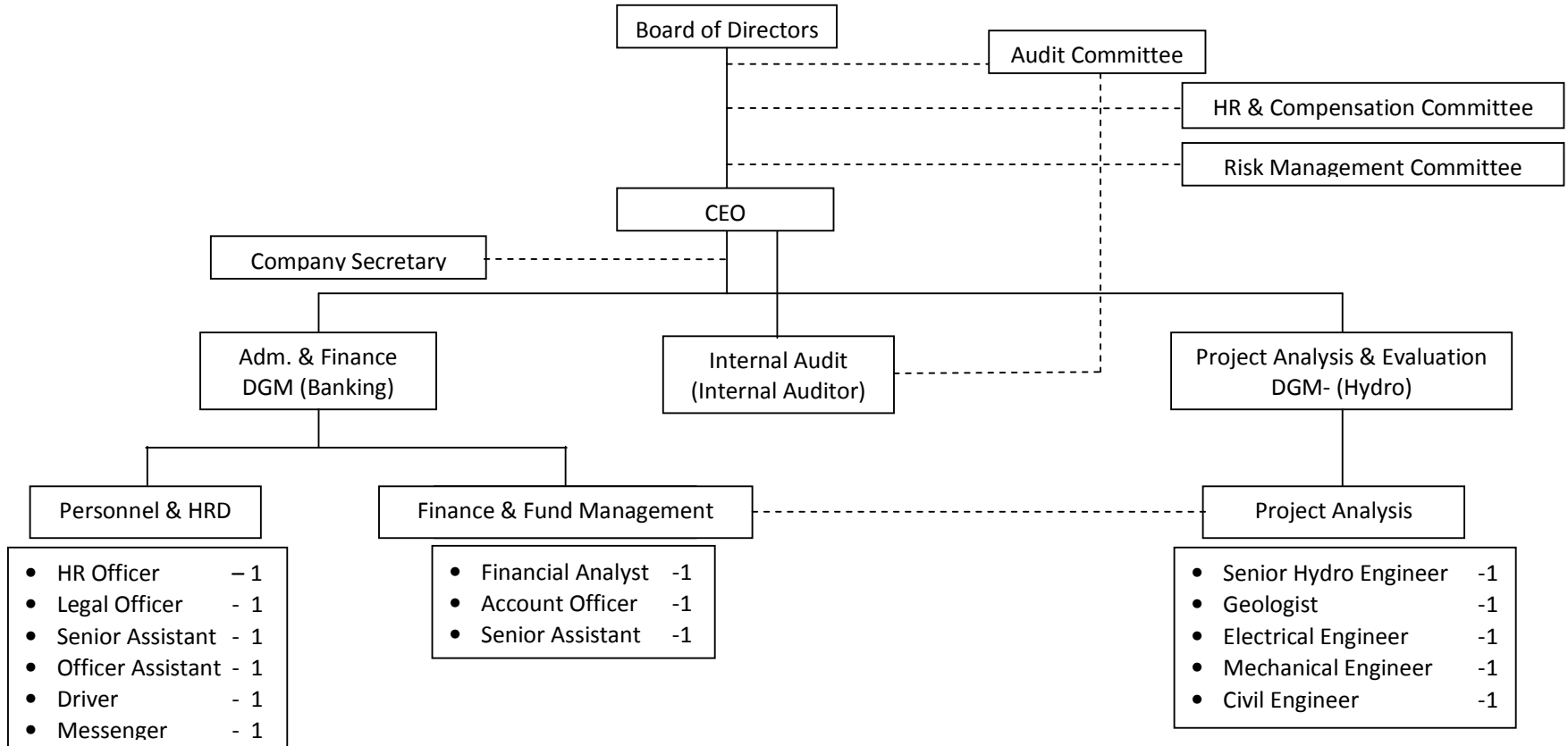
Some of the salient features of the Company are as follows:

- The company will invest exclusively in hydropower projects
- It will invest only in middle and mega hydropower projects with installed capacity of not less than 25 MW.
- When investing in hydropower projects, the Company will lend at least Rs. 250 million in each project.
- The Company will try its best to acquire adequate amount of resources through foreign soft loan.
- In order to collect long term capital, the Company will function as an organized institution.
- In order to address the weaknesses witnessed in public enterprises, the Company has prepared 'Company Operation Policy' as an integral part of the Memorandum of Associations. It will be the master document to run the company in a professional manner.
- Even though with heavy government equity funding, the Company will operate its business professionally, and for this a provision of two independent board members with high integrity and competency has been made.
- The Company will employ professionally competent and experience team of management through open competition to run it with business like efficiency and performance, which will not only ensure profitable utilization of state funding but also give a big push to the development of hydropower industry.

As defined explicitly in the Memorandum of Association, Articles of Association, and Operating Policy, the involvement of the Public Service Commission in the selection process of the Company employees is mandatory. It is expected that this provision will help ensure both fairness and professionalism in the acquisition of employees.

## 1.8 Organization Structure

The organization structure approved from board shall be as shown in figure.



## **2 Responsibilities of Deputy General Manager - Engineering**

The deputy General Manager (DGM- Engineering) shall be responsible to support CEO for achieving the company objectives. The CEO shall formulate plans of the company, implementation and strategies and present them to the Board for approval. The Board will approve the plans, goals and the strategies within which the company need to be managed, and shall oversee management performance. The CEO keeps the Board informed of the company's progress towards its goals, plans and of all issues deviations from the goals, plans, strategies, and objectives of the company. The CEO shall comply with bye-laws approved by the Board and all other applicable laws of GoN relating to the operation of the Hydropower Investment and Development Company. For this DGM Engineering and Finance shall be helping hand for undertaking business of the company.

The Deputy General Manager (DGM – Engineering) shall be responsible to the CEO of the company and shall also be responsible for exercising leadership in the following areas:

### **2.1 Strategic Leadership**

- I. Take overall responsibility of Strategic Leadership of Engineering Department of the Company,
- II. Lead management of the Engineering Department within parameters established by the Memorandum of Articles, Articles of Association and the Board, and keep it successful for to achieve broader objective of harnessing hydropower potential available within the country for higher economic growth.
- III. Formulate plans, strategies, and objectives for investment in hydropower generation, transmission distribution and recommend to the CEO that ensure the long term success of the Engineering Department and as a whole company,
- IV. Ensure planning for to run company in a professional manner with maintaining high morale and develop 'Company Operation Policy' as an integral part of the Memorandum of Articles in order to address the weaknesses found in such public enterprises.
- V. Help to review and update the policies, Act, Rules related to Company (Hydropower development policy, electricity act regulation, other Hydropower related acts, regulations etc) time to time and present them to the CEO if necessary. Review existing bye-laws of the Company and prepare and recommend changes if any with Government's Acts and Rules,
- VI. Ensure management mechanism for timely and quality implementation (risk, quality, time and cost) for the successful completion of the projects financed by the company.
- VII. Keep the CEO informed about the performances of the Engineering Department,
- VIII. Review and report regularly to the CEO on the overall progress and results against investment plan, progress of invested projects and immediate future planning,

- IX. Prepare strategies to maintain and improve management information systems (MIS) that keep track of the performances, progresses and implementation schedules.

## **2.2 Administrative Leadership/ Human Resource Management**

- I. Take overall responsibility of human resource management of the Engineering Department of the company,
- II. Prepare organization structure of engineering department; review it time to time as per function to be performed.
- III. Plan the required technical, non technical human resources for the department and company and submit to CEO.
- IV. Assist CEO to Identify and recruit the competitive human resources required for the company in spirit with the Memorandum of Articles and Articles of Association.
- V. Ensure scientific examination and recruitment system and make selection process transparent, trustworthy and from political interference.
- VI. Prepare meeting agenda for the Board.
- VII. Prepare and submit the procurement, development and maintenance plan for human resource so as to build a strong but professional team.
- VIII. Prepare job descriptions for the employees.

## **2.3 Procurement and Contract Management**

- I. Take responsibility of procurement and contract management of the Company and develop the contract management procedure for the projects financed by the company,
- II. Prepare and update master procurement/investment plans and prepare annual procurement/ investment plans of the company,
- III. Monitor project/construction activities of the project financed by the company for conformance to contract scope requirements and establish a change-order procedure for scope and field revisions. Monitor contractual requirements and recommend adjustments when required,
- IV. Carryout and maintain effective contract management and claim control of projects,

## **2.4 Public Relation Management**

- I. Take overall responsibility for maintaining good public relation,
- II. Develop alternative models and programs of the company to impress and build trust among stakeholders,



- III. Ensure that effective communications and appropriate relationships are maintained with government agencies, donors, general public, media and all other stakeholders,
- IV. Maintain or cause to be maintained public relations with Government, Donor agencies, funding institutions, licensing authorities, other debtors, public corporations, consultants, suppliers, contractors as are deemed advisable or necessary and the interests of the company, and
- V. Manage and oversee the required interfaces between the Company and the government and/or stakeholders.

## **2.5 Monitoring and Controlling**

- I. Take overall responsibility of technical aspects of Monitoring and Controlling of the Company and company funded projects,
- II. Monitor and control the effective operations of all projects financed by the company from the point of view of time overruns and cost overruns,
- III. Regularly monitor the projects to control costs, schedule, and quality of plans, programs and projects financed by the company and to ensure that they are effectively meeting the company objectives,
- IV. Regularly keep inform the CEO of any unusual events or problems in the field,
- V. Take reasonable steps to ensure the safe, efficient execution of the Projects financed by the company and to ensure compliance with the Company's environmental, health, and safety policies, procedures, and practices, and

## **2.6 Social and Environmental**

- I. Assist CEO for Social and Environmental Management of the company,
- II. Maintain and update strategies and plans for social and environmental safeguards, i.e., social development plan, resettlement plan, environmental management plan, etc.
- III. Harmonies all the environmental Acts, Regulations for the company funded hydropower generation, transmission and distribution projects.
- IV. Review and assess the compliance of the social and environmental safeguards,
- V. Monitor and improve designs for oversight, management and implementation of the community oriented social and environmental components, and facilitate the coordination among various consultancies and among contractors, consultants and community beneficiaries, as required, and

## **2.7 Due Diligence of the Projects**

- I. Take overall responsibilities of the technical due diligence and make technical team responsible for technical evaluation in the following parameters such as Evaluation of hydrological studies, Evaluation of geological studies, Project design

evaluation, Project costs evaluation, Evaluation of construction schedule and related assumption, Project accessibility, Power evacuation concern etc.

- II. Environmental and Social evaluation of the project.
- III. Take overall responsibility in financial due diligence such as evaluation of financial status of proponents, evaluation of financing plan, evaluation of project's financial indicators, Financial assumptions and sensitivity analysis and competitiveness of PPA tariff
- IV. Take overall responsibility in commercial assessment of the project such as Review of inter connection agreement, review of power purchase agreement and its impact assessment, Review of project agreement, Corporate risk and credential of proponents and credit assessment
- V. Perform expert judgment and risks analysis of the projects in terms of followings - risk with respect to contracts, Risk with project execution, market risk, change of law risk and political risk

## 2.8 Research and Development

Initiate and continually promote the research, training and development activities for enhancement of company's performance as well as building confidence / risk minimizing for investment in hydropower sector.

## 2.9 Addendum

The duties, responsibilities, accountabilities mentioned in related laws, bylaws, and regulations and other need to be complied with.

## 2.10 Non-Exhaustive List

The foregoing list of duties is not exhaustive, and the DGM Engineering may, in addition, perform such other functions as may be necessary or appropriate in the circumstances, within the authority delegated by the CEO, for the performance of the DGM's responsibilities.

## 3 Reporting and Deliverables

DGM- Engineering must submit its report to CEO about the details of the activities, hydropower development, achievements and financial position carried out. DGM shall prepare and submit following reports:

- Monthly Progress Reports – The monthly progress report shall be submitted within 10 days of next month to CEO of the Company in the standard format.
- Trimester Progress Reports – The trimester progress reports shall be submitted within 10 days of finishing each trimester to CEO.
- Yearly Progress Reports – The yearly progress report shall be submitted within one month of finishing each year to CEO.

These reports shall cover, but not limited to, the following:

- Covering all engineering aspect of the company
- Investment scenario in hydropower generation, transmission and distribution,
- Technical aspect, progress and future plan of the company funded projects
- Actual status summary of the projects and company,
- About the human resources status of the engineering department and future prospects,
- Public relation and stakeholder's interest and achievements,
- Project by project analysis with lesson learnt from each investment pattern,
- Activities related to Institutional efficiency,
- Coordination and cooperation with donors and with other international banks,
- Specific progress of different projects,
- Staff status including in-house research and training,
- Planned targets and achievements in each activities,

DGM shall also send regular progress reports of the projects funded by the Company to the CEO, shareholders and other relevant government agencies. DGM make CEO well informed about each aspect of engineering works.

#### **4 Working Relationships**

Effective functioning of DGM requires full cooperation with and of all external and internal stakeholders. To gain and sustain such cooperation, DGM must maintain good working relationships within the Company (CEO/Board) as well as with all external stakeholders. At the minimum, DGM must maintain excellent cooperation and relationship with the developers of the company funded projects. The DGM shall maintain good relation with

- National Planning Commission (NPC), Ministry of Energy (MoEn), Ministry of Finance (MoF), Nepal Rastra Bank (NRB), Department of Electricity Development (DoED), Nepal Electricity Authority (NEA), Water and Energy Commission Secretariat (WECS), banks, other relevant government offices and agencies, national and international donor agencies and debtor institutions, insurance companies, Independent Power Producers (IPPs), and other stakeholders
- Staffs, unit heads, and other management personnel of MoEn, MOF, NRB and other related institutions/corporations in connection with the performance of the company
- Other operating units, management centers, and/or affiliates
- CEO and Board of the Company

- DGM shall maintain good relation with the staffs under the engineering departments and other staffs of the company.

## **5 Duration of Assignment**

DGM engineering will be appointed for a maximum period of four years but the initial six months will be treated as probationary period. Upon finding the performance satisfactory the tenure will be extended. CEO of the Company will monitor performance of DGM and will give feedback. Evaluation of performance will be done annually based on the progresses and the targets achieved. Based on the performance the incentives of DGM will be ascertained.

In the event of CEO being convinced that the performance of DGM during a period of time is not satisfactory and he/she has failed to achieve the agreed performance targets, he/she will be relieved from the duty at any time as per the terms of performance contract. This decision will be based on the objective evaluation of DGM's performance and he/she will be given an opportunity to defend him/her. CEO will submit the performances of DGMs (Engineering and Finance) to the board and the final decision will be taken from board.

## **6 Remuneration and Facilities**

The remuneration package, including facilities, to DGM for his/her services shall be as mentioned in the contract made after negotiation in the financial proposal of the selected candidate. Candidates need to submit a financial proposal clearly outlining expected remunerations and other facilities in a separate and sealed envelope. Upon selecting the top candidate on merit basis through the stated procedures, his/her financial proposal will be opened for negotiation. If negotiation with the candidate thus selected fails or if he/she declines job offer, the financial proposal of the alternative candidate will be opened for negotiation.

No additional facilities other than specifically stated in the contract shall be provided.

DGM, once employed by the Company under such contract, will not be allowed to work outside for his personal benefit.

The Personnel and financial bylaws of the company are approved from Board of the company. Other terms and condition of DGMs shall be as per the approved bylaws. The approved bylaws can be found from the website of the company.

## **7 Eligibility Requirements**

### **I. Academic Attainments**

Minimum Master Degree in Engineering related to Hydropower from the recognized university securing first division or above

### **II. Experiences**

A hydro-electricity expert that has successfully completed at least one project as a Project Chief in generation or transmission or distribution projects

### **III. Age Limit**

Minimum 35 years of age and not over 50 years on the closing date of the submission of proposals.

### **IV. Other Requirements**

- No affiliation with any political parties (a self declaration note is needed)
- Comprehensive knowledge about hydropower and power sector with knowhow of banking sector.
- Recognition for high professional value and integrity
- Not having been convicted by the court on any criminal charge
- A good track record of past performance in leadership role
- No conflict of interests with the Company (a self declaration note is needed)

## **8 Selection Procedure**

The selection procedures will be as given in Annex -1.

## **9 Curriculum Vitae and Proposal**

Prospective candidates for the position of DGM of the Company who meet the minimum eligibility criteria are required to submit a copy of his/her latest CV and a copy each of technical and financial proposals as given in Annexes -2, 3 and 4 respectively.

## **10 Other Information**

Other information about the Company may be obtained from its office in the following address

Jalabidhut Lagani Tatha Bikash Company

Babarmahal Kathmandu

Phone – 01-4257024, 4257025

Web : [www.hidcl.org.np](http://www.hidcl.org.np)

## Annex 1: Selection Procedure

1. The DGM Selection Committee as provided for in the Memorandum of Associations shall be responsible for planning and executing the procedures for the selection of DGM of the Company. The composition of the Committee is as follows:

Chief executive officer or coordinator, management group	-Coordinator
Joint Secretary, Ministry of Finance	-Member
Joint Secretary, Public Service Commission	-Member
Chief, Public Administration Central Department, TU	-Member
2. The Selection Committee will be assisted by a Technical Evaluation Committee (if felt necessary) that will be formed under the Selection Committee to develop detailed evaluation criteria, evaluate technical and financial proposals of the candidates, and to carry out other technical works as required to assess the merit of candidature of applicants.
3. Prospective candidates may obtain a copy of the Terms of Reference (ToR) from the Company or may download it from the Company's website [www.hidcl.org.np](http://www.hidcl.org.np).
4. Eligible and interested candidates will need to submit technical and financial proposals in the prescribed formats along with all required documents and information. Technical and financial proposals should be enclosed in separate and sealed envelopes clearly identifying in writing on the envelopes which proposal each envelop contains. Then both envelopes should be placed in a single envelop.
5. Candidates will be evaluated on the basis of the Quality Based System. The technical proposal is evaluated first. Financial proposal of the top candidate on merit basis as evaluated on the basis of technical proposal will be opened for negotiation. If negotiation with the candidate thus selected fails or if he/she declines job offer, the financial proposal of the alternative candidate will be opened for negotiation.
6. The weights for evaluation of the technical proposal of the candidates shall be as below:

a. Bio-data	: 25%
b. Proposal	: 30%
c. Written test and Presentation with computer application	: 25%
d. Interview	: 20%

Total : 100%

7. The seven candidates (depending on the number of applicants) as recommended by the Technical Evaluation Committee on merit basis will be short-listed and invited for written examination and presentation with computer application test. 30 minutes time shall be given for presentation of their proposals. Presentation will include question-answer session as well. Candidates invited for presentation are required to prepare their presentation on power point slides. One written test with computer application in any specific issue shall be given during this session.
8. A second list of three candidates will be prepared on the basis of technical proposals and the presentations and they will be invited for a detailed interview by a panel.
9. Based on the proposal, presentation and interview, one top rated candidate will be recommended to BoD. An alternative candidate will also be recommended.
10. Negotiation on financial proposal will be carried out with the first candidate. If the financial negotiation fails with the selected candidate, the negotiation with alternate candidate will be conducted.
11. BoD will appoint the selected candidate for the position of DGM of the Company after negotiation and agreement on a performance contract with the candidate. The performance contract will be signed by the candidate and the chairperson of BoD or CEO.

## Annex-2: Curriculum Vitae Format

Follow the suggested format as given below while preparing your Curriculum Vitae (CV). Your completed CV should not be more than five pages in A4 size paper and should be word-processed using Times New Roman, 12 size font.

- I. **Full Name**
- II. **Profession**
- III. **Date of Birth (both BS and AD)**
- IV. **Membership in Professional Societies** (*most relevant to the position you are applying for*)
- V. **Core Qualifying Factors** (*about half a page outline of your most relevant experiences, competencies, and personal qualities that you think make you a highly qualified and suitable candidate for the position you are applying for*)
- VI. **Academic Attainments** (*start from the most recent one and move backward till your first undergraduate degree, and attach attested academic testimonials*)

S.N	Degree Obtained	Specialization Field	University Awarding Degree	Country	Year Started and Completed	Percentage or CGP

- VII. **Training** (*only banking, hydropower and executive management/ leadership related - start with the most recent one and move backward*)

S.No	From – To	Title of Training	Training Institute and Location	Competencies Developed	Competencies Professionally Used



VIII. **Employment Records** (*start with the most recent one and move backward to the employment since graduation*)

**Employment # 1**

- From [Month/Year] To [Month/Year]
- Employer
- Position held
- Duty/work station (location)
- Major works undertaken (list in bullet points major tasks you successfully completed in the position)
- Competencies/skills required for performing those works (list in bullet points what abilities, skills and knowledge were required to perform those works and which you were able to use)
- Major achievements in the position (list in bullet points what significant results or outputs you were able to produce in your position largely through your efforts in the position)

Follow the same pattern for all other employments you have held to date.

IX. **Others** (*outline any other relevant information which shows your potentiality and suitability to the position you are applying for*)

X. **Languages** (*list languages you can speak, read, understand and write with reasonable proficiency*)

XI. **Undertaking** (*state the following undertaking*)

I, the undersigned, certify that to the best of my knowledge and belief, the data I have provided correctly describe me, my qualifications, and my experience.

[Signature]

Day/Month/Year

Full name:

Contact address (with telephone number and email id):

### **Annex-3: Technical Proposal Guidelines**

1. Technical proposal to be submitted should be prepared in English as a word document (font: Arial and size 11) not exceeding 2,500 words.
2. The proposal should contain as precisely as possible the following components:
  - a. Brief explanation of role conceptualization and understanding of the candidate as DGM of the Company as perceived by him/her based on the ToR and other relevant documents as well as in the light of the context of establishment of the Company at the present stage of Nepal's hydropower development and resource mobilization needs for it.
  - b. Outlines of the candidate's understanding of the different Role of the candidates (see Section 2 of ToR) of the position.
  - c. For each role (as understood by the candidate), an outline of the business as well as technical policy, plan, strategy, model, or system (as relevant) that the candidate proposes to initiate and implement within the first year of operation and also in the four years tenure to produce the desired and effective results.
  - d. For the business as well as technical policy, plan, strategy, model, or system (as relevant), an outline of the approach, modality and methodology that the candidate will adopt and use to ensure their successful formulation and implementation.
  - e. Indicates the comments on ToR (If any), and other requirements that should be given to DGM for to achieve his targeted performances.
3. The candidate may append necessary tables, charts, graphs and other details to support and substantiate his/her arguments, ideas or plans.
4. The candidate may organize the proposal whichever way he/she thinks is most appropriate for this kind of assignment but it must be written and presented in a highly professional style while ensuring factual, conceptual and grammatical accuracy.
5. The candidate, if shortlisted, should prepare power point slides not exceeding 20 sheets for presentation at a later stage.

**Annex-4: Financial Proposal Format**

S. NO	Description of Items	Rate (In Figure)	Rate (In words)	Total Amont	Remarks
1	Basic Salary				
2	Performance Allowance (Incentives)				
3	Transportation and Communication Facilities				
4	Out of Pocket				
5	Other Allowance				
Total Gross Yearly Salary :.....					

Signature

Day/ Month/ Year

## Annex -5 : Self Declaration Format

To The chairman  
Hydropower Investment and Development Company Limited  
Babarmahal, Kathmandu

Subject: Self declaration

Dear Sir

Pursuant to my application for the position of Deputy General Manager of Jalabidhyut Lagani  
Tatha Bikash Company (Hydropower Investment and Development Company Limited), I  
declared the followings

- I donot have any affiliation with any political parties,
- I donot have conflict of interest with the company and,
- I havenot been convicted by the court on any criminal charges

Signature : .....

Name of the Applicants : .....

Date : .....

## **Annex – 6 : Checklist of Documents to be submitted**

1. CV in prescribed format (As per Annex- 2)
2. Technical Proposal (As per Annex -3)
3. Financial Proposal in separate envelop (As per Annex- 4)
4. Two copy of recent passport size photographs (paste one photograph in CV)
5. Supportive Documents
  - Educational related  
(Attested copy of transcript and Certificate of Master's Degree, documents that clarify the first division if needed, Equivalency from concerned authority for relevant degree if needed)
  - Experience related  
(Attested copy of each experience certificate, and experiences that clarify the relevant experiences)
  - Attested copy of Nepali Citizenship