

Expression of Interest (EOI)
for
NGO Partner Selection in Madhesh province
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ADRA, the global humanitarian organisation of the Seventh-day Adventist Church, is dedicated to delivering relief and development support to individuals in more than 120 countries – regardless of their ethnicity, political affiliation, gender, or religious association. By partnering with local communities, organisations, and governments, we ensure our programs are culturally appropriate and empower local capacities for sustainable change. In Nepal, ADRA has been a trusted development partner for over 35 years, with expertise in health, livelihoods, education and disaster risk management. We work with all three levels of government and with civil society nationwide, with a focus on the provinces of Madhesh, Bagmati, Lumbini, Karnali and Sudurpaschim.

ADRA Nepal is anticipating an Australian Government (DFAT) funded '**Promoting Climate Resilient Agriculture for Better Livelihoods (PARIBARTAN)**' project from July 2025 to December 2028 in Rautahat district in Madhesh province. The project focusses on climate-resilient agriculture and market promotion, rural livelihood promotion, GEDSI and women empowerment. Hence, ADRA Nepal is inviting Expression of Interest from qualified NGOs registered or currently implementing relevant projects in the Rautahat district to partner in implementing the project.

Minimum Criteria of the Applicant NGOs:

- Local NGO registered and implementing projects in the Rautahat district with strong working experience in agriculture and livelihood projects.
- Experienced on working for climate-resilient agriculture and market promotion, women empowerment and rural livelihood promotion.
- Experienced in working for socio-economic empowerment of rural farmers.
- Demonstrated experience in local capacity building and mobilization of local service providers.
- Strong linkages at LG, district and provincial levels on Agriculture and livelihood clusters
- Strong capacity and experience in conducting district and province-level advocacy.
- Working experience with more than five Agriculture and livelihood projects with different INGOs.
- Existence of functional governing/executive board and management
- Registration and renewal at DAO and Social Welfare Council
- PAN or VAT registered.
- Periodic renewal and latest tax clearance certificate.

EOI Evaluation and Selection Process

A Selection committee formed by the Adventist Development and Relief Agency (ADRA) Nepal will review all the received EOIs. Potential organization obtaining high score in short listing process will be contacted for further queries. ADRA Nepal may also visit to short listed NGO offices for the verification of information submitted through EOI, if they feel necessary.

Documents to be submitted along with the proposal:

Duly filled Expression of Interest as per the format provided including:

- A cover letter stating the expression of interest.
- Concept note (as per the given format) highlighting the climate-resilient agriculture and market promotion, rural livelihood promotion, GEDSI and women empowerment.
- Registration certification from government with updated renewal from SWC and DAO.
- Organization constitution/by-laws
- PAN/VAT certificate
- Tax exemption letter
- Updated Annual Audit Report from last 3 years.
- A detailed profile of the NGO that includes type of programs implemented; target groups supported with the program budget.
- Organization's HR/administration policies
- Financial Management Policy/Guideline
- Annual Program Report (latest)
- Copy of other relevant policies (including safeguarding, GESI policy, etc.)
- Two Reference from current or previous donors/partner

The eligible NGOs registered as per Nepal Government's rules and regulations are requested to apply for the call by **5:00 PM, 17 December 2024**. The proposal scan be submitted at tenders@adranepal.org or drop hard copies of the documents at ADRA Nepal Country Office located at Bakhundole, Lalitpur, **P.O. Box 4481, Kathmandu Nepal**. The EOI documents received after deadline will not be considered. ADRA Nepal reserves all rights to make decision and/or cancel the assignment without any information.

Please Note:

- Only short-listed NGOs will be notified for the further detailed organizational assessment.
- ADRA Nepal reserves the right to accept or reject any or all application without giving any reason whatsoever.
- ADRA Nepal will not reimburse any cost incurred by the applicants in the EOI process.
- Attempt to influence by any means during the selection process will lead to disqualification.

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