



Government of Nepal
Ministry of Culture, Tourism and Civil Aviation
Nepal Academy of Tourism and Hotel Management (NATHM)
Rabi Bhawan, Kalimati, Kathmandu, Nepal

Proposal
for
Expression of Interest (EOI)
for the Internship Arrangement
(BHM/BTTM Students - Abroad)

2019

Name of the Applicant/Agency/Firm:

Address:

Date:

Section I

INTRODUCTION



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INTRODUCTION

Nepal Academy of Tourism and Hotel Management (NATHM), with its history of four decades of services in tourism and hotel management education, has been playing a crucial role in developing human resources and enhancing the standard of quality in tourism and hospitality services by providing craft and supervisory level skill oriented trainings to cater to the demands of the tourism and hospitality industry since its inception in 1972. In 1999, NATHM launched Bachelor of Hotel Management (BHM) program and in 2003, Bachelor of Travel and Tourism Management (BTTM) program in affiliation with Tribhuvan University.

As the industry has grown rapidly over the past decades, the need for professionally trained higher-level skilled manpower has also increased simultaneously. To cater to the present demand of the industry, NATHM has launched a two years' Master of Hospitality Management (MHM) program affiliated to Tribhuvan University (TU) from 2011 and aims to produce senior level human resources.

VISION

To be established as a preferred destination for tourism and hospitality education in the SAARC region.

MISSION

NATHM as the pioneer national institution dedicated to human resource development for tourism and hospitality sector in Nepal will facilitate and produce quality human resources by improving and expanding educational, training and research opportunities. It will thus be a Center of Excellence for national and international students.

OBJECTIVES

The objectives of NATHM are:

1. To produce trained and skilled workforce required for the hotel and tourism industry;
2. To conduct long term higher level Academic programs to produce managerial level personnel;
3. To provide consultancy and carry out survey and research for the development of tourism.

Strategic goals of NATHM: Tourism University

The strategic goal of NATHM is to establish Tourism University with specialization in Tourism. Government of Nepal has initiated the process to establish Deemed University as the policy of Government of Nepal in the near future.

Academic Programme

NATHM has been conducting academic programme with the affiliation of Tribhuvan University since 1999.

S.N	Description	MHM	BHM	BTM
1	Affiliation	T.U	T.U	T.U
2	Duration	2 yrs/4 sem.	4 yrs/8 sem.	4 years/8 sem.
3	Course Started	2011AD	1999AD	2003 AD
4	No. of Students (New Intake each year)	40	252	168
5	Internship	Two months	one year (May & June)	six months (Oct. &Nov.)

Physical Property and Facilities

- Land Area – 29 Ropanis
- Main Building
- Theory Classroom Building
- Academic and Practical Classroom Building
- Practical Classroom Building
- Training Hotel Building
- Teaching Hotel (lease out - Under Construction)
- Multipurpose Hall
- Seminar Hall
- Cafeteria
- Computer lab with Free wi- fi

Section II

Proposal

For

Expression of Interest (EOI)

**For the Internship Arrangement
(BHM/BTTM Students - Abroad)**

Government of Nepal
Ministry of Culture, Tourism and Civil Aviation
Nepal Academy of Tourism and Hotel Management
Rabi Bhawan, Kalimati , Kathmandu , Nepal

Invitation of Expression of Interest (EOI) For Internship Arrangement

Notice No: – Intern 01/075/76

Date of Publication: 2075/10/

1. Government of Nepal, Ministry of Culture Tourism and Civil Aviation, Nepal Academy of Tourism and Hotel Management desires for the arrangement of internship for BHM/BTTM students of NATHM abroad.
2. In this regard NATHM invites expression of interest (EOI) from interested and eligible Nepali national Agencies or Firms registered under the Government of Nepal rules and regulation.
3. EOI Document can be obtained free of cost during office hours on all Government working days with in 21st day of First date of publication of the EOI notice from NATHM or can be downloaded from the NATHM website:www.nathm.edu.np
4. Duly completed proposal of EOI must be submitted along with the copy of company or firm, registration certificate, tax clearness certificate of fiscal year 2074/75 to the office of NATHM in sealed envelopes within 12:00 hrs of 22nd day from the date of first publication.
5. If the deadline of submission and opening falls on government holidays, it shall be extended to the next working day at the same time.
6. Sealed document shall be opened in the presence of applicant or the authorized representatives whosoever wish to attend at 14:00 hrs on 22nd day from the date of first publication. If the applicant or representative doesn't choose to attend for opening, NATHM may open the document.
7. The EOI document received from the applicants will be evaluated on the basis of proposal of EOI.
8. Only ten topped ranked Agencies or Firms will be short listed for the arrangement of internship programme for NATHM.
9. NATHM reserves the right to accept or reject wholly or partly any or all documents without assigning reasons whatsoever.

Evaluation and Eligibility Criteria

1. Evaluation

The EOI document received from the applicant or Agency or Firms will be evaluated on the basis of proposal of EOI. It should contain all the necessary information and provision of the internship arrangement as per the TOR Annex-I in the EOI proposal.

2. Eligibility

- Firm/Business Registration Certificate
- VAT/PAN Registration Certificate
- Tax Clearance Certificate f/y 2074/75

3. Experience

Minimum one year experience

Annex-I

Terms of References (TOR) for the Proposal of Expression of Interest (EOI) for the Internship Arrangement (BHM/BTTM Students)

An applicant or Agency or Firms must be mentioned in the proposal of EOI on the following basis of TOR.

- 1. Agency/ Firm:** An Applicant/Agency/ Firm may be a natural person, private entity or government/own entity registered in Nepal under Government rules and regulation.
- 2.** A copy of company/ firm registration certificate, tax clearness certificate of fiscal year 2074/75 with the EOI proposal must submitted.
- 3. Experience:** An applicant /Agency/ Firms must have at least one year of experience in the internship arrangement Priority will be given to those who have more experience.
- 4. Internship Placement Countries:** An applicant /Agency/ Firms should have the capacity to manage minimum 10 interns in a country and should place at least two interns in one Hotel/ Airlines/ Travel Agency /Tourism Agency and maximum 50 students in five/four star or similar categories Hotel/ Airlines/ Travel Agency /Tourism Agency abroad. (Thailand, Malaysia, Dubai, Bahrain, Qatar, China, Macau, Singapore, Maldives etc).
- 5. Hotel/ Airlines/ Travel Agency/Tourism Agency:** An applicant /Agency/ Firms must inform the students about the Hotel/ Airlines/ Travel Agency /Tourism Agency and location before the internship placement.
- 6 Department:** An applicant /Agency/ Firms must make arrangements in either at least two operational departments. Regarding the placement in the departments the agency and firms shall finalize before one month of the placement. It will be highly recommended to place the student's willing department to work for the internship program.
- 7 Placement Time:** An applicant /Agency/ Firms has to make arrangements for the internship program right after the board examination of 5th semester of Bachelor in Hotel Management conducted by Tribhuvan University, in the month of May and June for 1 year or 6 months according to the requirements of the Hotel/ Airlines/ Travel Agency /Tourism Agency. For Bachelor of Travel and Tourism Management, the Hotel/ Airlines/ Travel Agency /Tourism Agency need to make the arrangements for the internship program right after the board examination of 6th semester conducted by Tribhuvan University as well during the months of October and November for 6 months as per the requirements of the hotel/airlines, travel agency or any other travel related departments.
- 8. Accommodation & Meals:** An applicant /Agency/ Firms must provide the information of necessary hostels with healthy environment; security facilities, and other basic amenities.

9. **Stipend/Allowance:** An applicant /Agency/ Firms is required to provide information regarding the prevailing rules of the Hotel/ Airlines/ Travel Agency /Tourism Agency; maximum rate of stipend provision should be mentioned if there is any overtime provision.
10. **Air Ticket:** An applicant /Agency/ Firms must arrange the round trip ticket to the students.
11. **Consultancy Charge:** A receipt of the consultancy charge and other miscellaneous charges should be given to the student.
12. **An applicant /Agency/ Firms** is free to deal with student for consultancy charges or any other charges. Maximum facilities and benefits will be preferred.
13. If an Applicant /Agency/ Firms fails to place the student on internship at the specified place and if they have to return from that place, the applicant /Agency/ Firms has to return the entire expenses of the student. Agency/Firms will have the responsibility to manage the internship arrangement in such standard.
14. An applicant /Agency/ Firms is not allowed to keep the original passport of the student right from the initial period and has to carry out the work with the photocopies of the documents.
15. After receiving the offer letter, the student will not be able to cancel the internship program. In such a case, the amount will not be refunded.
16. NATHM will provide required necessary official letter to the students, hotels as well as to the Applicant /Agency/ Firms for internship programme.
17. An Applicant /Agency/ Firms should assist the students for No Objection Certificate (NOC) and any other procedures.
18. An Applicant /Agency/ Firms has the responsibility to provide information about the condition of the student and their job performance to the coordinator of the respective programme. Reporting should be done every three months.
19. If any student gets sick and wants to return to Nepal, An applicant /Agency/ Firms should manage for his/her return as soon as possible. In such case, the cost will be borne by the student.
20. If any student is restricted from the work from any cause, the Applicant /Agency/ Firms must manage for his/her return to Nepal.
21. An Applicant /Agency/ Firms must keep the direct contact number of the authorized person of the hotel for inquiry of the student.
22. Follow up: NATHM will manage monitoring and inspection of the Internship Programme of the student at their respective working place.

23. The things which are not mentioned in this agreement will be settled down with the mutual understanding, as well as per the Government rules, regulations and practices of Nepal.
24. If any discrepancy is found or any complaint lodged, it will be the sole responsibility of the Applicant/Agency/Firms.
25. An Applicant Agency/Firm should make the arrangement for signing of MoU with the concern interns who undertakes the assignment, the contract between the interns and the concern organization as well as contract between NATHM and the concern organization.
26. If needed, NATHM may sign MoU directly with the concern Hotels, Airlines, Travel Agency and any other organization for the mutual benefit of the students.

Note: These terms and conditions do not limit the right of NATHM for Memorandum of Understanding (MoU) with the recognized organization, university or hotel/airlines/travel agency for the internship of the students directly.