

Terms of Reference (TOR)

For
Submission of Expression of Interest (EOI)

1. Introduction

SHAPLA NEER= Citizens' Committee in Japan for Overseas Support is an International Non-Government Organization (INGO), working on Disaster Risk Reduction (DRR) and Child Labor Reduction in Nepal since 1996. It has been working in Nepal to improve the living conditions of underprivileged communities. Its activities are currently located in Japan, Bangladesh, and Nepal. (Website: <https://www.shaplaneer.org/english/>) SHAPLA NEER recently completed a 3-year project on DRR in Urlabari Municipality of Morang together with partner organization in close coordination with local communities, schools, local governments, provincial government and relevant stakeholders benefiting to the flood vulnerable communities.

SHAPLA NEER plans to implement DRR project especially focusing to the river corridor on floods and landslides prevention in Miklajung Rural Municipality and Urlabari Municipality of Morang District. This Expression of Interest (EOI) is called to invite interested Non-Government Organizations (NGOs) that meet the eligibility criteria mentioned below to submit their Expression of Interest. Interested and potential NGOs having experience in community mobilization, Disaster Risk Reduction & Management, Climate Change Adaptation and watershed management (both structural and non-structural activities mainly on floods and landslides prevention and mitigation) are encouraged to apply.

2. Eligibility Criteria

NGOs interested should meet the following minimum requirements:

2.1 Mandatory Requirements

- 1) A cover letter in 'Letter Head' for submission of expression of interest.
- 2) Filled up 'EOI Application Form'.
- 3) Organizational profile (maximum 5 pages).
- 4) Bylaws
- 5) NGO Registration Certificate with latest renewal at the proposed working district.
- 6) Affiliation certificate of Social Welfare Council (SWC) with latest renewal.
- 7) PAN Registration Certificate.
- 8) Latest Tax Clearance Certificate or Tax Exemption Certificate.
- 9) Audit Report for the last three fiscal years.
- 10) Latest annual report of the organization.

2.2 Preferred Qualifications

- 1) Experience working with vulnerable and marginalized communities, including women, dalit, indigenous peoples and youth.
- 2) Experience on disaster risk reduction and management, especially on floods and landslides prevention, community-based natural resource management, climate change adaptation and early warning system establishment.
- 3) Experience of working in Morang District.
- 4) Working experience with INGOs, donors, Government of Nepal.

3. Selection Process

3.1 Stage 1: EOI Screening

Assessment of submitted documents against mandatory and preferred criteria.

3.2 Stage 2: Organizational Capacity Assessment

Short-listed NGOs will undergo a detailed organizational assessment covering the underdefined criteria.

3.3 Stage 3: Technical Discussions

Selected organizations may be invited for technical consultations and discussions on the future project.

4. Submission Procedure

Interested NGOs should submit the EOI package electronically with the subject line:

“EOI for the Project Partnership-Morang”

The submission package should include all required documents in pdf format. Try to make one folder with all the required documents.

Large files (10 megabytes or more) may not be received. Please compress photos and other large files to reduce their size before sending them.

Please note that if you do not receive a confirmatory reply within two business days, your email has not been received.

5. Address and deadline for submission of EOI

5.1 Address:

SHAPLA NEER
Kupondole, Lalitpur
Email: npoffice@shaplaneer.org
Telephone: 01 5181038, 5180167

5.2 Application deadline:

23rd August 2026, 5:00pm Nepali time

Additional Notes

- The application received after the deadline will not be considered.
- Submission of EOI does not guarantee funding commitment and project partnership.
- Only short-listed NGOs will be contacted for further assessment.
- Any attempt to influence the selection process will lead to disqualification.
- Submission of false or misleading information will result in immediate disqualification.
- Locally established and registered NGOs in Morang District are strongly encouraged to apply.
- The EOI Application Form to be submitted in the prescribed format. Any submission with distorted or modified EOI Form will not be accepted.