



Engineer Bhawan, Pulchowk, Lalitpur, Nepal

Email: info@neanepal.org.np | Website: [www. https://neanepal.org.np](https://neanepal.org.np) | Phone: 01-5010252

ENTREPRENEURIAL SUPPORT PROGRAM

NOTICE TO NEA MEMBERS

Notice No.: NEA/CIC/2082/001

Date: Magh 28, 2082

Application for Co-working Space at Cosmic Innovation Center (CIC)

BACKGROUND

Pursuant to the Memorandum of Understanding (MoU) signed between Nepal Engineers' Association (NEA) and Cosmic Electrical Limited on 23rd Magh, 2082, a strategic partnership has been established to foster entrepreneurship and innovation among Nepal's engineering and architecture professionals.

Through this collaboration, Cosmic Electrical Limited, via its Cosmic Innovation Center (CIC), is committed to providing co-working space, mentorship, and business development support to emerging engineer and architect entrepreneurs.

Nepal Engineers' Association hereby invites applications from eligible and motivated engineer/architect entrepreneurs for the first batch of this transformative entrepreneurial support program.

PROGRAM OVERVIEW

- **Fee:** Free of cost
 - **Number of Beneficiaries:** Six (6) engineers/architects annually (Two batches, Three (3) engineers/architects per 6 months from the date of onboarding)
 - **Location:** Cosmic Innovation Center (CIC), Sanepa Marg, Lalitpur, Nepal
 - **Program Nature:** Full entrepreneurial ecosystem support including co-working space, mentorship, networking, and business development guidance
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1. QUALIFICATION CRITERIA

A. MANDATORY ELIGIBILITY REQUIREMENTS

Professional Credentials:

- Founder, co-founder, or key promoter must be a renewed member of Nepal Engineers' Association (NEA)

Entrepreneurial Status:

- Must be a founder, co-founder, or key promoter of a registered startup/enterprise in Nepal
- Enterprise must be registered with relevant Government of Nepal authorities (Office of Company Registrar, Department of Industry, or equivalent)
- Enterprise age must not exceed two (2) years from the date of registration
- Business must be technology-driven, engineering-focused, architecture-focused, or innovation-based

Commitment Requirements:

- Ability to physically utilize co-working space for a minimum of twenty (20) hours per week
- Full commitment and availability for the entire six (6) month program duration
- Willingness to actively participate in all mentorship sessions, workshops, and program activities
- Readiness to comply with program guidelines and reporting requirements
- Agreement to provide monthly progress reports to NEA and CIC

B. PRIORITY CONSIDERATION CRITERIA

While all eligible applicants will be evaluated fairly, priority consideration will be given to:

- Innovative solutions addressing critical national development challenges (infrastructure, energy, water, sanitation, transportation, etc.)
- Women engineers and architects promoting gender diversity in entrepreneurship
- Entrepreneurs from underrepresented groups and marginalized communities
- Projects demonstrating significant job creation potential (minimum 5 jobs within 2 years)
- Sustainable, environmentally friendly, and socially impactful ventures
- Businesses aligned with Nepal's Sustainable Development Goals (SDGs)
- Entrepreneurs from provinces outside Bagmati Province promoting regional balance
- Ventures demonstrating export potential or import substitution capabilities



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2. PROGRAM TIMELINE

IMPORTANT DATES AT A GLANCE	
Application Opens: Magh 27, 2082 at 5:00 PM	
Application Deadline: Falgun 4, 2082 at 5:00 PM (STRICT)	
Result Announcement: Falgun 8, 2082	
Program Starts: Falgun 10, 2082	

DETAILED TIMELINE:

Activity	Date & Time	Remarks
Notice Publication	Magh 27, 2082 5:00 PM	Published on NEA website, social media, and notice boards
Application Period	Magh 27 (5 PM) to Falgun 4 (5 PM)	Late applications will NOT be accepted
Application Review & Evaluation	Falgun 5-6, 2082	Internal assessment by Selection Committee
Presentation by shortlisted candidates	Falgun 7, 2082	Internal assessment by Selection Committee
Result Announcement with a official program	Falgun 8, 2082	Published on NEA website and individual notification via email/phone
Program Commencement (Batch 1)	Falgun 10, 2082	Six (6) month tenure begins
Program Conclusion (Batch 1)	Bhadra 10, 2083	6 months from commencement
Second Notice Program Commencement (Batch 2)	Bhadra 14, 2083	For next batch of 3 entrepreneurs
Program Conclusion (Batch 2)	Baishakh 10, 2084	7 months from commencement (due to festive season in between)



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3. SELECTION PROCESS

EVALUATION CRITERIA & WEIGHTAGE

All applications will be evaluated systematically by a Selection Committee based on the following criteria:

Evaluation Criteria	Weightage
Completeness and Accuracy of Application	20%
Innovation and Feasibility of Business Concept	25%
Potential for Growth and Scalability	25%
Alignment with National Priorities	15%
Entrepreneur's Commitment and Capacity	15%
TOTAL	100%

Note: *The decision of the Selection Committee shall be final and binding.*



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4. FACILITIES AND SUPPORT PROVIDED

Selected entrepreneurs will receive comprehensive support including:

A. INFRASTRUCTURE FACILITIES

- Dedicated desk/workstation at Cosmic Innovation Center (CIC)
- High-speed broadband internet connectivity (fiber optic)
- Access to meeting rooms and conference facilities
- 24/7 access to workspace (subject to security protocols)
- Printing, scanning, and photocopying facilities
- Backup power supply (generator/UPS)
- Pantry facilities with tea/coffee

B. MENTORSHIP & GUIDANCE

- Regular one-on-one mentorship sessions with industry experts
- Access to successful entrepreneurs and business leaders
- Technical guidance from senior engineers and architects
- Business model refinement and validation support
- Financial planning and fundraising guidance

C. NETWORKING OPPORTUNITIES

- Access to NEA's extensive professional network
- Connections with potential clients, partners, and investors
- Participation in NEA events, seminars, and conferences
- Peer networking with fellow entrepreneurs in the program



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5. APPLICATION PROCEDURE

REQUIRED DOCUMENTS

All applicants must submit the following documents (incomplete applications will be rejected):

Mandatory Documents:

- **Application Form** (Format attached)
- **Detailed Business Plan/Concept Note** (Format attached)
- **Valid NEC Registration Certificate** (as Licensed Engineer or Architect)
- **Renewed NEA Membership Card**
- **Business Registration Certificate** (from Office of Company Registrar or relevant authority)
- **Curriculum Vitae (CV)** (maximum 2 pages)
- **Citizenship Certificate** (clear photocopy)

SUBMISSION MODES

ONLINE SUBMISSION (Only)

- Mail to: info@neanepal.org.np
- Fill online form and upload all required documents
- Submit before deadline and save confirmation email

⚠ IMPORTANT REMINDERS

- ✓ **Application Deadline: Falgun 4, 2082 at 5:00 PM (STRICT)**
- ✓ Late applications will NOT be accepted under any circumstances
- ✓ Incomplete applications will be rejected without notification
- ✓ The decision of the Selection Committee is final and binding



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6. CONTACT INFORMATION

For queries, clarifications, and information:

NEPAL ENGINEERS' ASSOCIATION

Address: Engineer Bhawan, Pulchowk, Lalitpur, Nepal

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Date: Magh 27, 2082

END OF NOTICE

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