

Expression of Interest (EOI)

1. Introduction

WaterAid is an international non-profit organisation with one goal: to change the world through water. Along with decent toilets and good hygiene, a reliable supply of clean water is essential for health, dignity and a life full of opportunity. Childbirth is safer, children get the chance to grow up healthy and strong. Families thrive and whole communities are better prepared for our changing climate and whatever the future holds. We started out in 1981, when UK water companies created a single organisation dedicated to tackling the global water crisis. Today we work alongside communities worldwide setting up entire systems that deliver clean water, decent toilets and good hygiene for millions. And we get the people, policies and money in place to keep these systems working – and the water flowing for good. So that people have safe, reliable services that last. Our work with communities, partners, allies and supporters has already meant millions of people can shape their future with dignity and confidence.

Our vision is ‘A world where everyone, everywhere, has sustainable and safe water, sanitation and hygiene’.

WaterAid has been working in Nepal since 1987. Our work in Nepal spans across all seven provinces. We team up with local partners, technical experts, governments and communities to support the delivery of integrated and inclusive WASH services in hard-to-reach communities, helping to transform lives.

WaterAid Nepal invites Expression of Interest (EOI) from eligible organisations, locally registered NGOs registered at the District Administration Office (DAO) of Rasuwa, Nuwakot and Dhading. The purpose of this call is to identify local NGO partners with a strong presence and operational capacity in the flood-affected areas who can support the timely, effective implementation of WaterAid's emergency response project and to collaborate on WASH-related projects.

These projects aim to engage with communities, schools, healthcare facilities, local governments, private sectors, and academic institutions — focusing on nutrition, public health, climate change, and building community resilience through WASH interventions in the target provinces and local governments. This call seeks to identify capable NGOs with demonstrated experience and capacity to deliver high-impact, sustainable programs aligned with WaterAid Nepal's strategic priorities and with a robust monitoring system and coordination

2. Priority in NGO Selection: Priority will be given to NGOs that:

- Are registered and based within the project district.
- Have a proven track record of working within the project area.
- Are registered in other districts but demonstrate established, ongoing work in the project area/district.
- Have strong relationships and establish trust with local communities, community-based organisations and local government.

3. Eligibility Criteria: Eligible NGOs must:

- Be legally registered with the appropriate government body.
- Be non-religious and non-political.
- Have an executive board whose members are not actively involved in political parties or members of politically affiliated committees.
- Have a minimum of three years of proven experience in delivering relevant programs/projects.

4. Selection Criteria: The selection will be based on a scoring system (100 points total):

Criteria	Description	Score
Legal Registration	Registered with an appropriate government authority as a non-profit entity.	10
Vision, Mission, and Objectives	Clear, aligned with the project's goals (e.g., WASH, public health, education, gender inclusion, livelihood, social mobilisation, environment, emergency response).	10
Non-religious, non-political	Organisation operates independently of religious or political affiliations.	5
Governance and Leadership	Active, inclusive executive board with members not involved in politics.	10
Experience in Project Area	Proven track record (3+ years) in implementing relevant projects locally.	15
Technical Expertise	Demonstrated sector expertise (e.g. WASH, public health, education, gender inclusion, livelihood, disaster risk management, climate resilience, emergency response).	10

Community Recognition and Trust	Endorsements or recognition from local stakeholders and beneficiaries.	10
Inclusion and Diversity	Representation of women and marginalised groups in leadership/decision-making.	5
Resource Mobilization	Ability to leverage local resources, co-funding, or in-kind contributions.	5
Financial Management and Transparency	Regular audits, clear financial records, and documented policies.	10
Planning, Monitoring, Evaluation, and Learning (PMEL)	Established PMEL mechanisms with systematic data collection, reporting, and learning practices.	10
Sustainability and Exit Strategy	Clear plan for sustainability and community ownership beyond project duration.	5
Total		100

5. Checklist for EoI Submission requirements:

Interested NGOs should submit	Included (Y/N)
Form 1: Cover letter expressing interest	
Form 2: Organisational Profile	
Xerox or scanned copies of the following documents ○ NGO Registration Certificate (renewed and valid) ○ Organisation bylaws ○ Affiliation Certificate in Social Welfare Council (SWC) with the latest renewal ○ PAN Certificate ○ Latest FY tax clearance certificate and tax exemption ○ Latest FY Audit Report ○ NGO Profile ○ Programme strategy plan document ○ Name list of the current policies and guidelines (including safeguarding, financial, personnel, procurement, GESI policy, M&E guideline, etc.) ○ Self-declaration letter duly certified that there is no conflict of interest with WaterAid, no outstanding legal cases, s not blacklisted and not punished for	

professional conduct by both an authorized person of the board and organization in the letter pad. ○ Reference letters from the current donors (at least 3 major donors).	
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6. **Evaluation Process:** The evaluation committee will review and score all applications based on the criteria above. Shortlisted NGOs may be invited for an interview or presentation.

Please Note:

- Only shortlisted NGOs will be notified for further detailed organisational assessment.
- WaterAid Nepal reserves the right to accept or reject any or all applications without giving any reason whatsoever.
- Any attempt to influence by any means during the selection process will lead to disqualification.
- The EOI documents received after the deadline will not be considered

Standard Forms for Eol Submission

FORM 1: Letter of Interest

[Insert date]

To
WaterAid Nepal
Nakhipot, Lalitpur

Dear Sir/Madam,

We, the undersigned, offer to provide services for "*[Insert the name of the project]*" in accordance with your Call for Expression of Interest dated *[Insert Date]* in the daily newspaper *[Insert name of Newspaper]*. We are hereby submitting our application.

We are submitting our Eol, which is attached herewith. We hereby declare that all the information and statements made in this Eol are true and accept that if any discrepancies are contained in it, it may lead to the disqualification of our application.

We understand you are not bound to accept any Eol you receive. We agree with your selection process and will fully support it as needed.

Yours sincerely,
Authorised Signature: *[In full and initials]*
Name and Title of Signatory:
Name of Applicant: *[With seal/stamp]*
Address:

Enclosed documents with Eol :

FORM 2: Organisational Profile

1. General Information

S. N	Particulars	Detail Information	
1.	Name of the organisation		
2.	Type of Organisation		
3.	Organisational Goal and Objectives (according to current statute/strategic period, alignment of WASH objectives (water, hygiene) in community, public health, school, market system, GEDSI)	Goal: Objectives:	
4.	Working sectors (according to bylaws)	1. 2. 3. 4.	
5.	Geographical coverage/ District and Rural/Municipalities (according to bylaws)	Name of Districts: Name of R/Municipalities/Provinces:	
6.	Contact address and contact person	Physical Address: Name of the Contact Person: Position: Official Phone Number: Email:	
7.	Registration status	Registration No.	
		Reg. date	
		Name of Reg. authority	
		Renewal Valid Date	
8.	Date of Latest Renewal		
9.	Social Welfare Council Affiliation Status Number, affiliated date, and last renewal date	SWC affiliation no.	
		Renewal Valid date	
10.	PAN registration number and date	PAN No.:	

11.	Tax clearance certificate and Tax Exemption Certificate	Yes/No Latest fiscal year of clearance:
12.	Total number of full-time staff	Full-time staff:

2. Experience of Implementing WASH Projects

(Please provide information on experiences in the last five years only, currently implementing and/or completed projects in the WASH (water, sanitation, hygiene) sector and relevant experiences, including both development and humanitarian response/ recovery/ rehabilitation works, (community, school, health care facilities, public health, nutrition, GEDSI, climate change, market system development). Reverse chronological order starting from the most recent one to 2019

2.1. Project title :

Implementing Province :
 Implementing district :
 Implementing Rural/Municipalities:
 Project Period :
 Total budget of the project :
 Donor/Funding agency :
 Donor contact with name :

Key five project achievements:

1. (Text here...)
2. (Text here...)
3. (Text here...)
4. (Text here...)
5. (Text here...)

2.2. Project title :

Implementing Province:
 Implementing district :
 Implementing Rural/Municipalities:
 Project Period :
 Total budget of the project :
 Donor/Funding agency :
 Donor contact with name :

Key five project achievements:

1. (Text here...)
2. (Text here...)
3. (Text here...)

4. (Text here...

5. (Text here...

2.3. Project title :

Implementing Province:

Implementing district :

Implementing Rural/Municipalities:

Project Period :

Total budget of the project :

Donor/Funding agency :

Donor contact with name :

Key five project achievements:

1. (Text here...

2. (Text here...

3. (Text here...

4. (Text here...

5. (Text here...

2.4. Project title :

Implementing Province:

Implementing district :

Implementing Rural/Municipalities:

Project Period :

Total budget of the project :

Donor/Funding agency :

Donor contact with name :

Key five project achievements:

1. (Text here...

2. (Text here...

3. (Text here...

4. (Text here...

5. (Text here...

2.5. Project title :

Implementing Province:

Implementing district:

Implementing Rural/Municipalities:

Project Period:

Total budget of the project:

Donor/Funding agency :

Donor contact with name :

Key five project achievements:

1. (Text here...
2. (Text here...
3. (Text here...
4. (Text here...
5. (Text here...

3. Executive Body Composition

S.N.	Full Name	Designation	Gender	Caste/ Ethnicity	Education/ Qualification	Tenure in executive committee (From- Till)	Key expertise
1.							
2.							
3.							
4.							
5.							
6.							
7.							

4. Organogram of the organisation (Insert an organogram)

5. List of WASH experts in the organisation

S. N.	Full Name	Designation	Gender	Caste/ Ethnicity	Education/ Qualification	Number of years of experience in WASH
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						

**Note: Apart from the board members (current staffs)*

Please mention any specific experience related to WASH response, recovery or resilience work, if applicable.

6. List of Strategic partnership and collaboration with the institutions/ organisations/ academia/ media/ private sector etc. in last 5 years

S.N.	Organisation with which Partnership / Collaboration established	Purpose of Collaboration / Partnership	Period of Collaboration / Partnership	Remarks
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

7. Description of the Annual Financial turnover for the last three years

S.N	Fiscal Year	Turnover NPR
1		
2		
3		