

COMPANY PROFILE



Hallmark Consultants Pvt. Ltd

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1. INTRODUCTION

Hallmark Consultants Pvt. Ltd., (previously named as Hallmark Infosys Pvt. Ltd) is a multi-disciplinary consulting firm committed to provide the best possible knowledge based solutions and specialized expertise for sustainable development. Hallmark provides specialists advisory and consultancy services in various development sectors in Nepal and outside in effective and efficient manner. The consultancy services are undertaken by Hallmark itself and also in partnership or association with local as well as international consulting firms/organizations.

The company has a pool of highly qualified and experienced resourced experts/specialist of diverse fields to deliver the professional expertise to the esteemed clients as per their need. We chose to draw the required skills and expertise from others and also around the world through our links/network whenever necessary. The combination of specialized expertise and the experiences of the company have gained strengths to undertake and complete challenging assignments and finally achieve sustainable development. Hallmark believes in team work and the company always works with the collaborations of real professionals and organizations to achieve its goal.

2. FIELD OF CONSULTING SERVICES

Hallmark provides consulting services in managing projects and supplying technical expertise in various fields / areas / sectors of development, which can be broadly categorized as follows:

- i. **Socio-economic Development:** *Social protection/safeguards, gender and social inclusion (GESI), nutrition, health and safety, population and demography, education and training, unemployment and labour market, skill development, poverty alleviation, community awareness and mobilization, micro-enterprises, micro-finance, cooperatives, rural development, tourism planning, leisure and recreation.*
- ii. **Public Management Reform:** *Public Private Partnership (P₃), Procurement, Good Governance, Decentralization, Capacity Building, Institutional Development, Financial Management Reform, Legal Reform, Regulation of Network Industries, Corporate Planning, Enterprise Development, Public / Business Administration, etc.*
- iii. **Natural Resource and Agriculture:** *Agriculture, agri-economics, agri-extension, agri-marketing, high value crops, commercial agriculture and trade, horticulture, floriculture, seeds, pesticides, livestock, food technology, forestry, renewable energy, etc.*
- iv. **Climate Change and Disaster Management:** *Climate change, disaster management, earthquake, retrofitting, soil conservation, land use, environmental*

safeguards, environmental auditing, carbon trade, watershed management, bio-engineering, ecological engineering, etc.

- v. **Infrastructure Development:** *Rural and urban infrastructure development, roads, electric telecommunication, highways, railway, Airport; bridges, transportation, water supply, sanitation and sewerage, housing and building, hydrology, hydropower energy, mechanical and industrial engineering, irrigation, seismology, disaster risk management, flood, river training, architecture, heritage conservation, civil structure, geo-technology, procurement, quantity survey/mapping, etc.*
- vi. **Information Communication & Technology:** *Computer application and training, information communication technology (ICT), software development, management information system (MIS), monitoring and evaluation system (MES), mass media, networking, web site development, operation and management, GIS and AutoCAD, e-banking, e-commerce, e-governance, e-services, Labor market Information Management (LIM), etc.*

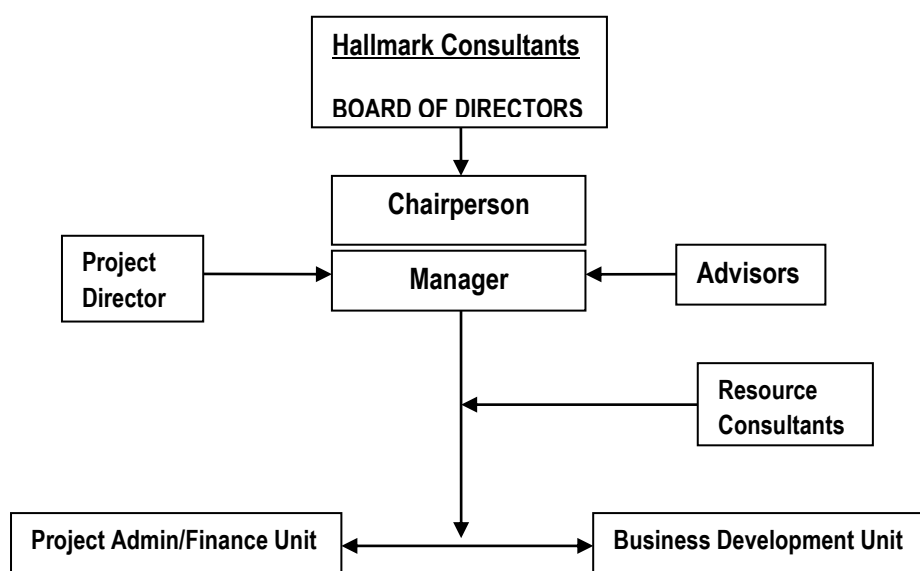
3.1 Scope of Consulting Services

- Project identification/ preparation, appraisal/formulation, master plan preparation
- Project design and supervision, detailed engineering study, survey and design
- Construction supervision, contract administration and procurement
- Pre/feasibility studies, preliminary design, surveys and investigations
- Project planning, implementation, management, monitoring and evaluation
- Advisory services, policy analysis and research
- Corporate management, operational management, institutional & organizational development, good /local governance, social accountability, service delivery improvement
- Economic and financial planning and analysis, project impact and effectiveness analysis, manuals, guidelines and priority plans
- Public private partnership framework and implementation modalities
- Capacity building, administrative reform, institutional strengthening and training, market research and training
- Health surveys & public health awareness, population and migration studies
- Baseline and end-line surveys, Socio-economic impact assessments, project evaluations
- Resettlement and rehabilitation studies, mitigation plan
- Gender equality and social inclusion (GESI) framework/Plan
- Initial environmental examination (IEE), Environmental impact assessment (EIA)
- Environmental management action plan (EMAP)
- Environmental and social management frameworks (ESMF)
- Environmental auditing (EA), Integrated Social and Environmental Assessments (ISEA)
- Environmental policy and action plan, Perspective Plan,
- Environmental audit and monitoring guidelines, Multi hazard risk assessment and mitigation
- Wastewater & Solid waste management, Watershed management and river training
- Climate change and risk management, Water resource management
- ICT system planning and data management
- Information Communication Technology (ICT) Management
- Management Information System (MIS) Design, Implement and Support
- E-governance, e-democracy, e-commerce
- Technology support and service delivery

4. ORGANIZATIONAL STRUCTURE

The company is operated by the **Board of Directors** consisting of experienced, qualified and motivated entrepreneurs and professionals from diverse field. The Board of Directors defines the overall policies, strategies and priorities of the company business. The **Chairperson** is responsible for implementation of such policies, strategies and priority programs to achieve the goal of the company. The **Chief Executive Officer** is responsible for the day-to-day administration, finance, and business operation, business development, networking, project selection, approach, proposal preparation, bidding, coordination and implementation of each project. The company is backed up by qualified national / international advisors and professionals of various fields for helping the company in policy making, technical and critical issues. The company has a number of fulltime and part-time staffs and a pool of resource consultants/specialist whose services are acquired as per the requirement of each specific project.

4.1 Organization Chart:



5. RESOURCE CONSULTANTS

Hallmark has a pool of around 150 highly qualified and experienced resource consultants of diverse fields to deliver the professional expertise to the esteemed clients:

Project management	GESI, Law, Human rights	Water Supply & Sanitation
Financial management	Health and nutrition	Urban development
Business management	Education & training	Solid Waste Management
Banking and insurance	Rural development	Information Technology

Tourism planning	Agriculture & livestock	Software development
Institutional development	Env. & Climate Change	GIS/AutoCAD
Capacity building/HRD	Infrastructure /Engineering	Field Researchers / Surveyors
Monitoring & Evaluation	Public Private Partnership (PPP)	Sub-engineers/Surveyors
Socio-economics	Hydropower/Energy	JT/JTAs

6. OUR CLIENTS

- Department of Urban Development and Building Construction (DUDBC)/MoUD/GoN
- Ministry of Education (MoE)/GON
- Ministry of Science, Technology and Environment (MoSTE)/GON
- Ministry of Culture, Tourism and Civil Aviation /GON
- District Soil Conservation Office/GON, Sindhupalchowk
- Poverty Alleviation Fund/World Bank
- Skills for Employment Project / CTEVT / ADB/Metcon
- GEEoW Project /DWCD/GON / ADB/Metcon
- National Information Technology Center (NITC)/GON
- Nepal Red Cross Society (NRCS)
- Tourism Infrastructure Development Project (TIDP)/ MoCTCA / GON
- HELVETAS Swiss Intercooperation / European Commission (EC)

7. WORK EXPERIENCE

We have undertaken various projects in national, regional and district levels covering mountain, hills and terai areas of all five development regions i.e. eastern, central, western, mid-western and far-western development regions in Nepal.

Hallmark has successfully completed following projects recently:

- **Project Name:** Preparation of Detailed Engineering Design for Conservation and Development of Parbati Kunda Area and Pond of Rasuwa District, Nepal; **Year:** Jan-May 2018; **Client:** Department of Urban Development and Building Construction (DUDBC); **Funding Agency:** Govt. of Nepal; **Location:** Rasuwa District, Nepal; **Summary:** to prepare detail engineering design for conservation and development of Parbati Kunda area and Pond of Rasuwa district; to study the physical, religious and socio-cultural significance and prepare detailed inventory of the pond area and its surrounding; to prepare conservation and development plan and identify the projects (long term, middle term and short term); to identify and prioritized the projects; to prepare Detailed Engineering Report (DER) of one prioritized project that would conserve the Kund and Pond.

- **Project Name:** Preparation of Detailed Engineering Design of Surface Water Drain in Tharu Gaun, Sauraha of Chitwan District; **Year:** Feb-June 2016; **Client:** Department of Urban Development and Building Construction (DUDBC); **Funding Agency:** Govt. of Nepal; **Location:** Chitwan District, Nepal; **Summary:** to prepare detail engineering design of surface water drain including detail survey, planning, engineering design, cost estimates; Prepare inventory/profile of demographic, physical, environmental and socio-economic status; Detail engineering, hydrological survey data; Prepare drainage network plan, detail engineering design and drawing.
- **Project Name:** Preparation of Framework for Establishing (Technical and Vocational Education Training (TVET) Fund in Nepal; **Year:** March-April 2014; **Client:** Ministry of Education; **Funding Agency:** Govt. of Nepal; **Location:** All Nepal; **Summary:** to develop a broader framework to facilitate establishment of TVET Fund in Nepal with the following specific objectives: Identify sources that have been investing funds in TVET sub-sector; Examine practices in and in some of the other countries where similar Funds have been implemented; Propose a coordination mechanism including composition of the TVET Coordination Committee, as interim and long-term arrangements to support the TVET fund realization; Recommend stages of Establishing a Fully-fledged TVET Fund
- **Project Name:** Training on Climate Change Adaptation and Watershed Management; **Year:** July-Aug 2013; **Client:** Ministry of Forest and Soil Conservation/District Soil Conservation Office, Sindhupalchowk; **Funding Agency:** GON; **Location:** Sindhupalchowk, Chautara; **Summary:** To conduct and provide training to district level stakeholders on climate change adaptation and watershed management.
- **Project Name:** Impact Assessment of Community Development and Forest Watershed Conservation Program; **Year:** July-Aug 2013; **Client:** Ministry of Forest and Soil Conservation/District Soil Conservation Office, Sindhupalchowk; **Funding Agency:** GON; **Location:** Sindhupalchowk; **Summary:** To assess the project performance and impact due to the program intervention.
- **Project Name:** Review and Assessment of Skill Development and Employment for the Informal Sector (SEIS) Nepal; **Year:** May 2013-Aug 2013; **Client:** HELVETAS Swiss Intercooperation Nepal, **Funding Agency:** European Commission (EC); **Location:** Kanchanpur, Kailali, Bhardya, Banke (Mid and Far West Nepal), Bara, Parsa, Rautaha, Saralahi; **Summary:** The overall objective of the assignment is to assess the project performance for the 24 months period from January 2011 to January 2012 in line with the project goal, objective, and outcomes. The specific objectives are: Assessing the achievements of SEIS in terms of outcomes over the two years and its contribution in achieving goals and objectives. Assess the effectiveness of the approaches, methods and process of service delivery.
- **Project Name:** Detailed Survey, Design and Cost Estimate of Talcha Ariport – Rara Lake Trekking Trail in Mugu District, **Year:** Feb 2013-May 2013, **Client:** Tourism Infrastructure Development Project (TIDP)/ Ministry of Culture, Tourism and Civil Aviation (MoCTCA), **Funding Agency:** GON; **Summary:** investigate the best

alternative alignment of the proposed route and to carry out detailed engineering survey, design, and drawings, cost estimation and report preparation of Trekking Trails from Talcha Airport to Rara Lake, Mugu (Chainage:0+000-8+000) standard width 2.00 meter using following methods for outputs: desk study (maps, master plans, reports, etc), field survey/walkover survey, environmental and socio-economic survey, environmental protection plan, detail engineering survey, design, drawing, cost estimates, specifications, bidding documents.

- **Project Name:** Capitalization Study of Junior/Youth Red Cross Organization Development and Service Program, **Year:** Dec 2012-Feb 2013, **Client:** Nepal Red Cross Society, **Funding Agency:** Swedish Red Cross, **Summary:** Survey of Red Cross Volunteers/ Community to collect their perception using interview and Focus Group Discussion methods in six project districts to evaluate the effectiveness of the project/program by the survey of 310 Junior/youth volunteers using survey tools (questionnaires and check lists), data entry, analysis and report preparation.
- **Project Name:** Report Preparation of Cyber Forensics Lab Setup for Office of the Controller of Certification (OCC) **Year:** March 2013, **Client:** Office of the Controller of Certification (OCC), Ministry of Science, Technology and Environment **Funding Agency:** Ministry of Science, Technology and Environment **Summary:** literature review of manuals and relevant document on data security.
- **Project Name:** Concept Development of Human Tracking System **Year:** Nov 2012 **Client:** Ministry of Culture, Tourism and Civil Aviation **Funding Agency:** Ministry of Culture, Tourism and Civil Aviation **Summary:** Technology Solution and Architectural Design of Human Tracking System using GPS and Biometric device for mountaineers/trekkers/travelers.
- **Project Name:** Data entry, Data analysis and Reporting of *M&E and MIS System Design and Impact Evaluation* of Gender Equality and Empowerment of Women (GEEoW) Project **Year:** June-July 2012, **Client:** METCON for GEEoW Project/ADB, **Funding Agency:** Asian Development Bank (ADB), **Summary:** Data entry format preparation, data entry of 2058 sets of endline survey questionnaires, data analysis and report writing.
- **Project Name:** Data entry, Data Analysis and Reporting for Tracer Study of Market Oriented Short Term Skill Training of Skill for Employment Project (SEP), **Year:** April-June 2012. **Client:** METCON for SEP Project/ADB; **Funding Agency:** Asian Development Bank (ADB), **Summary:** Data entry format preparation, data entry of 21,900 sets of impact survey questionnaires, data analysis and report writing.
- **Project Name:** Basic Computer Training for 40 youths through Information Technology Society, Nepal and Mazda International Computech **Year:** July 2012, **Client:** Yuva swarojgar Kosh (Youth Self-Employment Fund)/ Ministry of Finance **Funding Agency:** Ministry of Finance, **Summary:** Basic computer training to underemployed youths from poor and marginalized communities.

8. LOGISTIC SUPPORTS AVAILABLE

Supports Available	No	Supports Available	No	Supports Available	No
Computers/Laptops	7	Telephone	3	Multi-function	1
Printers	1	Internet connection	1	Vehicle	1
Photo copy machines	1	Office space (1000 Sq. Ft.) available	1	UPS	1
Motor Bike/ scooter	4	Contact Person: Dr. Hemprabha Pandey, Ph.D, Executive Chairperson Tel: 9818941233			