

RASTRIYA BEEMA COMPANY LIMITED

TERMS OF REFERENCE

For

Finance Expert (Contract)

Price- Rs. 500/-

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1 Background

1.1 Introduction

Rastriya Beema Company Limited is a government owned public limited company (RBCL) formed under decision of Government of Nepal, separate general insurance business of Rastriya Beema Sansthan (RBS) by mobilizing internal resources of Nepal. Consequently as on this date the company has been successfully providing returns as per set goals and objectives of Nepal Government in this tenure till today company is contributing revenue without inflecting any additional liability on government. The company has spread company manpower in the insurance sector & has identified itself as a credible insurance sector. . The Company's corporate office is located at Ram Shah Path, Kathmandu

1.2 Capital Structure

The Company's authorized capital is Rs.500 millions and issued capital is Rs.350 millions. Out of the total issued capital, GoN has subscribed the share of 41.03%, Employee Provident Fund 19.4%, Nepal Bank Ltd 9.6% and rest 30% to general public.

1.3 Objectives of Company Establishment

- To mobilize internal resources and capital for national development and to check burden of expenses of foreign currency.
- To Minimize risk of property damage through insurance business

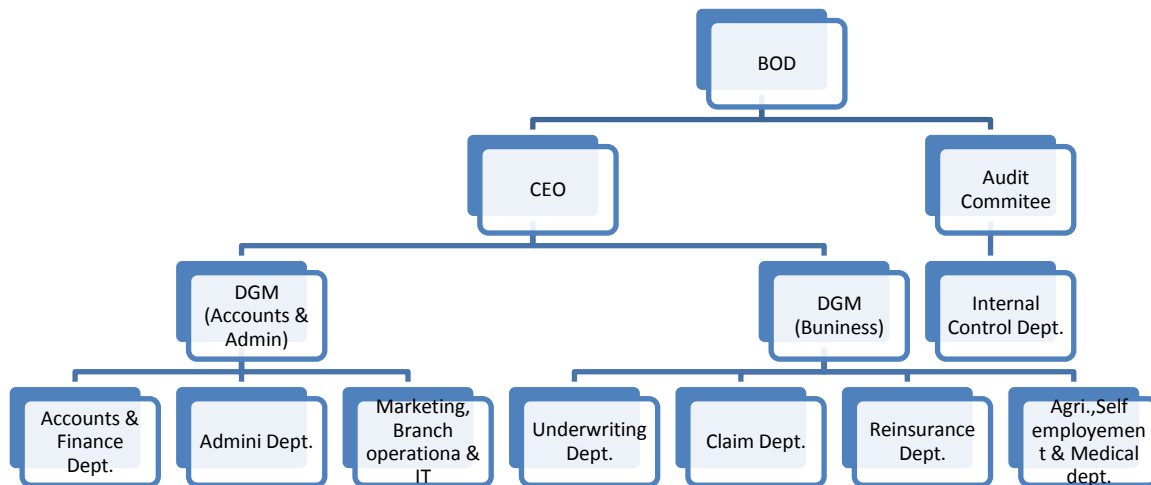
1.4 Board of Directors

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:

- One Chairman and One members nominated by Nepal Government.
- One member nominated from Employees Provided fund
- One independent member nominated by BOD
- One member nominated from Nepal Bank Limited
- Two member nominated from Public share holders

1.5 Organization Structure

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



2 Responsibilities of Finance Expert (FE)

The Finance Expert shall be responsible to support CEO for achieving the company objectives. The FE will assist CEO to formulate plans of the company, implementation and strategies and to 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 FE

will help CEO keep 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 Finance Expert shall give directions to HoD for implementing policies and for achieving company's goal.

- I. Take overall responsibility of Financial/ Business Leadership of the Company,
- II. Assist CEO to prepare strategic plan, financial projections, other plans and programs to improve the financial health of the Company,
- III. Prepare annual budgets, investment plan and ensure its effective implementation in coordination with CEO and other department,
- IV. Rationalize accounting procedures; develop sustainable revenue stream, credit, monitoring and supervision etc.
- V. Take lead role in concluding and closing monthly financial statement of all operational centers of company. the financial closures of appropriate projects in association with other banks after proper due diligence study,
- VI. Take reasonable steps to ensure that the Company's assets are adequately safeguarded and optimized in the best interests of the Company,
- VII. Develop and institutionalize the best appropriate financial management systems that enables the Board to manage its financial resources and business to an internationally accepted standard in a real time using modern technologies and practices,
- VIII. Overview and estimate/predict financial health and plannings of the private companies invested by the company ,
- IX. Develop mechanism to carry out regular internal audit, introduce risk based audit system, Introduce and Implement management audit,
- X. Ensure legal and other compliances – Ensure full compliance of all relevant laws and regulations, review periodically the requirements of Beema samiti Directives and circulars, ensure full compliance of the recommendations of external and internal audit reports, take corrective measures if necessary.
- XI. Financial Statement and Audit– Ensure timely preparation and auditing of financial statements within the statutory framework
- XII. Risk Management Practice – Introduce and implement effective risk management practices for credit, market risk, operation risk, liquidity risk and other banking risks.

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

- Covering all financial aspect of the company
- Financial aspect, progress and future plan of the company investments
- The human resource status of the finance department and future prospects,
- Public relation and stakeholder's interest and achievements,
- Activities related to institutional efficiency,

5 Duration of Assignment

Finance expert will be appointed for a maximum period of one year and can be extended for three years more. CEO of the Company will monitor performance and will give feedback to improve performance. The incentive of the FE will be tied up with his/her performance. In the event that the CEO being convinced that the performance of FE during the period 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.

6 Eligibility Requirements

- I. Academic Attainments
He/she should have at least Master's Degree in Finance/Management or Banking, Insurance from the recognized university securing at least first division or Master Level Chartered Accountancy.
- II. Experiences
At least 15 years of experience in Banking or Insurance Sector with at least three years experience in General insurance company as a department head or higher level.
- 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 finance sector in General insurance business.
 - Recognition for high professional value and integrity
 - Not having been convicted by the court on any criminal charges
 - A good track record of past performance in leadership role
 - No conflict of interests with the Company (a self declaration note is needed)

7 Selection Procedure

The selection procedure will be as given in Annex-3

8 Curriculum Vitae and Proposal

Prospective candidates for the position of ME of the Company who meet the minimum eligibility criteria are required to submit a copy of his/her latest CV , a copy of technical proposals and financial proposal as given in Annexes -1, 2 and 4 respectively.

Annex-1: 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.No	Degree obtained	Specialization field	University Awarding Degree	Country	Year started & Completed	Percentage or CGP

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

S.No.	From-to	Title of training	Training Institution 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-2: 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 Finance expert 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 General insurance business of Nepal.
 - 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 FE 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 3: Selection Procedure

1. The ME Selection Committee as provided in the minutes of Board Decision shall be responsible for planning and executing the procedures for the selection of ME of the Company. The composition of the Committee is as follows:

Director appointed by BOD	-----	Coordinator
Director appointed by BOD	-----	Member
Manger HR Department/	-----	Member
Company secretary		

2. The Selection Committee will be assisted by Technical expert as required.
3. Prospective candidates may purchase copy of the Terms of Reference (ToR) from the Company or may download it from the Company's website after paying Rs. 500/- at concerned department.
4. Eligible and interested candidates will need to submit technical and financial prescribed formats along with all required documents and information. All proposals should be enclosed in sealed envelopes
5. Candidates will be evaluated on the basis of the Quality Based System developed by the committee. The technical proposal is evaluated first. Financial proposal will be evaluated on the on merit basis as evaluated on the basis of technical proposal will be negotiated.
6. The weights for evaluation of the technical proposal of the candidates shall be as below:
- | | | |
|---|----------|-------------|
| a. Bio-data : | - | 25% |
| b. Proposal : | - | 30% |
| c. Presentation with computer application : | | 25% |
| d. Interview : | - | 20% |
| Total : | - | 100% |
7. The five candidates (depending on the number of applicants) as recommended by the Committee on merit basis will be short-listed and invited for presentation with computer application test. 30 minutes 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.
8. A second list of three candidates will be asked for interview, one top rated candidate and alternate candidate will be recommended to the BoD.
9. Negotiation on remuneration will be carried out with the first candidate. If the financial negotiation fails with the selected candidate, the negotiation with alternative candidate will be conducted.
10. BoD will appoint the selected candidate for the position of ME of the Company after negotiation and agreement on a performance contract with the candidate.
11. The performance contract will be signed by the candidate and the chairperson of the BoD or CEO.

Annex-4: Financial Proposal Format

S. no	Description of Items	Rate (In Figure)	Rate (In words)	Total Amount
1.	Basic Salary			
2.	Other Allowances			
3.	Transportation and Communication Facilities			
	Total			