

## Eol Pre-application Conference

Programme : IWRM programme  
 Date & Time : **03 July 2025 2:00 PM**  
 Place : Virtual Online on Microsoft Teams

The IWRM Programme/Helvetas organized a virtual Eol pre-application conference on 3 July 2025 with the objective of explaining the contents of the Expression of Interest (Eol) documents and fostering a shared understanding among prospective NGO partners. During the session, Helvetas staff provided a detailed briefing on the Eol document to the representatives of interested NGOs. An open discussion followed, allowing for clarification of key points, and a common understanding of the Eol requirements was established between both parties.

The queries raised by the NGO representatives were addressed by Helvetas. The responses to queries received from prospective NGOs through email and during pre – application conference are compiled in the table below.

S. N.	Queries	Answers / Responses from Helvetas
1	Kindly request for the number and name of local government (palikas) for the project implementation per cluster	<p>Given below are the cluster wise municipalities / rural municipalities (Palikas) proposed for the project implementation:</p> <p><b>Cluster 1 – Karnali Province:</b>  <b>Kalikot District:</b> Khadachakra Municipality, Raskot Municipality, Narharinath Rural Municipality, Shubhakalika Rural Municipality, and Sanni Triveni Rural Municipality.  <b>Dailekh District:</b> Dullu Municipality, Narayan Municipality, Chamunda Bindrasaini Municipality, Gurans Rural Municipality, Mahabu Rural Municipality, and Dungeshwor Rural Municipality.</p> <p><b>Cluster 2 – Karnali Province:</b>  <b>Surkhet District:</b> Gurbhakot Municipality, Lekbeshi Municipality, Simta Rural Municipality, and Chingad Rural Municipality.  <b>Salyan District:</b> Kalimati Rural Municipality.</p> <p><b>Cluster 3 – Karnali Province:</b>  <b>Jajarkot District:</b> Chhedagad Municipality, Bheri Municipality, Barekot Rural Municipality, and Shivalaya Rural Municipality.  <b>Rukum Paschim District:</b> Aathbiskot Municipality.</p> <p><b>Cluster 4 – Sudur Paschim Province:</b>  <b>Achham District:</b> Mangalsen Municipality, Kamalbazar Municipality, and Panchadewal Binayak Municipality</p> <p><i>Note: The geographic areas listed above are proposed and subject to change based on funding availability. The number of municipalities / rural municipalities may increase or decrease accordingly</i></p>

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2	What is the provision for the recruitment of local/community level staffs (Example: Community/ Social Mobilizers), since this is not illustrated in the staffing plan in the EOI. We hope this has been planned in the project staff structure, for the implementation of hygiene and sanitation related activities and community WASH awareness.	In the EoI, we have outlined only the key positions proposed for each partner NGO. However, we would like to clarify that there is provision for additional positions as required by the scope of work. The broader project staffing structure will include roles such as Community/Social Mobilizers, Sub-Engineers/Overseers, Field Technicians, among others. The specific positions and number of staff to be recruited will depend on factors such as the volume of work, geographic coverage, and the scale of water supply schemes to be implemented by each partner NGO. All staffing details, including the full list of positions and required numbers, will be shared during due diligence process and clearly outlined in the agreement with the respective NGO.
3	Assistant sub-engineers are essential for ensuring quality of the water supply schemes. Hence, Kindly suggest for the provision for the recruitment of assistant sub-engineer depending on the size/ volume of the water supply schemes (Example: 1 assistant sub-engineer for 1 big scheme; OR 1 assistant sub-engineer for 2 small schemes; depending on the size/ volume of the water supply schemes), for supporting in regular construction supervision, and field level implementation.	
4	Can we get Word file template	Yes. The word file is also there at the bottom of the given web page: <a href="https://notice.helvetasnepal.org/">https://notice.helvetasnepal.org/</a>
5	Is NGO should be registered in VAT?	No. It's not mandatory. If you have VAT registration, you can provide information about that too.
6	In the section 2.7 ,2.8 there is required to tick as yes/no response or need to write description details?	In section 2.7 and 2.8 of the EoI form 2, just write Yes or No as applicable. In the explanation / remarks column, provide further information / explanation about that activity / provision, which you think relevant for evaluation of your application. If any cell does not require further explanation, it may be left blank.
7	In the 2.10.2 there is seeking the information of partner WASH related experienced during last five year, So, we have some integrated project including WASH . So, in such project, we need to provide the total budget of project or only mentioned the budget of WASH component?	In such case, mention the budget of WASH component only.
8	One NGO Can submit 2 or more cluster?	No. One NGO can apply for only one cluster. This is clearly mentioned in section 2.1 and 2.2 of the EOI documents.

S. N.	Queries	Answers / Responses from Helvetas
9	Can we submit for only one district out of two districts in a cluster	No. The Eol is for a cluster, not for a district.
10	Please clarify whether only one district team will be formed per cluster as per the proposed manpower cluster	The project team will be formed for a cluster, not for a district. The team will carry out the project activities in all the districts in that cluster.
11	Please clarify required qualification of Human resources	Required qualifications of the key positions are clearly outlined in 4.1 of the Eol form 4.
12	सि भि मा डिजिटल हस्ताक्षर ले काम गर्छ कि गर्दैन	Yes. One can sign digitally as well. Otherwise, send scanned copy of the signed CV.
13	Can we get scheme details with working areas?	At this stage we have just proposed number of schemes to be implemented in each cluster. We do not have further details such as name, exact locations (settlements / Toles), types of the schemes etc.
14	Is there any confirmed municipalities in each cluster?	This is answered in question in S. N. 1 above.
15	In Eol form – 5: Document submission checklist (page 23), it mentioned that fill up the check list below and mark (P) Yes/No and submit those documents with the Eol. Shall we need to write P for yes/no?	Writing (P) or using a tick mark (✓) is acceptable. The tick mark was actually replaced by (P) during the document formatting process.