

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 requests Expression of Interest (EOI) for the purpose of preparing roster of interested and potential NGOs who are established and registered in the Jhapa, Morang and Sunsari Districts in Koshi Province and having experiences 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).

2. Requirements for Submission of Expression of Interest (EOI)

The EOI shall include with following essential documents:

- 1) A cover letter in 'Letter Head' for submission of expression of interest.
- 2) Completely filled up 'EOI Application Form'.
- 3) Latest audit report of the organization.
- 4) Latest annual report of the organization.
- 5) Registration certificate from the government authority with Latest renewal, e.g. District Administration Office, Rural Municipality registration

3. Address and deadline for submission of EOI

3.1 Address:

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

3.2 Application deadline:

25th June, 2026, 5:00pm Nepali time

Additional Notes to applicants

- The application received after the deadline will not be considered.
- Inclusion in the roster does not guarantee funding or partnership but serves as a prequalification for future opportunities.
- The EOI Application Form to be submitted in the prescribed format. Any submission with distorted or modified EOI Form will not be accepted.