**Instructions for filling out EoI forms:**

*The EoI forms attached herewith are the Word version of EoI document. The applicants are requested to use this file to fill in the required information. While doing so, applicants are kindly requested not to modify the headings or content. Moreover, applicants must submit the completed PDF file of this template, with all required information, along with other EoI documents.*

# 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

## EoI 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]

1. 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.
2. 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.
3. 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**

## EoI 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 EoI**  (Please mention cluster applied for this EoI) |  |

**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 secretory 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 | Approval By |
|  | 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):

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SN | 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) |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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**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 | *Example*   * *Water supply system construction* * *Sanitation facility improvement* * *Hygiene promotion* |  |
| Coverage Households from this WASH project |  |
| Type of input from NGO | *Example*   * *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)*

## EoI 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:

* 1. **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.

* 1. **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.

* 1. **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.

* 1. **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 EoI form -6: Annexes. The signed CV should be attached along with the EoI.

## EoI Form-5: Document Submission Checklist:

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_

*Copy this cv template as many times as needed for each person.*