



Expression of Interest (Eoi)

Partnership with Local NGOs for Implementation of Integrated Water Resource Management (IWRM) Programme of Helvetas Nepal

EOI Code : 1920-001-2025
Programme Name : Integrated Water Resource Management (IWRM) Programme
Programme Address : Birendrangar-7, Surkhet, Karnali Province, Nepal
Issued on : 27 June 2025

Authorized signature:

Office stamp:



A handwritten signature in black ink, appearing to be "NBS" followed by a stylized flourish.

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Section-1: Notice for Expression of Interest (Eol)



HELVETAS

NEPAL

CALL FOR EXPRESSION OF INTEREST (Eol)

Date of first publication: 27 June 2025

The **Integrated Water Resources Management (IWRM) Programme** of Helvetas Nepal supports local governments in preparing **Water Use Master Plans (WUMP)** or **WASH** plans, implementing **water supply** and **multiple water use schemes**, promoting **hygiene and sanitation**, and strengthening the **capacity of local communities and institutions**. The Programme operates in partnership with local non-governmental organizations (NGOs). For the implementation of its upcoming projects and grants in the clusters listed below, the IWRM Programme invites **Expressions of Interest (Eol)** from **interested and eligible local NGOs**.

Project Clusters:

- **Cluster 1:** Municipalities in **Kalikot and Dailekh** districts (Karnali Province)
- **Cluster 2:** Municipalities in **Surkhet and Salyan** districts (Karnali Province)
- **Cluster 3:** Municipalities in **Jajarkot and Rukum West** districts (Karnali Province)
- **Cluster 4:** Municipalities in **Achham** district (Sudurpashchim Province)

1. Eol application:

- The applying NGO **must be registered in any one district** within the selected cluster for which proposal is being submitted.
- Joint ventures (JVs) or associations with other NGOs are not permitted.

2. **Eol documents** can be downloaded from: <https://notice.helvetasnepal.org/>. Any queries related to the Eol documents must be submitted by **02 July 2025** to water.np@helvetas.org. A compiled response to all queries will be posted on the same website by **04 July 2025**.

3. Pre-application conference (online): **03 July 2025 at 2 PM**. Interested NGOs can contact to water.np@helvetas.org on or before **5 PM by 02 July 2025** to participate the meeting.

4. Submit the completed Eol documents in pdf version along with **all required documents** to: water.np@helvetas.org. If the total file size exceeds **25MB**, please split and send in multiple emails. The **deadline** for submission is **14 July 2025**.

5. Eol will be evaluated based on pre-defined criteria, and supporting documents will be thoroughly reviewed. Providing **false or misleading information** will result in immediate disqualification. NGOs are solely responsible for the **accuracy and authenticity** of the submitted documents.

6. Only **shortlisted NGOs** will be contacted for the next steps in the selection process.

7. Finally selected NGOs will serve as **operational partners** of the IWRM Programme. The initial partnership duration is **one year**, with the possibility of extension based on **performance and funding availability**.

8. Any attempt to influence the selection process will result in **disqualification**.

9. **Helvetas Nepal** reserves the right to **accept or reject** any or all applications without assigning any reason.

Integrated Water Resources Management (IWRM) Programme, Helvetas Nepal

Birendranagar, Surkhet, Email: water.np@helvetas.org

Section-2: Instructions for submission of Expression of Interest

1. This Expression of Interest is open to all **eligible and interested local NGOs** that are **registered in any one district within the cluster** for which they are applying. Therefore, one NGO may apply for only one cluster.
2. **Each NGO may apply for only one cluster**, and the selected cluster must be **clearly indicated** in the application.
3. NGOs are **not permitted to form joint ventures (JVs)** or associate with other NGOs to enhance their qualifications. Any form of **JV agreement** will lead to disqualification.
4. Interested NGOs must submit **up-to-date information** in accordance with the instructions and **prescribed templates** provided.
5. Applications will be **evaluated and shortlisted** based on criteria set by the IWRM Programme. Only **shortlisted NGOs** will be contacted for further next steps, including **due diligence and field verification**.
6. In the EOI process, a shortlisted NGO fails to meet the requirements during due diligence or field verification, an alternative NGO may be considered from the remaining eligible applicants.
7. The **Eol Application Package** includes the following forms and information:
 - **EOI Form-1:** Letter of Interest
 - **EOI Form-2:** Organizational detail
 - **EOI Form-3:** Understanding of Scope of Work
 - **EOI Form 4:** Qualification and experience of proposed key human resources
 - **EOI Form 5:** Document Submission Checklist
 - **EOI Form 6:** Annexes (Template of CV, partnership contract template, etc.)
8. The Eol documents must be **fully completed and submitted** via email to the address specified in the Eol notice. The applicant can download the word version template of Eol – Form 1 to 6 and submit pdf version along with supporting document.
9. The **email subject line** must clearly state: **"EOI Application for Implementation of IWRM Programme"** The email body should include the **applicant's name and contact details**.
10. The completed Eol must be submitted **on or before the deadline and to the address** mentioned in the official **Notice for Expression of Interest**. Late submissions will not be considered for evaluation.
11. Finally selected NGOs will serve as operational partners of the IWRM Programme. The initial partnership duration is one year, with the possibility of extension based on performance and funding availability.

Section-3: Code of Conduct for Contracted Parties

Final version February 2020

Scope of this Code of Conduct

HELVETAS Swiss Intercooperation (hereinafter HELVETAS) is a civil society organisation for development and humanitarian response. We strive to empower people, so they can determine the course of their lives in dignity and security, using environmental resources in a sustainable manner. Our work is guided by the following values¹:

- Our engagement is based on solidarity and partnership.
- We work towards achieving human rights and upholding the principle of self-determined development.
- We are committed to social equity and strive for equal opportunities for men and women regardless of age, origin, language, religion, culture, mental and physical capacity, sexual orientation, or political convictions.
- Our collaboration with our partners is based on mutual respect for cultural values and principles
- We stand for development that balances economic viability, environmental appropriateness and social benefits.

The organisational values are the basis for the attitude, behaviour and high standards that HELVETAS requests to be respected and adhered to by its employees.

Further, we expect that all individuals and institutions with whom HELVETAS engages, respect these values and act in accordance with them, as well as with national and international laws. This applies both to professional contexts and to private matters that have an influence on the professional domain.

This Code of Conduct outlines the attitude and the behaviour that HELVETAS expects from consultants, services providers of goods and services, implementation partners, system partners and assisted organisations – in the following called **contracted parties** – that are responsible for implementing projects, project components and/or recipients of contributions, etc. in Switzerland as well as abroad.

This Code of Conduct is binding, and an integral part of all contractual agreements made between HELVETAS and its contracted parties. In signing their contract, contracted parties take on the commitment to observe the Code of Conduct, to ensure adherence by their personnel and their subcontractors, and to behave accordingly. Any action violating the Code of Conduct may entail an enquiry and the imposition of measures relating to non-compliance with contractual obligations, or of other measures.

Contracted parties are expected to ensure that their employees and any person working for them adhere to this Code of Conduct by putting in place adequate policies and regulations and through sensitisation, supervision and training of concerned persons.

The Components of the Code of Conduct

Loyalty and confidentiality and civic duty

The actions of contracted parties in the frame of the collaboration with HELVETAS must be consistent with the goals, the values and principles of HELVETAS as expressed in its mission statement and organisational strategy. Contracted parties are expected to regularly reflect upon own actions and behaviour and

¹ Organisational Strategy HELVETAS Swiss intercooperation

	those of subcontractors.
	Contracted parties, their employees and subcontractors commit to abide by the national laws, as citizen or resident of a specific country or as a short-term visitor.
Use of competences, means and assets	Contracted parties, their employees and subcontractors contribute with their competences and capacities to the objectives of the collaboration. They commit to make use of available means and assets effectively and efficiently, according to legal stipulations, internal regulations, contractual agreements and in conformity with project goals.
Culturally sensitive behaviour	<p>Contracted parties, their employees and subcontractors are aware that even as private persons, they are subject to public interest. They must consider this in behaviour and statements.</p> <p>Contracted parties, their employees and subcontractors must respect local norms and conventions in contacts with authorities, partners and local people. They must respect the customs and culture of the country of cooperation in appearance and manner of dress, behaviour and communication. They must respect the customs and culture of the country, avoiding indecent or offensive behaviour, insulting or accusing statements, or spreading rumours.</p>
Inter-personal relations and professional conduct	<p>Contracted parties, their employees and subcontractors must have respectful, fair and equitable relations with all persons irrespective of their age, origin, language, religion, culture, social position, physical ability or sexual orientation.</p> <p>They are aware of their privileged and often powerful status vis-à-vis other actors and must refrain from abusing any hierarchical, material, or social position in any way.</p> <p>They never request any service or favour from primary stakeholders or other persons of concern in return for support or protection. They never engage in any exploitative relationships – sexual, emotional, financial or employment-related – with primary stakeholders or other persons of concern.</p> <p>They must refrain from any form of disrespectful social interaction and abstain from anything that could be interpreted as degrading or putting others down.</p>
Protection of children and youth	Contracted parties, their employees and subcontractors commit to protect the rights and integrity of children and youth and must refrain from all forms of abuse towards them in accordance with the universal Convention on the Rights of the Child. ²
Mobbing and sexual harassment	Contracted parties, their employees and subcontractors abstain from mobbing ³ , sexual or sexist harassment ⁴ of colleagues, partners or any other person.

² <https://www.ohchr.org/en/professionalinterest/pages/crc.aspx>

³ **Mobbing** means to pick on, reject or exclude a person or a group systematically at work in verbal or non-verbal attacks which affect the physical or mental health as well as the self-esteem of the person(s) concerned

⁴ **Sexual or sexist harassment** is an action with sexual reference or undertones unwelcome to the person addressed. Sexual or sexist harassment can be expressed in the following ways: suggestive remarks; remarks about physical advantages or weaknesses or about sexual orientation; sexist talk and jokes in any form of verbal, written or non-verbal communication; sharing suggestive material over email or social media; ambiguous invitations; making bodily advances; making advances together with promises or threats of advantages or disadvantages at work.

Conflict of Interest and duty of disclosure

Contracted parties, their employees and subcontractors are aware that professional interests can conflict with organisational or personal interests. Therefore, they must make own interests transparent and avoid any behaviour which could be perceived as biased in favour own interests.

Fraud and corruption and accepting gifts or other benefits

Contracted parties, their employees and subcontractors are must be honest in all professional activities, avoiding and countering any kind of corruption. They abstain from abusing financial, material and intellectual assets to which they have access in relation with the HELVETAS mandate for personal gains or for third parties.

They do not accept gifts, invitations or other favours that may afford them or third parties an unfair material or immaterial advantage, or that may compromise their integrity, freedom of action, or impartial judgement.

Contracted parties must inform HELVETAS if confronted with corrupt practices or unethical promises by collaborators, partners organization, consultants, officials or others. The applicable reporting mechanisms are specified in chapter 3 of this Code of Conduct.

Safety, Security & Health

Contracted parties undertake to safeguard the personal safety, health and integrity of their employees and refrain from putting others in a dangerous situation.

Contracted parties, their employees and subcontractors must respect the physical and mental integrity of their colleagues and others.

Environmental and Social Safeguarding

Contracted parties, their employees and subcontractors are expected to wherever possible support a precautionary approach to environmental matters and undertake efforts to safeguard natural resources.

Contracted parties must promote good governance principles, namely participation, inclusion, integrity, effectiveness, transparency, rule of law, and accountability.

Contracted parties, their employees and subcontractors must ensure that their professional actions and their motivations are understood and transparent.

Public appearances and use of non-public information

Contracted parties handle all information received in relation with the contract with the necessary discretion, never using it to the detriment of HELVETAS or beneficiaries including after termination of the contract.

Persons working for contracted parties should not provide aforesaid information to the media, policy makers and donors or the public, without an explicit assignment to do so.

In public communication they must provide explicit reference to the sources of the information/experiences.

They must refrain from making accusations, provocative statements or spreading rumours. They give due consideration to their cooperation with HELVETAS and to its interests in their communications, particularly via the internet or social media

MSB

Reporting mechanism of a violation of the Code of Conduct and Whistleblowing

Any person working for a contracted party of HELVETAS who feels under pressure to act in a way that runs counter to this Code of Conduct, or who witnesses violations of the same, must inform either the management of the contracted party and/or HELVETAS. The contracted party is obliged to share the reported cases and action taken with HELVETAS.

The whistleblowing policy (e.g. whistle-blower protection) of HELVETAS applies to all employees worldwide and to persons working for contracted parties. All concerns will be treated confidentially, and every effort will be made not to reveal the identity of the whistle-blower. The policy is publicly available on HELVETAS' website and the specified contacts are accessible for anyone.

Consequences of a violation of this Code of Conduct

In case of breach of this Code of Conduct by contracted parties, their employees and subcontractors, HELVETAS expects them to sanction misbehaving persons similar to HELVETAS' measures. These sanctions range from requesting apologies, written warnings to dismissal of guilty persons. In serious cases or if no appropriate sanctions are taken, HELVETAS reserves the right to end the collaboration, ask for compensation of financial losses or to pursue legal action.

Final Remarks

HELVETAS encourages its contracted parties to create their institutional codes of conducts and related policies and regulations, including internal reporting procedures that enable their employees and subcontractors, as well as third parties, to promote professional, respectful, inclusive and secure working conditions; and safely report instances of wrongdoing to the management or to an independent body.

HELVETAS is committed to mutual transparency and learning on any aspect of this Code of Conduct. HELVETAS is therefore available for consultation in cases of doubt or questions relating to the Code of Conduct.

This Code of Conduct is issued in French, English and Spanish. In case of any doubts, the English version prevails.

Read and agreed

Name of the contracted party:

Name of signatory of contracted party:

Place and date:

Stamp:

Signature:

Section-4: Scope of work, role and responsibility for Implementation of IWRM Programme

3.1 Helvetas Nepal

Helvetas is a Swiss development organization operating in over 35 countries worldwide. In Nepal, it has been active since 1956 under an agreement with the Government of Nepal. Helvetas Nepal implements a wide range of programs and projects across the country, focusing on areas such as water, food, climate resilience, skills development, employment and entrepreneurship, governance, youth engagement, migration, urban resilience, and gender and social equity. In times of crisis, it also provides humanitarian aid and emergency response. Helvetas Nepal works in close collaboration with technical and social organizations to promote sustainable development and reduce poverty at both local and national levels. The organization partners with local and national NGOs, the private sector, and government bodies to achieve its goals. Its overarching mission is to empower individuals by equipping them with the skills, opportunities, and resources needed to improve their livelihoods.

3.2 About IWRM Programme

IWRM Programme is a project of Helvetas Nepal supporting the government of Nepal in its initiatives to improve water supply, sanitation and hygiene in the country. It evolved in 2017 based on the experience and learning from its predecessor projects implemented in Water Sanitation and Hygiene (WASH) sector in the past. The IWRM Programme supports the local governments to prepare their Water Use Master Plan (WUMP) or WASH plans, implement water supply schemes/multiple water use schemes, promote hygiene and sanitation and enhance capacity of the local people and organizations. It, thus, directly contributes to achieving the SDG 6 and realizing the rights to access to safe drinking water and sanitation enshrined in the constitution of Nepal.

3.3 Programme Goal and Outcomes

The IWRM Programme goal is: "All women and men in Nepal, especially those who are economically poor and socially marginalized, have dignified lives." The Programme has the following three outcomes:

- **Outcome 1:** All the people, women and men, in the working areas have increased and sustainable access to safe drinking water, improved sanitation and hygiene facilities at home, in schools and other public places / offices.
- **Outcome 2:** People conserve water sources and implement climate resilient water initiatives and make use of additional water from the multiple use water systems for irrigation and other income generating activities
- **Outcome 3:** Sector agencies, especially at the local level, have enhanced capacity, knowledge and skills to plan and implement WASH led integrated water resources management (IWRM) in their respective areas.

To achieve these outcomes the Program implements activities related to WASH, Multiple Use and Climate Resilient Water Systems, WASH Governance and Advocacy. The primary stakeholders of the IWRM Programme are mainly the people living in the water hardship areas. They participate in the Programme planning, implementation, and monitoring processes; contribute local materials and labour for the construction of water and sanitation facilities and equitably share benefits. Local governments, Water Users and Sanitation Committees (WUSCs), and the local NGOs are the Programme implementation partners. The local governments endorse the IWRM Programme's annual plans for their respective areas, support its implementation and provide co-funding. At present, the IWRM Programme has been implemented in six different districts of Karnali province namely Kalikot, Dailekh, Surkhet, Jajarkot, Salyan and Rukum Pachhim and Achham in Sudurpashchim province.

The IWRM Programme is being implemented in collaboration with local NGOs across its working areas. As the partnership agreements with the current partner NGOs are set to expire by the end of July 2024, the Programme is now inviting Expressions of Interest (EoIs) from eligible and competent local NGOs for the implementation of upcoming projects and anticipated grants in the next fiscal year.

3.4 Scope of Work

The selected partner NGO will be responsible for implementing the Integrated Water Resources Management (IWRM) Programme in one of the designated clusters. This includes carrying out all activities as outlined in the Programme's annual work plan within the selected geographic area.

The partner NGO is expected to:

- Deploy qualified technical experts and human resources,
- Ensure effective implementation of planned activities, and
- Contribute to achieving the intended outputs, outcomes, and impact of the Programme.

Cluster division and geographical coverage:

SN	Cluster	District/ Municipalities
1	Cluster 1	Municipalities in Kalikot and Dailekh districts (Karnali Province)
2	Cluster 2	Municipalities in Surkhet and Salyan districts (Karnali Province)
3	Cluster 3	Municipalities in Jajarkot and Rukum West districts (Karnali Province)
4	Cluster 4	Municipalities in Achham district (Sudurpashchim Province)

For the implementation of the IWRM program, only one partner NGO will be selected for each cluster.

Roles and Responsibilities of Partner NGOs:

In the municipalities and rural municipalities where the IWRM programme will be implemented, the local partner organizations will be fully responsible for executing water supply and sanitation schemes and for carrying out all activities as outlined in the annual work plan. They will also provide technical and social facilitation to all the relevant stakeholders in the programme implementation process. The main responsibilities under this are outlined below.

Community Mobilization and Social Facilitation:

Partner organizations will work directly with the communities to implement the specified activities.

Capacity Building of the local level stakeholders:

Partner organizations will contribute to the capacity building of local level stakeholders such as Water Users and Sanitation Committees (WUSCs) and other institutions, communities, and service providers etc. in the working areas through technical support, training sessions, and the transfer of knowledge and skills.

Support in Programme Implementation:

In the municipalities and rural municipalities where the IWRM programme will be implemented, the local partner organizations will be responsible for providing technical support and facilitation to WUSCs for the implementation of the various planned activities. The responsibilities under this support include the following tasks:

- **Planning Activities:** Conduct feasibility studies and detailed surveys for drinking water, sanitation, and other related plans; prepare design and cost estimates of the plans; and

facilitate the approval process for these estimates.

- **Implementation of Drinking Water Schemes:** While implementing drinking water schemes, the partner organizations will follow the step-by-step (ladder) policy adopted by the IWRM programme.
- **Procurement of Construction Materials:** Provide orientation and technical facilitation to WUSCs on the "Construction Material Procurement Procedure; Assisting the WUSCs in verifying the quantity and quality of supplied materials.
- **Inventory and Payment Facilitation:** Facilitate the recording of supplied construction materials in store registers and updating inventory records. Also assist WUSCs in the payment process based on the received materials and invoices.
- **Monitoring and Accounting Support:** Regularly monitor expenditures made by WUSCs during plan implementation and assist in maintaining proper and compliant accounting records.
- **Work Evaluation and Payment Processing:** Evaluate the work progress of ongoing and completed drinking water and sanitation schemes and proceed with the payment process accordingly.
- **Post-Construction Activities:** Conduct various training and activities aimed at ensuring smooth operation and sustainability of the schemes after construction. Periodically monitor older schemes and support municipalities in updating the NWAHS database.

Human Resource and Financial Management:

Partner organizations shall carry out the following activities under office operations and financial management in accordance with the approved annual work plan and budget:

- Manage and effectively mobilize the required human resources as per the agreement with Helvetas Nepal.
- In case of newly created or vacant positions, recruit staff following the "Staff Selection and Recruitment Guidelines."
- Prepare contracts and job descriptions for all staff working in the organization.
- Ensure all employees prepare monthly work plans and act accordingly. Monitor implementation of these plans. For the program coordinator and coordinators (both capacity building and technical), make arrangements to share the work plans with the respective municipal WASH officers.
- Ensure compliance of policies and procedures, code of conduct and operational manual and taxation rules and regulations etc.
- Maintain a sound financial management system, transparency, and good financial governance.
- Maintain accurate financial records and transactions in line with the approved budget and timely submit financial reports to the IWRM Programme.
- Ensure the payment documents are supported with the invoices, adequate supporting evidence, and justifiable information.
- Retain safely all financial transactions and documents related to implementation of this programme for up to 10 years.

Coordination and Networking:

- Coordinate with rural and urban municipalities for effective implementation of the programme.
- Represent the programme in various activities at the municipal level and coordinate and collaborate with relevant stakeholders.

- Maintain communication and coordination with municipalities and various stakeholders and facilitate learning and knowledge sharing

Monitoring and Reporting:

- Participate in joint monitoring visits involving programme stakeholders and supervise and monitor progress in the program areas.
- Periodically monitor functionality and sustainability of schemes completed in the previous fiscal year and facilitate the registration and renewal of WUSCs.
- Submit financial and physical progress reports in the format specified in the agreement and as directed by the programme.
- Submit other reports as requested by the programme when needed

Expected Key Outputs:

Outputs	Cluster 1	Cluster 2	Cluster 3	Cluster 4
No. of water supply schemes constructed	19	14	14	8
No. of WUSCs formed and trained	19	14	14	8
No. of water points constructed	1290	1160	995	850
No. of water supply schemes developed as Multiple Water Use Scheme (MUS) developed	5	3	3	2
No. of population served	7200	6500	5550	4750
No. of Village Maintenance Worker (VMWs) to be trained	20	15	15	10
No. of scheme are declared as clean and healthy area	19	14	14	8
No. of School with water facilities	28	20	21	11

Note: the output targets presented in the table are anticipated ones. The actual figures are subject to the availability of funding.

Financing Modality:

The Programme will provide pre-financing for the proposed activities to be carried out by the selected partner NGOs. To receive advance funding, partner NGOs must submit a written request along with a quarterly work plan. Funds will be disbursed in advance based on the approved quarterly work plan and will be settled upon the completion and reporting of the planned activities. Any unaccounted or unsettled advances will be adjusted in the following quarter's disbursement and deducted from the requested amount. Moreover, Helvetas covers reasonable actual expenses for programme operating costs and does not provide fixed overhead, in accordance with the policy of the main donor of IWRM programme.

Duration of Partnership:

The initial duration of the anticipated partnership with selected NGOs is one year. This agreement may be renewed annually based on performance evaluations and the availability of funding. The partnership is expected to commence in August 2025, subject to the approval of the project proposal by the collaborating donor.

Roles and Responsibilities of IWRM Programme - Helvetas Nepal:

- Provide technical assistance to the partner organization for programme implementation.
- Enhance the institutional and technical capacity of the partner organization.

- Support in planning and monitoring activities.
- Offer guidance for development of WASH sector in the working areas.
- Facilitate coordination with local, provincial, and federal governments on matters related to the programme.
- Disburse budget to the partner organization as per the terms outlined in the Programme Implementation Agreement between the IWRM Programme and the partner organization.
- Ensure compliance with Helvetas and donor policies and reporting to donor organization.

Section-5: Eol Evaluation Criteria and Process:

The evaluation of the submitted Expressions of Interest (Eols) will be conducted in three stages as outlined below:

Stage 1: Assessment of Minimum Eligibility Criteria

All submitted Eols will first be reviewed to verify compliance with the following minimum eligibility requirements.

S.No	Evaluation Milestone	Yes/No	Remarks
1	Valid registration with DAO		
2	PAN Registration		
3	SWC affiliation certificate with valid renewal		
4	Tax clearance certificate for F/Y 2080-2081		
5	Valid Tax exempted certificate		
6	Registration in any one district in the cluster applied		
7	Overall work experiences of at least 5 years in community development		
8	Working experience of at least 3 years in WASH sector project(s). The budget of WASH sector project (s) should be at least NPR 1,00,00,000 (1 Crore) and The WASH sector project (s) should include at least one year for implementation of water supply scheme		

Stage 2: Technical Evaluation of NGOs

In the second stage, the NGOs will undergo a detailed evaluation based on their organizational governance and strength, organizational capacity, working experience, clarity and understanding of scope of work (SoW), qualification and experience of proposed key human resources. Detailed evaluation criteria and corresponding weightage are mentioned in the table below.

Technical Evaluation Criteria and Weightage

S.N.	Criteria	Marks
1.	Organizational Governance and Strength	25%
1.1	Alignment of the Organization's Vision, Mission, and Goals with HELVETAS Nepal Values	
1.2	Evidence of Good Governance Practices depicting transparency, and accountability and Inclusive Governance) - Operating governance, Regulation, Policies, Guidelines	
2.	Organizational Capacity	10%
2.1	Financial Capacity-Annual Revenue Size of best three years out of last five years	
2.2	Audit report availability and quality of audit report	
2.3	Core Available Human Resources	
3.	Working Experience	25%
3.1	General Experience-Assessment of the organization's overall experience in projects in the development sector	
3.2	Relevant WASH-related implementation experiences of similar nature	

S.N.	Criteria	Marks
4.	Clarity and understanding of scope of work (SoW)	15%
4.1	Clarity and understanding of the IWRM Programme's results	
4.2	Methodology of performance and responsiveness to the role and responsibility of partner NGO	
5.	Qualification and experience of proposed key human resources	20%
6.	Other: Evidences that illustrate organizations' additional strength such as knowledge management, credibility	5 %
	Total	100 %

Based on this assessment, one **highest-scoring NGO for each cluster** will be selected for the next stage.

Stage 3: Due Diligence and Field Verification

The selected NGO in **each cluster** will undergo a comprehensive due diligence and field verification. This process will assess the NGO's operational integrity, capacity to deliver, and compliance with financial and programmatic standards. During this process, the detailed work plan and budget will be formulated for each cluster based upon the proposal submitted by Helvetas to the donor agencies.

- If the due diligence and field verification results are **satisfactory**, the NGO will be selected for partnership, and a detailed Programme Implementation Agreement will be signed.
- If the results are **unsatisfactory**, indicating significant risks to financial integrity or program quality, the alternative NGOs as per their rank will undergo the same due diligence and verification process.

The NGOs successfully passing this final stage will be awarded the assignment and enter into a formal agreement.

Final EoI evaluation result will be published at Helvetas Nepal official website <https://notice.helvetasnepal.org>

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Section-6: EOI Forms & Formats

- EOI Form-1: Letter of interest
- EOI Form-2: Organizational detail information
- EOI Form-3: Understanding of Scope of Work
- EOI Form 4: Qualification and experience of proposed key human resources
- EOI Form 5: Checklist of supporting documents submitted
- EOI Form 6: Annexes

Eol Form-1 : Letter of Interest

(Letterhead paper of the Applicant partner/sub-recipient including full postal address, telephone no., fax and email address)

Date:

To,
IWRM Programme / Helvetas Nepal
Birendranagar, Surkhet

Sir/Madam,

1. Being duly authorized to represent and act on behalf of applicant (hereinafter "the Applicant") and having reviewed and fully understood all the short-listing information/criteria provided herewith, I hereby submit application of EOI for Implementation of Integrated Water Resource Management (IWRM) Programme.
2. All further communication concerning this Application should be addressed to the following person,
[Authorized Person]
[Aplicant Name]
[Address]
[Email and mobile]
3. We declare that we have not been punished for an offense relating to the profession concerned or business and our organization has not been declared ineligible.
4. We declare that the statements made, and the information provided in the duly completed application of EOI are complete, true, and correct in every detail.
5. We declare and acknowledge that the HELVETAS Code of Conduct for Contracted Parties is read thoroughly and understood.

Authorized signature:

Name:

Position / job title:

Official stamp

Eol Form-2 : Organizational Detail Information

2.1 General Information & Contact Details:

Particulars	Details Information
Organization Name (English):	
Organization Name (Nepali):	
Address:	Address : Email ID: Phone No: Web address:
Contact Person:	Name: Job title: Email: Mobile no:
Name of NGO Registered district	
Cluster applied for Eol (Please mention cluster applied for this Eol)	

2.2 Registration Information:

Registration Information	Registration/Affiliation number	Date of Registration	Valid Until (date)
District Administration Office			
Social Welfare Council			
IRD - PAN/ VAT			

2.3 Organizational Overview Strategic Alinement (according to organization's constitution):

Vision:	
Mission:	
Goal/Objectives:	
Thematic Working Areas (eg education, health, WASH livelihoods, and climate resilience, child protection, governance etc)	1. 2. 3. 4. 5.
Geographical coverage (working district) connection with the purposed cluster	

2.4 Organizations' Operating Mechanism:

2.4.1 General Assembly related (present)

SN	Membership type	Total no of members	Female	Male	Description/Remarks
1	General member				
2	Other (life member etc.)				
3. Annual General Meeting (AGM) conducted					
3.1 Is the General Assembly conducted last fiscal year?					
3.2 How many AGM held during last five years?					

2.4.2 No of executive committee members (present)

Description	Female	Male	Total	Description/Remarks
No of executive members				
No of executive members from disadvantaged group				
Frequency of executive committee meeting in a year				

2.4.3 Segregation of duties and responsibilities

Description	Yes	No	Description/Remarks
Does NGO have organizational Chart			If yes, please write name of policy where the organizational chart is mentioned
Is there practice of board member working as a staff?			
Is there past chairperson or secretary assuming a role as executive position, i.e. Executive Director or Manager			

2.4.4 Details of Current Key Senior Management Team (Executive Director or Manager or Coordinator, thematic head etc.) :

SN	Name	Position	Sex	Ethnicity	Education	Experience (Yrs.)
1.						
2.						
3.						
4.						
5.						

2.5 Regulation, Policies, Guidelines practices in the organization:

SN	Particular	Yes/No	Exact title and Approval Year (if there is amendment mention amendment year)
1	Financial policy		
2	Procurement Policy		
3	HR Policy		
4	Other Policies (mention names) (eg Safeguarding policies, Code of Conduct, and Conflict of Interest, Fraud, theft and misappropriation, Protection from Sexual Exploitation and Abuse -PSEA)		

2.6 Financial Turnover of organization in past five years (as per Financial Audit)

S.N	Fiscal Year	Turnover NPR	Remarks
1	2080/81 BS		
2	2079/80 BS		
3	2078/79 BS		
4	2077/78 BS		
5	2076/77 BS		

2.7 Financial Management System

Description	Yes/No	Explanation/remarks, if any
Bookkeeping by Accounting software		
Approval levels defined		
Internal controls specified		
Policy on fraud, theft and misappropriation, Conflict of Interest		

2.8 Procurement management

Description	Yes/No	Explanation/remarks, if any
Provision of Procurement committee		
Competitive bidding		
Conflict of interest policy		
Procurement Method/Process:		
Budget Ceiling	NRs.	Methods of procurement
		Direct
		Quotation
		Sealed Quotation
		Tender

2.9 HR Policy

Description		Yes/No	Explanation/remarks, if any
Provision of Recruitment committee			
Transparent selection process			
Salary structure transparency			
Performance Management System			
Staff Selection Method/Process:			
Type of recruitment	Short term (xx month)	Mention Recruitment Methods	
	Long term (> xx month)	Mention Recruitment Methods	

2.10 Project/Program Experience:

2.10.1 **Organizational track records of experience during the last Five years** (please mention All experience in an order with current work experience first):

S N	Name of Project	Client/ Funding Agency	Sector/ areas of project focus	Project district, R/municipalities	No. of Target Group (eg: household, Group, Cooperatives, Private Sectors etc.)	Contract Duration (start-end, total year)	Contract Value in NPR	Contact References of Client /funding agency (email and phone number)

NSP

2.10.2 Relevant WASH-related implementation experiences (Provide more information on WASH related experience during the last five years)

Title of Project/program	Description	Key project achievements:
WASH Project type	<i>Example</i> <ul style="list-style-type: none"> • Water supply system construction • Sanitation facility improvement • Hygiene promotion 	
Coverage Households from this WASH project		
Type of input from NGO	<i>Example</i> <ul style="list-style-type: none"> • Community mobilization, training • Technical support on design, implementation, and construction supervision of WASH infrastructure (gravity-fed piped water supply, lift scheme) • other.... 	
Implementing Province		
Districts		
Rural/Municipalities		
Project Period (MMYY-MMYY)		
Total budget (NPR)		
Donor/Funding agency		

Copy this table as many times as needed for each project

2.11 Other list of documents that shows organizations' credibility:

SN	Particular	Description
a	Recent Annual Report	
b	Awards, Appreciation letters, if any from collaborating agencies/GOs/ INGOs/others (Maximum three)	
c	Availability of organization web page, if yes provide link	

EOI Form-3 : Understanding of Scope of Work

3.1 Provide your understanding of the project's goals, expected outcomes, and specific outputs. (Maximum 500 words)

(Maximum 500 words)

3.2 How will you effectively implement the proposed program? Please provide detailed approaches and methodologies for achieving the expected results of the IWRM program, aligning them with the roles and responsibilities of the partner NGO. (Maximum 1000 words)

(Maximum 1000 words)

3.3 What are the potential risks or implementation challenges associated with the proposed programme, and what practical mitigation measures will be applied to address them? (Maximum 500 words)

(Maximum 500 words)

Eol Form-4: Qualification and experience of proposed key human resources

4.1 Minimum Requirement:

The minimum requirement of key purposed human resources is as below:

i) Project Coordinator:

Bachelor's degree in civil engineering and a minimum of three years of working experience with at least two year's experience in the Water Sanitation and Hygiene (WASH) sector.

ii) Capacity Building Coordinator:

Bachelor's degree in social science, public health, rural development etc and a minimum of three years of working experience with at least two year's experience in the Water Sanitation and Hygiene (WASH) sector.

iii) Technical Coordinator:

Diploma in civil engineering with and minimum of three years of working experience with at least two year's experience in the Water Sanitation and Hygiene (WASH) sector.

iv) Finance and Admin Officer:

Bachelor's degree in management, business administration with a minimum of three years of working experience in finance and administration

4.2 Summary of purposed key human resources:

SN	Position	Name	Gender	Ethnicity	Education	Overall Experience (Yrs.)	Relevant experiences (Yrs.)
A	Project Coordinator						
B	Technical Coordinator						
C	Capacity Building Coordinator						
D	Finance and Admin Officer						

4.3 Template of CV:

The CV of purposed key human resources should be provided in the given template. The template is presented in Eol form -6: Annexes. The signed CV should be attached along with the Eol.

Eol Form-5: Document Submission Checklist:

Please fill up the check list below and mark (P) Yes/No and **submit those documents with Eol.**

SN	Name of Document	Yes	No	Remarks
1	Copies of the following documents			
a.	Registration Certificate			
b.	Latest Renewal Certificate			
c.	Copy of Relevant Affiliation Certificate with Renewal (e.g. SWC)			
d.	PAN/VAT Certificate			
e.	Latest tax clearance certificate			
f.	Tax exemption certificate			
g.	Last Three Years Annual Audit Reports			
h.	Organization's Constitution/ Legislation			
2	Copies of work completion/experience certification from the clients/donors – only for WASH related experience			
3	List of relevant policies and guidelines of the organization			
a.	Financial Policy			
b.	Procurement policy			
c.	HR policy			
d.	Others (eg Safeguarding policies, Code of Conduct, and Conflict of Interest, Fraud, theft and misappropriation, Protection from Sexual Exploitation and Abuse -PSEA) - please specify			
4	Purposed Key Human Resource – CV attached as per given template			
5	We read and agreed attached HELVETAS Code of conduct			

EOI Form-6: Annexes:

6.1 Template of CV

Curriculum Vitae

Proposed Position: _____

Name		Date of Birth	
Gender		Ethnicity	
Permanent Address		Current Address	
Mobile Number		Telephone Number	
Marital Status		Email Address	

Academic Qualification

Education Level	Exact Name of Degree	Passed Year	University / Institute	Area of Specialization

Work Experience

Fill in the table below with detailed work experience, starting from the most recent job, if you have more than one job to include, copy the table as needed and fill it out for each additional job.

Job title: _____
Employer Name: _____
From: _____ To: _____ Duration (Year/Month) _____
Major Responsibilities: _____

Relevant Training to WASH sector

Title of Training	From	To	Organized By & Location

Ms. P

Language Proficiency

Language	Proficiency

References details:

Reference-1:	Reference-2:
Name: _____ Job Title & Organization: _____ Email: _____ Contact: _____	Name: _____ Job Title & Organization: _____ Email: _____ Contact: _____

I certify that the statement made by me and true complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made to termination or dismissal.

Signature: _____

Date: _____

6.2 Partnership contract template

Programme Implementation Agreement

Between

**Integrated Water Resources Management (IWRM)
Programme, Helvetas Nepal, Surkhet**

**and
(Partner Name)**

DD - MM -YY

This operational partnership agreement is made on betweenname of partners....., District (hereinafter referred as the “Partner Organization”) and Integrated Water Resource Management (IWRM) Programme -Helvetas Nepal (hereinafter referred as the “IWRM Programme”) for implementation of the programme in the municipalities/ rural municipalities ofdistrict of Karnali/ Sudurpashchim province.

This agreement is subject to the following terms and conditions.

The parties to this Agreement agree to abide by the following terms and conditions:

1. Responsibilities and accountability of Partner Organization

The Partner Organization will be responsible for implementing the programme by providing technical and social facilitation to the relevant stakeholders to carry out the various activities.

For effective and efficient implementation of the programme, IWRM Programme /Helvetas Nepal may issue the various guidelines and procedures to the partner organization. The partner's organization is also responsible and accountable to comply with the policies and guidelines.

For completion of the programme activities in the field level, the partner organization should follow the term and condition as provided by IWRM Programme /Helvetas Nepal. This will remain an integral part of this agreement.

In addition, IWRM Programme can issue additional guidelines and procedures according to the suggestions of the government and as necessary. The partner organizations will be responsible and accountable to follow such guidelines and procedures.

2. Responsibility and accountability of IWRM Programme /Helvetas Nepal

IWRM Programme provides technical assistance to the partner organizations to implement the program, enhance the capacity, assist in planning and monitoring, provide guidance for regional development, assist in coordinating with the local, provincial and federal government in matters related to the program and disburse the fund to the partner organizations in accordance with clauses 6.1, 6.2 and 6.3 of this agreement.

3. Duration of Agreement

The agreement period will be fromto

4. Scope of Agreement

4.1 This agreement will apply to all correspondence/dealings and agreements made before this. This agreement cannot be amended without the mutual written consent of the signatories.

4.2 Both parties to this agreement agree to act according to this agreement and the attached schedules.

4.3 The obligations and rights of the partner organization shall be subject to the terms and conditions of this agreement. Except as expressly stated otherwise in this agreement, partner organizations, its members and employees to be mobilized for the program are not entitled to receive any profit/ benefit, payment, or compensation/claim.

4.4 Without the written consent from IWRM Programme/Helvetas Nepal, the partner organization can't transfer or subcontract any of the responsibilities under this agreement to any other parties.

5. Policies and guidelines to be followed by partner organizations

After signing this agreement, the partner organization must respect and follow the policies and guidelines adopted by Government of Nepal and Helvetas Nepal.

- 5.1 It's considered that the partner organization has declared its executive members and employees are not members of executive committee of political parties and their sister organizations.
- 5.2 It's considered that the partner organization has not appointed any person convicted from court for foreclosure, misappropriation of funds and fraud in the organization as member of executive committee and employee.
- 5.3 The partner organization shall respect and follow the value and policies of Gender Equality, Child Protection, Prevention of Sexual Harassment, Exploitation and Abuse, Social Inclusion and Poverty Reduction etc. adopted by Helvetas Nepal. On any occasion, the partner organization will not do any sort of Gender discrimination, but to raise the standard of living of the economically and socially marginalized or marginalized groups, it will adopt positive discrimination according to need.
- 5.4 The partner organization must adopt and enforce a zero-tolerance policy on corruption. Any suspected incident of fraud related to corruption must be reported to the program in writing within 10 days.
- 5.5 The partner organization must adhere to the Code of Conduct issued by Helvetas Nepal, attached herewith.
- 5.6 The Labor Act 2074 from Government of Nepal must be followed.
- 5.7 The partner organization should be committed to complying with basic operating guidelines developed by international development partners working in Nepal.
- 5.8 The procurement of goods and services will be as per the standard procurement Guidelines.

6. Budget disbursement, accounting and procurement management

6.1 Program Operation, Social Mobilization and Capacity Development Budget

The grants budgets include human resources cost, office operation costs, training workshop for capacity building and knowledge management and monitoring costs which shall not exceed NRs (In words:).

Budget variation should not exceed 10% in each main cost chapter without prior approval from IWRM Programme/Helvetas. The partner organization shall provide proper justification and reason for such budget variation. The IWRM Programme /Helvetas Nepal is not obligated to reimburse the expenses for which activities are not approved by it.

6.2 Grant budget for construction of drinking water supply and sanitation schemes

Drinking Water Supply and Sanitation Scheme construction cost shall be as per the approved design and estimate costs. The partner organization shall take prior approval from IWRM Programme/ Helvetas Nepal before signing the contract agreement with Water Users and Sanitation Committee (WUSC). The partner organization will disburse the grant to WUSC as per agreement.

6.3 Budget Amendments and Modifications

IWRM Programme/ Helvetas Nepal can amend or revise the approved budget as mentioned in section 6.1 if required. Revised or adjusted budget details will be circulated to the partner organization via email or official correspondence.

6.4 Grant Disbursement

IWRM Programme / Helvetas Nepal shall disburse the grant to respective partner organizations' bank account as mentioned in the bank account and as per the schedule below.

Bank account details:

Account Name: _____

Account no.: _____

Bank Name: _____

6.4.1 Disbursement of grants schedule

6.4.1.1 Disbursement of First Installment

IWRM Programme/ Helvetas Nepal will disburse the required grant budget as an advance (pre-financing) to the partner organization for execution of quarterly approved plan activities.

6.4.1.2 Disbursement of Second Installment

Previous advance(pre-financing) grant amount will be settled based on actual expenditure submitted by partner organization. And the second installation will be disbursed as an advance to the partner organization based on the approved quarterly work plan and forecast for next quarter.

6.4.1.3 Disbursement of third and fourth or more installments

For the third, fourth and more installments, the previous advance settlement and disbursement process will be as per the process outlined in the above section 6.4.1.2.

6.5 Accounting management, monitoring and auditing

Partner organization should maintain the book of accounts of entire fund disbursement of IWRM Programme /Helvetas Nepal in transparent and accurate manner based on the generally accepted double accounting system. Computer-based software will be used for keeping accounts. Adequate receipts, payments invoice/bill must be attached. All the invoice/bills and vouchers must be authenticated by the authorized person.

The partner organization must take the responsibility of keeping an account of the financial transactions in a transparent manner and take the accountability of potential financial risks. The related person should regularly conduct the internal audit and monitoring of the financial transaction. All the corrective measures should be taken immediately.

In addition to partner organizations, IWRM Programme/Helvetas Nepal may conduct the monitoring and internal audit of financial transaction either appointing its own staff or outsourcing the audit firm at any time.

If any transaction amount is disallowable that amount will be deducted and adjusted at any time. Also, IWRM Programme /Helvetas Nepal at the time of the annual audit, the partner organization should audit all the financial documents.

After completion of the audit of the financial transaction, the partner organization must keep all the records of financial transactions and its supporting document safely up to 10 years. The programme can conduct re-audit at any time within that period.

6.6 Procurement process and management

Procurement of construction materials and services will be as per guidelines provided by the IWRM program.

7. Correspondence and reports

7.1 Correspondence

All correspondence regarding the execution of this agreement shall be addressed to the following address.

In case of IWRM Programme/Helvetas Nepal	In case of partner organization
---	--

Team leader

Chairman

IWRM Programme/Helvetas Nepal

Name of partner.....

Birendranagar, Surkhet

Address.....

Email

Email:

Phone:

Phone:

7.2 Report:

The partner organization shall submit the physical and financial progress report of the program mentioned below.

7.2.1 Financial Progress Report

The partner organization must submit Financial Accountability Statement, Trail Balance, Income Statement, Bank Reconciliation Statement, Aging and Inventory Reports under the Financial Progress Report, according to the detailed schedule in the table below

SN	Progress Report	Reporting period	Submission deadline	Remarks
1	First-Term Report	01 August to 31 October 2025	First week of November 2025	(e copy and certified copy, backup file)
2	Second-Term Report	01 November to 31 December 2025	First week of January 2026	
3	Third-Term Report	January to March 2026	First week of April 2026	
4	Fourth-Term Report	April to June 2026	First week of July 2026	
5	Completion Report	01 July to 31 July 2026	First week of August 2026	

7.2.2 Physical Progress Report

The partner organization should submit an e-copy and certified copy of the report as mentioned below.

S N	Progress report	Reporting period	Submission deadline	Remarks
1	First report	01 August to 31 October 2025	First week of November 2025	Report (e-copy)
2	Second report	01 August to 31 December 2025	First week of January 2026	Report (e-copy and certified copy)
3	Third report	01 August 2025 to 30 April 2026	First week of May 2026	Report (e-copy)
4	Annual and Final Report	01 August 2025 to 31 July 2026	First week of August 2026	Annual and Final Report (e-copy and certified copy)

In addition to the above-mentioned, the programme may also ask for financial and physical progress reports at other times as when required.

8. Accident and Medical Insurance

The partner organization shall be solely responsible for purchasing the accidental and medical insurance for their staff. The accidental insurance amount is equivalent to NPR. 1,000,000 (NRs. One million only) and medical insurance is equivalent to NPR. 100000.00 (NRs. One hundred thousand only). Whatever the reason, any liabilities occur due to not purchasing the insurance policy, the partner organization should take accountability and responsibility.

9. Liabilities/Claims

The Partner Organization shall be an independent party and IWRM Programme/Helvetas Nepal will not bear any responsibility related to taxation and Value Added Tax. These types of responsibilities will be fully borne by the partner organization.

10. Equipment

All the equipment and materials purchased from the source of IWRM Programme/Helvetas Nepal delivered to the partner organization for official uses are property of IWRM Programme/Helvetas Nepal until unless to handover to the partners. The partner organization shall be responsible for protection and safety of those equipment and materials. The decision of handover of such equipment to the partner organizations remains with IWRM programme/Helvetas Nepal.

11. Termination of Agreements and Control over Activities of Partner Organizations

In the following cases, IWRM Programme/Helvetas Nepal shall have the right to terminate the contract and to withhold the remaining payment from the partner organization and to refund the amount due:

11.1 If the partner organization performs disappointingly and fails to achieve the objectives of the contract in a satisfactory manner.

11.2 If the information and facts mentioned in the financial and physical progress statement or any other record submitted by the partner organization are misleading.

11.3 If the partner organization is unable to perform according to the terms and conditions and delivery of work mentioned in the agreement.

11.4 If for any reason the project cannot be implemented, the contract can be terminated at any time and the financial transaction will be settled based on the actual costs and expenses.

12. Dispute Resolution

In the event of a dispute, both parties should try to resolve the dispute. If the dispute cannot be resolved by mutual agreement, an arbitrator will be appointed with the consent of both parties. If all these efforts fail, the dispute will be resolved according to the prevailing laws of Nepal.

13. Amendment of Agreement

This partnership agreement may be amended at any time by written consent of both parties.

14. Others

All the guidelines and direction issued by IWRM Programme shall be fully complied and followed by the employees, consultants recruited under this contract.

In the presence of following witnesses, we both parties IWRM Programme /Helvetas Nepal and the representatives of the partner organizations have signed this agreement at IWRM Programme/Helvetas Nepal Office dated on and received an original copy of the agreement contract letter.

On behalf of IWRM Programme/Helvetas Nepal

On behalf of partner organization

Name:

Name:

Position:

Position:

Witness:

On behalf of IWRM Programme/Helvetas Nepal

On behalf of partner organization

Name:

Name:

Position:

Position