



Adventist Development and Relief Agency (ADRA)

P.O Box 4481, KTM, Bakhundole, Nepal

Phone: +977 (1) 5455913/14; Fax: +977 (1) 54554251

Website: www.adranepal.org

Community Engagement for Improved Sexual and Reproductive Health

Call for Expressions of Interest (Eoi) for NGO/Network

Date of Publication: 1 Aug 2024

Closing date of EOI submission: 8 Aug 2024

Section I: Introduction

A. Background:

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 Nepal belongs to the worldwide ADRA network, comprised of 118 supporting and implementing country offices. ADRA's five core sectors include Health and Nutrition; Food Security; Economic Growth; Education; and Emergency Management. ADRA has been active in Nepal since 1987 and is currently implementing projects/Programs in more than 200 municipalities of 19 districts covering four provinces. ADRA's health footprint encompasses the following sub-sectors: Reproductive Health, maternal, newborn, and child health, Family Planning & gender-based Violence (GBV), health systems strengthening, and emergencies.

B. Guiding Note for Applicant (NGO)

ADRA Nepal seeks Expressions of Interest (EOI) from qualified CSOs (national/local NGOs/network) to implement Sexual and Reproductive Health and its morbidities related interventions and campaigns in emergency (specifically in Jajarkot and Rukum West) and development contexts. Prospective partners interested in program/project interventions in the areas of Karnali, Madhesh, Lumbini and Sudurpaschim Province may respond to this invitation.

Minimum Criteria of the Applicant NGOs:

- NGOs having networks in above mentioned project areas as well as at national level with working experience on Sexual and reproductive health.
- Experience of reaching out to marginalized/vulnerable groups and communities.
- Demonstrable experience in improving access and quality SRH services for Leave No One Behind (LNOB) in the project area.
- Significant knowledge and experience in community mobilization and National level advocacy Campaigns.
- Good standing in communities of implementation and strong linkages and coordination with all stakeholders.
- Have in-house Human Resource capacity to mobilize immediately after start of project.

C. Evaluation Process:

- An Evaluation Committee will evaluate EOI applications based on information in the template given in Section II below.
- The Evaluation Committee shall shortlist the applicants that it considers best meets the organizational strategic and programme needs and recommend for due diligence.
- ADRA will not reimburse any costs incurred by applicants for participation in the EOI process.
- The applicant must carefully go through the NGOs/network profile and fill up all information carefully. The Evaluation Committee has the discretion to reject any application that is incomplete in any respect. Please provide attachments/enclosures only where specifically asked for.

D. Procedure for preparing and submission of EOI:

E. ADRA Nepal invites Expressions of Interest (EOI) from qualified organizations having experience in improving access and quality SRH services and conducting campaigns at community level who are currently registered as national or local NGOs.

F.

G. Interested CSOs (NGO/Network) may collect the detailed package of Expressions of Interest (EOI) from the link given below. The eligible organizations are requested to apply for the call by **5:00 PM on 8 Aug 2024**. The EOI should be submitted to tenders@adranepal.org or **drop hard copy at ADRA Nepal Country Office located at Bakhundole, Lalitpur, P.O. Box 4481, Kathmandu**. The EOI must be submitted along with required documents to demonstrate intent and ability to undertake the services. In case the deadline for EOI collection/submission falls on public holidays, it shall automatically extend to the subsequent official day. The EOI received after deadline will not be considered. The organizations submitting EOI, **MUST** meet the requirements mentioned in the EOI submission guideline. Submission of false information

and statements will disqualify the EOI. ADRA Nepal reserves the right to accept or reject any or all application without giving any reason whatsoever.

Contact Address:

ADRA Nepal, Bakhundole, Lalitpur

P.O. Box. 4481

Phone: +977 (1) 5455913/14; Fax: +977 (1) 54554251

E-mail: procurement@adranepal.org

Section II: Application

a. Contact details

Organization name with acronym (<i>if used</i>)	
Head office full address with contact details (<i>telephone number and email address</i>)	
Sub/Base/Field office(s) full address(es) with contact details (<i>telephone number and email address</i>)	
Website of the organization (<i>if available</i>)	
Organization contact person, position and contact details (<i>telephone number and email address</i>)	

b. Registration information

Date of organization established (<i>month/year</i>)	
Is the organization fully registered?	<input type="checkbox"/> YES <input type="checkbox"/> NO (Attach a copy of registration documents: registration with District Administrative Office, Social Welfare Council/SWC and PAN)
Date of registration (<i>month, year</i>)	

Registration number	
Place (<i>district</i>) where organization is registered	
Type of legal entity (<i>i.e. type of organization</i>)	
Registering authorities	
Last date of renewal (<i>month, year</i>)	
Affiliation with SWC, date and number	
PAN number PADOR No	
Name of districts where the organization is operating currently	

c. Organizational overview

Mission, vision and values				
Organizational strategy or main goals				
Organizational structure				
Fundraising strategy				
Total number of staff (<i>mention by Gender Equality and Social Inclusion</i>)	Total		GESI	
	Male			
	Female			
External relationships (<i>mention briefly if the organization is a member of any coordination bodies, networks or alliances</i>)	Do you collaborate with the government and CSOs in delivering your programs? If yes, how do you collaborate with these groups? How			

	does that impact your work? <i>Word limit 150 words</i>			
Description/composition of Executive Committee (EC) of the organization				
Name	Sex	Ethnicity	Position	Tenure in executive committee (From- Till)

d. Organizational policies, procedures, guidelines and plans (*No Need to Attach any document at this stage*)

Policies and procedures in place	Please write Yes/No and date of last revision
Administrative policy and procedure	
Financial policy and procedure	
Human resource policy and procedure	
Monitoring and Evaluation Guideline/Framework	
Procurement policy/guideline	
Organizational strategic plan	
	1.

Others (Add rows if required) Such as GESI/PSEAH, Child protection Policy	2.
	3.
	4.
	5.

e. Programmes

<p>Areas of interventions/sectors <i>(Select from given options, select option if the organization has experience of delivering programmes/projects in development/stable and/or humanitarian context, more than one options is possible)</i></p>	<input type="checkbox"/> Reproductive Health	<input type="checkbox"/> Development/stable <input type="checkbox"/> Humanitarian
	<input type="checkbox"/> Maternal & Child Health	<input type="checkbox"/> Development/stable <input type="checkbox"/> Humanitarian
	<input type="checkbox"/> Family Planning & SRHR	<input type="checkbox"/> Development/stable <input type="checkbox"/> Humanitarian
	<input type="checkbox"/> Water, Sanitation and Hygiene (WASH)	<input type="checkbox"/> Development/stable <input type="checkbox"/> Humanitarian
	<input type="checkbox"/> Health Governance & Logistic Management	<input type="checkbox"/> Development/stable <input type="checkbox"/> Humanitarian
	<input type="checkbox"/> Community Mobilization	<input type="checkbox"/> Development/stable <input type="checkbox"/> Humanitarian
<p>Geographical coverage <i>(names of districts where the organization is working or have authorization to work)</i></p>		
<p>Target population <i>(what are the key considerations that the organization uses while targeting the beneficiaries?)</i></p>		
<p>Explain briefly, how the organization ensures that the</p>		

beneficiary and the CSOs are involved in different stages of project implementation?							
Projects undertaken in the last 3 years (<i>include current projects</i>):							
S.N.	Title of the project	Duration (<i>start and end date in month, year</i>)	Sector (<i>see above in areas of interventions / sectors</i>)	Donor	Partner with local government/CBOs etc.	# of beneficiary	Location

1. Why are you interested in participating in this call? Please explain your expected objectives and outcomes to participate in this project. (*Word limit 200 words*)

2. In a few bullet points, what is your organization’s expertise/experience in managing Sexual and Reproductive Health programs and advocacy campaigns?

3. How do you improve capacity of stakeholders in the reproductive health sector including in areas such as behavior and norm change etc. for gender and inclusion? (*Word limit 200 words*).

4. How does your organization integrate Disaster Risk Reduction (DRR) strategies into reproductive health programs to ensure the resilience and continuity of services during emergencies? (*Word limit 200 words*)

7. Monitoring and Evaluation System

a. Program M&E System: Briefly describe your organizational capacity on monitoring the implementation of the program. 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.

c. 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?

f. Financial management

Annual income and expenditure (<i>last 3 financial years</i>)	Financial Year	Income (NPR)	Expenditure (NPR)
	FY 080/081		
	FY 079/080		
	FY 078/079		

Audit (<i>Do not attach any document now, copies may be needed at later stage</i>)	Internal audit regularly undertaken	<input type="checkbox"/> YES <input type="checkbox"/> NO
	External audit undertaken	<input type="checkbox"/> YES <input type="checkbox"/> NO
	No. years with this/same external auditor	
Financial statements	Annual financial statements published	<input type="checkbox"/> YES <input type="checkbox"/> NO
Descriptions of Accounting System and accounting software application	Name of accounting system: Accounting software and application used:	

g. Office Equipment, Supplies and Facilities (*If available attach details as Annex*)

Description of Procurement and asset management system	
Office building	<input type="checkbox"/> Owned <input type="checkbox"/> Rented
Office facilities (<i>Computer, Printer, Account Software, Email/Internet</i> <i>Office furniture, vehicles if any</i>)	
Other facilities	

Checklist for EOI Submission:

Document	Included (Y/N)
Application Letter	
Organizational Profile	
Description/ composition of Executive Committee (EC)	
Description of Current Staff	
Description of the Annual Financial turnover for the last three years	
Organizational track records	
Descriptions of partnership with local/provincial/federal governments	
Copies of following documents <ul style="list-style-type: none"> ○ NGO Registration Certificate ○ Affiliation Certificate in Social Welfare Council (SWC) with latest renewal ○ PAN Certificate ○ Latest tax clearance certificate. ○ Audit Reports (last 1 fiscal year). ○ Recent AGM Meeting minutes ○ Self-declaration letter duly certified by authorized person of board in the letter pad that there is no conflict of interest, the organization is not blacklisted, and not punished for professional conduct. 	

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 have visit to short listed 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.
- Based on the criteria below, EC members score the EOI, and recommends an organization to ADRA Nepal for further processing.

Grading/scoring:

S. No.	Major topic	Score weightage
1.	Governance System	30
1.1	Organization background including registration, mission, vision, values, strategy, structure, GESI consideration both in board member & staff, coordination and linkage, Annual Report (Last 1 year), Human Resource Structure and Capacity of Key Staff, Organizational policies, procedure, guidelines and plans (Finance, HR, Procurement, Safeguarding	
2.	Program Management	40
2.1	Organization experience implementing Reproductive Health program/activities	15
2.2	Organization having similar experience in the required area of work	5
2.3	Technical competency and experience	20
3	Financial Management systems	15
3.1	1-year updated Audit Report and Financial Statement, Tax Clearance Certificate with renewals & Exemption, Financial Statement (BS & I&E Statement along with Schedules), Analysis of Financial Statement (BS & I&E Statement along with Schedules)	
4	Monitoring & Evaluation System	15
	Total	100

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