



Request for Expression of Interest (EOI) for its Anticipated Biodiversity Project

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A) Background:

1) Introduction of ADRA: The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization with a mission to work with people in poverty and distress to create just and positive change. ADRA delivers relief and development to individuals in more than 118 countries. ADRA is changing the world through the four impact areas: Health, Education, Livelihood, and Emergency response efforts. ADRA Nepal has developed its expertise in these sectors and in various subsectors, specifically in agricultural development, climate change adaptation, Biodiversity, economic development, livelihood, infrastructure development, scholarship program, humanitarian response, urban-DRR, Disaster Risk Reduction and Management (DRRM), infant young and maternal child health and nutrition, gender equality and social inclusion and family planning.

ADRA has been active in Nepal since 1987 with a successful portfolio of Livelihood (Agriculture and Economic Development), Disaster Risk Management, Humanitarian Response, and Health, and Education Program serving the unreached population in the remotest villages of Nepal.

2) Brief Note on Project

ADRA Nepal is planning to implement the anticipated Biodiversity project funded for supporting civil society organizations' (CSOs) ability to engage as actors in promoting green growth from the locally registered NGOs in Banke or Bardiya.

As per the concept, Biodiversity is the basis for food security and health, it purifies air, soil and water, absorbs vast quantities of carbon, helps keep the climate in balance and soils fertile, converts waste back into resources, pollinates and fertilises crops, ensures stability of water supply, and much more. It is not only an environmental issue; it is essential to human life and socio-economic development. The Communication on an EU Biodiversity Strategy for 2030, 14 aims to bend the curve of biodiversity loss by addressing all key drivers, and to protect, restore and promote the sustainable use of ecosystems. Actions specifically targeting biodiversity, nature and the direct drivers of biodiversity loss can bring major economic and social benefits thanks to the ecosystem services that nature provides as well as concrete opportunities for the green economy.

2.1. Project Duration: 3 years

2.2 Project Locations/districts: Selected LGs of Banke and Bardiya Districts

2.3. Project Details

The project will focus on biodiversity conservation, ecosystem restoration, livelihood and local economic development, green jobs, human-wildlife conflict/wildlife corridor, and Policy strengthening, networking and awareness raising, knowledge documentation and dissemination.

B) Guiding Note for Applicant



ADRA Nepal is inviting Expression of Interest from qualified NGOs for partnership with ADRA Nepal in implementing its anticipated project in selected LGs of Bardiya and Banke Districts.

Minimum Criteria of the Applicant NGOs:

- NGOs must have legally registered in Nepal.
- Experienced of working in the biodiversity sector at the national level/ community level
- In addition, demonstrable experience in biodiversity, ecosystem restoration, livelihood and local economy development, green jobs, policy strengthening, networking and awarenessraising and gender, equity and social Inclusion.
- Good in communities for implementation and strong linkages and coordinationwith all stakeholders.
- Have in-house human resource capacity to mobilize immediately after start of project.
- Professionally qualified with work experience in forest management, advocacy, policy and livelihood promotion with a national/international organization.

E) Procedure for preparing and submission:

ADRA Nepal invites expression of Interest from qualified local organizations with experience for the biodiversity project. The eligible NGOs registered as per Nepal Government's rules and regulations are requested to apply for the call by **23 February 2023 till 5 PM**. The proposal can be submitted at tenders@adranepal.org or hard copy to ADRA Nepal office Sanepa.

ADRA Nepal reserves all rights to make decision and/or cancel the assignment without any information. The proposal received after the deadline will not be considered. Submission of false information and statements will disqualify the EOI.

Please Note:

- i. Only short-listed NGOs will be notified for further detailed organizational assessment.
- ii. ADRA Nepal reserves the right to accept or reject any or all applications without giving any reason whatsoever.
- iii. Attempt to influence by any means during the selection process will lead to disqualification.

Contact Address:

ADRA Nepal, Sanepa, Lalitpur

Phone Number: 5455913/14

If required further clarification, please do write to procurement@adranepal.org



F) Instruction for preparing the expression of Interest

1) Expression of Interest: (Following information should be included)

1.1) Brief introduction of organization

Name of the organization: _____

Registration date: _____

Head of Organization (name and position, personal phone number):

Address of organization: _____

District, Rural/Urban Municipality: _____

Phone #, Email address: _____

Fax #: _____

Post Box. # _____

Place/address of registration of organization _____

1.2) Summary Introduction of NGO/CBO (max 1 page)

1.3) Interest in applying (prove yourself why you are capable)

1.4) Major ongoing current program/s: [Use as much space as needed]:

S. N.	project/program	Project Duration and sites	Contractual Amount (NPR)	Funding Agency

1.3) Current and Past Work experience on Biodiversity (1 page max).

- Target population/s, District/s
- Years of experience
- Major objectives
- Total Budget
- List of Major Activities



- Major Achievements

3.6 Implementation Process/ Methodology

Briefly describe the process of implementation and reasons for the proposed methodology. (based on your past experience)

3.7 Monitoring and Evaluation

Briefly describe how you will monitor the implementation of the project. Further outline how project activities will be monitored including recording, reporting and supportive supervision and how the project data will be analyzed and used for program improvement.

3.8 Financial Monitoring

Discuss how financial monitoring for the project will take place: methods, tools, timing and responsible person. Discuss how you will document the financial information. How you will generate the financial reports. What will be your report verification process?

3.9 Quality assurance of the program:

Briefly describe overall quality assurance of the program to achieve the results and methodology for Quality-Assurance.

3.10 Coordination and collaboration

Mention how coordination and collaboration with government and non-government stakeholders will be done at the local level.

3.13 Program management process

Mention the general process how your organization manages your projects

Include the summary list of trained staff and management members in the related field as following:

S. No.	Name of the staff/ management members	Expertise areas	Years of experience

E) Documents to be submitted along with the proposal:

The EOI shall contain following documents:

- **A cover letter stating the expression of interest.**

Some other supporting documents includes:

- Registration certification from government with updated renewal from SWC and DAO.
- Organization constitution/by-laws
- PAN Certificate and VAT certificate (if applicable)
- Copy of last three years audit reports
- Organization's HR/administration/procurement policies
- Financial Management Policy/Guideline



- Annual Report (latest)
- Tax exemption certificate
- Tax Clearance Certificate
- Copy of meeting minute of latest last one (1) board meetings
- Letter of experience from past/current Funding Agencies (1 each)

F) EOI Evaluation Criteria and Selection Process:

Selection panel will be established by the Adventist Development and Relief Agency (ADRA) Nepal to review all the received proposals. Potential organizations obtaining high scores in short listing process will be contacted for further queries. The panel members may also visit to shortlisted NGO office for the verification of information submitted through EOI if they feel necessary.

Selection criteria include, but are not limited to, the following:

- Evaluation Committee (EC) first opens an envelope labelled “supporting documents” to check whether or not all required documents are submitted.
- Once the EC verifies that all required and valid documents have been submitted,
- Based on the criteria below, EC members prepare score sheet and recommends an organization to ADRA Nepal for further processing.

Grading/scoring:

S. No.	Major topic	Score weightage
	Project Description	
1.1	Organization experience implementing biodiversity project	25%
1.2	Implementation Process/Methodology	10%
1.3	Monitoring and evaluation	10%
1.4	Financial Management	10%
1.5	Quality assurance of the services	10%
1.6	Coordination and linkages	10%
1.7	Supporting documents	10%
1.8	Program management experience	15%
	Total	100%

Note: Those organization who do not submit supporting documents will NOT be considered for evaluation.