Request for Expression of Interest (EoI) From
Nepali Non-government Organisation for Implementing Project

Part A: TERMS OF REFERENCE AND INSTRUCTIONS
Part B: ELIGIBILITY AND RELATED FORMS
Part C: TECHNICAL DOCUMENT

The first part (Part A) consists of Terms of Reference (TOR) and instruction to the applicant organisation. An interested organisation must prepare application in accordance with instructions provided under part A; and forms and information provided under part B and C accordingly.

The application pack should consist of eligibility and related testimonials, and technical documents.

PART A: TERMS OF REFERENCE AND INSTRUCTIONS TO APPLICANTS

1. BACKGROUND

DanChurchAid (DCA) is a Danish faith-based, non-missionary development and humanitarian organisation. We work for the poor, vulnerable and socially excluded communities and believe in life before death. Our everyday work with development and humanitarian aid strives to help the oppressed, neglected, and marginalised groups in our focus countries in Asia, the Middle East, and Africa to strengthen their possibilities of a life in dignity. DCA is committed to promoting rights-based approach, gender equity, and climate actions throughout our programme areas.

In Nepal, DCA is implementing its new five-year strategy between 2022 and 2026, during which it expects to implement several projects mainly funded by its headquarters, institutional donors and foundations. DCA Nepal's priorities for this strategic period covers three thematic areas: (1) Fight Extreme Inequality; (2) Build Resilient Communities; and (3) Save Lives. We have two cross-cutting commitments namely (i) Climate Action and (ii) Gender Equality.

Partnership is at the heart of the DCA's mandate. DCA works closely with national/local partners, social movements and community groups who are generally in the best position to know and assess the local context. The partnership model ensures that our humanitarian and development work effectively target the poor, marginalised groups, women, youth, person with disabilities, indigenous groups, dalit, and that the activities become locally sustainable.

2. OBJECTIVE

To select and establish the partnership with qualified national NGO for implementation of the project as detailed below:

High level outcome: Increase the resilience and safety of the most vulnerable communities, through sustainable and transformative impact.
Intermediate level outcome 1: Enhancing community resilience through inclusion and sustainable approach
Intermediate level outcome 2: Strengthening sub-national government systems for anticipatory action, preparedness and response

Below are the **4 key objectives** focusing on community level and system-strengthening at the Provincial Government (PG) and LG level to improve inclusive anticipatory action, preparedness and response

Objective 1: CBOs and vulnerable communities understand and actively participate in EWS, EA and adaptation

Objective 2: The sub-national system for EWS/forecasting for multi-hazards is strengthened or set up

Objective 3: NDRRMA's and PG's EA and response capacities are strengthened based on data, needs and demand from the vulnerable communities

Objective 4: LG's EA and response capacities are strengthened based on data, needs and demand from the vulnerable communities

In consortium with People in Need, DCA is leading Community Adaptation and Resilience component of Sarathi project funded by FCDO in selected priority provinces. DCA's project have been designed to support and contribute to the overarching early action and climate resilience aims in Nepal to bring significant value and sustainable scale up in reaching the most vulnerable and marginalised communities at risk of multi hazards in Madhesh, Lumbini and Karnali provinces by 2029. To achieve this, DCA and partners will use evidence-based approaches to tailor implementation for building resilience in a systemic way, centred around localisation, inclusion and leveraging fiscal resources to contribute to adaptation across differing contexts in the targeted provinces. DCA will strive to implement measurable adaptation outcome and demonstrate leveraging of local and provincial resources to showcase best adaptation practices that works for all and help their communities build their overall resilience, also focusing on the attainment of National Climate Change Policy, National Adaptation Plan and Nationally Determined Contributions.

DCA and partners aim to work with above 121 Community Based Organisations (CBO) who represent the most marginalised groups in across 3 provinces. Through trainings and sub-grants, they will actively co-design and participate in adaptation and resilience building efforts in their localities. This ambition will also include research and innovation to develop and learn from adaptation that works for all strata of the vulnerable community. The local and provincial government will have a resilience framework in place that can be upscaled to other areas and geographies.

<u>This call is dedicated to the community adaptation and resilience package, and will directly contribute to objective 1:</u>

Community Adaptation and Resilience

The "Community Adaptation and Resilience" component focuses on strengthening adaptation capacity of the most vulnerable and marginalised members of the community including women, person with disability, etc. This approach involves closely working with CBOs to assess the adaptation needs of the vulnerable communities, training them on the climate change and resilience framework and demonstrate adaptation through Nature based solutions through CBO led grant schemes. The project will also work closely with local and provincial governments to develop a

resilience measurement framework and pilot it during the implementation. The Resilience Measurement Framework is expected to support sub national governments understand and quantify resilience- so that it can be replicated with leveraged financial resources in other vulnerable areas as well. The community resilience and adaptation theme will collaborate closely with the Early Action theme and showcase demonstration and construction of various early action and resilience related infrastructures such as safe shelters and flood resilient housing construction.

Eligibility criteria:

- Proven track record of working with communities in the above mentioned 3 project areas (Madhesh, Lumbini, and Karnali) in terms of co-designing and promoting resilience and adaptation solutions such as NbS
- Proven experience of working with provincial and local governments to implement adaptation projects and co design policy documents
- Extensive experience of community mobilisation and proven track record of delivering adaptation related projects with strong grant management experience
- Good reputation as a technical organisation and buy in amongst various stakeholders as an adaptation and innovation focused organisation with good community presence
- Previous experience of working on quantifying resilience and adaptation outcome
- Good technical knowledge on early action and using early warning messages and delivering advisory to help vulnerable communities take early action and enable adaptation
- Able to manage multiple grant schemes, across different provinces and regions at once; ensuring quality delivery with sound in house technical expertise
- Strong engagement with the GoN and other stakeholders to promote inclusion in Adaptation and Resilience, with experience of working with the most vulnerable, at-risk population

National non-government organization with expertise in the specified area, based on packages criteria mentioned are invited to apply.

3. SUBMISSION PROCESS

i. Potential national NGOs are expected to submit the expression of interest with all the required documentations. Please note that the potential applicants should be ready to implement the project directly without any sub-contracting.

   Potential and shortlisted partner will need to undergo DCA's partners assessment process following the standard "Partners Assessment Tool" including the financial assessment checklist.

ii. EoI documents can be obtained through any of the following process:

   - Send an **email request** to dcanepal@dca.dk or
   - Download from web site: www.jobsnepal.com

iii. Application pack should consist of Part B and C. The documents can be submitted through email to dcanepal@dca.dk or hard copies can be sent to the following address:

   DanChurchAid (DCA)
   Nepal Country Office
   House No-78, Ward No-2
   Lalitpur Metropolitan City
   GPO Box 4844
   Bijayanagar, Sanepa, Lalitpur
   Kathmandu, Nepal

iv. Application should be clearly marked with title indicating the EoI Package name **Community Adaptation and Resilience** and submitted to DCA by **05:00 PM on 29 December 2024.**

v. Any queries related to the EoI should be sent to **dcanepal@dca.dk** by **05:00 PM on 13 December 2024** with the subject line- '***queries related to EoI (SARATHI)***. DCA will respond to the queries via email by **05:00 PM on 18 December 2024.** Telephone enquiries will not be entertained.

vi. The information for application MUST be submitted as per the EoI format and substantiated with necessary supporting documents.

vii. The proposal should be written in **English language**.

viii. The **pre- selection process** will include **three steps** i.e. Step 1- **assessment against eligibility criteria;** Step 2 - **assessment of experience and technical document; and** Step 3 **- physical verification of partners office** based on submitted application and documents. The applicant must meet all the eligibility criteria mentioned under part B of this document to enter step 2 i.e. evaluation of the technical document.

ix. The EoI process shall follow the partner selection guideline and procurement guideline of the DCA.

x. Time schedule

SN	Description	Timeline
1	Request for EoI for partnership opportunity	5 December 2024
2	Queries from Applicants for clarity	13 December 2024
3	Clarification by DCA	18 December 2024
4	Submission of EoI by Applicants	29 December 2024
5	Result sharing to the pre-selected Applicants	15 January 2025
6	Physical assessment and verification	20 January 2025
7	Result sharing of the finally selected Applicants	31 January 2025

xi. After completion of pre-selection process, the short-listed organisation shall be assessed and verified based on their programme, finance and administration as per DCA's policy.

xii. The selected organisations will be kept in the roster and be onboarded based on the new projects/proposals and opportunities. The partners shall develop a detail thematic proposal after completion of assessment and validation process and negotiations may be held during the detail proposal development process as and when required.

xiii. The selected organisations are expected to start project implementation immediately after the cooperation agreement is signed.

xiv. The applicants shall bear all costs associated with the preparation and submission of EoI. DCA is not bound to accept any EoI and reserves the right to annul the EoI process without prior notification and justification without incurring any liability to the applicant.

PART B: ELIGIBILITY AND EOI FORMS

1. The applicant organisation must be registered with the relevant government authority in Nepal (E.g. Social welfare Council, DAO and/or any other government line agency)

   Proof of eligibility: *Copy of the registration and renewal certificate as applicable, PAN certificate*

2. The applicant organisation must have at least 5 years of working experience in the proposed theme

   Proof of eligibility: *Organisational profile and experience in 'proposed programme theme' in following format*

Table 1

Organisational Profile	
Organisation's Full Name	
Type of Organisation (Local, National)	
Corresponding address	
Contact person Name *Phone* *Email* *Website*	
Date of Establishment	
Date of Registration/ SWC Registration number	
Date of Registration/ DAO or line agency Registration number	
Valid date of renewal of the registration	
Last tax clearance year	
Vision, Mission and Objective of the organisation	
Main area of Specialisation	
Sources of Fund	
Type of Services Offered	
Annual turnover for last three years in NPR *2023* *2022* *2021*	

Table 2

Description/ Composition of Board Members					
Name	*Education Qualification*	*Area of Expertise*	*Sex*	*Caste/ Ethnicity*	*Tenure (from-till)*

Table 3

Description/ Composition of Core staff of the organisation					
Name	*Education Qualification*	*Area of Expertise*	*Sex*	*Caste/ Ethnicity*	*Designation*

Table 4

Profile of past and ongoing projects on the relevant theme (Community Adaptation and Resilience)							
SN	*Name of Project*	*Objectives*	*Targets*	*Duration*	*Total value (NPR)*	*Funded by*	*Remarks*

Table 5

Geographical Coverage (please tick all provinces and sub-basin as applicable)
☐ Madhesh ☐ Lumbini ☐ Karnali ☐ All Nepal

Table 6

Experience with funding from the following donors (tick all that apply):			
☐ FCDO	☐ ECHO	☐ USAID	☐ JICA
☐ UNICEF/UN agencies	☐ AusAID	☐ SIDA	☐ INGOs
☐ DANIDA	☐ EU	☐ Other:	

Table 7

Does your organization have below policies/system in place? (Please mark Yes or No, if Yes provide the document)			
Policy/system	**In place?**		**Remarks**
	Yes	**No**	
Code of Conduct			
Human Resource Policy/System			
Financial Manual			
Safeguarding Policy			
Protection from Sexual Exploitation and Abuse (PSEA) Policy			
GESI Policy			
Child Protection Policy			
Whistle-Blowing Policy			
Procurement Guideline			
Salary Scale			
Community Feedback Response Mechanism (CFRM)			
Case Handling Framework/Investigation Policy/Guideline			
Risk Management Framework			

Submission of all organizational polices and documents mentioned below

- Registration certificate: NGO registration/renewal documents (DAO and Local Wards), PAN Certificate, SWC affiliation/registration/renewal certificate, Tax clearance/exemption certificate
- Statutes/by-laws (if any)
- Copy of the latest financial audit report (2080/2081)
- Organization's policies and key documents: Code of Conduct, Financial Policy, Procurement Policy, Organizational Chart etc

3. The applicant must have evidence of strong financial management

Proof of eligibility*: Separate copies of latest external audit report and management response by registered auditor of three (3) recent financial years; Tax clearance from IRD office; Copies of financial and administration policy*

ASSESSMENT FOR ELIGIBILITY

The above 3 eligibility criteria must be answered with sufficient proof (hard or scanned-readable copies) in order to let the organisation, enter into **step 2** i.e. technical document assessment. Once the selection committee confirms the fulfilment of all the requirements, then **step 3** will start.

PART C: TECHNICAL DOCUMENT

The applicant should prepare technical document in the prescribed format and instructions provided in Part C of this document. The technical document shall not exceed **3 PAGES**.

OUTLINE FOR TECHNICAL DOCUMENT

i. Understanding of the 'Proposed Programme Theme' concept and TOR
ii. Proposed approach/Intended Innovations (Objective, approach, process to delivering the expected deliverables, ideas on quality assurance and dissemination learning, innovation and ensuring sustainability of the actions)
iii. Intended key deliverables and outcomes (Intended target groups and outreach, proposed activities, outputs and outcomes, key stakeholder)

EVALUATION OF TECHNICAL DOCUMENT (including organizational profile/experience)

Each proposal that meets basic eligibility criteria will be technically assessed against following criteria

SN	Evaluation criteria	Score Points
1	Organisational profile/ relevant experience / operational systems, Declaration statement (Annex-A)	25
2	Organisation's management structure and institutional capacity	20
3	Diversity and inclusion among board members and core Staff	15
4	Understanding the 'Proposed thematic concept' and TOR / technical & programmatic experience	25
5	Proposed approaches/ Innovation in approaches	15
	Total Score	**100**

TECHNICAL PROPOSAL TEMPLATE

Organization Name:	
Registered as an NGO:	Yes/No
Name of Contact person:	
Contact Telephone Numbers:	
Contact Email Addresses:	
Title of Project:	SARATHI -Community Led Holistic Action for Transformative Impact in Resilience, Adaptation and Inclusion in Nepal
Sector(s) /Sub Sector(s):	Community Resilience and Adaptation

Estimated number of direct beneficiaries:	**987,299** people across 3 provinces (Madhesh, Karnali and Lumbini)
	121 CBOs
Estimated number of indirect beneficiaries:	**3,478,805** people across 3 provinces (Madhesh, Karnali and Lumbini)

1. Needs Analysis (300 words)

The content should encompass background information on the context, past and present issues related to

Package: Community Adaptation and Resilience

It should highlight the capacity and technical expertise of the national adaptation partner to develop resilience that can be measured and supports the most vulnerable groups and individuals.

2. Coordination and Collaboration (500 words)

This section should elaborate on strategies for working with key stakeholders, both governmental and non-governmental, across federal, provincial, and local levels. It should also propose a collaborative approach at national and sub-national levels, engaging various stakeholders.

3. Project Goal and Objectives and Approaches (max 3 pages)

Based on Project description (Annex A), please tailor your approach in terms of project implementation considering your current organizational capacities in the given programming. Please write a technical description for each activity, including methodology used, community-based approach, locations, beneficiaries targeted and bottom-up approach plan. If you want to suggest additional activities leading to the specific results, please indicate it.

4. Cross cutting issues

Please describe how you will address

- issues of gender equality, disability and inclusion, and implement Leave No One Behind (LNOB) strategy
- environmental protection
- safeguarding of marginalized community and vulnerable adults
- access to complaints mechanisms and protection from sexual exploitation and abuse
- ensure accountability to affected populations, community, donors and stakeholders
- good governance for the project in terms of project staff including in decision-making roles, staff wellbeing and creating a safe and respectful working environment

5. Transition and Sustainability Strategy

Describe the exit strategy of the project that will be put in place by the partner for project sustainability and for continuation of service provision, where proposed.

6. Risks and Assumption

Please list out all the risks, assumptions and mitigating strategy of the project (in the below format)

SN	Type of Risk(s)	Risk Description	Possible Impact	Risk Rating (High, medium, low)	Mitigation Strategy
1					
2					
3					

7. Monitoring, Evaluation, Accountability and Learning (max 1.5 pages)

Please describe the methods, persons involved and frequency of activities to monitor, evaluate, learn from project implementation and to ensure upwards accountability. The monitoring and evaluation plan should include, but not limited to, ethical consideration, regular communication and monitoring process between the project team, data management plan, quality assurance of project interventions, photo and story documentation plan, identification of output and activity level indicators, and target vs achievement tracking plan and sustainability approaches.

ANNEX-A: DECLARATION STATEMENT

We,

……..……
(IDENTIFICATION OF ORGANIZATION)

declare, that:

1. All submitted documents are true and honest and do not contain any fraudulent or inaccurate information to the best of our knowledge.
2. We are not **bankrupt** or have not been wound up, are not having their affairs administered by the courts, have not entered an arrangement with creditors, have not suspended business activities, are not the subject of proceedings concerning those matters, or are not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
3. We or persons having powers of representation, decision-making or control over us have not been convicted of an offence concerning our professional conduct by a judgment that has the force of res judicata;
4. We have not been found guilty of grave professional misconduct proven by any means that the contracting authority can justify;
5. We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
6. We or persons having powers of representation, decision making or control over us have not been subject of any judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such illegal activity is detrimental to the donor's such as FCDO
7. We have not engaged in the trafficking in persons and have avoided any support (direct or indirect) of terrorism, including the financing of terrorism, or transactions with persons connected with terrorism.
8. We are currently no subject to any administrative penalty imposed by donor or have been listed by the donor as ineligible for participation in award procedures financed by donor´s money.
9. We don´t find ourselves in any situation which could give raise to a conflict of interest in what concerns the implementation of the contract.
10. We have incorporated child protection and safeguarding policies in our organizational polices. We encourage social inclusion and marginalization as one of the foundations for selection and recruitment.
11. We will abide and follow DCA media policy.
12. We ensure a clear distinction between the executive and implementing bodies, uphold a transparent and fair recruitment process, and confirm that there is no direct political affiliation.

In the event of the contract being awarded to us, we commit ourselves to act with complete impartiality and in good faith in what concerns its performance and outcome.

In ***…….*** on ***……***
On behalf of ***……***

Signature and Stamp