



सोसाइटी अफ कन्सल्टिङ्ग आर्किटेक्चरल एण्ड इन्जिनियरिङ्ग फर्मस्

SOCIETY OF CONSULTING ARCHITECTURAL AND ENGINEERING FIRMS, NEPAL (SCAEF)

(A National Body of Consulting Firms Recognized by Government of Nepal)

EXECUTIVE COMMITTEE (2024-2025)

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Immediate Past President
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Date: 24 January 2024

OPEN CALL FOR SUB-COMMITTEE MEMBERS FOR 18TH EC 2024-2025

Greetings from SCAEF!!

As you all are aware that, SCAEF's 18th Executive Committee have recently been elected. We are looking forward for a robust start of this term i.e. 2024~2025 and seeking the pillars of our team, namely the sub-committees.

The goal and objective of SCAEF is to strengthen our consulting sector with fair competition among our member firms. We shall also be constantly working on increasing the representation by calling our consulting friends to join SCAEF. This platform shall raise voice, awareness and support all the members in need, regardless of their size. We are transparent and fair group to enhance the nations consulting sector.

If you want to grow and have the leadership qualitiesⁱ and want to work in a team including exploring your inner capabilities, this may be right platform under the umbrella of SCAEF. Hence, we kindly request all the dedicated members to consider and nominate persons to be in the following sub-committee of their choices. The selection shall be merit based, CV, experiences and the time the candidate can allocate to complete the given targets on hand. Also, we request all to apply with brief Action Plan for the sub-committee you are interested. There will be weekly meetings for sub-committees. The attendance is compulsory, for validation of members status, unless in emergency situations.

The deadline for application submission is: 30th January 2024.

Kindly submit your application in the email: scaefnepal@gmail.com

There are following sub-committee currently in operation call for sub-committee members.

1. Ethics and Integrity Sub-Committee
2. Professional Development and Capacity Building Sub-Committee
3. National and International Relationship Development/ Business Development Sub-Committee
4. Institutional Development and Membership Sub-Committee
5. Publication and Communication Sub-Committee
6. Awards and CSR Sub-Committee
7. Fellowship Sub-Committee
8. SCAEF Building Fund Sub-Committee

The duties and roles and responsibilities of the Sub-Committees are attached in the page below alternatively can be viewed online (Sec 2.3 of SoP V1.0 of SCAEF)

¹ Note: In accordance with the SCAEF Statute; Clause 8.5 [Kha], to be a member of SCAEF Executive Committee, candidate shall have professional experience of 10 years and also should have worked in any of SCAEF sub-committee for one tenure. So, interested authorized representative / or Directors of member firms are encouraged to apply to be a part of any sub-committee now, such that you will be eligible for the next EC election due in two years' time.

Regards,

Er. Kamal Karki
General Secretary



Member



Secretariat:

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Member





- The Joint Secretary shall assist the General Secretary in the performance of his/her duties and act for the General Secretary during his/her absence.
- Will Chair one of the sub-committees as decided by the EC
- Represent SCAEF in various events as per the directives of the EC/President

2.1.5 The Treasurer

Duties, roles and responsibilities of the Treasurer will be as follows;

- Treasurer shall keep all accounts and ledgers of the SCAEF.
- Maintain profit and loss statements of the organization
- The Treasurer shall prepare the Financial Statement and have it approved by the Executive Committee Meeting and present in the annual general meeting.
- To prepare yearly accounts of receipts and expenditures and have the same audited by an auditor nominated by the general assembly.
- Be responsible for all the accounts, lead the liaison with bank and financial institutions
- Will Chair one of the sub-committees as decided by the EC
- Represent SCAEF in various events as per the directives of the EC/President

2.1.6 The Members

- Will Chair one of the sub-committees as decided by the EC
- Assist EC Officials as per the requirement and advised by EC
- Represent SCAEF in various events as per the directives of the EC/President

2.2 Advisory Board¹

SCAEF will constitute an Advisory Board consisting of past presidents of the SCAEF. The advisory board will consist of the past presidents and the senior most President will head the Board. SCAEF Secretariat will provide the board the secretarial services as well. The board will not have any executive, statutory or governance authority. The role of the Advisory Board will be to

- complement the EC by providing expert opinion based on their past experience, knowledge and contacts that is not readily available to EC.
- assist EC or provide counsel on consulting services issues related acts, regulation, project management.

2.3 Duties, Roles and Responsibilities of the Sub- Committees²

2.3.1 Ethics and Integrity Sub-Committee

The following are the responsibilities assigned this sub-committee

- Operationalize Consultant Management System
- Strengthen Client-Consultant Contractor Relationship
- Implement Quality Management System (QMS)

¹ This will be validated through its provision through amendment of the SCAEF constitution and approval by general body then come into effect, thereafter.

² Sub-committee are suggested to rename to "committee" only. This will be changed in the constitution through approval of the general body of the SCAEF.



- Implement SCAEF Code of Conduct
- Review of practice of Code of Ethics by member firm
- Recommend punitive actions, if any
- Quarterly progress reporting to EC

2.3.2 Professional Development and Capacity Building Sub-Committee

The following are the responsibilities assigned this sub-committee

- Initiate Career Development Program for fresh engineering and architectural graduates
- Study on Low Bidding/Low Pay practices and suggest appropriate measures for its eradication
- Research and Development/Innovation/ Knowledge Transfer
- Implement Performance Evaluation System of the member firms
- Work out Standard Billing to be applicable for Member Firms
- Build rapport on common issues towards professional development with societies related to consulting and/ construction industry
- Contractual matters on Govt./Non-Govt. regulations
- To pursue with GON for Training/ Further Study opportunity in-country and abroad for private sector
- Hold workshop/seminar/training for consultancy development
- Quarterly progress reporting to EC

2.3.3 National and International Relationship Development/ Business Development Sub-Committee

The following are the responsibilities assigned this sub-committee

- Continuation of strengthening relationship with FIDIC and FIDIC/ASPAC
- Bring all the National Consulting Firms within the umbrella of SCAEF
- Create Opportunities and Capacity Development of more National Firms
- Facilitate acquisition of job for new SCAEF Member Firms
- Strengthen relations with the Client, Donors , Private and national/international organizations including with Consulting Association of different countries whom the Memorandum of Understanding has been signed
- Provision mandatory Consulting Services in all public Infrastructures and services
- Ensure adequate budgetary provision for Consulting Services in all infrastructure development departments
- Establish Consulting Sector as an integral part of National Development
- Ensure commitment and investment of GoN to capacitate Consulting Sector
- Remove bottlenecks and management deficiencies in Consulting Sector
- Area of expertise and specialization declared by consultants
- Eliminate low quality and low cost based demand of Consulting Services
- Quarterly progress reporting to EC



2.3.4 Institutional Development and Membership Sub-Committee

The following are the responsibilities assigned this sub-committee

- Strengthen SCAEF Secretariat
- Activate Sub-Committees
- Develop modality for SCAEF's Chapters, form and activate Provincial Chapters
- Institutional Development of Member Firms
- Prepare database on registered consulting business firms
- Regularly call at least two new members in each EC Meeting
- Motivate/orient to the prospective and new member firms to take membership in SCAEF
- Recommend for new membership acceptance
- Encourage participation of Members Firms in SCAEF activities
- Review/ process new application for membership and recommend
- Organize meeting of New Membership
- Annual updating of membership roaster
- Quarterly progress reporting to EC

2.3.5 Publication and Communication Sub-Committee

The following are the responsibilities assigned this sub-committee

- Publication of SCAEF Mirror regular and special issues
- Publication of various brochures (red book) and marketing materials
- Online publication of e-bulletins/ newsletter, white papers etc.
- Dissemination of important publications to all Member Firms
- Regular updating of SCAEF webpage and SCAEF Facebook
- Manage documents of SCAEF
- Quarterly progress reporting to EC

2.3.6 Awards and CSR Sub-Committee

The following are the responsibilities assigned this sub-committee

- Management of KMA excellence award and SCAEF's excellence award and recommend to EC
- Recommend best consultant award to FCAN based on the established selection criteria
- Development of other different award system within member firms
- Organize different programs related to CSR
- Develop and maintain relationship with NGOs/INGOs, Civil Societies, Organizations, Professional Societies
- Quarterly progress reporting to EC

2.3.7 Fellowship Sub-Committee

The following are the responsibilities assigned this sub-committee



- Organize Entertainment program such as Picnic, Sport etc.
- Organize exposure visit within Nepal and abroad
- Organizing other programs for maintaining harmony among member firms
- Quarterly progress reporting to EC

2.3.8 SCAEF Building Fund Sub-Committee

The following are the responsibilities assigned this sub-committee

- To help explore raising of fund
- To stimulate raising of SCAEF building fund
- Collection of committed money from member firms for Building
- Study on possibility of Land or Building
- Purchasing Land or Building for SCAEF
- Quarterly Progress Report to EC

2.4 Accountability of the Sub- Committees³

The Sub-committees shall be directly accountable to the Executive Committee and report to the EC on quarterly basis.

The sub-committees shall also report their term performance to the annual general assembly once a year in the form of compiled annual report.

The Sub-committee shall be continued even during transition of the Executive Committee and shall exist and hand over their documents and status of ongoing activities to the newly formed Sub-committees formed by the next Executive Committee.

The Sub-committees shall get relieved from the duties only after they hand over to the new Sub-committees formed by the next EC.

³ Sub-committee are suggested to rename to “committee” only. This will be changed in the constitution through approval of the general body of the SCAEF.