

Expression of Interest (EOI)
for
NGO Partner Selection in Bagmati, Gandaki and Lumbini 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 118 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 Sudur-Paschim.

ADRA Nepal is anticipating a JOA funded project on dairy for development sector for smallholder farmers in Kaski district of Gandaki province, Chitwan district of Bagmati province and Banke district of Lumbini province. The project majorly focuses on breed improvement of the cattle through AI and embryo technology. Hence, ADRA Nepal is inviting Expression of Interest from qualified NGOs registered and with experience of implementation of relevant projects in above mentioned districts to partner in implementing the project.

Minimum Criteria of the Applicant NGOs:

- NGO registered or implementing projects in the Kaski, Chitwan or Banke districts with strong working experience in dairy for development and livestock breed improvement programs.
- Experienced on working for artificial insemination for breed improvement, embryo transplant, research in livestock, and rural livelihood promotion.
- Strong coordination with government and its agencies (extension and research) at local, provincial and federal level especially on livestock breed promotion.
- Working experience with at least five livestock-based 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.
- Duly filled Application form (as per the given format) regarding organization information
- Concept note (as per the given format) highlighting the genetic and overall breed improvement of the cattle,
- Registration certification from government with updated renewal from SWC and DAO.
- Organization constitution/by-laws.
- PAN/VAT certificate.
- Tax exemption letter from Nepal government (if exempted), renewal letter
- Tax clearance certificate
- Updated Annual Audit Report from last 3 years.
- Annual Program Report (latest).
- A detailed profile of the NGO that includes Organogram and organizational structure, type of relevant programs implemented; target groups supported with the program budget
- Organization strategy plan.
- Organization's HR/administration policies.
- Financial Management Policy/Guideline.
- Copy of other relevant policies (including safeguarding, GESI policy, etc.)
- Two Reference from current or previous donors/partner.

The Application Form (organizational profile), the Concept Note and other requested documents (as per ToR) can be found in the ADRA Nepal website. Eligible NGOs registered as per Nepal Government's rules and regulations are requested to apply for the call by **5:00 PM, 1 January 2024**. The proposal can 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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