

Nepal Engineers' Association

Pulchowk, Lalitpur

Terms of Reference

Procurement of the Conference Management System

A. Background

Nepal Engineers' Association (NEA) is an independent nonprofit organization of Nepalese engineers, registered under the Social Service Act of the Government of Nepal. It was established in 1962. Today, it represents 39099 engineers, belonging to various engineering disciplines including architects, civil, electrical, mechanical, electronics etc. and coming from both the public and private sector economies. NEA is governed by an elected executive council of 25 members, led by the President of the association for a tenure of two years. NEA's mandates include promoting fellowship goodwill and cooperation assistance among the Nepalese engineers, safeguarding their rights and interests and promoting the development of science and technology. Lately, NEA has established centers for Continuous Engineering Education (NEA CCEE) and the Business Incubation Center (NEA BIC) to address respectively the CPD requirements for professional enhancements and to promote entrepreneurship capabilities among the young engineers.

NEA needs a Conference Management Software to manage the visitors and track all the conference activities digitally.

B. Objective of the Consulting Service

The objective of the Conference Management Software shall be:

1. Design and Build standard Conference Management Software for NEA.
2. Should be dynamic, user friendly, responsive, easily manageable through CMS, secure.
3. Should monitor and record the progress of the visitors in a conference.
4. Should have mechanism to create a conference, event activities, price of registration, seminars, certificates and track digitally.

C. Scope of Services

The Software should have:

a. Online Registration System

1. **User Registration:** Allow participants to create an account and register for the conference by providing their personal information, including name, contact details, and any other required information.

2. **Conference Details:** Display comprehensive information about the conference, including the date, time, venue, agenda, keynote speakers, and any other relevant details.
 3. **Online Registration Form:** Provide a user-friendly form that collects essential information from participants, such as their preferred sessions, workshops, or additional activities they want to attend.
 4. **Secure Payment Integration:** Integrate a secure payment gateway that supports multiple payment methods (eSewa, Khalti, connectIPS, mobile banking, Internet banking, Visa/master card). This ensures participants can easily make payments for their registration fee.
 5. **Sponsor Payment Code Generation:** Sponsors Payment code (coupon) is for sponsor, where sponsor can provide unique coupon or payment code to participants so that they can register without payment. Sponsor will request registration committee to generate number of unique code / coupons.
 1. Each payment code has to be tracked.
 1. Which company requested the code
 2. Which participant used that code
 3. Cost of the registration
 6. **Pricing and Discounts:** Allow flexible pricing options for different participant categories (e.g., early bird, regular, student, etc.). Implement discount codes or special promotions to encourage early registration.
 7. **Attendee Management:** Provide an administration panel to manage and track registered participants, including their payment status.
 8. **Real-time Notifications:** Send automated email notifications to participants confirming their registration and successful payment.
 9. **QR code generation** for participants and send to their email.
- b. Conference Access control management system (QR Based - Access Control Management System with iOS & Android App)**
1. Participant Category Management
 2. Privilege Management per Participants category
 3. Conference Kid access / Attendance
 4. Lunch Access Control
 5. Report Generation
- c. Certificate Download Management**
- Participant should be able to search their name and download their certificate of the attended event in PDF format.
- d. Journal Management**
- User should be able to submit their paper and reviewer should be able to comment on the paper through the same system.

- e. **Security:** System should be secure from latest threats and vulnerabilities.

D. Consulting Firm Qualifications and Experience

- The consulting firm should have the 2 years of relevant experience creating in the event management software.
- The consulting firm should provide proof of completion for similar services.
- The consulting Firm must be Vat registered.
- The consulting Firm shall have tax clearance of 2079/80

E. Time period for submitting the Conference Software

The consulting firm should provide the Conference software within 20 (twenty) days from the date of contract award.

F. Reporting Requirements and Deliverables

The consultant should provide the

- Technical Documents
- Manual to use the system

G. Training & Knowledge Transfer

Develop a user manual and deliver a training for the NEA staffs and IT staffs to create and manage conference system.

H. Support

At least one year of support after the deployment and commissioning of the software and fix the issues in Conference software.

I. Cost Estimate:

Estimate cost of the Project is: Rs. 100,000.

J. Payment Mode

20% percent: After Contract

80% percent: After Complete Delivery of the System