DEPROSC-Nepal

Expression of Interest Submission Form
For NGOs who want to work with DEPROSC-Nepal in Rasuwa and Nuwakot

1. About your organization

Name of organization (English)	
Name of organization (Nepali)	
Type of organization	
Year started	
Office address	
Phone	
Email / website	

2. Primary Contact person

Name	
Position	
Email	
Mobile / phone	

3. Optional Contact person

Name	
Position	
Email	
Mobile / phone	

4. Registration Details

Registered with	Registration number	Date registered	Last renewal date
District Administration Office			

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Registered with	Registration number	Date registered	Last renewal date
Social Welfare Council			
PAN / VAT			

Tax clearance certificate (to be attached) valid until: _____

Districts where you are registered (Rasuwa / Nuwakot): _____

5. Vision, mission and main working themes in few lines

6. Human Resource

	Total	Women	Men	Dalit	Janajati	Others
Executive committee members						
Paid staff						
Volunteers (if any)						

Please attach your organization chart.

7. Key staff

Name	Position	Expertise / Discipline	Years of experience	Years in disaster response / recovery

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8. Past work (last 5 years)

List projects in the relevant areas like disaster response, recovery, cash for work, livelihoods, water schemes, shelter, and social mobilization.

Project name	Donor	Your Engagement	Place (district / municipality)	Dates	People reached	Budget (NPR)

8. Financial Resource (from your latest audit report of two financial years)

Source of income	Amount (NPR)	Amount (NPR)
Membership fees		
Donations / project funds		
Other income		
Total income		

Please attach audit reports for the last 3 years.

9. Policies

Do you have a written policy for Administrative, Finance, Human Resource, SRHR, Child protection, safe guarding, performance review and training that include gender and social inclusion (GESI)? Yes / No. If yes, please attach them.

10. Declaration – please write Yes or No

Question	Yes / No
Is your organization linked to any illegal or terrorist activity?	
Is there any proof of human rights abuse or discrimination in your organization?	

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Question	Yes / No
Do you have any conflict of interest (for example, board members on a partner's payroll, or family ties with DEPROSC Nepal or Plan International Nepal staff)?	
Has any government placed funding limits on your organization?	
Has your organization been involved in fraud or corruption cases?	
Has your organization failed to follow tax or VAT laws?	

I confirm that all information in this form is true. False information will lead to automatic disqualification.

Name: _____

Designation: _____

Signature: _____

Organization stamp: _____

Date: _____