A close up of a sign

Description automatically generated

**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](http://www.adranepal.org/)

**Expression of Interest (EoI)**

**for**

**Emergency Standby partnership**

**Date of Publication: 9th Jan 2025**

**Closing date of EOI submission:30th Jan 2025**

# Section I: Introduction

## **Background:**

**About ADRA:** Adventist Development and Relief Agency (ADRA) is a global humanitarian organization established in 1956, providing relief and development assistance across over 118 countries through its extensive global network. In Nepal since 1987, ADRA focuses on health, livelihoods, education, and Disaster Risk Management (DRM). By collaborating with local communities, organizations, and governments, ADRA Nepal implements culturally relevant programs and fosters local capacity for sustainable development. ADRA Nepal remains committed to serving individuals in need, irrespective of ethnicity, political affiliation, gender, or religious background.

**ADRA's Works on Disaster Risk Management:** In our commitment to Disaster Risk Management (DRM), we have effectively responded to various emergencies, including earthquakes, floods, and the COVID-19 pandemic, by integrating Disaster Risk Reduction (DRR) into our programs. Our comprehensive disaster response strategy encompasses risk assessment, pre-positioning, community preparedness, and direct response, all aligned with national frameworks like the Sendai Framework for Disaster Risk Reduction and the Sustainable Development Goals (SDGs). ADRA collaborates closely with government agencies, NGOs, and local communities to ensure coordinated and impactful DRR efforts. Our participation in assessments and inter-organizational events yields valuable data to shape DRR strategies at both local and national levels. Through the National Emergency Management Plan (NEMP), ADRA ensures the delivery of life-saving aid within 48 hours of an emergency, providing critical support such as cash assistance, non-food items, and medical aid. Our strong partnerships with local NGOs and government bodies enable us to reach remote areas, assess needs, gather vital information, and coordinate rapid, efficient responses.

## **Purpose of the standby partnership**

Our standby partnership for emergency response aligns with ADRA's core mission of serving humanity and supporting communities in times of greatest need. As a global relief agency, ADRA is committed to delivering rapid, coordinated, and effective aid in urgent disaster situations. By establishing pre-arranged agreements and processes, we ensure that ADRA, alongside key partners, can quickly mobilize resources and provide immediate support when emergencies occur. This partnership enables the swift delivery of critical assistance—such as cash support, Shelter kit support and other non-food items and medical services—within 48 hours of a disaster.

ADRA's deep-rooted connections with local NGOs, government agencies, and communities allow us to facilitate a well-coordinated and effective response, especially in hard-to-reach areas. By leveraging these strong partnerships and local expertise, we ensure that the most vulnerable populations receive timely and life-saving aid. This collaboration also complements and boosts the government's emergency response efforts, providing vital support where it's needed most.

Through this standby partnership, ADRA enhances its ability to act as a bridge between the government and communities, ensuring that resources flow swiftly and efficiently during emergencies. Together, we can minimize delays, maximize impact, and ultimately save more lives, reflecting ADRA's commitment to being a source of hope and assistance for those in need.

## **Guiding Note for Applicant (NGO)**

ADRA Nepal is seeking EOI from qualified local NGOs for a standby partnership to assist in disaster and emergency response efforts. While prioritizing current operational areas, this partnership opportunity is not limited to these sites.

**Minimum Criteria of the Applicant NGOs:**

* Legal Registration and Expertise: The NGO must be registered in the implementation area and possess substantial experience in the relevant field of interest.
* Organizational Profile and Capacity Template, filled by the applying organization. *(Template will be provided on request to below email.)*
* Disaster and Emergency Response Experience: The NGO should have demonstrated expertise in disaster and emergency response within the health sector, ranging from conducting health camps, distributing shelter kits and cash, and managing a robust volunteer network or the ability to mobilize volunteers promptly.
* Experience with Vulnerable Groups: The NGO must have a proven track record of working with marginalized and vulnerable populations, including women, the elderly, people with disabilities, and hard-to-reach communities.
* Emergency and Low-Resource Capacity: The NGO must demonstrate the ability to operate effectively in emergency situations and low-resource environments, including mobilizing resources quickly, adapting to challenging conditions, and delivering essential services under constrained circumstances.
* HR Capacity: The NGO must have the in-house HR capacity to mobilize staff or volunteers immediately during the implementation of emergency activities.
* Stakeholder Coordination and community linkage: The NGO should be well-regarded in the implementation communities, maintaining strong linkages and coordination with all relevant stakeholders, including local, provincial, and federal governments, particularly in disaster and emergency clusters. The NGO should also possess strong capacity and experience in conducting advocacy at the local, provincial, and federal levels.
* Supply Provision Capacity: The NGO must have the capability to quickly source and deliver emergency supplies, such as non-food items, through established vendor networks during emergencies.
* Previous Experience with ADRA: Prior experience working on ADRA-funded projects is preferred.
* Existence of functional governing/executive board and management
* Registration at DAO and Social Welfare Council
* PAN or VAT registered.
* Periodic renewal and tax clearance certificate obtained.
* Relevant Emergency Response Experience: The NGO should provide details of any additional experience or expertise that would be valuable during emergency response, such as innovative practices, specialized knowledge, or unique capabilities that enhance their ability to effectively respond to crises.

## **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 will be contacted for further queries.
* ADRA Nepal will shortlist organizations from each province based on expertise and coverage to create a pool for emergency response collaboration. Long-term agreements will be established with selected agencies, but ADRA reserves the right to engage any pre-qualified or additional partners as needed during emergencies.
* 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 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.

## **Procedure for preparing and submission of EOI:**

ADRA Nepal invites Expressions of Interest (EOI) from qualified local NGOs for a standby partnership to assist in disaster and emergency response efforts. Eligible local NGOs can download the application form/templates from ADRA’s website at <https://adranepal.org/get-involved/express-of-interest-2/>. The eligible organizations are requested to apply for the call by **5:00 PM on 30th Jan 2025**

Proposals can be submitted via email 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 the 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](mailto:procurement@adranepal.org)

# Section II: Application

**1. Organizational Information**

1. **Contact details**

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

1. **Registration information**

|  |  |
| --- | --- |
| Date of organization established (*month/year*) |  |
| Is the organization fully registered? | YES  NO  (*Attach a copy of registration documents: registration with District Administrative Office, Social Welfare Council/SWC and PAN*) |
| Date of registration (*month, year*) |  |
| Registration number |  |
| Place (*district*) where organization is registered |  |
| Type of legal entity *(i.e. type of organization*) |  |
| Registering authorities |  |
| Last date of renewal (*month, year*) |  |
| Affiliation with SWC, date and number |  |
| PAN number |  |
| Name of districts where the organization is operating currently |  |

1. **Organizational overview**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Mission, vision and values | | |  | | | | | | | |
| Organizational strategy or main goals | | |  | | | | | | | |
| Organizational structure | | |  | | | | | | | |
| Fundraising strategy | | |  | | | | | | | |
| Total number of staff (*mention by Gender Equality and Social Inclusion*) | | | Total | | |  | GESI | |  | |
| 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 CSOs 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)** | |
|  |  |  | |  | | | |  | |
|  |  |  | |  | | | |  | |
|  |  |  | |  | | | |  | |
|  |  |  | |  | | | |  | |
|  |  |  | |  | | | |  | |
|  |  |  | |  | | | |  | |
|  |  |  | |  | | | |  | |
|  |  |  | |  | | | |  | |
|  |  |  | |  | | | |  | |
|  |  |  | |  | | | |  | |
|  |  |  | |  | | | |  | |
|  |  |  | |  | | | |  | |

1. **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 |  |
| Others (*Add rows if required*)  Such as GESI/PSEAH, Child protection Policy |  |
|  |
|  |
|  |
|  |

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 100-150 words for each section)**

* Gender equality, disability and social inclusion:
* Transparency and accountability:
* Partnership strategy and approach:
* Decision-making process:
* Organizational capacity for self-sustainability:
* Program sustainability:
* Financial management and matching fund capacity:
* Complaint feedback and response mechanism:

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

| **Sector** | **Development/Stable Context** | **Humanitarian Context** | **Brief Description of Projects. (Optional)** |
| --- | --- | --- | --- |
| **Disaster Risk Management** |  |  |  |
| - Shelter | ☐ | ☐ |  |
| - Cash Assistance | ☐ | ☐ |  |
| - Other……………….. (Specify, *add rows below if required*) | ☐ | ☐ |  |
| **Health** | ☐ | ☐ |  |
| **Livelihood** | ☐ | ☐ |  |
| **Education** | ☐ | ☐ |  |

**3. List of emergency related 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* |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

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 DRM program?

**3. Monitoring and Evaluation System**

**a. Program M&E System:** Briefly describe your organizational capacity for 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 during emergencies.

**b. 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?

**c. Financial management**

|  |  |  |  |
| --- | --- | --- | --- |
| Annual income and expenditure (*last 3 financial years*) | Financial Year | Income (NPR) | Expenditure (NPR) |
| FY 080/081 |  |  |
| FY 079/080 |  |  |
| FY 078/079 |  |  |

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

**Checklist for EOI Submission:**

|  |  |
| --- | --- |
| **Document** | **Included (Y/N)** |
| Application Letter |  |
| Organizational Profile and Capacity Template |  |
| 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   * + 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 |  |

*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 have to be used for other purposes outside of ADRA Nepal.*

**EOI Evaluation Criteria and Selection Process:**

Selection committee will be formed by the ADRA Nepal to review all the received proposals. Potential organizations obtaining high scores in short listing process will be contacted for further queries. The committee 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** | **50** |
| 2.1 | Organization experience implementing emergency related 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** | **10** |
| 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** | **10** |
|  | **Total** | **100** |

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