**Annex 1: Application form**

**ORGANIZATIONAL INFORMATION**

1. **Full name of the organization:………………………………………………………………………….**
2. **Address with contact details (*telephone number and email address*):**

District……………………… Municipality………………………………… ward no:………………..

Tole/area:………….. ……………………Telephone:………………………. …………

 Email: ……………………………………….Website (if available): ………………………………………

1. **Contact person detail:**

Name: …………………………………………………………………………………………………………

Position in the organization: ……………………………………………………………………………..

Address: ……………………………………………………………………………………………………...

Telephone no: ……………………………………………………………………………………………….

Email: …………………………………………………………………………………………………………

1. **Organization registration at district administration office: Yes** [ ]  **No** [ ]

Registration number: ………………………… Registration date: …………………………

Registration office and district: ………………………………………………………………………………

Working area as permitted in the registration: ……………………………………………………

Latest renewal date: ……………………………………………………

1. **Registration at social welfare council: Yes** [ ]  **No** [ ]

Registration number: ………………………… Registration date: …………………………

Latest renewal date: ……………………………………………………

1. **Registration in PAN** [ ]  **VAT** [ ]
2. **Organization overview**

|  |  |
| --- | --- |
| Mission, vision and Goal |  |
| Total number of staff  | Male: | Female: |
| External relationships (*mention briefly if the organization is a member of any coordination bodies, networks, or alliances*) | Do you collaborate with the government and other agencies in delivering your programs? If yes, how do you collaborate with these groups? How does that impact your work? *Word limit 150 words* |
|  |  |
| Description/composition of Executive Committee (EC) of the organization |
| **Name** | **Sex** | **Ethnicity** | **Position** | **Tenure in executive committee (From- Till)** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

1. **Current executive committee formed date:**

Tenure: From…………………………….. to …………………………………….

How many tenures can a person repeat or get elected in vital positions of the EC?

……………………………………………………..…………………………………………………

***General Assembly information***

In what interval does the GA takes place? ………………………………………………………….

How many GAs were there during last 5 years? …………………………………………………………

Date of last GA: ……………………………………………………………………………………………

Total number of participants during last GA:………………….. Male:………………. Female:…………..

Is there any provision in written form for EC members to work as project staff? Yes [ ]  No [ ]

If yes, then in which policy? …………………………………………………………………………

Do you have such cases in current projects? Yes [ ]  No [ ]

1. **Organizational strategy: what are the organizational strategies and approaches for below mentioned sectors while implementing a project or in internal governance? (**no more than 100 words for each section**)**
* Gender equality, disability and social inclusion:
* Transparency and accountability:
* Partnership strategy and approach:
* Decision making process:
* Complaint feedback and response mechanism:
1. **Organizational policies, procedures, guidelines and plans**

|  |  |
| --- | --- |
| **Policies and procedures** | **Yes/No with date of latest 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 |  |
| Others (*Add rows if required*) Such as Safeguarding (GESI, PSEAH, Child protection), Climate change adaptation and mitigation strategies etc. |  |
|  |
|  |
|  |
|  |

1. **Program implementation from the organization:** (With details of the relevant projects – current or implemented in last 3 years**)**

|  |  |  |
| --- | --- | --- |
| Areas of interventions/sectors(*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*) | [ ]  Agriculture and Food security | [ ]  Development/stable[ ]  Humanitarian |
| [ ]  Livelihood and entrepreneurship development  | [ ]  Development/stable[ ]  Humanitarian |
| [ ]  Climate change adaptation  | [ ]  Development/stable[ ]  Humanitarian |
| [ ]  Disaster Risk Reduction and Management | [ ]  Development/stable[ ]  Humanitarian |
| [ ]  Health and nutrition | [ ]  Development/stable[ ]  Humanitarian |
| [ ]  Food Security, Livelihood (FSL)  | [ ]  Development/stable[ ]  Humanitarian |
| [ ]  Education | [ ]  Development/stable[ ]  Humanitarian |
| Geographical coverage (*Districts where the organization is working or have authorization to work in*) |  |
| Explain briefly, how the organization ensures that the beneficiary and the community are involved in different stages of project implementation? |  |

**List of projects from last 3 years**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SN** | **Name of the project** | **Donor organization** | **Project duration (Date From-To)** | **Project location (District and municipalities)** | **Total project budget implemented by your org. (NPR)** | **Project thematic sector** | **Total direct project participants** |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
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|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |

1. **Financial Details**

Financial system adopted by the organization (accounting and software, internal control system etc.)

1. **Financial Details**

Auditing:

Last audit date:………………………………….

Key recommendations and suggestions from the auditor:

* **……………………………….……………………………….……………………………….**
* **……………………………….……………………………….……………………………….**
* **……………………………….……………………………….……………………………….**
* **……………………………….……………………………….……………………………….**
* **……………………………….……………………………….……………………………….**

Management response to the recommendations:

* **……………………………….……………………………….……………………………….**
* **……………………………….……………………………….……………………………….**
* **……………………………….……………………………….……………………………….**
* **……………………………….……………………………….……………………………….**
* **……………………………….……………………………….……………………………….**
* **……………………………….……………………………….……………………………….**
1. **Bank Account details:**

Account run bank name:………………………………………………………………….

Account type:…………………………………………………………….

Name and position of signatories in cheque books:

1. ………………………………………………….
2. ………………………………………………….
3. ………………………………………………….
4. **Reference of current or recently completed projects:**

|  |  |
| --- | --- |
| Name: |  |
| Organization: |  |
| Position: |  |
| Email: |  |
| Contact number: |  |
|  |
| Name: |  |
| Organization: |  |
| Position: |  |
| Email: |  |
| Contact number: |  |

1. **Copies of following documents must be submitted along with the EOI letter (**Documents from S.N 1 to 5 is mandatory for submission otherwise the applicant organization will be disqualified from the whole process**)**
2. Organization registration certificate (DAO and SWC) and renewal letter
3. Statute of the organization and strategic reports
4. Audit reports from last three years with management letter
5. Tax exemption letter from Nepal government (if exempted), renewal letter,
6. Tax clearance certificate.
7. PAN/VAT documents
8. Organogram and organizational structure
9. Latest annual report
10. Current FY annual programs details
11. Policies (Administrative policy and procedure; Financial policy and procedure; Human resource policy and procedure; Monitoring and Evaluation Guideline/Framework; Procurement policy/guideline)
12. Organizational strategic plan
13. Reference Letters from donor organization

*Note: All the documents submitted will be kept confidential and will solely be utilized for this EOI process only. ADRA Nepal will notify or inform for permission if any documents has to be used for other purposes outside of ADRA Nepal.*